



# District Advisory Council (DAC) 2023-2024

## DRAFT AGENDA

Thursday, October 5, 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.	Welcome from Student District Advisory Council Co- Chair and SDAC Representative	Kenjera Barrett (Godby High School) SDAC Co-Chair Aria Fisher (Leon High School) SDAC Representative	
3.	Approval of Agenda	Jacquelyn Steele, Chair	Vote
4.	Approval of Minutes (May 2023)	Jacquelyn Steele, Chair	Vote
5.	New Member Orientation	Dr. Michelle Gayle, Deputy Superintendent	Information
6.	LCS Safety & Security Updates	Jimmy Williams Safety and Security, Chief	Information
7.	STAR Metro: K-12 Transportation	Kathryn Frizzell, Community Involvement Coordinator	Information
9.	Textbook Adoption Updates	Shane Syfrett, Assistant Superintendent Susan Walden, Coordinator Academic Services	Information
10.	<b><u>Policy updates</u></b> Policy 1213/ Policy 3213 Policy 4213 - Student Supervision and Welfare Owner: Deana McAllister  Policy 8660- Alternative Transportation Methods Owner: Kasey Kirkland  Policy 2520- Selection and Adoption of Instructional Material Owner: Shane Syfrett  Policy 5517.01- Bullying and Harassment Owner: Tonja Fitzgerald	Wallace Knight	Information/vote



District Advisory Council (DAC) 2023-2024

**DRAFT AGENDA**

Thursday, October 5, 2023

6:00 – 8:00 p.m.

Howell Center, 3955 W. Pensacola Street

	<p>Policy 8410.01- Critical Incident Responses Owner: Jimmy Williams</p> <p>Policy 8405- School Safety and Security Owner: Jimmy Williams</p> <p>Policy 7421- Restrooms and Changing Facilities Owner: William Spillas</p> <p>Policy 8331- Online Educational Services Owner: Bill Nimmons</p> <p>Policy 9150.01- Entering Premises or School Grounds/School Safety Zone Owner: Scott Hansen</p> <p>Policy 2410- School Health Services Owner: Dr. Michelle Gayle &amp; Coco McClelland</p> <p>Policy 9500- Relations with Educational Institutions and Organizations Owner: Dr. Michelle Gayle</p>		
11.	Suggestions for Agenda Topics	Dr. Michelle Gayle, Deputy Superintendent	Information
+12.	2023-2024 District Advisory Council Election Updates	Dr. Michelle Gayle, Deputy Superintendent Jacquelyn Steele, Chair	Information
13.	SAC Questions	Jacquelyn Steele, Chair	Information
14.	Wrap up on Issue	Jacquelyn Steele, Chair	Information
	Adjourn		

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



**Next Meeting: November 9, 2023**





Thursday, May 4, 2023

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

- I. **Schools/Members Attending:** Jacquelyn Steele (Conley), Damaris Barrios (DeSoto Trails), Jennifer Hirst (Pineview), Cara Garrett (Astoria Park), Jamie Holleman (Buck Lake/Ft. Braden/Godby/SAIL/Swift Creek/Lincoln), Linda Edson (Buck Lake), Mona Davis (Canopy Oaks), Christy Worley (Chiles), Brooke Brunner (Early Childhood), Karen Minert (ESE), Cheryl Collier-Brown (Fairview/Griffin), Desmond Cole (Godby), Latanya Peterson (LCSB: Darryl Jones), Dr. Willie Williams (LCSB: Darryl Jones), Louis Dilbert (LCSB: Marcus Nicolas), Keith Berry (Leon), Melford Sims (LCTA/Lively), Andrea LeBeaud (LCVS/ACE Transitions), Rebecca Shultz (Montford), Andreka Rittman (Nims), Angel McMilliam (Nims/Oak Ridge), Sandra Alber (Oak Ridge), Dr. Marcus Knight (RAA), Robert Amstutz (Rickards/Hartsfield), Johnnitta Wells (Rickards), Leah Hutchins (Riley), Cara Stoudmire (Sabal Palm), Scott Whittle (SAIL), Amaya Waymon (SDAC), Susan Jones (Springwood), Amy Alvis (Success Academy Second Chance), Todd Lanter (Superintendent Appointee), Becky Viosca (Superintendent Appointee), Regina Browning (Superintendent Appointee), Amy Hartman (Swift Creek), April Knight (Title I), Roshanna Beard (Woodville), Margaret Anderson (WT Moore), Cathy Shields (District ESE), Hudson Taylor (SDAC)
- II. **District Members/Visitors:** Dr. Michelle Gayle (District), Erica Childs (Pace), Marvin Boatman (Pace), Kristel Avilus (Pace), Laurel Harbin (COT)
- III. **Excused Members:** Brenetta Lawrence (Bond), Erica Stelter (Ft. Braden), Angela Roeder (Killearn Lakes), Kristen Williams (LCSB: Laurie Cox), LaShawn Gordon (LCSB: Marcus Nicolas), Wallace Knight (Policy), Inika Williams (Roberts), Matt Roberson (SAIL), Shayla Cole (Sealey/Godby), Nena Parnell (Sealey), Brian Dobie (Sullivan), Michele Keltner (Superintendent Appointee), Joseph Burgess (Superintendent Appointee)
- IV. **Welcome from Superintendent Hanna:** We were informed of Best and Brightest celebrations coming up as well as celebrations and Commencement ceremonies for K, 5<sup>th</sup>, and High school. The Superintendent participated in the field trip at the airport to go over Hurricane preparedness for this year. Brief discussion about the investigation by the Governors office and DOE into Superintendent Hanna. Support and well wishes were given to the Superintendent.
- V. **Approval of Agenda:** Motion made by Cheryl Collier-Brown and seconded by Johnnitta Wells. Motion approved unanimously.
- VI. **Approval of Minutes:** Motion made by Johnnitta Wells and Scott Whittle. Motion approved unanimously.
- VII. **SDAC:** recognizing 5/8-5/12 as mental health week, 5/9 wear green, and initiative to spread positivity with affirmation stations.
- VIII. **Pace Center for Girls:** There are currently 70 girls enrolled in the program and there will be a few more openings coming soon. They usually have a wait list but, it goes fast. This school is to make the girls feel safe and fit in whereas the traditional public school might not have

been a great fit for them. This school is year-round but, they do have some free time in the summer and integrated fun activities for the girls. The girls do receive instruction in the core subjects, speech therapy, small group, and pull out. They also have therapists on staff. Pace has a contract with LCS and they follow most of what the district does. Pace is a free school and the students are not court ordered. There is no graduation but, they can get a GED or transition to LCS for graduation.

- IX. City of Tallahassee:** There are major developments residentially and commercially throughout the city. Several projects are already in the works in order to improve the city. Some concerns were the expansion of traffic signals and calming with the increase with the new developments. It was explained that the City is taking this all into consideration. A few main things coming to the city will be the completion of 2 Amazon buildings and a minimum of 3 Wawa's.
- X. DAC Executive Board:** Jacquelyn Steele was nominated to retain the position of Chair and Jennifer Hirst was nominated for Vice Chair which, she declined. Scott Whittle was then nominated for position of Vice Chair. A motion was made to accept Mrs. Steele and Mr. Whittle to attain those positions by Chris Chaback and seconded by Cheryl Collier-Brown. The vote was put through and passed unanimously in favor of Mrs. Steele and Mr. Whittle as Chair and Vice Chair respectively. The vote for Secretary will happen in the fall as the nominated person (Dr. Inika Williams) was not in attendance.
- XI. SAC Questions:** It was mentioned that viewers would prefer to have the school board meetings back to Facebook live. On 5/7 170 girls will be participating in a Girls On The Run race.





Book	Policy Manual
Section	1000 Administration
Title	STUDENT SUPERVISION AND WELFARE
Code	po1213
Status	
Legal	34 C.F.R. Part 99 20 U.S.C. 1232 F.S. 119.011, 847.012, 1001.42, 1001.51, 1002.22, 1003.32, 1006.07
Adopted	September 4, 2012
Last Revised	April 22, 2014

### 1213 - STUDENT SUPERVISION AND WELFARE

For the purpose of this policy, the term administrator means principal or an administrator of an educational program.

