



District Advisory Council (DAC) 2022-2023
Thursday, January 5th, 2023
6:00 – 8:00 p.m.
Howell Center, 3955 W. Pensacola Street

	What	Who	Outcome
1.	Welcome and Introductions	Dr. Michelle Gayle, Deputy Superintendent	
2.	Superintendent's Welcome	Superintendent Rocky Hanna	
3.	Welcome from School Board Member	Marcus Nicolas School Board Members	
4.	Approval of Agenda	Jacquelyn Steele Chair	Vote
5.	Approval of Minutes (December 2022)	Jacquelyn Steele Chair	Vote
6.	SDAC Updates	Amaya Waymon Hudson Taylor	Information
7.	School Choice Update	Jamie Holleman School Choice Coordinator	Information
8.	Mental Health Updates	Ashley Anderson Mental Health Coordinator	information
9.	<p>Policy 1600, Classification Specifications Owner: Brett Shively</p> <p>Policy 5630.01 – Seclusion and Restraint of Students with Disabilities, Owner: Cathy Shields</p> <p>Policy 2522 – Challenges to Adoption or Use of Instructional, Library, or Reading List Materials Owner: Shane Syfrett</p> <p>Policy 5330 - Use of Medication Owner: Terri Anderson</p> <p>Policy 5350 - Student Suicide Prevention, Awareness, and Screening Owner: Tonja Fitzgerald</p> <p>Policy 2520 – Selection of and Adoption of Instructional Materials Owner: Shane Syfrett</p> <p>Policy 5320 - Immunization and Policy 5325 - School Entry Health Examination Owner: Terri Anderson</p>	Wallace Knight Policy Director	information

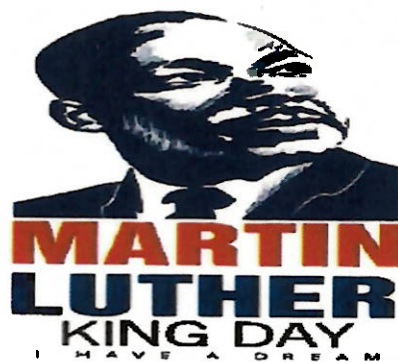


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	Policy 5330.03 - Use of Medical Marijuana/Low THC Cannabis by Qualified Students Owner: Terri Anderson Policy 8405 - School Safety and Security Owner: Jimmy Williams, Tonja Fitzgerald, and Donald Kimbler Policy 5330.01 - Self-Administered Medication Owner: Terri Anderson Policy 2111 - Parent and Family Involvement in the School Program Owner: Dr. Michelle Gayle		
10.	SAC Questions	Jacquelyn Steele Chair	Information
11.	Wrap up on Issue	Jacquelyn Steele Chair	Information
	Adjourn		

**Please note that one or more Board members may attend this meeting.*

Next Meeting: February 9th, 2023



District Advisory Council

Thursday, December 8, 2022

In Person Meeting 6:00 p.m. – 8:00 p.m.

- I. **Schools/Members Attending:** Dr. Michelle Gayle, Stacey Turknett, Jacquelyn Steele (Chair/Conley), Damaris Barrios (Vice Chair/Desoto Trail), Jennifer Hirst (Secretary/Pineview), Susan Walden (Academic Services), Shayla Lightfoot-Brown (Apalachee), Cara Garrett (Astoria Park), Linda Edson (Buck Lake), Kasey Kirkland (Business Services), Mona Davis (Canopy Oaks), Brooks Sperling (Chaires), Kelly O'Rourke (Chiles), Jamie Matthews (Deerlake), Lashay McKhan (Early Childhood), Jenny Taylor (ESE), Erica Stelter (Ft. Braden), Jane Floyd-Bullen (Gretchen Everhart), Bomani Mustapha (Hartsfield), Chris Chaback (Hawks Rise/Chiles/Deerlake), Latanya Peterson (LCSB: Darryl Jones), Keith Berry (Leon), Rebecca Schultz (Montford), Keyona Williams (Oak Ridge), Sandra Alber (Oak Ridge), Marcus Scott (RAA), Robert Amstutz (Rickards/Hartsfield), Leah Hutchins (Riley), Ivory Gabriel (Ruediger), Shayla Cole (Sealey/Godby), Nena Parnel (Sealey), Amaya Waymon (SDAC), Susan Jones (Springwood), Amy Alvis (Success Academy Second Chance), Michele Keltner (Superintendent Appointee), Todd Lanter (Superintendent Appointee), Mike German (Superintendent Appointee), Amy Hartman (Swift Creek), April Knight (Title I), Margaret Anderson (WT Moore), Cathy Shields (ESE), Skylar Mosely (Woodville), Andrew Thomas (Rickards)
- II. **Visitors/District Staff:** Rocky Hanna (Superintendent), Darryl Jones (LCSB), Alva Striplin (LCSB), Laurie Cox (LCSB), Eric Clark (FLCS), Jeff Cheesborough (ACS), Karen Boebinger, Jimmy Williams (Safety and Security)
- III. **Excused Members:** Christina Eppes (ACE), Gillian Stewart-Gregory (Cobb), Nathaniel Wienert (DeSoto Trail), Brooke Brunner (Early Childhood), Cheryl Collier-Brown (Fairview), Desmond Cole (Godby), Suszan May (Griffin), Dr. Willie Willis (LCSB: Darryl Jones), LaShawn Gordon (LCSB: Marcus Nicolas), Tracy Propp (LCTA/COBB), Andrea LeBeaud (LCVS/ACE Transition), Grace Holley (LCVS/ACE Transition), Jennifer Peavy (Lincoln), Johnitta Wells (Rickards), Phillip Bryant (Riley), Inika Williams (Roberts), Sedrick Pearson (Sabal Palm), Cara Stoudmire (Sabal Palm), Scott Whittle (Sail), Hudson Taylor (SDAC), Delton Chambers (Success Academy Second Chance), Regina Browning (Superintendent Appointee), Roshanna Beard (Woodville), Jessica Smith (WT Moore),
- IV. **Approval of Agenda:** Motion made by Latanya Peterson. Seconded by Jamie Matthews. Approved.
- V. **Approval of Minutes:** Motion by Keith Berry. Seconded by Jamie Matthews. Approved.
- VI. **Rocky Hanna:** Brian Ballard and Partners donated \$50,000 for kids to help with Christmas gifts for the students, as well as coats, glasses, and shoes. Additionally, there are upgrades for Safety and Security. For instance, we are adding Puppy Patrol in High School and will eventually move down to the Middle Schools. Puppy Patrol is the K9 unit that will be used to detect guns and bullets. Her name is Stassi and she is trained to sit down or lay down in front of the person that it is detecting the scent from. They are

also introducing hand held metal detectors. Based on meeting with students that had brought weapons to school it is based on them not feeling safe getting to school and getting back home safely. It was not a matter of not feeling safe at school. Middle School and High School will also have a new app that is rolled out at the beginning of the year. This new app will be specific to each school. The app will let kids report anonymously and goes hand in hand with Hear Something, See Something, Say Something. This app has been successfully piloted by Chiles High School.

Important to note that web queries on school devices are monitored 24/7/365. The queries that they are really looking for have to do with self-harm or harm to others.

Lastly, we were informed that Corey Simon has been appointed to K12 Education Committee Chair. He can be an advocate to public schools and he is local to Tallahassee.

VII. Darryl Jones: Introduction of new Chair for the School Board.

VIII. Alva Swafford-Smith: New chair for the School Board. She has stated that she wants to continue getting feedback from DAC.

IX. SDAC Update: Amaya Waymon updated us on the continued efforts to reach out to students for more engagement. The Longest Table will be on December 11, 2022. It I for all high school students and adults are welcome too.

X. Chief Williams: Chief Williams came back to discuss the RAVE app that was questioned at the October meeting. This is a mobile app for school employees. This app is faster than calling 911 because you skip out on the questions that ae asked by the operators. The RAVE app is a 3 step process so you do have to be deliberate when sending the message out. As soon as the button is specifically pushed over 300 1st responders are notified even if they are off duty at the time. Not only is the app used for active shooters but, also for medical emergencies. The app uses a geofence to locate where the message came from and where the emergency is. Each school is getting more and more participation at each school site. The app also allows for a mass text to go out to employees to let them know what is happening on campus. Regular substitutes will also be granted access to have the RAVE app. Chief Williams reiterated That the anonymous app for middle and high school students is monitored 24/7/365 by TIS and Safety and Security. Also, Pup patrol was announced via Press Conference on December 6th as well as making announcements via social media.

XI. Jacquelyn Steele: will be forming a subcommittee for a collaboration between safety and security and parents. The goal is to rectify the fact that students are feeling unsafe either getting to school or getting home from school.

XII. Foundation for Leon County Schools: Eric Clark has been working with the foundation to raise private dollars for schools. The foundation has currently awarded \$120,000 and will help about 10,000 students. Most of the grants that have been awarded are for reading programs and STEM. We are the only district in the country that has a program for free EKG screening for all 6th graders. The parents are able to opt their child out of the screening. We will be getting EKG programs in 4 High Schools that will provide training for the students. When they finish the program they will then be certified.

XIII. Relay for Life: Jeff Cheesborough informed us about the Relay for Life that will happen in April of 2023 at the North Florida Fairgrounds. Schools may set up teams and participate in the Relay. Relay for Life has raised \$6.5 billion since its inception and continues to raise more.

- XIV. Dr. Gayle:** We are now able to do school calendars for 3 school years. Calendars are guided by state statute. 1. Schools can **NOT** start prior to August 10. 2. There needs to be 900 hours of instruction or 180 days. New calendars will be ready to view and vote on in February. Dr. Gayle is looking for about 4 people to join the calendar committee. It was brought up that summer school was trying to be done by the end of June. If summer school is to be done by June then the regular school year has to end in May.
- XV. SAC:** Conley questioned what type of safety and security measures are taking place in elementary schools. This question will be forwarded to Chief Jimmy Williams. There was also a question about school improvement money such as where is it and what is being done with it. The answer to that is the state did not award us any school improvement money.
- XVI. Wrap up:** Looking for legislative committee. The next meeting will have quite a bit of policy. Attendance is very important.
- XVII. Adjourn:** 7:42 p.m.

**Leon County Schools
Classification Specification**

Salary Grade 25

Summary Information:

Classification Title:	Coordinator, Human Resources	Date Prepared:	10/2022
FLSA:	Exempt	Position Code:	00610

Typical Decisions and Recommendations to Others:

To efficiently and effectively coordinate and provide professional services for the daily operations of the Human Resources Department and all activities relating to labor relations, payroll, benefits, leave accounting, retirement, talent acquisition, classification and pay, HR Administration and Human Resources Information Systems.

Activity Identification

Activity Name

001	Direct Supervision	Control, review, verify, observe, and manage The work of people reporting directly to you.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, Objectives, and priorities for a school, department, program, or the district
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
039	Cross-Functional Collaboration	Plan and implement the actions/activities of the district/area/school staff from different offices/



	departments working in a collaborative fashion, drawing on diverse skills and strategies.
042 Document Processing	Complete and process applications or forms, excluding funded program items.
045 Report Preparation (Non-Board)	Prepare required reports. This does <u>not</u> include reports for the Board.
047 Professional Meetings	Attend professional association meetings as Required.
049 Travel Time	Time spent traveling to meetings, between Schools, or for other purposes. Does not include commuting between work and home.
070A Data Analysis and Reporting	Analyze and interpret data that are regularly available on student behavioral programs and performance.
120 Naturalistic Observation	Apply methodologies using standardized protocols for the systematic collection and analyses of data for a variety of audiences and constituencies.
310 Board Relations	Attend regular, special, and committee meetings of the Board. Respond to questions and concerns of members at other times.
326 Payroll Administration	Administer payroll policies and procedures. Answer questions and resolve problems of payroll preparers.
327 Payroll Preparation	Compile and compute payroll for salaries staff, temporary and hourly workers, and teachers.
330 Payroll Reports	Prepare various reports, including deduction registers and payroll costs allocations.
331 Benefit Plan Administration	Assist employees in completing enrollment forms for all benefit programs. Answer employee questions. Compile and file reports.
335 Payment Issuance	Prepare checks. Initiate payment in the accounting system.

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342	Bookkeeping	Compile journal voucher entries, etc. Does <u>not</u> include departmental record keeping such as cost records.
566	Advertising	Develop concept and layout or script of paid advertisement. Place advertisements in various media.
590	Recruitment	Recruit individuals to fill vacant positions through job fairs and advertisements. Coordinate all administrative requirements in the recruitment process.
590-A	Recruitment	Screen applicants and make hiring recommendations to Human Resources.
591	Employee Certification	Administer testing to and certify applicants for positions requiring district certification. Includes application, testing, verification of credentials, etc.
594	Employee Contract Administration	Interpret all employee collective bargaining contracts.
595	Classification and Compensation	Develop job descriptions and maintain salary schedules for all employees.
596	Personnel Records	Maintain applicant flow and employee personnel and salary records. Includes eligibility results.
599-A	In-Service Training	Plan, develop and conduct in-service training courses and workshops for staff. Arrange for courses at universities.
601	Personnel Compliance	Ensure compliance with local, state, and federal regulations regarding all phases of employment. Includes certification monitoring.
602	Interview	Interview, evaluate and select or recommend candidates for employment in the district and/or departments.
606	Retirement Processing	All activities related to the retirement of district personnel. May include retirement counseling.
609	Personnel Reporting	Prepare personnel reports to meet various internal and/or external requests.

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608 Leave Records

Maintain leave records. Monitor and record leave accrual for employees. Prepare required reports.

612-A Litigation Assistance

Assist in legal matters involving workman's compensation, arbitration, unfair labor practices, personal injury, and related matters.

613 Self-Development

Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain ongoing knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.

999 Assigned Duties

Perform other duties as assigned.

Education/Experience:

Bachelor's Degree and six (6) years of related experience (i.e., personnel recruitment or screening and selection); or

Associate's Degree and eight (8) years of related experience (i.e., personnel recruitment or screening and selection); or

High School Diploma or equivalent and ten (10) years of related experience (i.e., personnel recruitment or screening and selection).

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Leon County School District

JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator, Recruitment/Retention	Human Resources	Division Director – Human Resources

Length of Work Year: 12 months	Bargaining Unit Eligibility: No
FLSA: Exempt	Salary Schedule: Exempt – E25
Date Approved:	Position Code: 06610

JOB GOAL
To administer and provide professional services that promote the highest quality of instruction and educational opportunities for the students of Leon County Schools and to recruit competent, experienced, and talented employees for the District.