Each administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which that include, but are not limited to, the following:

- A. An administrator shall report immediately any accident, safety hazard, or other potentially harmful condition or situation about which s/he is informed or detects to their/his/her supervisor and/or local public safety agencies, as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. An administrator shall require staff under their/his/her supervision to provide proper instruction in safety matters as presented in assigned course curriculum guides.
- C. An administrator shall encourage a student to discuss issues relating to the student's well-being with the student's parent, or shall facilitate the student's discussion of the issue with the parent. Elementary and middle school site administrators will provide for supervision of students for forty five (45) minutes before the start of the school day and for thirty (30) minutes after the school day ends. These limits do not apply to students on school grounds that are engaged in school-related activities such as but not limited to organized athletics, intramurals, school-sponsored clubs, etc.
- D. An administrator shall notify the parent of a student if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and in the school's ability to provide a safe and supportive learning environment for the student. Notice shall be made as soon as reasonably possible. The administrator shall make a good faith effort to speak with the parent either in person or by telephone, with a follow-up written notice by e-mail or U.S. mail.
  1. Parental Notification Disclosure Exception
    - a. If a reasonably prudent person would believe that the disclosure would result in abuse, abandonment, or neglect, as those terms are defined in F.S. 39.01, the administrator is permitted to withhold information. When information is withheld from a parent on this basis, the specific circumstances should be documented in the student's record (F.S. 1001.42(8)(c)(2)).
    - b. Any administrator, who knows or has reasonable cause to suspect that a child or student has been abused, abandoned, or neglected by a parent, legal custodian, caregiver, adult, or other person responsible for the child's welfare, is required to report such knowledge or suspicion to the Florida Department of Children and Families via the central abuse hotline at 1-800-96-ABUSE (1-800-962-2873) or via face, web-based chat, or web-based report.
- E. An administrator shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being. Secondary school site administrators will provide for supervision of high school students thirty (30) minutes before the start of the school day and for thirty (30) minutes after the school day ends. These limits do not apply to students on the school grounds that are engaged in school-related activities such as but not limited to organized athletics, intramurals, school-sponsored clubs, etc.
- F. An administrator shall transport a student in accordance with Policy 8660 - Alternative Transportation Methods. An administrator shall immediately report to the Superintendent, as well as other appropriate authorities, knowledge of threats of violence by students.
- G. An administrator shall not send students on any non-school related errands.
- H. An administrator shall not inappropriately associate with students at any time or in any manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.
- I. Administrators shall use district-approved applications to communicate with students and be responsible to monitor content. If a student approaches an administrator to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, and/or mental or physical health, the administrator may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's state problem. However, administrators should not attempt, unless properly licensed and authorized to do so, to assess, diagnose, or treat the student's problem or behavior. Parents shall be informed of the matter, unless the student requests otherwise.
- J. An administrator shall not disclose personally identifiable information about a student to third persons unless specifically authorized by Federal law or the student's parent(s) to do so. (See also Policy 8330 - Student Records)
- K. A student shall not be required to perform work or services that may be detrimental to their/his/her health.
- L. Administrators shall not engage or be discouraged from engaging students in social media and online networking sites for non-school related matters. Media and expressly prohibited from posting any video or comment pertaining to any student on social network sites or similar forums, such as YouTube without the express permission of the parent.
- M. An administrator shall not knowingly distribute obscene to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. An administrator who knowingly distributes any such material to a minor also commits a felony under State law, and is subject to disciplinary action up to and including termination.

Since because most information concerning a child in school, other than directory information described in Policy 8330-Student Records, is confidential under Federal and State laws, any administrator staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and ~~School Board~~ Policy 8462-Student Abuse and Neglect, each administrator shall report to the proper legal authorities immediately any sign of suspected child abuse or neglect.

Effective 9/5/12  
Revised 4/22/14

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Book	Policy Manual
Section	3000 Instructional Staff
Title	STUDENT SUPERVISION AND WELFARE
Code	po3213
Status	
Legal	34 C.F.R. Part 99 20 U.S.C. 1232 F.S. 119.011, 847.012, 1001.42, 1001.51, 1002.22, 1003.32, 1006.07
Adopted	September 4, 2012
Last Revised	April 22, 2014

### 3213 - STUDENT SUPERVISION AND WELFARE

Each instructional staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities ~~which~~ include, but are not limited to, the following:

- A. An instructional staff member shall report ~~immediately to a site administrator~~ any accident, safety hazard, or other potentially harmful condition or situation ~~about which they are informed or~~ he detects to their site administrator and/or local public safety agencies.
- ✚ An instructional staff member shall provide proper instruction in safety matters as required by ~~course~~ curriculum guides.
- C. An instructional staff member shall encourage a student to discuss issues relating to the student's well-being with the student's parent, or shall facilitate the student's discussion of the issue with the parent. ~~An instructional staff member shall report to a building administrator knowledge of threats of violence by students.~~
- D. An instructional staff member shall not disclose personally identifiable information about a student to third persons unless specifically authorized by law or the student's parent(s) to do so. ~~An instructional staff member shall adhere to Policy 3210 - Standards of Ethical Conduct.~~
- E. An instructional staff member shall not send students on any non-school-related errands.
- F. If there is a change in a student's services or monitoring related to a student's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student, the instructional staff member shall make a good faith effort to speak with the parent either in person or by telephone, with a follow-up written notice by email or U.S. mail.
  - ✚ Parental Notification Exception ~~Withholding of Information~~
    - a. If a reasonably prudent person would believe that the disclosure would result in abuse, abandonment or neglect, as those terms are defined in F.S.39.01, the instructional staff member is permitted to withhold information. When information is withheld from a parent on this basis, the specific circumstances should be documented in the student's record (F.S.1001.42(8)(c)(2)).
    - ✚ Any instructional staff member who knows or has reasonable cause to suspect that a child or student has been abused, abandoned, or neglected by a parent, legal custodian, caregiver, adult, or other person responsible for the child's welfare, is required to report such knowledge or suspicion to the Florida Department of Children and Families via the central abuse hotline at 1-800-96-ABUSE (1-800-962-2873) or via face, web-based chat, or web-based report.
  - ✚ An instructional staff member shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.
  - ✚ An instructional staff member shall not inappropriately associate with students at any time or in any manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination. ~~If a student approaches a staff member to seek advice or ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, staff members should not attempt, unless properly licensed and authorized to do so, to assess, diagnose, or treat the student's problem or behavior; nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.~~
  - ✚ An instructional staff member shall transport a student in accordance with Policy 8660 - *Alternative Transportation Methods*. ~~An instructional staff member shall not transport students in a private vehicle without the approval of the Principal.~~
- J. A student shall not be required to perform work or services that may be detrimental to ~~their~~his/her health.
- ✚ Instructional staff members shall use district-approved applications to communicate with students and be responsible to monitor content.
- ✚ Instructional staff members shall not engage ~~are discouraged from engaging~~ students in social media and online networking sites for non-school related matters, ~~and are expressly prohibited from posting any video or comment pertaining to any student on social network sites or similar forums, such as YouTube, without the express permission of the parent.~~
- ✚ An instructional staff member shall not knowingly distribute ~~obscene to a minor any~~ material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. An instructional staff member who knowingly distributes any such material to a minor ~~also~~ commits a felony under State law, and is subject to disciplinary action up to and including termination.

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Pursuant to the laws of the State and School Board Policy 8462 - Student Abuse and Neglect, each instructional staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, ~~abandonment~~, or neglect.