MINIMUM QUALIFICATIONS:
<ol style="list-style-type: none"> 1. Bachelor's Degree and six (6) years of related experience (i.e., personnel recruitment or screening and selection); or 2. Associate's Degree and eight (8) years of related experience (i.e., personnel recruitment or screening and selection); or 3. High School Diploma or equivalent and ten (10) years of related experience (i.e., personnel recruitment or screening and selection).

DUTIES AND RESPONSIBILITIES
<p>NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position</p> <ol style="list-style-type: none"> 1. Coordinate implementation of efficient and effective talent acquisition strategies to improve quality and diversity in recruitment activities across the District. 2. Develop and Implement District-wide recruitment and retention initiatives. 3. Proactively identifies recruitment opportunities and represents LCS in activities and events related to the recruitment of highly qualified candidates for employment. 4. Coordinate activities related to the marketing of LCS to the community at large, technical & vocational schools, colleges, and universities throughout Florida and the nation. 5. Actively recruit and coordinate placement for candidates who meet the operational needs of the District. 6. Develops and implement candidate selection models to meet the talent needs of the District. 7. Collaborate with LCS support organization(s), community organizations, and other governmental agencies to promote recruitment efforts of the District. 8. Coordinate and conduct screening and interview activities for the purpose of identifying highly qualified applicants for positions with Leon County Schools. 9. Assist in the preparation of reports and statistical briefs, which reflect the recruiting and employment practices of the District. 10. Serve as the District liaison to the Florida Department of Education (DOE) Office of Teacher Recruitment.

11. Work collaboratively with District and Human Resources Staff to maximize the effect and efficiency of hiring practices.
12. Plan, design, and implement the District-wide employee engagement & retention strategy.
13. Work closely with leadership to identify, recommend, develop and implement strategies intended to enhance employee engagement and retention.
14. Set benchmarks and targets for organizational units in collaboration with leadership teams and educate leaders and employees to help solve engagement and retention challenges.
15. Lead special retention programs and consult leaders to understand the unique challenges with employee engagement and retention and assist with the development of action plans that seek to address the challenges.
16. Perform other related duties assigned.

PHYSICAL DEMAND CLASS:

Light Work (LW) – Required to push, pull or lift up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Other physical activities include, but are not limited to, walking, sitting, standing, climbing, balancing, bending, stooping, kneeling, crouching, crawling, twisting, reaching, grasping, repetitive motion, hearing acuity, and visual acuity.

EVALUATION:

The performance of this job will be evaluated in accordance with provisions of the Board's policy on the evaluation of personnel

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work year and hours of employment shall be those established by the District and communicated clearly.

This job description is intended to accurately reflect the position's activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.

Leon County Schools does not discriminate on the basis of sex (including transgender, gender nonconforming, gender identity), marital status, sexual orientation, race, religion, national origin, age, color, pregnancy, disability, military status, ethnicity or genetic information.



Book	Policy Manual
Section	5000 Students
Title	SECLUSION AND RESTRAINT OF STUDENTS WITH DISABILITIES
Code	po5630.01
Status	
Legal	F.S. 1012.75 F.S. 1006.11 F.S. 1003.573 F.S. 1003.32 F.A.C. 69A-58.0084
Adopted	September 4, 2012
Last Revised	June 15, 2021

5630.01 - SECLUSION AND RESTRAINT OF STUDENTS WITH DISABILITIES

~~The headings in the policy are for convenience or reference only and will not govern the interpretation of the provisions.~~

POLICY STATEMENT

It is the policy of the School Board to prohibit the use of seclusion, to prohibit the use of mechanical restraint by school personnel, and to limit the use of physical restraint in the education and discipline physical management for safety of students with disabilities to circumstances in which ~~a student is in imminent risk of serious injury or death to the student or others and where~~ the strategy can be used safely in a manner that is in the best interests of the student with a disability and as defined in this policy and Florida law. All terms not defined herein shall have the definitions used in F.S. 1003.573.

Definitions

Physical restraint means the use of manual restraint techniques that involve significant physical force applied by a teacher or other staff member to restrict the movement of all or part of a student's body. The term does not include briefly holding a student in order to calm or comfort the student or physically escorting a student to a safe location.

Mechanical restraint means the use of a device that restricts a student's freedom of movement. The term does not include the use of devices prescribed or recommended by physical or behavioral health professionals when used for indicated purposes.

~~SCOPE This policy only applies to students with disabilities as defined under the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and to the system involved in the implementation and monitoring of behavioral programs and the use of physical restraint for such students. This policy implements F.S. 1003.573, as it relates to incidents of physical restraints and requires that the use of restraint with disabled students be reported to the parents of such disabled students and to the Florida Department of Education. Should nondisabled students engage in behaviors addressed in this policy or be disciplined through the use of seclusion or restraint, district discipline policies shall be followed.~~

I. PROHIBITION AGAINST ON USE OF SECLUSION

~~For purposes of this policy, District personnel are prohibited from using seclusion. Seclusion is defined as the involuntary confinement of a student alone in a room or area alone and preventing which is unfit, locked or from which the student from leaving the room or area. is physically prevented from leaving. The term does~~

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not include a time-out used as a behavior management technique intended to calm a student. Seclusion does not include timeout, which is a behavior management technique implemented for the purpose of calming. Timeout may be defined as a period of time in a less reinforcing environment, such as when a student is moved to another part of the classroom or into a separate classroom within full view of a staff person. Timeout usage is not required to be reported for purposes of this law. The use of seclusion on a student with a disability shall be prohibited.

II. USE OF PHYSICAL RESTRAINTS

- A. Authorized school personnel may use physical restraint only when all positive behavior interventions and supports have been exhausted. Physical restraints may be used only when there is an imminent risk of serious injury and must be discontinued as soon as the threat posed by the dangerous behavior has dissipated.
- B. ~~For purposes of this policy, physical restraint is an emergency intervention sometimes used in schools when students are exhibiting disruptive or dangerous behavior. Physical restraint is not to be used for student discipline or as an instructional tool for the development of pro-social behavior. Rather, it is one method to prevent students from harming themselves or others, to prevent students from harming themselves or others. It should only be used in emergency situations when an imminent risk of serious injury or death to the student or others exists.~~ Physical restraint is a personal restriction that immobilizes or reduces the ability of a student to move his/her torso, arms, legs, or head freely and may include physical action that results in a student being placed on the floor in a supine or supported sitting position as part of the District's approved procedures. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. School personnel may not use a physical restraint that restricts the breathing of a student with a disability. A physical restraint shall not be implemented with the intention of using physical pain to achieve control of the behavior or punish misconduct of a student with a disability, and a physical restraint of any kind shall never be applied in a manner that restricts a the blood flow or respiration of a student with a disability. Failure of a student with a disability to complain or object to a physical restraint or the successful use of a physical restraint with another student with a disability shall not justify the use of a physical restraint.
- C. Physical restraint shall not be used if there is a medical contraindication to its use identified for the student with a disability, and shall only be applied and supervised by a staff member who has been trained in the safe application and supervision of the specific means of ~~physical~~ restraint applied.
- D. If physical restraint is utilized in compliance with this policy on a student with a disability whose primary mode of communication is sign language, the student with a disability shall be permitted to have his/her hands free of restraint for brief periods unless the supervising staff member determines that such freedom is likely to result in harm to the student or others.
- E. In determining whether a student with a disability who is being physical should be moved from the area where the need was first noted or the restraint was first applied, the supervising staff member shall consider the potential for injury to the student with a disability, the educational and emotional well-being of the restrained student and other students with disabilities who would observe the Application of physical restraint, and any requirements of an IEP or BIP established for a student with a disability. An IEP or BIP should never consider physical restraint as a management tool other than for physical safety of the student when an imminent risk of serious bodily injury or death to the student or others is present. Use of this type of incident must be reported on the District Notice of Physical Restraint form and the Florida Department of Education (FLDOE) via the Restraint Seclusion website. Staff will follow current procedures for monitoring and documenting the use of restraint. A student with a disability shall not be subjected to physical restraint except as specifically authorized in this policy. The use of prone (face-down) restraints on a student with a disability shall be prohibited.

III. PROHIBITION AGAINST USE OF MECHANICAL RESTRAINT USE (School Personnel Prohibited)

- A. School personnel are prohibited from using mechanical restraint. Only school resource officers, school safety officers, school guardians, and school security guards as defined in F.S. 1006.12 ("Authorized Individual") are permitted to use mechanical restraint in the exercise of their powers and duties to restrict students in grades 6 through 12.
- B. Mechanical restraint ~~is the use of any device or equipment designed and/or used to restrict a student's freedom of movement and is prohibited. The term~~ does not include devices implemented by trained school personnel or devices used by student that have been prescribed by an appropriate medical or related service professional and are used for the specific and approved purposes for which ~~such~~ devices were designed, such as:
 1. adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
 2. vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
 3. restraints for medical immobilization; or

4. orthopedically prescribed devices that permit a student to participate in activities without risk of harm, ~~or, other restraint devices that permit a student to participate in activities without risk of harm to self or others as determined by the IEP team. Use of the above devices for purposes not prescribed are considered mechanical devices and are prohibited. The use of mechanical restraint on a student with a disability shall be prohibited.~~

IV. REQUIREMENTS APPLICABLE TO MECHANICAL (by an authorized individual) AND PHYSICAL RESTRAINT (by school personnel/authorized individual)

- A. A student with a disability shall not be subjected to physical or mechanical restraint except as specifically authorized in this policy. Restraint of any kind shall not be used in any instance in which the sole justification is to punish the student for a violation of a directive from a staff member, violation of student conduct rule, the student's use of vulgar or profane language, a verbal threat, or a display of disrespect for another person. A verbal threat shall not be considered as sufficient justification for the use of physical or mechanical restraint unless a student with a disability has immediate access to the means of acting on the threat.
- B. A mechanical or physical restraint that restricts the breathing of a student with disability is prohibited. A restraint shall not be implemented with the intention of using physical pain to achieve control of the behavior or punish misconduct of a student with a disability, and a restraint of any kind shall never be applied in a manner that restricts the blood flow or respiration of a student with a disability. Failure of a student with a disability to comply or object to a restraint or the successful use of a restraint with another student with a disability shall not justify the use of a restraint. Restraint techniques may not be used that place a student in a face down position with the student's hands restrained behind the student's back. The degree of force used for physical restraint shall only be the degree necessary to protect the student or others from risk of serious injury.
- C. Physical (by school personnel/authorized individual) or mechanical (by an authorized individual) restraint may be used on a student with a disability if an emergency requires the use of the restraint. As used here, emergency means circumstances in which the individual applying the restraint reasonably believes that the application of a restraint on the student with a disability is necessary in response to a physical risk of harm to the student with a disability or others.
- D. A student with a disability shall be released from physical or mechanical restraint immediately upon a determination by the supervising staff member or authorized individual administering or overseeing the use of restraint that the circumstances permitting the use of restraint in this policy no longer exist.
- E. The Superintendent shall promulgate procedures on the use of positive behavior interventions and supports.

V. CRISIS INTERVENTION PLAN

- A. Upon the second time a student is restrained during a semester, the school shall develop a Crisis Intervention Plan (CIP) for the student. The CIP shall be developed by a team comprised of the student's parent or guardian, school personnel, and applicable physical and behavioral health care professionals and must include:
 1. specific positive behavior interventions and supports to use in response to dangerous behaviors that create a threat of imminent risk of serious injury;
 2. known physical and behavioral health concerns that will limit the use of restraint for the student; and
 3. a timetable for the review and, if necessary, revision of the crisis intervention plan.
- B. The school must provide a copy of the CIP to the student's parent or guardian.

VI. MANDATORY TRAINING FOR AUTHORIZED STAFF AND PERSONNEL

- A. No employee of the Board, or person in a school facility shall be permitted to use physical or mechanical restraint until the person has received sufficient training in the use of the strategy or procedure to allow the person to utilize the measure safely and in compliance with any IEP or BIP established for a student with a disability. Only school resource officers, school safety officers, school guardians, or school security guards as defined in F.S. 1006.12 are authorized to use mechanical restraint on students grades 6 through 12. and also training related to implementation of the District's Use of Reasonable Force policy.
- B. Only authorized personnel may use physical restraint. The Superintendent shall require that staff members responsible for implementing this policy receive training.
- C. The Superintendent shall require that appropriate training is provided to site administrators of District employees who are authorized to supervise the use of restraints to provide that those measures are only implemented as permitted in this policy.
- D. The Superintendent shall require that staff members responsible for implementing this policy receive training that includes:
 1. the use of positive behavior interventions and supports;
 2. risk assessment procedures to identify when restraint may be used;
 3. examples of when positive behavior interventions and support techniques have failed to reduce the imminent risk of serious injury;
 4. examples of safe and appropriate restraint techniques and how to use these techniques with multiple staff members working as a team;
 5. instruction in the District's documentation and reporting requirements;
 6. procedures to identify and deal with possible medical emergencies arising during the use of restraint; and

7. cardiopulmonary resuscitation.

VII. DOCUMENTATION AND REPORTING

- A. A school shall prepare an incident report within twenty-four (24) hours after a student with a disability is released from **physical** restraint. If the student's release occurs on a day before the school closes for the weekend, a holiday, or other reason, the incident report must be completed by the end of the school day on the day the school reopens.
- B. The following must be included in the incident report:
1. The name of the student with a disability who was restrained;
 2. The age, grade, ethnicity, and disability of the student restrained;
 3. The date and time of the event and the duration of the restraint;
 4. The location at which the restraint occurred;
 5. A description of the type of restraint used in terms established by the Department of Education;
 6. The name of the person using or assisting in the restraint of the student with a disability and the date the person was last trained in the use of positive behavior intervention and supports;
 7. The name of any nonstudent who was present to witness the restraint; and,
 8. A description of the incident, including:
 - a. The context in which the restraint occurred;
 - b. using the District's Notice of Physical Restraint Form and provided before the end of the school day on which the restraint occurs.
- c. Reasonable efforts must also be taken to notify the parent or guardian by telephone or **computer** e-mail, or both, and these efforts must be documented.
- d. The school shall obtain, and keep in its records, the parent's or guardian's signed acknowledgment that s/he was notified of his/her child's restraint.
9. A school shall also provide the parent or guardian with the completed incident report in writing by mail within three (3) school days after a student with a disability was **physically** restrained. The school shall obtain, and keep in its records, the parent's or guardian's acknowledgment that s/he received a copy of the incident report.