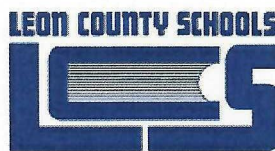
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Book	Policy Manual
Section	3000 Instructional Staff
Title	STUDENT SUPERVISION AND WELFARE
Code	po3213
Status	
Legal	34 C.F.R. Part 99 20 U.S.C. 1232 F.S. 119.011, 847.012, 1001.42, 1001.51, 1002.22, 1003.32, 1006.07
Adopted	September 4, 2012
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- An instructional staff member shall provide proper instruction in safety matters as required by ~~course~~ curriculum guides.
- C. An instructional staff member shall encourage a student to discuss issues relating to the student's well-being with the student's parent, or shall facilitate the student's discussion of the issue with the parent. ~~An instructional staff member shall report to a building administrator knowledge of threats of violence by students.~~
- D. An instructional staff member shall not disclose personally identifiable information about a student to third persons unless specifically authorized by law or the student's parent(s) to do so. ~~An instructional staff member shall adhere to Policy 3210 - Standards of Ethical Conduct.~~
- E. An instructional staff member shall not send students on any non-school-related errands.
- F. If there is a change in a student's services or monitoring related to a student's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student, the instructional staff member shall make a good faith effort to speak with the parent either in person or by telephone, with a follow-up written notice by email or U.S. mail.
  - Parental Notification Exception ~~Withholding of Information~~
    - a. If a reasonably prudent person would believe that the disclosure would result in abuse, abandonment or neglect, as those terms are defined in F.S.39.01, the instructional staff member is permitted to withhold information. When information is withheld from a parent on this basis, the specific circumstances should be documented in the student's record (F.S.1001.42(8)(c)(2)).
    - Any instructional staff member who knows or has reasonable cause to suspect that a child or student has been abused, abandoned, or neglected by a parent, legal custodian, caregiver, adult, or other person responsible for the child's welfare, is required to report such knowledge or suspicion to the Florida Department of Children and Families via the central abuse hotline at 1-800--96-ABUSE (1-800-962-2873) or via face, web-based chat, or web-based report.
  - An instructional staff member shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.
  - An instructional staff member shall not inappropriately associate with students at any time or in any manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment. ~~If a student approaches a staff member to seek advice or ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, staff members should not attempt, unless properly licensed and authorized to do so, to assess, diagnose, or treat the student's problem or behavior; nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.~~
  - An instructional staff member shall transport a student in accordance with Policy 8660 - *Alternative Transportation Methods*. ~~An instructional staff member shall not transport students in a private vehicle without the approval of the Principal.~~
- J. A student shall not be required to perform work or services that may be detrimental to ~~their~~his/her health.
  - Instructional staff members shall use district-approved applications to communicate with students and be responsible to monitor content.
  - Instructional staff members shall not engage ~~are discouraged from engaging~~ students in social media and online networking sites for non-school related matters. ~~and are expressly prohibited from posting any video or comment pertaining to any student on social network sites or similar forums, such as YouTube, without the express permission of the parent.~~
  - An instructional staff member shall not knowingly distribute ~~obscene to a minor any material that is obscene and harmful~~ to minors, as defined in F.S. 847.012, in any format and/or by any manner. An instructional staff member who knowingly distributes any such material to a minor ~~also~~ commits a felony under State law; and is subject to disciplinary action up to and including termination.

~~Since~~Because most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is confidential under Federal and State laws, any instructional staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and ~~School Board~~ Policy 8462 - Student Abuse and Neglect, each instructional staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect.

Effective 9/5/12  
Revised 4/22/14

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Book	Policy Manual
Section	8000 Operations
Title	ALTERNATIVE TRANSPORTATION METHODS
Code	po8660
Status	
Legal	F.S. 1006.22
Adopted	September 4, 2012

## 8660 - **ALTERNATIVE TRANSPORTATION METHODSTRANSPORTING STUDENTS BY PRIVATE VEHICLES**

### **Regular Transportation - In School Buses**

The School Board shall use school buses, as defined in Florida statutes, for all regular transportation of students, pre-kindergarten through grade 12. School buses are to be used whenever practical.

For purposes of this policy, "regular transportation" or "regular use" means transportation to and from school or school-related activities that are part of a scheduled series or sequence of events to the same location.

### **Regular Transportation - In Other Vehicles**

Regular transportation of students in motor vehicles other than school buses may occur only under the following conditions:

- A. when transportation is for a physically handicapped or isolated students and the Board has elected to provide entered into a written agreement for the transportation of the student through written contracts or agreements;
- B. when the transportation is part of a comprehensive contract for a specialized educational program between the Board and a service provider for instruction, transportation, and other services; or
- C. when the transportation is provided through a public transit system; of students is necessary or practical in a Board-owned or commercially leased passenger car not to exceed seven (7) students in designated seating positions.
- + when the transportation is for trips to and from school sites or agricultural education sites or for trips to and from agricultural education-related events or competitions but is not customary transportation between a student's residence and such sites; and
- + when the transportation is for trips to and from school sites but is not customary transportation between a student's residence and such sites.

When the regular transportation of students is provided, as authorized above, in a vehicle other than a school bus that is owned, operated, rented, contracted, or leased by the District, the following provisions shall apply:

- + The vehicle must be designed to transport fewer than ten (10) students or be a multifunction school activity bus, as defined in 49 C.F.R. Part 571.3, if it is designed to transport more than ten (10) persons. Students must be transported in designated seating positions and must use the occupant crash protection system provided by the manufacturer unless the student's physical condition prohibits such use.
- + An authorized vehicle may not be driven by a student on a public right-a-way. An authorized vehicle may be driven by a student on school or private property as part of the student's educational curriculum if no other student is in the vehicle.
- + The driver of an authorized vehicle transporting students must maintain a valid driver license and must comply with the requirements of the School District's locally adopted safe driver plan, which includes a review of driving records for disqualifying violations.

### **Transportation by Private Vehicle**

Except as provided above, the transportation of students in private vehicles may be authorized by the pPrincipal on a case-by-case basis only under the following conditions:

- A. When a student is ill or injured and must be taken home or to a medical treatment facility under non-emergency circumstances and:
  - 1. the school has been unable to contact the student's parent or guardian, or such parent, guardian, or responsible adult designated by the parent or guardian is not available to provide the transportation; and
  - 2. proper adult supervision of the student is available at the location to which the student is being transported; and
  - 3. the transportation is approved by the school pPrincipal or designee; and
  - 4. if the school had been unable to contact the parent or guardian prior to the transportation, the school continues to attempt to contact the parent or guardian until the school is able to notify the parent or guardian of the transportation and the circumstances.
- B. When the transportation is in connection with a school function or event in which the school has undertaken to participate and:
  - 1. the function is a single event that is not part of a scheduled series or sequence of events to the same location; such as, but not limited to, a field trip, recreational outing, a competitive or cooperative event, or an event connected to an educational program; and
  - 2. transportation is not available, as a practical matter, using a school bus or Board passenger car; and
  - 3. each student's parent or guardian is notified in writing about the transportation arrangement and gives written consent before a student is transported in a private vehicle.
- C. When Board employees are required to use their own vehicle to perform duties of employment and such duties include the occasional transportation of students.



Any private vehicle used to transport students under this policy shall be currently registered in the State of Florida, be insured for personal injury protection and property damage liability in at least the minimum amounts required by law, and be in good working order. A Board employee, parent, or other adult wishing to transport students in a private vehicle will request approval by submitting their/his/her driver's license, vehicle registration, and insurance ID card along with the completed Form 8660 F1 to the principal in a reasonable amount of time before the planned travel. The principal will follow the established procedure to shall determine whether approval of the request to transport students in a private vehicle is appropriate.

Student transportation in private vehicles may only be authorized for trips within the State of Florida. When transportation is authorized in a private vehicle, students may only be required to use the occupant crash protection system provided by the vehicle manufacturer. A student who is transported to an activity in a private vehicle approved under this policy shall return from the activity in the same vehicle, unless the student is released to their/his/her parent.

#### Insurance/Liability

Board employees will be covered by the Board's liability program when they are transporting students as part of their assigned or related duties. Benefits due from private vehicle insurance will be primary, except for workers' compensation, in accordance with State law.

Parents or other adults are not covered by the Board's liability program when they are transporting students and, therefore, must have adequate insurance during the time that the vehicle is being used to transport students.

#### Emergency Threat to Student Health or Safety

Notwithstanding any other provision of this policy, in an emergency situation that constitutes an imminent threat to student health or safety, school personnel may take whatever action is necessary under the circumstances to protect students.

Any violation of this policy may subject an employee to discipline up to and including termination from employment.

Effective 9/5/12

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Book	Policy Manual
Section	2000 Program
Title	SELECTION OF AND ADOPTION OF INSTRUCTIONAL MATERIALS
Code	po2520
Status	
Legal	<p>F.S. 1006.40</p> <p><a href="#">F.C.A. 6A-7.0710</a></p> <p><a href="#">F.A.C. 6A-7.0713</a></p> <p><a href="#">F.S. 1014.05</a></p> <p><a href="#">F.S. 1008.25 (5) (c)</a></p> <p><a href="#">F.S. 1008.25(5)(a)</a></p> <p><a href="#">F.S. 1008.22</a></p> <p><a href="#">F.S. 1006.28</a></p> <p><a href="#">F.S. 1003.485</a></p> <p><a href="#">F.S. 1002.22</a></p> <p><a href="#">F.S. 1001.215</a></p> <p><a href="#">F.S. 212.183</a></p> <p>F.S. 119.071</p> <p>F.S. 1006.28 through 1006.42</p> <p>F.A.C. 6A-6.03028</p> <p>34 C.F.R. Part 300</p>
Adopted	September 4, 2012
Last Revised	February 28, 2023

## 2520 - SELECTION OF AND ADOPTION OF INSTRUCTIONAL MATERIALS

The School Board adopts courses of study pursuant to State law and Policy 2220. 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 in the definition of adequate instructional materials in this policy.

"Library media center" means any collection of books, ebooks, periodicals, or videos maintained and accessible on the site of a school, including in classrooms.

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 or classroom library, or included on a reading list.