C. MONITORING

1. The District shall monitor the use of **physical** restraint on students with disabilities ~~using the~~ and shall collect data including: collected at the FLDOE Restraint and Seclusion website,
 - a. when, where, and why students are restrained; and,
 - b. the frequency of occurrences of such restraints.
2. Documentation prepared as required in this policy shall be provided to the school principal, ~~and the~~ the District ~~Director~~ of Exceptional Student Education ~~monthly~~, and the Florida ~~bureau~~ Chief of the ~~FLDOE~~ Bureau of Exceptional ~~Student~~ Education and Student Services electronically each ~~semester~~ month that the school is in session.
3. The data collected shall be used when selecting staff for training, as well as in the preparation of a District plan, with the goal of reducing the use of **physical** restraint in settings in which it occurs frequently or with students who are **physically** restrained repeatedly more than once. In order to enhance the information related to data collected, each time a physical restraint occurs, an LGS Physical Restraint Review form shall be completed with staff involved in the physical restraint incident.
4. The plan shall identify the activities, skills, and resources needed to achieve the plan's goal, including the following:
 - a. additional training in positive behavior interventions and supports;
 - b. parental involvement;
 - c. data review;
 - d. updates on students' functional behavioral analysis;
 - e. additional student evaluations;
 - f. debriefing with staff;
 - g. use of school-wide positive behavioral support;
 - h. changes to the school environment;
 - i. analysis of data to determine trends; and,
 - j. ongoing reduction of the use of restraints.

D. REVISIONS TO POLICIES AND PROCEDURES

Any revisions to policies and procedures, which must be prepared as part of the School District's special policies and procedures, must be filed with the Florida ~~bureau~~ Chief of the ~~FLDOE~~ Bureau of Exceptional ~~Student~~ Education and Student Services no later than ninety (90) days after the revision, in accordance with timelines set by FLDOE.

E. POSTING OF POLICY

At the beginning of each school year, the District shall publicly post on its website its policies and procedures on positive behavior interventions and supports as adopted by the District.

XI. DISCIPLINARY ACTION FOR A VIOLATION OF THIS POLICY

- A. In addition to any penalty prescribed by law, the Superintendent is directed by this policy to see that a Board employee who intentionally, knowingly or recklessly violates this policy is subject to correction or disciplinary action as necessary to prevent a recurrence of the violation.
1. A Board employee engages in conduct ~~"intentionally"~~ If, when s/he engages in the conduct, it is his/her conscious objective to do so.
 2. A Board employee engages in conduct ~~"knowingly"~~ If, when s/he engages in the conduct, s/he is aware of a high probability of a violation of this policy.
 3. A Board employee engages in conduct ~~"recklessly"~~ If s/he engages in conduct in violation of this policy in a plain, conscious, and unjustifiable disregard of harm that might result to a student with a disability and the disregard involves a substantial deviation from acceptable standards of conduct established by this policy. ~~Board employees are personally responsible for all of their conduct in accordance with the Code of Ethics for the Education Profession in Florida and the Principles of Professional Conduct of the Education Profession in Florida. If a Board employee's conduct violates the provisions of this policy, disciplinary action, up to and including termination, may be taken in accordance with Policy 3210—Standards of Ethical Conduct, Policy 3140.01—Disciplinary Suspension Without Pay, and applicable Florida statutes and administrative codes.~~
- B. Discipline of a staff member for violation of this policy shall take into account the degree to which the violation risked serious bodily injury to a student with a disability and the staff member's history of compliance with this policy and other Board policies.

XII. RETALIATION FOR FULLY IMPLEMENTING OR REPORTING VIOLATIONS

- A. No Board employee shall be retaliated against for reporting or objecting to actions in violation of this policy or providing information regarding a violation of this policy.
- ~~Whistleblower protection may apply to individuals who report alleged violations of this policy and who comply with the requirements as set forth in State law, this policy, and Policy 1211; Policy 3211; Policy 4211—Whistleblower Protection. Pursuant to Policy 1550—Complaints Against Administrative Staff; Policy 3550—Complaints Against Instructional Staff; or, Policy 4550—Complaints Against Support Staff, an allegation of misconduct for violation of this policy and all information obtained pursuant to an investigation by the Superintendent thereof will be confidential and exempt from inspection or copying until the investigation ceases to be active or until the Superintendent provides written notice to the employee who is the subject of the investigation. Anonymous complaints for which no corroboration can be found will be retained by the District but, pursuant to State law, shall not be placed in any employee's personnel file.~~

Effective 9/5/12

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Book	Policy Manual
Section	2000 Program
Title	CHALLENGES TO ADOPTION OR USE OF INSTRUCTIONAL, LIBRARY, OR READING LIST MATERIALS
Code	po2522
Status	
Legal	F.S. 119.071 F.S. 212.183 F.S. 1001.215 F.S. 1002.22 F.S. 1003.485 F.S. 1006.28 F.S. 1006.28 through 1006.42 F.S. 1008.22 F.S. 1008.25(5) (a) F.S. 1008.25 (5) (c) F.S. 1014.05 F.A.C. 6A-6.03028 34 C.F.R. Part 300

New Policy

2522 - CHALLENGES TO ADOPTION OR USE OF INSTRUCTIONAL, LIBRARY, OR READING LIST MATERIALS

The following individuals may contest the adoption of a specific instructional material, or object to the use of specific material used in a classroom, made available in a school library, or included on a reading list:

- A. parent of a student in the district; or
- B. resident of the county.

For purposes of this policy, "parent" means a parent of a student enrolled in the District's schools. "Resident" means a person residing in the county who has maintained their residence in Florida for the preceding year, has purchased a home that is occupied by them as their residence, or has established a domicile in Florida pursuant to F.S. 222.17.

I. Contest of School Board's Adoption

Filing a Petition

A parent or resident must file a petition with the Board within thirty (30) calendar days after the Board's adoption of specific instructional material, on a form provided by the Board. The petition form shall be publicly available by visiting any school in person or by accessing the link on the Board's website. The petition must be signed by the

parent or resident, include the required contact information, and state the objection to the instructional material based on the criteria set forth in F.S. 1006.31(2) or 1006.40(3)(d).

Timeframe for Hearing

When the thirty (30) calendar day period following Board adoption of the instructional material in question has expired, the Board will conduct at least one (1) open public hearing before an unbiased and qualified hearing officer for all timely petitions received.

Hearing Officers

Hearing officers are not employees or agents of the District with the exception of any agreement entered into for purposes of conducting the hearings set forth herein. Hearing officers shall be selected annually by the Board from a list of candidates provided by the Superintendent.

Procedures for Hearings

Petitioners will have an adequate and fair opportunity to be heard and present evidence to the hearing officer. Hearings shall be conducted as follows:

- A. The petitioner may make an opening statement.
- B. The District's representative may make an opening statement.
- C. The petitioner may present evidence (including documents and testimony from witnesses) that instructional material or material used in a classroom, made available in a school library or included on a reading list does not meet the criteria of F.S. 1006.31(2) or 1006.40(3)(d) if it was selected for use in a course or otherwise made available to students in the School District but was not subject to the public notice, review, comment, and hearing procedures under F.S. 1006.283(2)(b)8., 9., and 11.
- D. The District representative may present evidence (including documents and testimony from witnesses) that the instructional material or material used in a classroom, made available in a school library or included on a reading list does meet the criteria of F.S. 1006.31(2) or 1006.40(3)(d) if it was selected for use in a course or otherwise made available to students in the School District but was not subject to the public notice, review, comment, and hearing procedures under F.S. 1006.283(2)(b)8., 9., and 11.
- E. The petitioner may make a closing statement.
- F. The District representative may make a closing statement.

Within fourteen (14) days of the date of the hearing, the hearing officer shall submit a recommended order to the Board. The Board shall consider the recommended order and enter a final order at a publicly noticed Board meeting. If the petitioner proves that the instructional material or material used in a classroom, made available in a school library or included on a reading list does not meet the criteria required under F.S. 1006.28, or contains prohibited material under that statute, the material shall be removed in accordance with Florida law. The Board's decision is final and not subject to further petition or review.

Hearings under this policy are not subject to the provisions of F.S. Chapter 120.

II. Objections to Material Used in Classrooms, Made Available in School Library, or Included On a Reading List

Parents and residents of the county may object to the use of a specific instructional material in the classroom, made available in a school library, or included on a reading list, based on the criteria set forth in F.S. 1006.28(2)(a)2. or F.S. 1014.05(1)(c).

Parents and residents of the county should make any such objection in writing using the Re-evaluation of Materials Request Form or designated form authorized by the Superintendent to the Principal, identifying the specific instructional material and stating the basis for the objection.

The Principal will review the objection and may meet with the teacher or parents/resident, or both, in an attempt to resolve the objection, using an alternative instructional material. If the objection is not resolved to the objector's satisfaction, the Principal shall refer the matter to the Superintendent. If the objector seeks the removal of material from the school's library, the principal shall refer parent/citizen requests for removing a book from a school's library to the Superintendent.

The Superintendent will meet with the objector and attempt to resolve the objection. The objector is permitted to provide any evidence it desires to the Superintendent to consider as set forth in F.S. 1006.28(2)(a)2. a. and b. If the objection is not resolved to the objector's satisfaction, the objection will be referred for a hearing, using the hearing procedures set forth above in this policy, within thirty (30) calendar days following the Superintendent's notification to the objector.

If the Board finds that the Instructional material does not meet the criteria under F.S. 1006.28(2)(a)2.a., or that any other material contains prohibited content under F.S. 1006.28(2)(a)2.b., the District will discontinue use of the material for any grade level or age group for which such use is inappropriate or unsuitable.

The decision of the Board shall be final.

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Book Policy Manual
 Section 5000 Students
 Title USE OF MEDICATIONS
 Code po5330
 Status
 Legal F.S. 1006.062
 Adopted September 4, 2012
 Last Revised July 20, 2017

5330 - USE OF MEDICATIONS

I. POLICY STATEMENT

- A. In order to maintain compliance with state law and uphold a family's right to exercise their private medical decisions, while ensuring a learning environment free from obstruction, the School Board has determined that shall not be responsible for the diagnosis and treatment of student illness. The administration of prescription prescribed medication, non-prescription medication prescribed drugs (over-the-counter/OTC) for temporary medical conditions, and/or medically-prescribed treatments should be administered at home and will only be administered to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child requires medication to benefit from his/her educational program. The administration of medical marijuana/low THC cannabis/cannabinoid products shall be in accordance with Policy 5330.04-Use of Medical Marijuana/Low THC Cannabis by Qualified Students.
- B. The School Board is not responsible for the diagnosis or treatment of student illnesses.
- C. A completed Medical Management Plan (Allergy Action Plan: Form 5330.01 F1; Diabetes Medical Management Plan: Form 5335 F1; Diabetes Medical Management Form for Student Wearing Insulin Pump: Form 5335 F2; Asthma Rescue Orders: Form 5330.01 F2; Seizure Action Plan: Form 5330 F5; Medical Management Plan: Form 5330 F1a), signed by a licensed physician, must shall be on file for students requiring emergency treatments and/or medication for conditions to include but limited to: diabetes, seizures, asthma, and allergies. Medical management plans will shall be renewed annually. Forms to complete the Medical Management Plan shall be made available by the District.
- D. Definitions:
- For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed physician, licensed physician assistant (PA), or advanced registered nurse practitioner (ARNP) who has been delegated the authority to prescribe medicines by a supervising physician, medical marijuana/low THC cannabis, in accordance with Policy 5330.04-Use of Medical Marijuana/Low THC Cannabis by Qualified Students, and any non-prescribed (OTC) drugs, preparations, and/or remedies.
 - For purposes of this policy, "treatment" refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

II. ADMINISTRATION OF MEDICATION

A. Generally

- Parents may administer medication or treatment to their own children at school or during school-sponsored events and may be permitted to administer non-FDA medical treatment and/or medication to their children at school.
- School District personnel can shall administer only FDA-approved medical treatments and/or medication.
- Before any prescribed medication, OTC medication, or medical treatment may be administered to any student by School District personnel or before a student is permitted to self-administer a medication or treatment, as approved by statute, during school hours or at school-sponsored events, the Board shall

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- requires the written authorization of the parent on the Authorization for Medication or Treatment Form, which ~~must~~ **shall** be valid for the school year in which it is signed by the parent
4. A separate Authorization for Medication or Treatment Form ~~(Form 5330-F1)~~ **must** ~~shall~~ be signed and placed on file at the school for each prescription or nonprescription medication or medical treatment.

B. Self-Administration

- Prescription medication or treatment to be self-administered by the student is limited to medication, supplies, and equipment approved through the student's Medical Management Plan and may only include:
 - a metered dose inhaler;
 - an epinephrine auto-injector;
 - a prescribed pancreatic enzyme supplement; and/or,
 - diabetic supplies and equipment.
- In order to be eligible to carry and self-administer medical treatment or medication, the child's medical provider must authorize in writing, by completing the Authorization for Medication and Treatment Form ~~(Form 5330-F1)~~, any self-medication/treatment to be administered by the student, ~~which~~ **and** the Board ~~shall~~ require the prior written consent of the parent on the Authorization for Medication and Treatment Form ~~(Form 5330-F1)~~, along with a waiver of any liability of the District, before self-administration of the medication or treatment occurs; ~~No~~ other medication ~~can~~ **shall** be carried on a student's person in the school.
- ~~Furthermore, no~~ student is allowed to provide or sell any type of prescription or OTC medication to another student; ~~Violations~~ of this rule will be considered violations of School Board Policy 5530 - Drug Prevention, Policy 5330.01 - Self-Administered Medication and Epinephrine Use, Policy 5500 - Student Conduct/Discipline, and of the Student/Parent Handbook.

C. Medications

- For prescription medication, only medication, in its original container, labeled with the student's name, name of the medication, exact dosage to be given, route of medication (mouth, eyes, ears, injection, etc.), time to be administered, and date prescribed, if a prescription will be administered.
 - Requests for the school to administer prescription medication classified as narcotics will be reviewed by the Principal, in consultation with the parent/guardian, the student's licensed physician, if a parent release is signed, and the local health department, to determine if possible side effects of the prescription narcotic could result in potential safety concerns for the student at school.
 - If potential safety concerns exist, the student may be excluded from school until the student is no longer being administered the medication.
- For OTC medication for a temporary medical condition (i.e. cough and cold medicines, pain relievers, allergy medications, skin conditions, etc.), a written health care provider order is not required for the first five (5) days of medication administration. After the initial five days of administration, a written health care provider's order is required, as well as a signed Medical Permission Form from the parent/guardian.
 - Dosage ~~shall~~ **cannot** exceed the recommended dosage printed on the container and/or package.
 - Such medication **must** ~~shall~~ be provided in its original container/package labeled with the student's name.
- Prescription and OTC medication, unless approved for self-administration by a student, **must** ~~shall~~ be transported to and from school by the parent/guardian. Medications, other than those approved for self-administration, may not be transported by students unless an exception to this rule is approved by the Principal due to special hardships.
- The principal will designate person(s) who have been trained in medication administration to be responsible for accepting and counting, the medication. Medication may only be accepted with an Authorization for Medication and Treatment Form ~~(Form 5330-F1)~~. Refills may be accepted if an Authorization for Medication and Treatment Form ~~(Form 5330-F1)~~ is on file or with a new form.

D. Designated Personnel

- The principal ~~will~~ **shall** designate personnel to assist with any and all administration of medication, including administration required during school, on the bus, and at school-sponsored events, and shall require each designee to complete medication training conducted by a licensed nurse, earn certification in Cardiopulmonary Resuscitation (CPR), Automated External Defibrillators (AED), and First Aid, and for some cases, child specific training, prior to being assigned to assist with such administration (See Policy 5310--Health Services).
 - For all school-sponsored events occurring off campus, to include field trips, for which medication must be administered, the principal ~~will~~ **shall** require that at least one trained and certified medication administration designee is in attendance on each bus (see AP 2340A - Field Trip Procedures).

E. Administration of Medication by Designated Personnel

- Designated person(s) that administer medication **must** ~~shall~~ complete a medication administration log for each student when medication is administered.
- Medication will be counted weekly and stored properly in the original container under lock and key.
- Parents/Guardians **must** ~~shall~~ pick up unused medication within one (1) week after the course of medication is over.
- Proper disposal of unused medication left at school after this time ~~is~~ **shall be** the responsibility of the Principal with assistance of the local health department.

5. All medication to be administered to a student on a regular basis (by mouth, inhaler, injection, patch, etc.) either daily or as needed ~~must~~ **shall** be listed on the student's Emergency and Medical Information (EMI) Care ~~(Form 5341-F1)~~.
6. Nonmedical Board personnel ~~is~~ **shall** be allowed to perform health-related services upon successful completion of child-specific training by a registered nurse or advanced nurse practitioner licensed under Chapter 464, a physician licensed pursuant to Chapter 458 or 459, or a physician assistant licensed pursuant to Chapter 458 or 459, included but not limited to:
 - a. intermittent clean catheterization;
 - b. gastrostomy;
 - c. monitoring blood glucose; and /or,
 - d. administering emergency injectable medication.
7. All such procedures ~~will~~ **shall** be monitored periodically by a registered nurse, advanced registered nurse practitioner, physician assistant, or physician.
8. Nonmedical Board personnel ~~is~~ **shall** not be allowed to perform invasive medical services that require special medical knowledge, nursing judgment, and nursing assessment, including, but not limited to:
 - a. sterile catheterization;
 - b. nasogastric tube feeding, and/or
 - c. cleaning and maintaining and/or deep suctioning of a tracheostomy.
9. For all other invasive medical services not listed in this policy, a registered nurse or advanced nurse practitioner licensed under F.S. Chapter 464, a physician licensed pursuant to F.S. Chapter 458 or 459, or a physician assistant licensed pursuant to F.S. Chapter 458 or 459, ~~will~~ **shall** determine if nonmedical district school board personnel ~~will~~ **shall** be allowed to perform such service.
10. There ~~will~~ **shall** be no liability for civil damages as the result of administration of such medication or medical treatment where the person administering the medication acts as a reasonably prudent person would have acted under the same or similar circumstances.

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Revised 7/20/17

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Book	Policy Manual
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Adopted	September 4, 2012
Last Revised	March 22, 2022

5350 - STUDENT SUICIDE PREVENTION, AWARENESS, AND SCREENING

The School Board recognizes that suicide is one of the leading causes of death for Florida's youth. To address the prevalence of student suicide, the Board believes there must be a partnership between families, the community, and schools. It is critical for families and community members to communicate with and provide information to school staff to identify students at risk of suicide.

The Board will provide access to suicide prevention educational resources to all instructional and administrative staff as part of the District's professional development program. The suicide educational resources will include material approved by the Statewide Office for Suicide Prevention, the Florida Suicide Prevention Coalition, and the Coordinated School Health Resource Center. The District's student personnel services staff will be responsible for providing suicide prevention, awareness, and screening training and resources to students and staff.

Signs of Suicidal Ideations

School personnel should be alert to signs of suicide ideation and to students who threaten or attempt suicide. Suicide ideation is the process of fantasizing, planning, practicing, and motivating oneself to commit suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness. Families, community members, and students are encouraged to report any such signs to the Principal.

Suicide Risk Assessments

All schools and local mobile response teams shall use the same suicide risk assessment instruments approved by the FLDOE pursuant to F.S. 1012.583. Only school-based mental health service providers and others selected by District and school administrators who have been trained in the use of the instruments utilized by the District may give a risk assessment to a student expressing suicidal ideation or suicidal intent.

A "school-based mental health services provider" means a school psychologist certified under F.A.C. 6A-4.0311, a school social worker certified under F.A.C. 6A-4.035, a school counselor certified under F.A.C. 6A-4.0181, or a mental health professional licensed under F.S. Chapters 490 or 491, who is employed or contracted by the District to provide mental health services in its schools.

If a trained school-based mental health services provider is unavailable, a contracted certified or licensed mental health provider may evaluate students in the District for suicide risk, including the mobile response teams serving the District.

When a suicide risk assessment results in the initiation of an involuntary examination, the Principal is required to make a reasonable attempt to notify the student's parent(s) before the student is removed from school, school transportation, or a school-sponsored activity, unless notification is delayed pursuant to F.S. 1002.20.

When a suicide risk assessment results in a change in related services or monitoring, a student's parent(s) must be notified as soon as possible, unless notified is withheld or delayed pursuant to AP 1213, AP 3213, or AP 4213 - Student Supervision and Welfare.

Youth Suicide Awareness and Prevention Training

- A. In-service Professional development training in youth suicide awareness prevention shall be provided for student personnel services staff, administration, and instructional staff. Further, additional professional development training regarding risk assessment and intervention shall be provided to mental health employees, counselors, psychologists, and school social workers.

Youth Suicide Awareness, Prevention, and Screening

Training

- B. A two(2) hour continuing education training program of youth suicide awareness, and prevention, and screening, utilizing training materials from the list approved by the Florida Department of Education (FLDOE) shall be developed. The training will include an interactive component conducted by a school-based mental health services provider that addresses the following District or school-specific information:
1. identification of school-based mental health services providers available to the school and community-based mental health providers;
 2. Board policies and District procedures for responding to a student with suicidal ideation or suicidal intent;
 3. District guidelines for informing parents of suicide risk; and,
 4. information on how to refer youth and families for mental health services in the community.

Instruction about how to identify appropriate mental health services and how to refer youth and their families to those services shall be included in the program. If provided at a school, the training shall be included in the existing continuing education or in-service training requirements for instructional personnel.

Suicide Prevention Certified Schools

Any District school that meets the following requirements shall be considered a "Suicide Prevention Certified School" under Florida law:

- A. All instructional personnel at the school have participated in the two (2) hours of youth suicide awareness, and prevention, and screening training, and repeat training every three (3) years; and
- B. The requirement for all instructional personnel to complete youth suicide awareness and prevention training is included in the District's continuing education or master in-service plan; and,
- C. The school has at least two (2) school-based mental health services providers that are qualified to conduct suicide risk assessments staff members certified or otherwise deemed competent in the use of a suicide screening instrument using an instrument approved by the FLDOE.
- D. and has a policy to use such suicide risk screening instrument to evaluate a student's risk before requesting the initiation of, or initiating, an involuntary examination due to concerns about the student's suicide risk.

The Superintendent will notify the FLDOE of all schools qualifying for this designation. Each school shall also post on its own website whether it is a Suicide Prevention Certified School, and the District shall post on its website a list of the Suicide Prevention Certified Schools in the District.

Pursuant to State law, participating in the training does not create any new duty of care or the basis of liability.

Resources Listed on Student Identification Cards (Grades 6 Through 12)

Any student identification cards issued to students in grades 6 through 12 will include the telephone numbers for national or Statewide crisis and suicide hotlines and text lines.

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Book	Policy Manual
Section	2000 Program
Title	SELECTION OF AND ADOPTION OF INSTRUCTIONAL MATERIALS
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Adopted	September 4, 2012
Last Revised	March 27, 2018

2520 - SELECTION OF AND ADOPTION OF INSTRUCTIONAL MATERIALS

When adopting courses of study, State law also requires the Board to adopt and provide adequate instructional materials to students enrolled in the District.

"Instructional materials" means items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course. These items may be available in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software.

"Adequate instructional materials" means a sufficient number of student or site licenses or sets of materials that are available in bound, unbound, kit, or package form and may consist of hard-backed or soft-backed textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software that serves as the basis for instruction for each student in the core courses of mathematics, language arts, social studies, science, reading, and literature.

Furthermore, Federal law requires the Board to provide accessible instructional materials as specified in a student's Individualized Education Program (IEP). Such accessible instructional materials may be of a type or in a format as specified .

the definition of adequate instructional materials in this policy.

As required by State law, instructional materials adopted and used in the District shall be consistent with the goals and objectives in the District's adopted course of study and with the course descriptions established by State Board rule. The Board is responsible for the content of all instructional materials and any other materials used in a classroom, made available in a school library, or included on a reading list. ~~Upon written request, as set forth in AP-2520—Instructional Materials, an individual will be provided access to material or books specified in the written request that are maintained in a District library if such material or books are available for review. The school principal shall arrange for a convenient time to provide such access.~~

The Superintendent's ~~AP-2520—Instructional Materials~~ shall develop administrative procedures that set forth ~~the~~ a process to involve staff in the review and evaluation of instructional materials. The staff involved in this process shall recommend to the Superintendent for submission to the Board for adoption the instructional materials that address the goals and objectives for adopted courses of study and the course descriptions established by State Board rule. 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.

A meeting of a committee for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the Board must be noticed and open to the public in accordance with F.S. 286.011. A committee convened for such purposes must include parents of District students.

The Superintendent's ~~AP-2520—Instructional Materials~~ procedures shall also prescribe the process for the acquisition, management, use, accountability, and reporting requirements of all instructional materials.

Adoption of Instructional Materials

~~Online Publication~~—Prior to submitting a recommendation to the Board regarding the recommended instructional materials, those materials will be accessible for review online ~~on the District website~~, for at least twenty (20) calendar days prior to the ~~public hearing as described below. Public Hearing—The Board will hold an~~ open publicly noticed meeting at which a public hearing will be held so that the Board can to receive public comment, if any, ~~concerning about~~ the instructional material under consideration for adoption. The Superintendent shall establish reasonable safeguards against the unauthorized use, reproduction, and distribution of the instructional material under consideration.

~~Adoption—At an open publicly noticed meeting~~ Following the public hearing, the Board may act upon the Superintendent's recommendation to adopt the instructional materials, which will become the instructional materials plan. The Board will select, approve, and adopt all materials as a separate line item on the regular (non-consent) agenda and will provide a reasonable opportunity for public comment.

At an open publicly noticed meeting following the meeting at which the instructional material is adopted, the Board shall consider a recommendation to approve an annual instructional materials plan that identifies any instructional materials to be purchased pursuant to the instructional materials review process described herein.

The Superintendent shall maintain a list of all adopted instructional materials ~~on the District website~~.

Publication on Website

The Board will publish on its website, in a searchable format, a list of all instructional materials, including those used to provide required instruction under Florida law.

School Library Media Centers and Reading Lists

Effective July 1, 2022, each book newly made available to students through a school library media center or included in a recommended or assigned school or grade level reading list must be selected and approved by a District employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated or otherwise made available to students.

Procedure

The media specialist will endeavor to stay informed about appropriate new publications, using multiple sources, such as discussions with colleagues, attendance at conferences, and reading a variety of periodicals and book reviews. The media specialist will also receive and consider suggestions or requests brought forward by other faculty, students, and parents.

Potential new books for the school library media center and reading lists will be evaluated to determine if they would be suitable for student needs and whether they would be appropriate for the intended grade level and age group. In considering possible new acquisitions, the media specialist will consult reputable, professionally recognized reviewing periodicals and school community stakeholders. The media specialist will also assess the level of student interest in the subject(s) presented and the ability of students to comprehend the material. Books that are selected must be free of pornography and material prohibited under F.S. 847.012.

The goal of the selection process is for the school's library media center and reading list collections to be based on reader interest, the support of state standards and aligned curriculum, and the academic needs of students and faculty.

After evaluation, the media specialist will inform the Principal of those books that have been evaluated and are approved for inclusion in the collections.

Periodically, books will be removed from the collection or discontinued, based on their poor physical condition, low rate of recent circulation, non-alignment to state standards, out-of-date content, or status following a parent's or community member's objection.

The procedure for developing library media center and reading list collections will be posted on the website for each school in the District.

Upon written request, an individual will be provided access to material or books specified in the written request that are maintained in a District library if such material or books are available for review. The Principal shall arrange for a convenient time to provide such access.

Each elementary school must publish on its website, in searchable format, a list of all materials maintained in the school library media center which can be checked out or used by a student or required as part of a school or grade-level reading list. The format must:

A. identify the type of material maintained in the library media center by category, such as books, ebooks, periodicals, and videos;

B. list, at a minimum, the following information:

1. the title and author for books and ebooks;

2. the name or title for periodicals and videos; and,

3. the title for any other material maintained in the media center.

C. Books and ebooks must be searchable by, at a minimum, author and title. All other materials must be searchable by, at a minimum, title.

Purchase of Instructional Materials

Following adoption by the Board, requisitions shall be issued to purchase current instructional materials from the State-adopted instructional materials list so that each student in kindergarten through grade 12 will have a major tool of instruction in core courses of the subject areas of mathematics, language arts, science, social studies, reading, and literature. Any materials purchased shall be free of pornography and material prohibited under F.S. 847.12, suited to student needs and their ability to comprehend the material presented, and appropriate for the grade level and age group for which the materials are used or made available. The Board will purchase all materials as a separate line item on the regular (non-consent) agenda and will provide a reasonable opportunity for public comment.

Requisitions shall also be issued to purchase instructional materials that will be the major tool of instruction for subjects in the State Course Code Directory for which the Board has adopted courses of study, but for which there are no materials on the State-adopted instructional materials list.

The Superintendent shall approve these purchases.

In any year in which the total instructional materials allocation for District has not been expended or obligated prior to June 30th, the unobligated amount shall be carried forward and added to the next year's allocation.

The District shall maintain on its website a current list of instructional materials, by grade level, purchased by the District.