Each principal shall provide that instructional materials are used to provide instruction to students enrolled at the grade level or levels for which the materials are designed pursuant to adopted Board policies. Each principal shall communicate to parents the manner in which instructional materials are used to implement the curricular objectives of the school and the procedures for contesting the adoption and use of instructional materials. Principals are also responsible for overseeing compliance with District procedures for selecting school library media center materials at the school to which they are assigned and notifying parents of the process for objecting to the use of specific materials.

The Superintendent shall develop administrative procedures that set forth 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 who will have access to such materials.

The Superintendent's procedures shall also prescribe the process for the acquisition, management, use, accountability, and reporting requirements of all instructional materials.

### Certification by Superintendent



On or before July 1 each year, the Superintendent will certify to the Commissioner of Education the estimated allocation of state funds for instructional materials for the ensuing fiscal year.

By August 1 each year, the Superintendent will certify to the Commissioner of Education that the Board has approved a comprehensive staff development plan that supports fidelity of implementation of instructional materials programs, including verification that training was provided, that the materials are being implemented as designed, and that core reading materials and reading intervention materials used in kindergarten through grade 5 meet the requirements of F.S. 1001.215.

### Adoption of Instructional Materials

Prior to submitting a recommendation to the Board regarding the recommended instructional materials, those materials will be accessible for review online for at least twenty (20) calendar days prior to the open publicly noticed meeting at which a public hearing will be held so that the Board can receive comment, if any, 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.

Following the public hearing, the Board may act upon the Superintendent's recommendation to adopt the instructional materials. 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.

### Publication on Website of List of Instructional Materials and Process to Limit Student Access

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.

The Board will adopt and publish on its website the process for a parent to limit their student's access to materials in the school or classroom library.

### 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 and accessible in the school library media center or a classroom library 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 their/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.

### Free School-Related Instructional Materials

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

- 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-prekindergarten through grade 5~~ students who are not yet reading below on grade level, who score below a level 3 in the preceding year's Statewide, standardized English Language Arts Assessment (ELA), or who have a substantial reading deficiency identified under F.S. 1008.25, or who have a substantial deficiency in early literacy skills based upon the results of the coordinated screening and progress monitoring under F.S. 1008.25, and to improve the literacy skills of students in K-12.

The School 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.

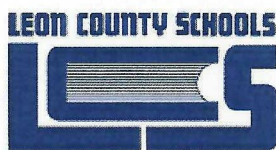
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Book	Policy Manual
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#### 5517.01 - BULLYING AND HARASSMENT

The School Board is committed to providing an educational setting and workplace that is safe, secure, and free from bullying and harassment ~~of any kind~~ for all students, employees, and volunteers. The Board will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

- A. during any education program or activity conducted by the District;
- B. during any school-related or school-sponsored program or activity or on a District school bus, or at a District school bus stop;
- C. through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the District, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
- D. through the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the District or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by the District or school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any nonschool-related activity, function, or program.

This policy has been developed and reviewed in consultation with District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies as prescribed in F.S. 1006.147 and in substantial conformity with the Florida Department of Education (FLDOE) revised Model Policy (April 2016).

Pursuant to State law, District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies shall be involved in the review of this policy every three (3) years.

The Superintendent shall develop a comprehensive plan intended to prevent bullying and harassment and to cultivate the school climate so as to appropriately identify, report, investigate, and respond to situations of bullying and harassment as they may occur on school grounds, at school-sponsored events, and through school computer networks. Implementation of the plan by each principal will be ongoing throughout the school year and will be integrated with the school curriculum, the bullying and prevention program, District disciplinary policies, and violence prevention efforts.

#### Definitions

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; causes discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. physical violence;
- G. theft;
- H. sexual, religious, or racial harassment;
- I. public or private humiliation; or
- J. destruction of property; and

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## K. social exclusion.

**"Cyberbullying"** means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a web page or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one (1) person or the posting of material on an electronic medium that may be accessed by one (1) or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

**"Cyberstalking"** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**"Harassment"** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to ~~their~~his/her person or damage to ~~their~~his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

**"Bullying"** and **"harassment"** also encompass:

- A. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- B. Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  1. incitement or coercion;
  2. accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; or
  3. acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

**"Harassment"** also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) and the behavior both causes mental or physical harm to the other student or ~~is sufficiently severe, persistent, or pervasive that it~~ creates an intimidating, threatening, or abusive educational environment for the other student(s).

### Sexual Cyberharassment

Pursuant to Florida law, "sexual cyberharassment" means to publish a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person's consent, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Sexual cyberharassment may be a form of sexual harassment.

**"Within the scope of the District"** means regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

### Expected Behavior

The District expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Such behavior is essential in maintaining an environment that provides each student the opportunity to obtain a high-quality education in a uniform, safe, secure, efficient, and high-quality system of education.

The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff and community member, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying.

Students are expected to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority.

The District shall provide for appropriate recognition and positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.

### Consequences

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Student Code of Conduct.

Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall include discipline in accordance with District policies, administrative procedures, and the collective bargaining agreement. Egregious acts of harassment by certified educators may result in a sanction against an educator's State-issued certificate. (See the Principles of Professional Conduct of the Education Profession in Florida - F.A.C. 6A-10.081)

Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

### Procedure for Reporting

The Board designates the principal as the person responsible for receiving all alleged acts of bullying. Any student or student's parent/guardian who believes ~~they~~he has been or ~~are~~is the victim of bullying or harassment should immediately report the situation to the school principal. Complaints against the principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board Chair.

All school employees are required to report alleged violations of this policy and alleged acts of bullying and harassment to the principal or as described above. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the principal or as described above. The alleged violations and acts must be reported by school employees to the principal within twenty-four (24) hours.

Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

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The principal shall establish and prominently publicize to students, staff, volunteers, and parents the procedure for reporting bullying and how such a report will be acted upon. A victim of bullying and/or harassment, anyone who witnessed the act, and anyone who has credible information that an act of bullying and/or harassment has taken place may file a report.

If, during an investigation of reported act of bullying and/or harassment, the principal or their/his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on race, color, national origin, sex, disability, pregnancy, marital status, age, religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law, the principal or his/her designee will report the act of bullying and/or harassment to the Superintendent who shall investigate the allegation in accordance with Policy 5517 – Anti-Harassment.

#### Procedure for Investigation

The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act. All complaints about bullying and/or harassment that may violate this policy shall be promptly investigated by an individual, designated by the principal, who is trained in investigative procedures. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately and shall be confidential. The investigator may not be the accused perpetrator or victim. At no time shall the accused perpetrator and victim be interviewed together. The investigator shall collect and evaluate the facts including, but not limited to, the following:

- A. a description of the incident, the nature of the behavior, and the context in which the incident occurred;
- B. how often the conduct occurred;
- C. whether there were past incidents or past continuing patterns of behavior;
- D. the relationship between the parties involved (grade, age, etc.);
- E. the characteristics of the parties involved;
- F. the identity of the alleged perpetrator, including whether the individual was in a position of power over the individual allegedly subjected to bullying or harassment;
- G. the number of alleged bullies/harassers;
- H. the age of the alleged bully/harasser;
- I. where the bullying and/or harassment occurred;
- J. whether there have been other incidents in the school involving the same or other students;
- K. whether the conduct adversely affected the student's education or educational environment;
- L. the date, time, and method in which the parent(s) of all parties involved were contacted.

In accordance with State law, District staff may monitor as part of any bullying or harassment investigation any nonschool-related activity, function, or program.

If, during an investigation of reported acts of bullying and/or harassment, the principal or their/his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or their/his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-Harassment.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs and Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Upon the completion of the investigation to determine whether or not a particular action or incident constitutes a violation of the policy, the designated individual who has conducted the investigation shall make prepare a written determination based on all facts and surrounding circumstances and shall to the principal to include:

- A. a description of the incident, the nature of the behavior, and the context in which the incident occurred;
- B. how often the conduct occurred;
- C. whether there were past incidents or past continuing patterns of behavior;
- D. the relationship between the parties involved (grade, age, etc.);
- E. the characteristics of the parties involved;
- F. the identity of the alleged perpetrator, including whether the individual was in a position of power over the individual allegedly subjected to bullying or harassment;
- G. the number of alleged bullies/harassers;
- H. the age of the alleged bully/harasser;
- I. where the bullying and/or harassment occurred;
- J. whether there have been other incidents in the school involving the same or other students;
- K. whether the conduct adversely affected the student's education or educational environment;
- L. the date, time, and method in which the parent(s) of all parties involved were contacted;
- M. a recommendation of remedial steps necessary to stop the bullying and/or harassing behavior.