Replacement and Purchase of Instructional Materials by Students/Parents

Students shall be held responsible for the cost of replacing any instructional materials lost, destroyed, or unnecessarily damaged. Failure to provide payment for the damage or loss may result in the suspension of the student from participation in extra-curricular activities, or the debt may be satisfied by the student performing community service activities at the school site as determined by the school principal.

A student or his/her parent(s) may purchase a copy of the designated course instructional materials for the District's purchase price, including shipping.

Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in activities where the product becomes the property of the student.

Process for Parents and Residents to Contest Adoption of Instructional Materials

The following individuals may file an objection to the adoption of a specific instructional material:

A. ~~parents of students in the District; and~~

B. ~~residents of the county.~~

For purposes of this policy, "resident" means:

A. ~~a resident of the Leon County who has maintained his/her residence in Florida for the preceding year;~~

B. ~~has purchased a home that is occupied by him/her as his/her residence in Leon County; or,~~

C. ~~has established a domicile in Florida pursuant to F.S. 222.17.~~

Filing a Petition

~~A parent or resident must file a petition with the Board within thirty (30) calendar days after the Board's adoption of specific instructional material on a form provided by the Board. The Petition to Contest Instructional Materials form shall be publicly available by accessing the link on the District website. The petition must be signed by the parent or resident, include the required contact information, and state the objection to the instructional material based on the criteria set forth in F.S. 1006.31(2) or 1006.40(3)(d).~~

Timeframe for Hearing

~~When the thirty (30) calendar day period following Board adoption of the instructional material in question has expired, the Board will conduct one (1) open public hearing before an unbiased and qualified hearing officer for all timely petitions received.~~

Hearing Officers

~~Hearing officers are not employees or agents of the District with the exception of any agreement entered into for purposes of conducting the hearings set forth herein. The Superintendent shall recommend and the Board shall appoint individuals to serve a two (2) year term as a Hearing Officer.~~

Hearing Process

~~Petitioners will have an adequate and fair opportunity to be heard and present evidence to the hearing officer. Hearings shall be conducted as follows:~~

A. ~~The petitioner may make an opening statement not to exceed three (3) minutes.~~

B. ~~The District's representative may make an opening statement not to exceed three (3) minutes.~~

C. ~~The petitioner may only present evidence, not to exceed fifteen (15) minutes, (including documents and testimony from witnesses) to support the contention set forth in the Petition to Contest Instructional Materials form that:~~

- ~~1. a recommended instructional material does not meet the criteria provided in F.S. 1006.31(2) or F.S. 1006.40(3)(d), if it was selected for use in a course or otherwise made available to students in the school district but was not subject to the public notice, review, comment, and hearing procedures under F.S. 1006.283(2)(b)8,9, and 1; or~~
- ~~2. a recommended instructional material used in a classroom, made available in a school library, or included on a reading list contains content that is pornographic or prohibited under F.S. 847.012 is not suited to student needs and their ability to comprehend the material presented, or is inappropriate for the grade-level and age group for which the material is used.~~

D. ~~The hearing officer may, for good cause, grant an additional fifteen (15) minutes to present evidence.~~

E. ~~The District representative may only present evidence, not to exceed fifteen (15) minutes, (including documents and testimony from witnesses) that the instructional material-~~

- ~~1. meets the criteria provided in F.S. 1006.31(2) or 1006.40(3)(d), if it was selected for use in a course or otherwise made available to students in the school district but was not subject to the public notice, review, comment, and hearing procedures under F.S. 1006.283(2)(b)8,9, and 1; or~~
- ~~2. the hearing officer may, for good cause, grant an additional fifteen (15) minutes to present evidence.~~

F. ~~The petitioner may make a closing statement not to exceed three (3) minutes.~~

G. ~~The District representative may make a closing statement not to exceed three (3) minutes.~~

~~Within fourteen (14) days of the date of the hearing, the hearing officer shall submit a recommended order to the Board. The Board shall consider the recommended order and enter a final order at a publicly noticed Board meeting. If the petitioner proves that instructional material does not meet the criteria required under F.S. 1006.28, or contains prohibited material under that statute, it shall be removed in accordance with Florida law.~~

Free School-Related Instructional Materials

Free instructional materials may be accepted for classroom and school purposes under conditions that meet the following criteria:

<https://go.boarddocs.com/fla/leon/Board.nsf/Private?open&login#>

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- A. The initiative for securing the materials should be of the type that teachers seek rather than materials forwarded to them to promote the interests of an outside agency.
- B. The materials should fill a legitimate purpose of the school curriculum.
- C. The advertising feature of the materials should be minimized.
- D. Educational films should contain a minimum amount of commercial advertising.

Equipment or Instructional Materials Vendors

The Principal may permit vendors to demonstrate and show only that equipment and instructional materials which can be used to improve the instructional program and which are under consideration for purchase by the school.

New Worlds Reading Initiative

The New Worlds Reading Initiative, created by the Florida Department of Education, provides high-quality, free books directly to K-5 students who are reading below grade level and to improve the literacy skills of students in K-12. The District must notify parents of eligible students upon enrollment and at the beginning of each school year options for specific book topics or genres in order to maximize student interest in reading. The District must coordinate monthly book deliveries with the program administrator beginning no later than October and continuing through at least June. The District must participate in the initiative by partnering with local nonprofit organizations and raising awareness by using marketing materials provided by the program administrator. A student's eligibility for the initiative continues until promotion to grade 6 or until the parent opts out of the initiative.

The District shall coordinate with each charter school it sponsors for the purposes of identifying eligible students, notifying parents, coordinating book deliveries, providing the opportunity to annually select book topics and genres, and raising awareness of the initiative.

~~The Board's decision is final and not subject to further petition or review.
Hearings under this policy are not subject to the provisions of F.S. Chapter 120.~~

F.S. 119.071

F.S. 212.183

F.S. 1001.215

F.S. 1002.22

F.S. 1003.485

F.S. 1006.28

F.S. 1006.28 through 1006.42

F.S. 1008.22

F.S. 1008.25(5) (a)

F.S. 1008.25 (5) (c)

F.S. 1014.05

F.A.C. 6A-6.03028

F.A.C. 6A-7.0713

34 C.F.R. Part 300

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Book Policy Manual
 Section 5000 Students
 Title SCHOOL ENTRY HEALTH EXAMINATION
 Code po5325
 Status
 Legal F.S. 39.0016,1003.22
 Adopted September 4, 2012

5325—SCHOOL ENTRY HEALTH EXAMINATION

~~Each student who is entitled to initial admittance to prekindergarten or kindergarten, or is entitled to any other initial entrance into grades one (1) through twelve (12), shall present a certificate of a school entry health examination performed by a licensed health care provider within the last twelve (12) months.~~

- ~~A. For students initially entering either prekindergarten or kindergarten, the parent shall provide the certification of a school entry health examination to the Principal at the time of school registration. The student cannot attend the school until the certification of a school entry health examination is received.~~
- ~~B. For students initially entering public or nonpublic school in grades one (1) through twelve (12) in Florida for the first time, the parent shall provide certificate of a school entry health examination to the Principal at the time of school registration. If special circumstances are documented, the Principal may grant a temporary thirty (30) day exemption to allow the student to attend classes while waiting for an appointment for a health exam. If the certification of a school entry health examination is not provided within the thirty (30) day exemption period, the student shall be temporarily excluded from school until the certificate of a school entry health examination is provided.~~
- ~~C. If students are experiencing homelessness or are known to the Department of Children and Families, as defined in Florida statutes, a thirty (30) day temporary exemption shall be granted. If the certification of a school entry health examination is not provided within the thirty (30) day exemption period, the student shall be temporarily excluded from school until the certificate of a school entry health examination is provided.~~

~~Any student in grades prekindergarten through twelve (12), who is not an initial Florida entrant and is transferring from another school system into the District for the first time, shall be admitted to school but shall have no more than thirty (30) days to provide documentation of a school entry health examination. If the certification of a school entry health examination is not provided to the school within the thirty (30) day exemption period, the student shall be temporarily excluded from school until the certificate of a school entry health examination is received.~~

~~Any student shall be exempted from the requirement of a health examination upon written request of the parent of the student stating objections to the examination on religious grounds. The District shall work with the local health department to include provisions in the local school health services plan to assist students in obtaining health examinations.~~

Effective 9/5/12

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Book	Policy Manual
Section	5000 Students
Title	IMMUNIZATION AND HEALTH EXAMINATION
Code	po5320
Status	
Legal	F.A.C. 6A-6.024 F.S. 1014.05 F.S. 39.0016 F.S. 1003.22 F.A.C. 64D-3.046, Immunization Requirements: Public and Nonpublic Schools, Grades Preschool, Kindergarten Through 12, and Adult Education Classes
Adopted	September 4, 2012
Last Revised	May 23, 2017

5320 - IMMUNIZATION AND HEALTH EXAMINATION

In order to safeguard the school community from the spread of certain communicable diseases ~~and in recognition that prevention is a means of combating the spread of disease~~, students are required to undergo a health examination and be immunized against such diseases, as follows: ~~the School Board requires all students to be immunized against polio, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, Hepatitis B, varicella (chicken pox) and others legally designated as communicable vaccine preventable diseases in accordance with State statutes, unless specifically exempt for medical or other reasons. This policy pertains to both students who currently attend school in the District and those eligible to attend and seeking to enroll, including home and/or virtual school students who are participating in District-sponsored activities or classes.~~

I. Health Examinations

- A. Each child who is entitled to admittance to kindergarten, or is entitled to any other initial entrance into a public school in the District, must have a certification of a school-entry health examination performed within one (1) year before enrollment in school. A student shall have up to thirty (30) school days to present a certification of a school-entry health examination. Children and youths who are experiencing homelessness and children who are known to the department, as defined in F.S. 39.0016, shall be given a temporary exemption for thirty (30) school days. The school health services plan shall contain provisions to assist students in obtaining the health examinations. However, a child shall be exempted from the requirement of a health examination upon written request of the parent of the child stating objections to the examination on religious grounds.

II. Immunization

- A. Prior to admittance to or attendance in a public school in the District, grades kindergarten through 12, or any other initial entrance into a Florida public school, each child shall present or have on file with the immunization registry a certification of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. Any child who is excluded from participation in the immunization registry pursuant to F.S. 381.003(1)(e)2 must present or have on file with the school such certification of immunization. Certification of immunization shall be made on forms approved and provided by the Department of Health or be on file with the immunization registry and shall become a part of each student's permanent record, to be transferred when the student transfers, is

promoted, or changes schools. The transfer of such immunization certification shall be accomplished using the Florida Automated System for Transferring Education Records and shall be deemed to satisfy the requirements of this paragraph.

- B. Immunizations shall be required for poliomyelitis, diphtheria, rubeola, rubella, pertussis, mumps, varicella (chicken pox), tetanus, and other communicable diseases as determined by rules of the Department of Health.

~~The Board shall refuse admittance to any student entitled to admittance to prekindergarten, kindergarten, or any other initial entrance into grades 1 through 12 and shall temporarily exclude from attendance any current student who is not in compliance with immunization requirements, as documented by the presence of a certificate of immunization for the prevention of communicable diseases on a form approved by the Department of Health on file with the school, unless:~~

- C. The manner and frequency of administration of the immunization or testing shall conform to recognized standards of medical practice. Immunizations required by this policy are available at no cost from the county health department.

- D. The provisions of this policy shall not apply if:

1. ~~t~~The parent of the child objects in writing that the administration of immunizing agents immunizations conflicts with his/her religious tenets or practices; or
2. ~~a~~A physician licensed under the provisions of F.S. Chapter 458 or 459, certifies in writing, on a form approved and provided by the Department of Health, that the child should be permanently exempted from the required immunization for medical reasons stated in writing, based upon valid clinical reasoning or evidence, demonstrating the need for the permanent exemption; ~~or that the child has received as many immunizations as are medically indicated at the time and is in the process of completing necessary immunizations; or~~
3. a physician licensed under the provisions of F.S. Chapter 458, Chapter 459, or Chapter 460 certifies in writing, on a form approved and provided by the Department of Health, that the child has received as many immunizations as are medically indicated at the time and is in the process of completing necessary immunizations;
4. ~~t~~The Department of Health determines that, according to recognized standards of medical practice, any required immunization is unnecessary or hazardous; or
5. the principal, or authorized school official, issues a temporary exemption, for up to thirty (30) school days, to permit a student who transfers from another school district or school system to attend class until records can be obtained. Children and youths who are experiencing homelessness and children who are known to the department, as defined in F.S. 39.0016, shall be given a temporary exemption for thirty (30) school days.
6. ~~An authorized school official issues a temporary exemption for up to thirty (30) days to permit a student who transfer into the District to attend class until his/her records can be obtained; or~~
7. ~~Children or youth experiencing homelessness or are known to the Department of Children and Families, as defined in State law and as such, are required to be given a temporary exemption of thirty (30) days; or~~
8. ~~The student is entering a juvenile justice program in the District and is issued an exemption for thirty (30) days until his/her records or the immunizations can be obtained; or~~
9. ~~Pursuant to the applicability provisions set forth in AP 5111.02 – Educational Opportunity for Military Children, children shall be provided thirty (30) days to obtain or provide proof of State required immunizations.~~

- E. The public school health nurse is responsible for follow-up of each such student until proper documentation or immunizations are obtained. An exemption for thirty (30) days may be issued for a student who enters a juvenile justice program to permit the student to attend class until the records can be obtained or until the immunizations can be obtained. An authorized juvenile justice official is responsible for follow-up of each student who enters a juvenile justice program until proper documentation or immunizations are obtained.

- F. No person licensed by this State as a physician or nurse shall be liable for any injury caused by their action or failure to act in the administration of a vaccine or other immunizing agent pursuant to the provisions of this policy if the person acts as a reasonably prudent person with similar professional training would have acted under the same or similar circumstances. Any child otherwise entitled to admittance to kindergarten or any other initial entrance into a Florida public or private school who is not in compliance with the requirements of this policy shall be denied admittance until such requirements are satisfied.

- G. The provisions of this policy do not apply to those persons admitted to or attending adult education classes unless the adult students are under twenty-one (21) years of age.

- H. Any immunization program conducted by the District requires prior approval of the Board and can only extend to those immunizations provided for by statute and Board Policy.

~~The certificate of immunization for the prevention of communicable diseases shall become part of the student's permanent record, to be transferred when the student transfers, is promoted, or changes schools.~~

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~~The District shall provide to the local health department administrator annual reports of compliance with immunization requirements. When the presence of a communicable disease occurs in a school, those children identified as not being immunized against a disease for which an emergency has been declared by the local health department administrator shall be temporarily excluded from school by the Board until such time as is specified by the local health department administrator.~~

Effective 9/5/12
Revised 5/23/17

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Book	Policy Manual
Section	5000 Students
Title	USE OF MEDICAL MARIJUANA/LOW THC CANNABIS BY QUALIFIED STUDENTS
Code	po5330.03
Status	
Legal	F.A.C. 64-4.011 Article X, Section 29, Constitution of the State of Florida F.S. 381.986 F.S. 1006.062(8)
Adopted	January 28, 2020
Last Revised	July 14, 2020

5330.043 - USE OF MEDICAL MARIJUANA/LOW THC CANNABIS BY QUALIFIED STUDENTS

The headings in the administrative procedure are for convenience or reference only and will not govern the interpretation of the provisions.

I. Purpose

The exclusive purpose of this policy is to comply with the mandate of F.S. 1006.062(8), to allow a student who is a qualified patient, as defined in F.S. 381.986, to use marijuana/low THC cannabis obtained in accordance with law, and uphold a families' right to exercise their private medical decisions while ensuring a learning environment free from disruption. School Board Policy 5330 - Use of Medications does not apply to qualified students' use of medical marijuana/low THC cannabis.

II. SCOPE

- A. The administration of prescribed medical marijuana/low THC cannabis to a student during school hours when administration cannot reasonably be accomplished outside of school hours will be permitted only when:
 1. failure to do so would jeopardize the health of the student;
 2. the student would not be able to attend school if the medical marijuana were not made available during school hours; or,
 3. the student is disabled and requires medication to benefit from his/her educational program.
- B. This policy conveys no right to any student or to the student's parents/guardians or other caregivers to demand access to any general or particular location on school grounds or District property, a school bus, or a school-sponsored event to administer medical marijuana/low THC cannabis.
- C. If the Federal government indicates that the District's Federal funds are jeopardized by this policy, the Board declares that this policy shall be suspended immediately and the administration of any form of medical marijuana/low THC cannabis for qualified students will not be permitted. In that event, the District shall post notice of such policy suspension and prohibition in a conspicuous place on its website.

III. DEFINITIONS

For purposes of this medical marijuana policy, the following definitions shall apply per Florida statute:

- A. "Student" means an individual enrolled in a District school, Pre-Kindergarten through 12th grade who or is subject to compulsory school attendance, as well as students with disabilities eighteen (18) through twenty-two (22) years of age.
- B. "Qualified student-patient" means a student/patient who is a resident of this State who has been added to the Medical Marijuana Use Registry by a qualified physician to receive marijuana for medical use and who has a valid qualified patient identification card.
 1. If a qualified student-patient is younger than eighteen (18) years of age, only a caregiver may administer marijuana for medical use to the qualified student/patient.
 2. A qualified student-patient may designate no more than one caregiver to assist with administering medical marijuana/low THC cannabis to the qualified student/patient unless the qualified student/patient is:
 - a. a minor and the designated caregivers are the parents or legal guardians of the qualified student-patient;
 - b. an adult who has an intellectual or developmental disability that prevents the adult student-patient from being able to protect or care for himself/herself without the assistance or supervision and the designated caregivers are the parents or legal guardians of the qualified student/patient.
- C. "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).
- D. "Primary caregiver" or "caregiver" must be twenty-one (21) years of age or older; is a resident of this State; has agreed to assist with a qualified student-patient's medical use of marijuana; has a caregiver identification card issued by the Florida Department of Health, and meets the following requirements:
 1. The caregiver who agrees in writing to assist with a registered qualified student-patient's medical use of marijuana is not currently serving as a primary caregiver for another qualifying patient and is not the qualifying student/ patient's physician.
 2. The caregiver is registered with the Florida Department of Health (FLDOH) Registry for medical marijuana/low THC cannabis use and meets all of the requirements.
 3. The caregiver has been designated as a primary caregiver on the qualifying student-patient's FLDOH application.
 4. The caregiver is registered in the medical marijuana use registry for no more than one (1) qualified student-patient unless:
 - a. the caregiver is a parent/guardian of more than one (1) minor who is a qualified student-patient; or
 - b. the caregiver is a parent/guardian of more than one (1) adult who is a qualified student-patient with an intellectual or developmental disability that prevents the adult student-patient from being able to protect or care for himself/herself without assistance or supervision.
- E. "Medical Marijuana Use Registry Identification Card" means an active identification card, issued by the Florida Department of Health's Office of Medical Marijuana Use, and is a mandatory requirement for both the qualifying student-patient to receive and the primary caregiver to be in possession of medical marijuana. The ID cards for both the qualified student-patient and the primary caregiver must include the following:
 1. The name, address, and date of birth of the qualified student-patient or primary caregiver;
 2. A full-face, passport-type, color photograph of the qualified student-patient or primary caregiver taken within the ninety (90) days immediately preceding registration or a Florida driver license or ID card photograph obtained from the Florida Department of Highway Safety and Motor Vehicles;
 3. Designation as a qualified patient or primary caregiver;
 4. For the qualified student patient, their unique use registry identification number. For a primary caregiver, both the primary caregiver's name and unique registry identification number as well as the

name and unique use registry identification number of the qualified patient(s) the primary caregiver assists; and,

5. The expiration date of the use registry identification card.

E. *"Designated location"* means a location identified in writing by the school principal and the Coordinator of Health Services & Wellness.

F. *"Permissible forms of medical marijuana/low THC/cannabinoid products"* means, non-smokable/non-inhalable products such as oils, tinctures, edible products or lotions that can be administered and fully absorbed in a short period of time.

G. *"Medical Marijuana or Marijuana"* means that all parts of any plant of the genus cannabis, whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its seeds or resin, including low-THC cannabis dispensed from a medical marijuana treatment center for medical use by a qualified patient.

H. *"Low-THC Cannabis"* means a plant of the genus Cannabis, the dried flowers of which contain 0.8% or less of tetrahydrocannabinol and more than ten percent (10%) of cannabinol weight for weight; the seeds thereof; the resin extracted from any part of such plant; or any compound, manufacture, salt, derivative, mixture, or preparation of such plant or its seeds or resin that is dispensed from a medical marijuana treatment center.

I. *"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.

J. *"Prohibited forms of medical marijuana/cannabinoid products"* means any smokable, vapors, patches, and any other forms of administration that provide continuous delivery of medical marijuana/low THC cannabis to a qualified student-patient while at school shall not be permissible.

K. *"Smoking"* means burning or igniting a substance and inhaling the smoke. Any form of smokable medical marijuana/low THC/cannabinoid products is prohibited on school grounds or District property, a school bus, or school-sponsored event.

IV. **PERMISSIBLE ADMINISTRATION OF MEDICAL MARIJUANA TO A QUALIFIED STUDENT ON SCHOOL DISTRICT PROPERTY, ~~LOW THE CANNABIS USE AT SCHOOL~~**

A. School site staff, school nurses, health screener technicians, other contracted health care personnel or the school principal are not allowed to administer, store/hold or transport the medical marijuana/low THC cannabis in any form.

B. Only medication in its original container labeled with the date, the qualifying student-patient's name, and the exact dosage and route will be allowed to be administered during school hours.

C. The primary caregiver is responsible for safely administering and transporting the medical marijuana/low THC cannabis to and from school each day.

1. An *Authorization for Medical Marijuana/Low THC cannabis Use for A Qualified Student-Patient at School Form* must be completed by the qualified physician for all medication/treatments that a primary caregiver will be administering to the qualified student-patient during the school day.

2. The primary caregiver must be in immediate possession of his or her medical marijuana use registry identification card at all times when in possession of marijuana or a marijuana delivery device.

D. The Principal and the Coordinator of Health Services & Wellness will prepare, with input from the qualified student-patient's primary caregiver, a written Implementation Plan that identifies the form, designated location(s), and any protocol regarding the administration of a permissible form of medical marijuana/low THC cannabis to the qualified student-patient in accordance with administrative procedure AP 5330.043 —Administration of Medical Marijuana/Low THC Cannabis to Qualified Students on School District Property.

E. The Principal and the Coordinator of Health Services & Wellness will determine the location for the permissible form of administration of the medical marijuana/low THC cannabis that does not create a risk of disruption to the educational environment or exposure to other students as specified on the properly executed Implementation Plan for Medical Marijuana/Low THC Cannabis Use for Qualified Student-Patients at School.

V. **CONSEQUENCES OF POLICY VIOLATION**

A. Principals must report to the District Health Services and Wellness Department any incidence of student/parent/caregiver dispensation of substances other than the permissible forms of medical marijuana/low THC cannabis as specified on the properly executed Authorization for Medical Marijuana/Low THC cannabis Use for A Qualified Student-Patient at School Form and Implementation Plan.

- B. Permission to administer medical marijuana/low THC cannabis to a qualified student-patient will be revoked if the qualified student-patient or the student/patient's primary caregiver violates this policy or demonstrates an inability to responsibly follow this policy's parameters.
- C. At no time shall the qualifying student-patient have the medical marijuana/low THC cannabis or delivery device in their possession, except during the administration process, through dispensation by the designated primary caregiver in accordance with this policy.
- D. Student possession, use, or being under the influence of marijuana or marijuana derivatives inconsistent with this policy may be considered a violation of Policy po5500—Student Conduct/Discipline, and may subject the student to disciplinary consequences, including suspension and/or expulsion, as outlined in Policy po5610—Expulsion Process and may require consultation with local law enforcement.
- E. Consequences for the sale/transmittal, actual or attempted, of any medical marijuana/low THC cannabis products or low THC cannabis, or substances held out and represented to be medical marijuana/low THC cannabis, may subject the student to disciplinary actions, including suspension and/or expulsion, in accordance Policy po5500—Student Conduct/Discipline, and Policy po5610—Expulsion Process.
- F. Dispensation by parent/caregiver of medical marijuana/low THC cannabis in any form other than specified on the *Authorization for Medical Marijuana/Low THC Cannabis Use for A Qualified Student-Patient at School Form*, signed by the primary caregiver and qualified physician may be treated as a violation of Policy 5500—Student Conduct/Discipline, and Policy 5610—Expulsion Process, for possession, use, or being under the influence of an unauthorized substance, which are expellable offenses.

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Book	Policy Manual
Section	8000 Operations
Title	SCHOOL SAFETY AND SECURITY
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Adopted	September 4, 2012
Last Revised	March 22, 2022

8405 - SCHOOL SAFETY AND SECURITY

The headings in the policy are for convenience or reference only and will not govern the interpretation of the provisions.

I. PURPOSE

The School Board is committed to maintaining a safe, secure, and drug-free environment in all of the schools of the District's. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of District personnel, law enforcement agencies, first responders, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event, or are on their way to and from school.

II. POLICY

- A. The Superintendent, in conjunction with the School Safety Specialist, will develop a *School Safety and Security Plan* containing the required elements set forth in Policy 8420 - *Emergency Management, Emergency Preparedness, and Emergency Response Agencies*, and with input from representatives of the local law enforcement agencies; the local chief or his/her designee(s); representative(s) from emergency medical services; members of the Board; representative(s) from the local emergency management agency; School Resource Officer(s); commissioned school safety officers; and volunteer teacher(s) and staff.
- B. Included within the District's School Safety and Security Plan shall be a District Active Assailant Response Plan (DAARP). The DAARP shall include, at a minimum, procedures addressing the following:
 1. security assessments;

2. roles and responsibilities of District personnel;
3. roles and responsibilities of Safe-School Officers (Policy 8407 - *Safe-School Officers*);
4. information sharing;
5. training of District personnel and exercises/drills, including training standards;
6. identification of Safe Spaces and Command Posts;
7. response to the threat of an active assailant, including the following three (3) strategies: evading or evacuating, taking cover or hiding, and responding to or fighting back;
8. response to the presence of an active assailant on school grounds;
9. communication with law enforcement prior to and after law Enforcement arrives on school grounds;
10. responsibilities prior to law enforcement arrival;
11. responsibilities when law enforcement arrives on school grounds;
12. communication with the public; and
13. post-incident recovery.

C. The District will adopt its DAARP annually by October 1.

D. Further, by October 1st of each year, the Superintendent shall certify to the Office of Safe Schools and document in the Florida Safe Schools Assessment Tool that all school personnel has received annual training on the procedures contained in the District's DAARP.

E. The Superintendent, in conjunction with the School Safety Specialist, will develop administrative procedures for the prevention of violence on school grounds, including the assessment and intervention with individuals whose behavior poses a threat to the safety of the school community.

The Board shall adopt, in coordination with local law enforcement agencies and local governments, a family reunification plan to reunite students and employees with their families in the event that a school is closed or unexpectedly evacuated due to a natural or man-made disaster. The reunification plan must be reviewed annually and updated, as applicable.

F. The Superintendent, in conjunction with the School Safety Specialist, will develop administrative procedures as needed to enable the proper implementation of this policy.

III. SCHOOL SAFETY SPECIALIST

The Superintendent is responsible for designating the District's School Safety Specialist. The School Safety Specialist for the District must be a school administrator employed by the District or a law enforcement officer employed by the sheriff's office located in the school district as provided by Section 1006.07(6)(a), F.S. By August 1 of each year, the District will submit the School Safety Specialist's name, phone number, and email address to the Office of Safe Schools at SafeSchools@fldoe.org. The District will notify the Office of Safe Schools within one (1) school day whenever there is a change related to the contact information for the School Safety Specialist.

A. Training

Within thirty (30) calendar days of appointment, the District's School Safety Specialist must complete and thereafter maintain certificates of completion of the following online Federal Emergency Management Agency Independent Study courses: Multi-Hazard Planning for Childcare; Introduction to the Incident Command System, ICS 100; Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship; Multi-Hazard Emergency Planning for Schools; and Planning for the Needs of Children in Disasters.

Within one (1) year of appointment, and annually thereafter, the District School Safety Specialist must earn a certificate of completion of school safety specialist training provided by the Office of Safe Schools.

The District's School Safety Specialist shall earn, or designate one (1) or more individuals to earn, certification as a youth mental health awareness and assistance trainer as set forth in F.S. 1012.584.