A maximum of fifteen (15) days should be the limit for completion of the investigative procedural steps and submission of the incident report. While fifteen (15) days is the expectation for completion of the investigative procedural steps, more time may be needed based on the nature of the investigation and the circumstances affecting that investigation. The investigator shall document in his/her report the reasons for needing additional time beyond fifteen (15) days. The highest level of confidentiality possible shall be provided regarding the submission of a complaint or a report of bullying and/or harassment and for the investigative procedures that are employed.

The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

#### Scope

The investigator will provide a report on the results of the investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of District authority. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated. If the action is within the scope of the District, District procedures for investigating bullying and/or harassment shall be followed. If the action is outside the scope of the District, and believed to be a criminal act, the action shall be referred to the appropriate law enforcement agency. If the action is outside the scope of the District and believed not a criminal act, the principal shall inform parents/guardians of all minor parties.

#### Parent Notification

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The principal shall report the occurrence of an incident of bullying as defined by District policy to the parent/guardian of all students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone, email, by personal conference, or by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The notice shall advise the individuals involved of their respective due process rights including the right to appeal any resulting determination or action to the State Board of Education.

If the bullying incident results in the perpetrator being charged with a crime, the principal shall inform by email, first-class mail, or by telephone the parent/guardian of the identified victim(s) involved in the bullying incident about the Unsafe Schools Choice Option (No Child Left Behind (NCLB), Title IX, Part E, Subpart 2, Section 9532) that states, in pertinent part, as follows:

"....a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

Upon the completion of the investigation and if criminal charges are to be pursued against the perpetrator, the appropriate law enforcement agencies shall be notified by telephone and/or in writing.

### Counseling Referral

The District shall provide a referral procedure for intervening when bullying or harassment is suspected or when a bullying incident is reported. The procedure will include:

- A. a process by which the teacher or parent may request informal consultation with school staff (e.g., school counselor, school psychologist, school social worker, etc.) to determine the severity of concern and appropriate steps to address the concern;
- B. a referral process to provide professional assistance or services;

It may include a process by which school personnel or parent/guardian may refer a student to the school intervention team (or equivalent school-based team with a problem-solving focus) for consideration of appropriate services (parent/guardian involvement required) or, if a formal discipline report or formal complaint is issued, a student referral for such school intervention as counseling support or other action (parent/guardian involvement required); or if a formal discipline report or formal complaint is made, the principal must refer the student(s) to the school intervention team for determination of counseling support and interventions (parent/guardian involvement required).

- C. a school-based action to address intervention and assistance as determined appropriate by the intervention team that includes:

1. counseling and support to address the needs of the victim(s) of bullying or harassment;
2. interventions to address the behavior of students who bully and harass others (e.g., empathy training, anger management, etc.);
3. interventions which includes assistance and support for parents, as may be deemed necessary or appropriate.

### Data Report

The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data as prescribed. If a bullying (including cyberbullying) and/or harassment incident occurs it will be reported in SESIR, coded appropriately using the relevant incident code and the related element code. Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System. In a separate section, the District shall include each alleged incident of bullying or harassment that does not meet the criteria of a prohibited act under this policy with recommendations regarding such incidents.

The SESIR definition of bullying/harassment is "unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interferes with the individual's school performance or participation.

If a bullying and/or harassment incident occurs then it will be reported in SESIR with the bullying/harassment code. If the bullying/harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code AND the related element code entitled bullying-related code. Those incidents are:

- A. arson
- B. battery
- C. breaking and entering
- D. disruption on campus
- E. major fighting
- F. homicide
- G. kidnapping
- H. larceny/theft
- I. robbery
- J. sexual battery
- K. sexual harassment
- L. sexual offenses
- M. threat/intimidation
- N. vandalism
- O. weapons possession
- P. other incidents that do not fit within the other definitions

Discipline and referral data will be recorded in the Student Discipline/Referral Action Report and Automated Student Information System.

The District will provide bullying incident, discipline, and referral data to the Florida Department of Education (FLDOE) in the format requested, through Surveys 2, 3 and 5 from Education Information and Accountability Services, and at designated dates provided by the Department. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race, or disability should include the incident basis. Victims of these offenses should also have the incident basis (sex, race, or disability) noted in their student record.

### Training and Instruction

Students, parents, teachers, school administrators, counseling staff, and school volunteers shall be provided training and instruction, at least annually, on the District's policy and administrative procedures regarding bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as information about how to effectively identify and respond to bullying in schools. Instruction regarding bullying, harassment, and the District's violence prevention and school safety efforts



shall be integrated into District curriculum at the appropriate grade levels. The training and instruction shall include recognizing behaviors that lead to bullying and harassment and taking appropriate preventative action based on those observations. The programs of training and instruction authorized by the District shall include, but not be limited to,:

A. [stopbullying.gov](http://stopbullying.gov) - Prevention at School

1. Misdirections in Bullying Prevention and Interventions (pdf)

2. Stop It on the Spot

3. Involvement of Law Enforcement Officers in Bullying Prevention (pdf)

~~U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention's model programs guide~~

~~The Safe and Supportive Schools Technical Assistance Center (SSSTA)~~

~~Bullying Programs - OJJDP Model Programs Guide~~

~~Carctovideo.org~~

F. ~~Florida~~ Positive Behavioral Interventions and Supports (PBIS) ~~project~~

### Victim's Parent Reporting

The principal shall report the occurrence of an incident of bullying as defined herein to the parent/guardian of students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone and in writing by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). According to the level of infraction, the victim's parents will be notified by telephone and/or in writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident.

### Policy Publication

At the beginning of each school year, the Superintendent shall, in writing, inform school staff, parents/guardians/other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.

The District shall provide notice to students and staff of this policy in the Code of Student Conduct, employee handbooks, and via the District's official website. The Superintendent will also provide such notification to all District contractors.

Each principal shall implement a process for discussing, at least annually, the District policy on bullying and harassment with students in a student assembly or other reasonable format. Reminders of the policy and bullying prevention messages will be displayed, as appropriate, at each school and at District facilities.

### Immunity

A school employee, school volunteer, students, parent/guardian, or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

Submission of a good-faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Such immunity from liability shall not apply to any school employee, school volunteer, student, parent/guardian, or other person determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Nothing in this policy shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.

### Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry under this policy is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

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Revised 6/29/22

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Book Policy Manual  
Section 8000 Operations  
Title CRITICAL INCIDENT RESPONSE  
Code po8410.01  
Status  
Legal [F.S. 1001.42](#)  
[F.S. 1003.02](#)  
[F.S. 1006.07](#)  
Adopted September 4, 2012

#### 8410.01 - CRITICAL INCIDENT RESPONSE

The School Board believes that the employees, and students of the District, as well as visitors, are entitled to function in a safe school environment. In this regard, the Board has adopted policies related to conduct in the school setting as well as those that address various critical incident event situations.

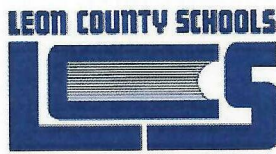
In each school cafeteria, there shall be a poster that is easily visible and prominently placed that contains step-by-step instructions on how to provide emergency first aid for choking on conscious individuals.

The Superintendent shall promulgate administrative procedures for responding to a critical incident event situation, which includes developing a prevention plan.

F.S. 1001.42  
F.S. 1003.02  
F.S. 1006.07

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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	February 28, 2023

#### 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 Fire Marshall(s) Chief or their designee(s); representative(s) from emergency medical services; members of the Board; building administrators; representative(s) from the local emergency management agency; School Resource Officer(s); commissioned school safety officers; school guardians; 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](mailto: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.

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 management 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.

4. the School Safety Specialist shall identify any instances of noncompliance through their duties identified throughout this policy;

Additionally, if and when any employee of the District becomes aware of an instance of noncompliance at a school with a requirement of this policy or other State law or rules relating to student safety must notify the School Safety Specialist within twenty-four (24) hours, unless such noncompliance involves an imminent threat to the health, safety, or welfare of students or staff. In such instances, notice must be provided immediately.

#### 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.

### THREAT MANAGEMENT COORDINATOR

The Superintendent will designate a Threat Management Coordinator to oversee threat management at all public K-12 District schools, including charter schools sponsored by or under contract with the District, in accordance with the requirements set forth in Florida law and State Board of Education rules.

The Superintendent will report the name and contact information of the Threat Management Coordinator to the Office of Safe Schools by July 1, 2023. Any changes in the name and contact information of the Threat Management Coordinator will be updated with the Office of Safe Schools within one (1) school day of the change.