B. Responsibilities

The School Safety Specialist is responsible for the supervision and oversight for all school safety and security

personnel, policies, and procedures in the District, including at charter schools. The School Safety Specialist's responsibilities include, but are not limited to, the following:

1. reviewing at least annually District and charter schools policies and procedures for compliance with Florida law and applicable rules, as provided by F.S. 1006.07(6)(a)1., including the District's timely and accurate submission of school environmental safety incident reports to the Department pursuant to F.S. 1001.212;
The School Safety Specialist is responsible for submitting all Board and District charter school policies and procedures pertaining to the health, safety, or welfare of students to the Office of Safe Schools by July 1 of each year.
2. serving as the District liaison with local public safety agencies and national, State, and community agencies and organizations in matters of school safety and security;
3. conduct annually on or before October 1, in collaboration with the appropriate public safety agencies, a school security risk assessment at each District school using the Florida Safe Schools Assessment Tool developed by the Office of Safe Schools;

The District will report to FLDOE by October 15th of each year that all public schools within the District have completed the assessment using the Florida Safe Schools Assessment Tool. For purposes of this section, "public safety agencies" means a functional division of a public agency which provides firefighting, law enforcement, medical, or other emergency services.

The District will ensure the accuracy of current school listings within the Florida Safe Schools Assessment Tool application, including school name, address, and MSID number. The District will report to the Office of Safe Schools via e-mail within five (5) days of a school opening or closing, or when any other change occurs that impacts the accuracy of the District-provided information in the Florida Safe Schools Assessment Tool.

4. coordinating with appropriate public safety agencies, as defined in F.S. 365.171, that are designated as first responders to a school's campus to conduct a tour of such campus once every three (3) years and to provide recommendations related to school safety. Completion of such tours and any recommendations must be documented in each school's security risk assessment within the Florida Safe Schools Assessment Tool;

Any changes related to school safety, emergency issues, and recommendations provided by the public safety agencies will be considered as part of the recommendations by the School Safety Specialist to the Board.

~~complete all necessary training as required by Florida law, including but not limited to:~~

5. providing necessary training and resources to students and staff in matters relating to youth mental health awareness and assistance; emergency procedures, including active assailant training; and school safety and security;
6. providing, or arranging for the provision of, youth mental health awareness and assistance training to all school personnel within the District as set forth in F.S. 1012.584, , F.A.C. 6A-1.094120 and F.A.C. 6A-1.0018; By July 1st of each year, the Superintendent shall certify to the FLDOE, in a format determined by the FLDOE, that at least eighty percent (80%) of school personnel in elementary, middle, and high schools have received the training required under this paragraph.
The training program shall include, but is not limited to, the following:
 - a. an overview of mental illnesses and substance abuse disorders and the need to reduce the stigma of mental illness;
 - b. information on the potential risk factors and warning signs of emotional disturbance, mental illness, or substance use disorders, including, but not limited to, depression, anxiety, psychosis, eating disorders, and self-injury, as well as common treatments for those conditions and how to assess those risks; and
 - c. information on how to engage at-risk students with skills, resources, and knowledge required to assess the situation, and how to identify and encourage the student to use appropriate professional help and other support strategies, including, but not limited to, peer, social, or self-help care.
7. coordinating with charter schools to address charter school safety requirements as set forth under Florida law and F.A.C. 6A-1.0018;

The School Safety Specialist must coordinate with charter school personnel to allow input access to the Florida Safe Schools Assessment Tool. Where input access is restricted to District personnel, the School

Safety Specialist is responsible for gathering information from charter schools so that Florida Safe Schools Assessment Tool reporting requirements, including those for FortifyFL, threat assessment teams and active assailant response plans, include data from charter schools.

8. completing surveys provided by the Office of Safe Schools regarding Safe-School officer assignment;
9. investigating and responding to notices from the Office of Safe Schools containing suspected deficiencies at a District school and at or by a charter school.

C. Identification of and Corrections to Instances of Noncompliance with Florida Laws and Rules Relating to Safety

The School Safety Specialist is responsible for identifying and correcting instances of noncompliance with F.A.C. 6A-1.0018 or any other Florida laws or rules relating to safety at any District school. Such actions may include, but are not limited to, the following:

1. resolving deficiencies relating to Safe-School officer coverage by no later than the next school day;
2. notifying the Office of Safe Schools within twenty-four (24) hours at SafeSchools@fldoe.org of any deficiencies relating to Safe-School officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety, or welfare of students or staff. The notification must contain particularized facts beyond noncompliance with rules or Florida Statutes that explain the imminent threat;
3. notifying the Office of Safe Schools within three (3) days at SafeSchools@fldoe.org of any instance of noncompliance not corrected within sixty (60) days.

D. Response to Notice of Suspected Deficiency from the Office of Safe Schools

The School Safety Specialist is responsible for notifying the Superintendent within 24 hours of any notice of suspected deficiency the School Safety Specialist receives from the Office of Safe Schools.

When the notice of suspected deficiency concerns a failure to have a Safe-School officer established or assigned at each school facility, as required by F.S. 1006.12, the School Safety Specialist must respond in writing and verify to the Office of Safe Schools that the school(s) identified in the notice have a Safe-School officer on site by the next school day. In all other cases, the School Safety Specialist must respond in writing to the Office of Safe Schools within five (5) school days and verify that the District or school has corrected the suspected deficiency, or within that same time period, submit a written plan describing how the District will bring the identified school(s) into compliance. The plan must include an estimated date of completion and an explanation of alternate security measures designed to maintain a safe learning environment.

IV. RECOMMENDATIONS OF THE SCHOOL SAFETY SPECIALIST

- A. Based on the findings of the school security risk assessment, the School Safety Specialist must provide recommendations to the Superintendent and Board which identify strategies and activities that the Board should implement in order to address the findings and improve school safety and security. The School Safety Specialist's report to the Board shall also include school safety recommendations made by public safety agencies.
- B. The Board will review the school security risk assessment findings and the recommendations of the School Safety Specialist at a publicly noticed Board meeting to provide the public an opportunity to hear the Board members discuss and take action. The School Safety and Security Plan is confidential and is not subject to review or release as a public record.
- C. The School Safety Specialist will report the school security risk assessment findings and recommendations and the Board's action(s) to the Office of Safe Schools no later than thirty (30) days after the Board meeting and prior to November 1 of each year. The School Safety Specialist shall also submit a best-practices assessment in the Florida Safe Schools Assessment Tool.
- D. As a part of the *School Safety and Security Plan*, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled Checklist of Policies and Guidelines Addressing No Child Left Behind Act of 2001):
 1. safety and security best practices;
 2. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal

possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;

3. security procedures at school and while students are on the way to and from school;
4. prevention activities that are designed to maintain safe, disciplined and drug-free environments;
5. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:
 - a. allows a teacher to communicate effectively to all students in the class;
 - b. allows all students in the class the opportunity to learn;
 - c. has consequences that are fair, and developmentally appropriate;
 - d. considers the student and the circumstances of the situation; and
 - e. is enforced accordingly.

V. MENTAL HEALTH COORDINATOR

The Board shall identify a mental health coordinator for the District. The mental health coordinator shall serve as the District's primary point of contact regarding the District's coordination, communication, and implementation of student mental health policies, procedures, responsibilities, and reporting. The mental health coordinator is responsible for:

- A. Coordinating with the Office of Safe Schools, established pursuant to F.S. 1001.212.
- B. Maintaining records and reports regarding student mental health as it relates to school safety and the mental health assistance allocation under F.S. 1011.62(14).
- C. Facilitating the implementation of District policies relating to the respective duties and responsibilities of the District, the Superintendent, and District Principals.
- D. Coordinating with the School Safety Specialist on the staffing and training of threat assessment teams and facilitating referrals to mental health services, as appropriate, for students and their families.
- E. Coordinating with the School Safety Specialist on the training and resources for students and District staff relating to youth mental health awareness and assistance.
- F. Reviewing annually the District's policies and procedures related to student mental health for compliance with Florida law and alignment with current best practices and make recommendations, as needed, for amending such policies and procedures to the Superintendent and the Board.

VI. PERSISTENTLY DANGEROUS SCHOOLS

- A. The Board has set forth the rules with regard to the expected behavior and has established the consequences for violating the policy on student conduct in Policy 5500 - Student Conduct/Discipline. The Board recognizes that Federal and State law requires that the District report, annually, incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity, as well as those incidents that would be a Gun-Free Schools Act violation. It is further understood that the Florida Department of Education will then use the data for the offenses identified in the Department's Unsafe School Choice Option Policy to determine whether a school is considered "persistently dangerous".
- B. Pursuant to the Board's stated intent to provide a safe school environment, school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature.
- C. In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, the Superintendent will offer eligible students (see Section VII. below) the opportunity to transfer to another school within the District that serves the same grades.
 1. If there is another school within the District serving the same grades, the transfer shall be completed in a timely manner.
 2. If there is not another school within the District that serves the same grades, then parent(s)/guardian(s) and eligible students will be advised that, although Federal and State law provides for an opportunity to transfer, they will be unable to do so.
- D. In any year where the number of reportable incidents of violent criminal offenses, in any school, exceed the

threshold number established in State law, the Superintendent will convene a meeting of the School Safety Specialist, representative(s) of the local law enforcement agencies, members of the School Board, School Resource Officers (SRO), and any other individuals deemed appropriate, in accordance with this policy, for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

- E. The Superintendent will make a report to the Board about the plan of corrective action and will recommend approval and adoption of it.

VII. Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity.

A. In accordance with Federal and State law, the parent(s)/guardian(s) or the eligible student will be offered the opportunity to transfer to another school within the District that serves the same grade(s).

B. If there is another school serving the same grade(s), the transfer shall be completed in a timely manner.

C. If there is not another school serving the same grade(s), the parent(s)/guardian(s) or eligible student will be advised that, although they have the right to transfer, they will be unable to do so.

VIII. THREAT ASSESSMENT TEAMS

A. Purpose

1. The purpose of the threat assessment team is to establish a process focusing on behaviors that pose a threat to school safety while serving as a preventative measure to identify needs and provide support to students. This process is also known as a care assessment.
2. Threat assessment teams are responsible for completing a LCS Threat Assessment, identifying and providing parent(s)/guardian(s) with a list of available local resources, and creating a school level student support plan of interventions for individuals whose behavior may pose a threat to the safety of school staff or students consistent with the model policies and procedures developed by the Office of Safe Schools which addresses early identification, evaluation, early intervention, and student support.
3. Each school-based threat assessment team must meet as often as needed to fulfill its duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. Threat assessment teams shall maintain documentation of their meetings, including meeting dates and times, team members in attendance, cases discussed, and actions taken.

B. Location and Membership

1. Threat assessment teams are located at each school in the District and composed of individuals with expertise in counseling, instruction, school administration, and law enforcement. All members of the threat assessment team must be involved in the threat assessment process and final decision-making.
 - a. The counseling team member must be a school-based mental health services provider who is able to access student mental health records.
 - b. The law enforcement team member must be a sworn law enforcement officer, as defined by F.S. 943.10, including a School Resource Officer, school-safety officer, or other active law enforcement officer. At a minimum, a law enforcement officer serving on a threat assessment team must have access to local Records Management System information, the Criminal Justice Information System, and the Florida Crime Information Center and National Crime Information Center databases. Officers serving on school-based threat assessment teams must also have clearance to review Criminal Justice Information and Criminal History Record Information.
2. The Board authorizes the Superintendent to create procedures for the purpose of:
 - a. Identifying team participants by position and role;
 - b. Designating the individuals (by position) who are responsible for gathering and investigating information; and

- c. Identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

C. Responsibilities and Activities of Threat Assessment Teams

The responsibilities and activities of threat assessment teams include, but are not limited to, the following:

1. Creating procedures related to engaging behavioral health crisis resources, to include local providers offering a continuum of services to youth and families based on their individual needs.
2. Identifying individuals in the school community to whom threatening behavior should be reported and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self.
3. Utilization of the Department's behavior threat assessment instrument developed pursuant to F.S. 1001.212.
4. Consulting with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, that would pose a threat to school safety.
5. Consulting with law enforcement when a student commits more than one (1) misdemeanor to determine if the act should be reported to law enforcement.
6. Preliminary determinations made by the threat assessment team that a student poses a threat of violence or physical harm to himself/herself or others must be reported by the threat assessment team to the Superintendent or his/her designee.
 - a. The Superintendent or his/her designee shall immediately attempt to notify the student's parent or legal guardian.
 - b. Nothing in this paragraph shall preclude District personnel from acting immediately to address an imminent threat.
7. The threat assessment team can obtain criminal history record information as provided in F.S. 985.047 if a preliminary determination is made by the threat assessment team that a student poses a threat of violence to himself/herself or others or exhibits significantly disruptive behavior or need for assistance; however, members of the threat assessment team are prohibited from disclosing any criminal history record information obtained pursuant to this paragraph or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.
 All reported threats, even those determined not to be a threat, must be documented by the threat assessment team. Documentation must include the evaluation process and any resultant action.

D. Sharing of Confidential or Exempt Information

The District and other agencies and individuals that provide services to students experiencing, or at risk of, an emotional disturbance or a mental illness and any service or support provider contracting with such agencies may share with each other records or information that are confidential or exempt from disclosure under F.S. Chapter 119, if the records or information are reasonably necessary to ensure access to appropriate services for the student or to ensure the safety of the student or others.

E. Immediate Mental Health or Substance Abuse Crisis

1. If an immediate mental health or substance abuse crisis is suspected, school personnel shall follow policies established by the threat assessment team to engage behavioral health crisis resources.
2. Onsite school personnel must report all such situations and actions taken to the threat assessment team, which shall contact the other agencies involved with the student and any known service providers to share information and coordinate any necessary follow-up actions. Upon the student's transfer to a different school, the threat assessment team shall verify that any intervention services provided to the student remain in place until the threat assessment team of the receiving school independently determines the need for intervention services.
3. Behavioral health crisis resources, including but not limited to mobile crisis teams and school resource officers trained in crisis intervention, will provide emergency intervention(s) and assessment(s), make recommendations, and refer students for appropriate services.

F. Behavior Threat Assessment Instrument Training

All threat assessment team members must be trained on the Department's behavior threat assessment instrument in accordance with Florida law.

G. Office of Safe Schools Reporting

Each threat assessment team will report quantitative data on its activities to the Office of Safe Schools, including all activities during the previous school year, and shall utilize the threat assessment database developed pursuant to F.S. 1001.212. The School Safety Specialist will report this information to the Office of Safe Schools. ~~Additionally, the School Safety Specialist must report the following information utilizing the Florida Safe Schools Assessment Tool by October 1 of each year:~~

- ~~1. For the 2021-2022 school year, the total number of threat assessments conducted, the number of transient threats, and the number of substantive threats; and,~~

Beginning in the 2022-2023 school year, the total number of threat assessments conducted, disaggregated by the total number of non-threats, the total number of transient threats, ~~and the number of substantive threats, and the sex as well as the gender, race, and grade level of all students assessed by the threat assessment team.~~

H. Threat Assessment Records**1. Transient or Substantive Threats**

Threat assessments determined to be transient or substantive, as defined in F.A.C. 6A-1.0018, are Category B records and shall be maintained in a student's file as long as determined useful by a threat assessment team, pursuant to F.S. 1006.07 and F.A.C. 6A-1.0018.