### VI. 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 management 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:
1. convene a meeting of the building administrator, 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.
  2. discuss this at the annual meeting for the purpose of reviewing the *School Safety and Security Plan* so that a plan of corrective action can be developed and 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 MANAGEMENT TEAMS

### A. Purpose

1. The purpose of the threat assessment management 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 management teams are responsible for the coordination of resources and assessment and completing an 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 students/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. Upon the availability of a State-wide behavioral threat management operational process developed pursuant to F.S. 1001.212, all threat management teams shall use the operational process.
4. Each school-based threat assessment management 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 management 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 management 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 management team must be involved in the threat assessment and threat management process and final decision-making. At least one (1) member of the threat management team must have a personal familiarity with the individual who is the subject of the threat assessment. If no member of the threat management team has such familiarity, an instructional personnel or administrative personnel who is personally familiar with the individual who is the subject of the threat assessment must consult with the threat management team for the purpose of assessing the threat. The instructional or administrative personnel who provides such consultation shall not participate in the decision-making process.
  - 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 Office, school safety officer, or other active law enforcement officer. At a minimum, a law enforcement officer serving on a threat assessment management 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 management 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 Management Teams

The responsibilities and activities of threat assessment management 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, all threat management teams shall use that instrument when evaluating the behavior of students who may pose a threat to the school, school staff, or students, and to coordinate intervention and services for such students.
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 management team that a student poses a threat of violence or physical harm to himself/herself or others must be reported by the threat assessment management 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 management team can obtain criminal history record information as provided in F.S. 985.047 if a preliminary determination is made by the threat assessment management 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 management 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 management team.

All reported threats, even those determined not to be a threat, must be documented by the threat assessment management team. Documentation must include the evaluation process and any resultant action.

Upon availability, the District and each school will use the threat management portal developed by the Office of Safe Schools pursuant to F.S. 1001.212.

#### D. Sharing of 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 management team to engage behavioral health crisis resources.
2. Onsite school personnel must report all such situations and actions taken to the threat assessment management 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 management team shall verify that any intervention services provided to the student remain in place until the threat assessment management 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. Threat Assessment Report

The threat management team shall prepare a threat assessment report required by the Florida-specific behavioral threat assessment instrument developed pursuant to F.S. 1001.212. A threat assessment report, all corresponding documentation, and any other information required by the Florida-specific behavioral threat assessment instrument in the threat management portal is an education record.

#### G. Behavior Threat Assessment Instrument Training

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

#### H. Office of Safe Schools Reporting

Each threat assessment management 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.

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, the number of substantive threats, and the sex, race, and grade level of all students assessed by the threat assessment management team.

#### I. 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 management 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 management 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 management team, but must not be maintained in the 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 management team has made a determination that the non-threat finding must be retained in order to ensure the continued safety of the school community or to ensure the well-being of the student.

Such determination and reasoning for maintaining the record must be documented with the non-threat finding. Where such a determination is made, the threat assessment management team must re-evaluate the decision on an annual basis to determine if the record is no longer useful. The student's age and length of time since the original assessment must be considered in those evaluations.

#### 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. Student Crime Watch Program**

The Board shall implement a Student Crime Watch Program to promote responsibility among students and improve school safety. Through a Board resolution, the Board will require each school Principal to distribute information at their respective schools notifying students and the community as to how they can anonymously relay information concerning unsafe and potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to appropriate public safety agencies and school officials.

#### **XII. 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.

#### **XIII. 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.

Effective 9/5/12  
Revised 1/14/14  
Revised 5/14/19  
Revised 3/22/22  
Revised 2/28/23

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Book	Policy Manual
Section	7000 Property
Title	RESTROOMS AND CHANGING FACILITIES
Code	po7421
Status	
Legal	F.S. 553.865 F.S. 1000.05 F.S. 1001.41 F.S. 1001.42 F.S. 1001.43 F.A.C. 6A-10.086

#### **NEW POLICY**

#### **7421 - RESTROOMS AND CHANGING FACILITIES**

The School Board is dedicated to providing appropriate restrooms and changing facilities for students and employees.

#### **Definitions**

For purposes of this policy, the following definitions apply:

"Changing facility" means a room in which two or more persons may be in a state of undress in the presence of others, including, but not limited to, a dressing room, fitting room, locker room, changing room, or shower room.

"Female" means a person belonging, at birth, to the biological sex which has the specific reproductive role of producing eggs.

"Male" means a person belonging, at birth, to the biological sex which has the specific reproductive role of producing sperm.

"Restroom" means a room that includes one or more water closets. This term does not include a unisex restroom.

"Sex" means the classification of a person as either female or male based on the organization of the body of such person for a specific reproductive role, as indicated by the person's sex chromosomes, naturally occurring sex hormones, and internal and external genitalia present at birth.

"Unisex changing facility" means a room intended for a single occupant or a family in which one or more persons may be in a state of undress, including, but not limited to, a dressing room, fitting room, locker room, changing room, or shower room that is enclosed by floor-to-ceiling walls and accessed by a full door with a secure lock that prevents another individual from entering while the changing facility is in use.

"Unisex restroom" means a room that includes one or more water closets and that is intended for a single occupant or a family, is enclosed by floor-to-ceiling walls, and is accessed by a full door with a secure lock that prevents another individual from entering while the room is in use.

"Water closet" means a toilet or urinal.

#### **Restrooms and Changing Facilities**

For restrooms, the District maintains a number of restrooms designated for exclusive use by females and males. Every school in the District has separate restrooms for females and males. The District also offers unisex restrooms at its schools.

For changing facilities, the District maintains a number of changing facilities designated for exclusive use by females and males. The District also offers unisex changing facilities at its schools.

#### **Access to Restrooms and Changing Facilities**

A person may only enter a restroom or changing facility designated for the opposite sex under the following circumstances:

✚ To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in F.S. 825.101, or a person with a disability as defined in F.S. 760.22 or a developmental disability as defined in F.S. 393.063.

✚ For law enforcement or governmental regulatory purposes.



✚ For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk.

✚ For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use.

✚ If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

### Violations of this Policy (Students)

For K-12 facilities, any student who willfully enters, for a purpose other than those listed in (A) through (E) above, a restroom or changing facility designated for the opposite sex on the premises of a District K-12 facility and refuses to depart when asked to do so by any instructional personnel, administrative personnel, or a safe-school officer is subject to discipline in accordance with the Student Code of Conduct.

For postsecondary facilities, any student who willfully enters, for a purpose other than those listed in (A) through (E) above, a restroom or changing facility designated for the opposite sex on the premises of a District postsecondary facility and refuse to depart when asked to do so by any administrative personnel, a faculty member, security personnel, or law enforcement personnel are subject to discipline in accordance with the Student Code of Conduct.

### Violations of this Policy (Employees)

For K-12 facilities, instructional personnel or administrative personnel (as defined in F.S. 1012.01(2) and (3)) who willfully enter, for a purpose other than those listed in (A) through (E) above, a restroom or changing facility designated for the opposite sex on the premises of a District K-12 facility and refuse to depart when asked to do so by any instructional personnel, administrative personnel, or a safe-school officer are subject to discipline up to and including termination of employment. Such actions are further subject to discipline pursuant to F.S. 1012.795.

For postsecondary facilities, instructional personnel or administrative personnel who willfully enter, for a purpose other than those listed in (A) through (E) above, a restroom or changing facility designated for the opposite sex on the premises of a District postsecondary facility and refuse to depart when asked to do so by any administrative personnel, a faculty member, security personnel, or law enforcement personnel are subject to discipline up to and including termination of employment.

### Violations of this Policy (Excluding Students, Administrative Personnel, and Instructional Personnel)

Any person who willfully enters, for a purpose other than those listed in (A) through (E) above, a restroom or changing facility designated for the opposite sex on the premises of a District facility and refuses to depart when asked to do so by any instructional personnel, administrative personnel, a faculty member, a safe-school officer, security personnel, or law enforcement personnel commits the offense of trespass as provided in F.S. 810.08.

This paragraph does not apply to District students or District administrative and instructional personnel.

### Exceptions to Policy

This policy does not apply to an individual who is or has been under treatment by a physician who, in his or her good faith clinical judgment, performs procedures upon or provides therapies to a minor born with a medically verifiable genetic disorder of sexual development, including any of the following:

✚ external biological sex characteristics that are unresolvably ambiguous.

✚ a disorder of sexual development in which the physician has determined through genetic or biochemical testing that the patient does not have a normal sex chromosome structure, sex steroid hormone production, or sex steroid hormone action for a male or female, as applicable.

### Compliance Reporting

The District shall submit documentation to the State Board of Education regarding compliance with F.S. 553.865 within one (1) year after being established or, if the District facility or career center was established before July 1, 2023, no later than April 1, 2024.

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Book	Policy Manual
Section	8000 Operations
Title	ONLINE EDUCATIONAL SERVICES AGREEMENTS AND CONTRACTS
Code	8331
Status	
Legal	F.A.C. 6A-1.0955 34 CFR 99.3 15 U.S.C. ss. 6501-6506 20 U.S.C. s. 1232g(a)(4) F.S. 1001.21, 1001.22, 1001.41, 1001.42, 1001.43

#### 8331 - ONLINE EDUCATIONAL SERVICES AGREEMENTS AND CONTRACTS

The Leon County School Board is dedicated to the protection of Student's educational records as defined in 20 U.S.C. Section 1232g(a)(4) and personally identifiable information ("PII") as defined in 34 CFR §99.3 when entering into online educational services agreements with a third-party vendors or third party service providers. In order to protect a student's PII from potential misuse and in order to protect students from data mining or targeting for marketing or other commercial purposes, the following procedure for review and approval of any online educational service that students or their parents are required to use as part of a school activity is required. **This procedure is required whether or not there is a written agreement governing student use, and whether or not the online educational service is free. This procedure is required even if the use of the online educational service is unique to specific classes or courses. This policy is being implemented to comply with section 9(a)A of the Florida Administrative Code § 6A-1.0955(9)(a)- Education Records.** Prior to entering into an online educational services agreement, the following review and approval procedure shall be followed.

#### Definitions:

- ✚ "Education records" means records that are directly related to a student and that are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution, as defined in 20 U.S.C. s. 1232g(a)(4).
- ✚ "Online educational service" means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function. Examples include online services that students or parents use to access class readings, assignments, or videos, to view learning progression, or to complete assignments. This does not include online services that students or parents may use in their personal capacity or to online services that districts or schools may use to which students or parents do not have access, such as a district student information system.
- ✚ "Personally identifiable information" or "PII" means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifiers (such as a student's social security number or Florida Education Identifier (FLEID) number). PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
- ✚ "Third-party vendor" or "Third-party service provider" means any entity, whether public or private, that provides services to a school board or institution through a contract or agreement. The term does not include the Florida Department of Education or the Department's contractors and subcontractors.

#### ✚ Procedure: Prior to submitting any online services agreement or contract to the School Board for approval, the Superintendent, or designee shall:

- ✚ The Superintendent shall designate a person or persons responsible for the review and approval of online educational services that are required for students to use.
- ✚ The online educational service's terms of service and privacy policy shall be reviewed to ensure compliance with state and federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. ss. 6501-6506, and Section 1002.22, F.S.
- ✚ The Superintendent shall establish procedures for notifying parents and eligible students if student PII will be collected by the online educational service.
- ✚ If student PII will be collected by the online educational service, the Superintendent shall establish procedures for notifying parents and eligible students of information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re

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disclosure, if any.

#### **3. Explicit Prohibition:**

a. Any agreement for online educational services shall contain an explicit prohibition against sharing or selling a student's PII for commercial purposes without providing parents a means to either consent or disapprove.



b. This disclosure prohibition does not prevent the purchase, merger, or other type of acquisition of a third-party provider or online educational service by another entity, provided that the successor entity continues to be subject to the provisions of this rule with respect to previously acquired PII.

#### **4. Notice:**

For any online educational service that a student is required to use, the district will provide notice on its website of the PII information that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure. This notice will include a link to the online educational service's terms of service and privacy policy, if publicly available.

#### **5. Compliance:**

Pursuant to this policy any online educational service provided through a Third-party vendor or Third-party service provider must be School Board approved. Failure to follow this policy may result in disciplinary proceedings, up to and including termination.

#### **6. Parent/Guardian Notice:**

- a. Students shall only use School Board approved online educational software, web-based tools or mobile applications on district provided devices. The use of any non-approved online educational software, web-based tools or mobile applications on district provided devices may result in disciplinary proceedings, up to and including expulsion.
- b. The use of any non-approved online educational software, web-based tools or mobile applications on district provided devices may result in the students PII being disclosed and not protected.





Book	Policy Manual
Section	9000 Community Relations
Title	ENTERING PREMISES OR SCHOOL GROUNDS/SCHOOL SAFETY ZONE
Code	po9150.01
Status	
Legal	F.S. 810.975, 1001.41 1006.07, 1006.08, 1006.09, 1006.145
Adopted	September 4, 2012

#### 9150.01 - ENTERING PREMISES OR SCHOOL GROUNDS/SCHOOL SAFETY ZONE

Any student enrolled in and attending any school in the District is prohibited from entering upon the premises or grounds of another school center from one (1) hour before the start of school to one (1) hour following the end of school without specific authority of both the principal of the school in which s/he is enrolled and the principal of the school which s/he intends to visit.

Students may wait at one school for transfer of buses, or secondary students may meet to escort home younger students at the elementary schools.

Any District student who is suspended or expelled from school and school functions shall be prohibited from entering upon the premises or grounds of any District center at anytime during the period of their suspension or expulsion.

Violators of this regulation shall be subject to disciplinary procedures as described in policy and the Student Code of Conduct and criminal penalties prescribed by law.

Nonstudents shall report to the school office immediately upon entering a school premise or grounds. Failure to report to the school office or the commission of any act which interferes with the orderly conduct of school activities shall be considered grounds for prosecution for trespass.

Any person of any age may not enter or use a District facility on a casual, non-scheduled basis for recreation or physical improvement without an authorized facilities use agreement.

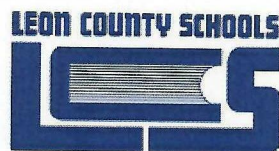
Each principal or designee of each District public school shall notify the appropriate law enforcement agency to prohibit any person from loitering in the school safety zone who does not have legitimate business in the school safety zone or any other authorization, or license to enter or remain in the school safety zone or does not otherwise have invitee status in the designated safety zone. For the purposes of this section, the term "school safety zone" means in, on, or within 500 feet of any real property owned by or leased to the School Board and used for Pre-K, elementary, middle or high school, or post secondary education.

During the period from one (1) hour prior to the start of a school session until one (1) hour after the conclusion of a school session, it is unlawful for any person to enter the premises or trespass within a school safety zone or to remain on such premises or within such school safety zone when that person does not have legitimate business in the school safety zone or any other authorization. Any person who violates this subsection commits a misdemeanor of the second degree, punishable as provided in F.S. 775.082 or 775.083.

Any person who does not have legitimate business in the school safety zone or any other authorization, who shall willfully fail to remove himself/herself from the school safety zone after the principal or designee, having a reasonable belief that s/he will commit a crime or is engaged in harassment or intimidation of students entering or leaving school property, requests him/her to leave the school safety zone commits a misdemeanor of the second degree, punishable as provided in F.S. 775.082 or 775.083. Nothing in this section shall be construed to abridge or infringe upon the right of any person to peaceably assemble and protest.

Effective 9/5/12

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Book Policy Manual  
 Section 2000 Program  
 Title SCHOOL HEALTH SERVICES  
 Code po2410

Status

Legal

[F.S. 39.201](#)  
[F.S. 381.00319](#)  
[F.S. 381.0056](#)  
[F.S. 349.495\(7\)](#)  
[F.S. 394.463](#)  
[F.S. 1001.42](#)  
[F.S. 1002.20](#)  
[F.S. 1002.22](#)  
[F.S. 1003.22](#)  
[F.S. 1003.225](#)  
 F.S. 1006.064  
[F.S. 1011.62](#)  
[F.S. 1003.453](#)  
[F.A.C. 64F-6.002](#)

## 2410 - SCHOOL HEALTH SERVICES

### School Health Services

The School Board shall cooperate with the Leon County Health Department to address all school health matters as required by the School Health Services Act (F.S. 381.0056). The District, including the school health advisory committee, and the Leon County Health Department shall jointly develop a school health services plan approved by the Board. The Student Services Procedures Manual and the Student/Parent Elementary and Secondary Handbook should be referenced.

The school health services plan will describe the services to be provided, the responsibility for provision of the services, the anticipated expenditures to provide the services, and evidence of cooperative planning by the District, including the school health advisory committee, and the Leon County Health Department. Each school health advisory committee must, at a minimum, include members who represent the eight (8) component areas of the Coordinated School Health model as defined by the Centers for Disease Control and Prevention.

The Superintendent, in addition to the school health advisory committee, shall develop the school health services plan jointly with the Leon County Health Department and submit it to the Board for approval.

The school health services plan will be completed biennially and approved and signed by the Superintendent, Board Chairperson, Leon County Health Department medical director or administrator, and the Department of Health's district administrator. The school health services plan shall be reviewed each year for the purpose of updating the plan. Amendments shall be signed by the Superintendent and the Leon County Health Department medical director or administrator.