2. Non-Threats

In order to protect students from stigma and unintended consequences, reported threats which are determined by a threat assessment team not to be a threat at all, meaning the threat does not rise to the level of transient or substantive, may be maintained by the threat assessment team, but must not be maintained in a student's file, 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 assessment 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. Where such a determination is made, the threat assessment 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.

IX. Referral to Mental Health Services

All school personnel who receive training pursuant to F.S. 1012.584 shall be notified of the mental health services that are available in the District.

X. School Environmental Safety Incident Reporting (SESIR)

The superintendent is responsible for ensuring the accurate and timely reporting of incidents related to school safety and discipline in accordance with Florida law and rules promulgated by FL DOE. Parents of District students have a right to access school safety and discipline incidents as reported pursuant to F.S. 1006.07 (9) and will be timely notified of threats, unlawful acts, and significant emergencies pursuant to F.S. 1006.07 (4) and (7).

XI. Promotion of School Safety Awareness

The Board shall promote the use of the Florida Department of Education's mobile suspicious reporting tool (FortifyFL) and the consequences of knowingly submitting false information on the District's website, in newsletters, on school campuses, and in school publications. FortifyFL shall also be installed on all mobile devices issued to students and bookmarked on all computer devices issued to students.

XII. Records Related to Compliance with F.A.C. 6A-1.0018

The District and all school staff will retain records demonstrating that the requirements of F.A.C. 6A-1.008 are

met and provide such records to the Office of Safe Schools upon request.

XIII. ~~VICTIMS OF VIOLENT CRIME~~

~~The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school sponsored activity.~~

- ~~A. In accordance with Federal and State law, the parent(s)/guardian(s) or the eligible student will be offered the opportunity to transfer to another school within the District that serves the same grade(s).~~
- ~~B. If there is another school serving the same grade(s), the transfer shall be completed in a timely manner.~~
- ~~C. If there is not another school serving the same grade(s), the parent(s)/guardian(s) or eligible student will be advised that, although they have the right to transfer, they will be unable to do so.~~

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Book	Policy Manual
Section	5000 Students
Title	SELF-ADMINISTERED MEDICATION AND EPINEPHRINE USE
Code	po5330.01
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Legal	F.S. 381.88 F.S. 499.003 F.S. 1002.20 F.A.C. 6A-6.0251, Use of Epinephrine Auto-Injectors F.A.C. 6A-6.0252, Use of Prescribed Pancreatic Enzyme Supplements F.A.C. 6A-6.0253, Diabetes Management
Adopted	September 4, 2012

5330.01 - SELF-ADMINISTERED MEDICATION AND EPINEPHRINE USE

A student shall be allowed to carry and self-administer medication, supplies, and equipment in accordance with State law based on a student's Medical Management Plan (MMP) developed and completed by the health care provider, as well as written parent consent. Forms to complete the Medical Management Plan will be made available by the District. A student may carry and self-administer a metered dose inhaler, epinephrine auto-injector, prescribed pancreatic enzyme supplement and/or may carry diabetic supplies and equipment to manage and care for his/her diabetes provided the student's parent provides the following:

A. For self-administration of a metered dose inhaler, the parent must provide the District with an Authorization for Carrying Medication Form (~~Form 5330-F3~~) that requires a waiver of liability of the District signed and dated by a physician and a Medication Permission Form (~~Form 5330-F1~~) signed by the parent. The written approval by the physician must include the following:

1. name of the medication in the metered dose inhaler;
2. the prescribed dosage;
3. the times or the special circumstances under which the medication is to be administered; and
4. any other special related information regarding the administration of the metered dose inhaler.

B. For self-administration of an epinephrine auto-injector, the parent or guardian must provide the District with an Authorization for Carrying Medication Form (~~Form 5330-F3~~) that requires a waiver of liability of the District signed and dated by a physician and a Medication Permission Form (~~Form 5330-F1~~) signed by the parent. The student may be permitted to self-administer an antihistamine if it has been approved by both a physician and is included as a component of the MMP. The written approval by the physician must include:

1. the times or the special circumstances under which the medication is to be administered; and
2. any other special related information regarding the administration of the epinephrine auto-injected.

C. For self-administration of prescribed pancreatic enzyme supplements, the parent or guardian must provide the District with an Authorization for Carrying Medication Form (~~Form 5330-F3~~) that requires a waiver of liability of the District that is signed and dated by a physician and a Medication Permission Form (~~Form 5330-F1~~) signed by the parent and provide the prescription label containing the following:

1. name of the medication;
2. the prescribed dosage;
3. the times or the special circumstances under which the medication is to be administered; and
4. any other special related information regarding the administration of the medication.

D. For the use of a diabetic supplies and equipment, the parent or guardian must provide the District with an Authorization for Carrying Medication Form (~~Form 5330-F3~~) that requires a waiver of liability of the District is signed and dated by a physician and a Medication Permission Form (~~Form 5330-F1~~) signed by the parent. The written authorization from the student's physician must contain the following:

1. an identification of the diabetic supplies and equipment the student is authorized to carry;
2. a description of which activities the child is capable of performing without assistance;
3. the times or the special circumstances under which the medication is to be administered;
4. any other special related information regarding the administration of the medication.

The student must, at all times, carry and utilize medication approved under this policy in a safe and responsible manner. If the principal documents that the student refuses or is unable to carry or self-administer medication approved under this policy in a manner that is safe for students and staff at the school, then approval to self-administer the medication may be revoked.

~~The School District and its employees are not liable for damages as a result of any injury arising from a student's self-administration of a metered dose inhaler, epinephrine auto-injector, prescribed pancreatic enzyme supplements and/or for the use of diabetic supplies and equipment.~~

When providing the District with written authorization that is signed and dated by both the parent or guardian and the physician as required by State law and this policy, that written authorization must also include indemnification by the parent or guardian of the District, county health department, public-private partner, and their employees and volunteers for any and all liability for a student who does any of the following:

- A. self-administer an epinephrine auto-injector;
- B. carries diabetic supplies and equipment on their person and attends to the management and care of their diabetes while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities to the extent authorized by the parent and physician and within the parameters set forth by State Board of Education; or
- C. use prescribed pancreatic enzyme supplements.

Emergency Allergy Treatment Educational Training Programs

Educational training programs in the District pertaining to emergency allergy treatment required by State law must be conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or an entity or individual approved by the Department of Health. The curriculum must include at a minimum:

- A. recognition of the symptoms of systemic reactions to food, insect stings, and other allergens; and
- B. the proper administration of an epinephrine auto-injector.

Epinephrine Use and Supply

School principals may request and be granted permission by the Superintendent to purchase from a wholesale distributor, as defined in F.S. 499.003 and identified by the District's Director of Purchasing, and maintain in a locked, secure location on school premises a supply of epinephrine auto-injects for use if a student is having an anaphylactic reaction.

The Superintendent shall adopt a protocol developed by a licensed physician for the administration by school personnel who are trained to recognize an anaphylactic reaction and to administer an epinephrine auto-injection.

The supply of epinephrine auto-injectors may be provided to and used by a student authorized to self-administer epinephrine by auto-injector under F.S. 1000.20(3)(i)(1) or trained school personnel.

The Board and its employees and agents, including the physician who provides the standing protocol for school epinephrine auto-injectors, are not liable for any injury arising from the use of an epinephrine auto-injector administered by trained school personnel who follow the adopted protocol and whose professional opinion is that the student is having an anaphylactic reaction:

- A. unless the trained school personnel's action is willful and wanton;
- B. notwithstanding that the parents or guardians of the student to whom the epinephrine is administered have not been provided notice or have not signed a statement acknowledging that the District is not liable; and
- C. regardless of whether authorization has been given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced registered nurse practitioner.

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Book	Policy Manual
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2111 - PARENT AND FAMILY INVOLVEMENT IN THE SCHOOL PROGRAM

The School Board recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare). This definition is consistent with F.S. 1000.21, which defines the term "parent" as "either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent".

For purposes of this policy, the term "family/families" is used in order to include a child's/children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members and responsible adults who play a significant role in providing for the well-being of the child.

In cultivating partnerships with families and communities, the Board is committed to the following:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools; ^{2,3}
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; ^{2,3}
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. ³

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities; ^{2,3}
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable; ^{2,3}
5. providing information that will enable families to encourage and support their child(ren)'s academic progress, especially in the area of reading; ¹
6. providing information that will enable families to encourage and support their child(ren)'s citizenship, especially social skills and respect for others; ¹
7. providing information that will enable families to encourage and support their child(ren)'s realization of high expectations and setting life-long learning goals; ¹
8. providing information and involving families in monitoring student progress; ³
9. providing families with timely and meaningful information regarding Florida's academic standards, State and local assessments, and pertinent legal provisions; ^{2,3}
10. preparing families to be involved in meaningful discussions and meetings with school staff. ^{2,3}

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities; ^{1,3}
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. ³

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; ^{1,2,3}
2. working with families to establish learning goals and help their children accomplish these goals; ¹
3.
 - A. A procedure for parents to learn about their child's course of study, including supplementary educational materials.
 - B. A procedure for parents to object to instructional materials and other materials used in the classroom. Objections may be based on beliefs regarding morality, sex, and religion, or on the belief that such materials are harmful. See also Policy 2520, *Selection and Adoption of Instructional Materials*.
 - C. A procedure for parents to withdraw their child from any portion of the comprehensive health education that relates to sex education or instruction in acquired immune deficiency syndrome (AIDS) education or any instruction regarding sexuality if the parent provides a written objection to their minor child's participation. Procedures must provide for parents to be notified in advance of such course content so that they may withdraw their minor child from those portions of the course. See also Policy 2417, *Comprehensive Health Education*.
 - D. A procedure for parents to learn about the nature and purpose of clubs and activities offered at their minor child's school, including those that are extra-curricular or part of the school curriculum.
 - E. Procedures for parents to learn about parental rights and responsibilities under general law, including:
 1. To opt their minor child out of any portion of the District's comprehensive health education that relates to sex education instruction in AIDS education or any instruction regarding sexuality. See also Policy 5780, *Student/Parent Rights*.
 2. A plan to disseminate information about school choice options, including open enrollment. See

also Policy **5120**, *School Choice*.

3. To exempt their child from immunizations. See also Policy **5320**, *Immunization*.
4. To review Statewide, standardized assessment results. See also Policy **2623**, *Student Assessment*.
5. To enroll their child in gifted or special education programs. See also Policy **2460**, *Exceptional Student Education*.
6. To inspect District instructional materials. See also Policy **2521**, *Instructional Materials Program*.
7. To access information relating to the District's policies for promotion or retention, including high school graduation requirements. See also Policy **5410.01**, *Promotion, Placement and Retention*, and Policy **5460**, *Graduation Requirements*.
8. To receive a school report card and to be informed of their minor child's attendance requirements. See also Policy **5200**, *Compulsory School Attendance*, and Policy **5420**, *Reporting Student Progress*.
9. To access information relating to the state public education system, state standards, report card requirements, attendance requirements, and instructional materials requirements.
10. To participate in parent-teacher associations and organizations that are sanctioned by the Board or the Department of Education. See also Policy **5780**, *Student/Parent Rights*.
11. To opt out of any District-level data collection relating to their minor child not required by law. See also Policy **2605**, *Research and Evaluation*.

The information required in this policy may be provided electronically or by posting on the District's or school's website.

~~the District's continuous improvement, and individual school improvement plans.~~ The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

Pursuant to State law, the Superintendent shall develop and annually disseminate:

- A. a parent guide to successful student achievement, consistent with the guidelines of FLDOE, which address what parents need to know about their child's educational progress and how parents can help their child(ren) achieve in school; and,
- B. a checklist of parental actions that can strengthen parental involvement in their child's educational progress, consistent with the guidelines of FL DOE, to focus on academics, especially reading, high expectations for students, citizenship and communication.

¹Indicates Florida Statutory Requirements

²Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

³Indicates Title I Section 1118 parent involvement requirements

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Frequently Asked Questions

Q. Where is the School Choice application located?

It is located in your PARENT Portal.

Q. Do I need to re-apply each year?

No, once approved you are approved until you are ready to move to the next level (meaning Elementary to Middle or Middle to High).

Q. Can I apply for more than one school?

Yes, you may apply for up to 3 schools and you will be able to designate them by priority order.

Q. Can I change my priority order after I have submitted?

Yes, you may go in and make changes to saved and submitted applications any time until the March 1 deadline.

Q. I am a Leon County Schools employee. Do I still have to apply?

Yes

Q. I already have a child in a Leon County School and I want my other child to attend also. Do I have to apply for the sibling?

Yes, apply under "Sibling Support". Remember that the sibling must be attending the same school during the same year as the applicant.

Q. Can I apply for a school that is over capacity?

Once a year during the school choice window (January – March 1) everyone can apply for any school, regardless of the capacity. Schools that receive more applications than available seats will be processed by a lottery.

Q. How do I know that my application was submitted correctly?

You will receive an email confirmation response upon submitting your application.

Q. When will I find out if I'm approved for school choice?

You will be notified in your parent portal account by **March 30, 2023.**



IMPORTANT REMINDERS:

- NO RUSH! It is not first come, first serve.
- New students who are not enrolled in Leon County Schools will have to be registered (individually) through the LCS Office of Administration first, and then a School Choice application will need to be done. This includes rising kindergarten students.
www.leonschools.net/officeofadmissions.
- You will be notified in your Focus Parent Portal of the outcome of your application.

Q. How will I know if I am approved?

You will need to log in to your Focus Parent Portal account for the results. Applications won't begin processing until the March 1 deadline.

Q. Can I get transportation?

No. Transportation is the parent or guardian's responsibility unless otherwise stated. (EX. Fairview Middle IB Prep and Rickards High IB)

Q. I am active military. Do I get approved for any school I apply for?

To qualify for Military Preferential Treatment when applying for school choice, as stated in the Leon County School Board Policy as well as Florida State Statute ("Dependent children of active duty military personnel **whose move to our district resulted from military orders**"), the parent or legal guardian must attach the military orders to the School Choice application, or bring into the School Choice office **prior** to the March 1 deadline.

Q. I live just above the Georgia state line and work in Tallahassee. Can I apply?

No. You may only apply if you live in Florida.

Q. Can I apply for a hardship?

No. Hardships are for the current school year only.

Please visit our website for more information, www.leonschools.net/schoolchoice