The school health services plan is to include, at a minimum, provisions for all of the following:

- +health appraisal;
- +records review;
- +nurse assessment;
- +nutrition assessment;
- +a preventive dental program;
- +vision screening;
- +hearing screening;
- +scoliosis screening at the appropriate age;
- +growth and development screening;
- +health counseling;
- +referral and follow-up of suspected or confirmed health problems by the Leon County Health Department;
- +meeting emergency health needs in each school;



- county health department personnel to assist school personnel in health education curriculum development;
- referral of students to appropriate health treatment, in cooperation with the private health community whenever possible;
- consultation with a student's parent or guardian regarding the need for health attention by the family physician, dentist, or other specialist when definitive diagnosis or treatment is indicated;
- maintenance of records on incidents of health problems, corrective measures taken, and such other information as may be needed to plan and evaluate health programs; except, however, that provisions in the plan for maintenance of health records of individual students must be in accordance with F.S. 1002.22;
- health information which will be provided by the school health nurses, when necessary, regarding the placement of students in exceptional student programs and the reevaluation at periodic intervals of students placed in such programs;
- notification to the local nonpublic schools of the school health services program and the opportunity for representatives of the local nonpublic schools to participate in the development of the cooperative health services plan;
- a reasonable attempt to notify a student's parent, guardian, or caregiver if the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463, including and subject to the requirements and exceptions established under F.S. 1002.20 (3) and F.S. 1002.33 (9), as applicable.

Reasonable attempt to notify means the exercise of reasonable diligence and care by the principal to make contact with the student's parent, guardian, or other known emergency contact whom the student's parent or guardian has authorized to receive notification of an involuntary examination. At a minimum, the principal must take the following actions:

- Use available methods of communication to contact the student's parent, guardian, or other known emergency contact including, but not limited to, telephone calls, text messages, e-mails, and voicemail messages following the decision to initiate an involuntary examination of the student;
- Document the method and number of attempts made to contact the student's parent, guardian, or other known emergency contact, and the outcome of each attempt.

The principal who successfully notifies any other known emergency contact may share only the information necessary to alert such contact that the parent or caregiver must be contacted. All such information must be in compliance with Federal and State law.

- budget and staffing information;
- number and levels of public and nonpublic schools and number of students served;
- communicable disease policies;
- immunization policies;
- initial school entry health examination policy;
- health services reporting procedure;
- advisory committee activities and membership; and
- AA • School District and county public health unit personnel responsible for coordinating health services.

The school health services plan will describe employing or contracting for all health-related staff and the supervision of all school health services personnel regardless of funding source.

Protocols for supervision of school health services personnel shall be described in the school health services plan to assure that such services are provided in accordance with statutory and regulatory requirements and professional standards. These shall be kept on file at the District and the Leon County Health Department.

Decisions regarding medical protocols or standing orders in the delivery of school health services are the responsibility of the Leon County Health Department medical director in conjunction with the Board, school health advisory committee, the District medical consultant, or the student's private physician.

#### Notice to Parents

At the beginning of the school year, the District will notify parents of each healthcare service offered at their student's school and of the option to withhold consent or decline any specific service in accordance with F.S. 1014.06.

#### COVID-19 Prohibitions

Neither the Board nor any Board agent or employee may:

- impose a COVID-19 vaccination mandate for students; or
- prohibit a student from attending school or school-sponsored activities, prohibit a student from being on school property, or subject a student to restrictions or disparate treatment, based on an exposure to COVID-19, so long as the student remains asymptomatic and has not received a positive test for COVID-19.

#### Water Safety and Swimming Certification

Each school shall provide information on the important role water safety education courses and swimming lessons play in saving lives to a parent who initially enrolls their child in the school or the student if the student is eighteen (18) years of age or older. The information will be provided electronically or in hard copy and must include local options for age-appropriate water safety courses and swimming lessons that result in a certificate indicating successful completion, including courses and lessons offered for free or at a reduced price.

#### Availability of Menstrual Hygiene Products

The Board will make menstrual hygiene products available in each school within the District at no charge to students.

The term "menstrual hygiene products" means tampons and sanitary napkins for use in connection with the menstrual cycle. Menstrual hygiene products may be located in the school nurse's office, other school facilities used for health services, and in restrooms within each school, including wheelchair accessible restrooms.

Menstrual hygiene products may not display any advertisement, logo, or text except for the brand name and any product information provided by the manufacturer. Associated dispensing mechanisms may not display any advertisement, logo, or text except for the brand name and product information provided by the manufacturer or information necessary to maintain the dispensing mechanism.

If the products or dispensing mechanism is provided, sponsored, or otherwise funded by a person or an organization other than the District or the manufacturer, information related to the provider, sponsor, or person or organization making such donation may not be displayed.

Participating schools shall ensure that students are provided appropriate notice as to the availability and location of the menstrual hygiene products.

The District may partner with nonprofit organizations, nongovernmental organizations, businesses, and other organizations to assist in supplying and maintaining such menstrual hygiene products.

F.S. 39.201  
F.S. 381.00319  
F.S. 381.0056  
F.S. 349.495(7)  
F.S. 394.463  
F.S. 1001.42  
F.S. 1002.20  
F.S. 1002.22  
F.S. 1003.22  
F.S. 1003.225  
F.S. 1006.064  
F.S. 1011.62  
F.S. 1003.453  
F.A.C. 64F-6.002

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Book	Policy Manual
Section	9000 Community Relations
Title	RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS
Code	po9500
Status	
Adopted	September 4, 2012

#### 9500 - RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS

It is the policy of the School Board that strong lines of communication be maintained by the District with other districts and with institutions and organizations which provide District students and staff with programs, training, or services not available in the District.

The Superintendent may enter into such cooperative ventures with institutions or organizations for the purpose of providing programs that correlate to the District's curriculum and help students better accomplish the educational outcomes established by the Board; or that support District employees in advancing their knowledge, skills, or abilities related to their responsibilities with the District.

The agreement must specify if an arrangement would affect the use of District resources or require any additional resources of the District.

In order to maintain cordial and constructive relationships with private and parochial schools, the Superintendent shall maintain liaison with the administration of all such schools that enroll significant numbers of students resident in this School District in order to be aware of any program changes that may be planned that could affect this District; and to cooperate fully in the implementation of all State and Federal programs administered by this District that benefit, in whole or in part, eligible students attending private or parochial schools.

#### **Awards**

Each fiscal year, the Superintendent may award up to \$250,000.00 to not for profit entities that provide resources and services to the District. The Superintendent will develop and implement procedures to safeguard district resources and provide awards in an equitable manner. The Superintendent shall seek board approval to exceed the sum total of \$250,000.00 of awards during a fiscal year.

Effective 9/5/12

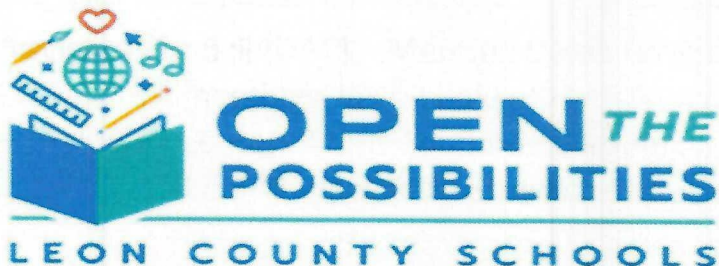
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## District Advisory Council (DAC) – Meeting Dates for 2023-2024\*

All meetings will be held at the  
Howell Center - Front Conference Room  
3955 W. Pensacola Street

Date	Time
Thursday, October 5, 2023	6:00-8:00 p.m.
Thursday, November 9, 2023	6:00-8:00 p.m.
Thursday, December 7, 2023	6:00-8:00 p.m.
Thursday, January 4, 2024	6:00-8:00 p.m.
Thursday, February 8, 2024	6:00-8:00 p.m.
Thursday, March 7, 2024	6:00-8:00 p.m.
Thursday, April 11, 2024	6:00-8:00 p.m.
Thursday, May 2, 2023	6:00-8:00 p.m.

\*Two or more Board Members may be in attendance





# Topics of Discussion

	<b>Topics to be discussed</b>
1.	Growth in Tallahassee
2.	Safety & Security (on going)
3.	Early Learning
4.	ESE / ESE Transitions
5.	Star Metro
6.	Title 1
7.	Textbook Adoptions
8.	Policy & Procedures (ongoing)
9.	Adult and Community Education
10.	Curriculum (ongoing)
11.	Early Childhood
12.	Sports/Extra Curriculum
13.	Parental Engagement
14.	School Choice
15.	Mental Health (ongoing)
16.	
17.	
18.	
19.	
20.	