

**TAYLOR COUNTY**

**SCHOOL DISTRICT**

**POLICY HANDBOOK**

**TAYLOR COUNTY SCHOOL BOARD**

**PERRY, FLORIDA**

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## **NOTE**

**EVERY EFFORT IS MADE TO ENSURE THE CONTENTS OF THE FOLLOWING POLICIES ARE CURRENT WITH FEDERAL/STATE LAWS AND STATE BOARD OF EDUCATION RULES. IN ADDITION, CURRENT CONTRACTS WITH THE INSTRUCTIONAL AND NON-INSTRUCTIONAL EMPLOYEES MAY TAKE PRECEDENCE OVER CERTAIN LOCAL POLICIES.**

# **PHILOSOPHY**

## **Chapter 1**

**TAYLOR COUNTY SCHOOL BOARD  
POLICY MANUAL  
CHAPTER 1.00**



**DISTRICT PHILOSOPHY**

The Philosophy of the Taylor County School System is to provide a challenging and diverse learning community focused on ensuring our students acquire the knowledge, skills, and dispositions required for success now and in the future through a process based on sound research principles.

**OUR BELIEFS:**

- **All students can learn.**
- **The gap between our high and low achievers must be closed.**
- **Challenging expectations increase individual student performance, especially in the areas of reading, writing, and mathematics.**
- **Cultural diversity increases students' understanding of different peoples and cultures.**
- **A strong system of continuous professional development for teachers, administrators, and support staff in the areas of teaching, research, and service is critical to the effectiveness of our district's educational programs.**
- **A systematic means of assessing and enhancing instructional practices must exist.**
- **Collaboration with parents and the local community is critical to the success of our school.**
- **The commitment to continuous improvement is imperative if our schools are going to enable students to become confident, self-directed, life-long learners.**

**STATUTORY AUTHORITY :****1001.41; 1001.42, F.S.****LAWS IMPLEMENTED:****1001.41; 1001.43, F.S.**

# **GOVERNANCE**

## **Chapter 2**

**TAYLOR COUNTY SCHOOL BOARD  
POLICY MANUAL  
CHAPTER 2.0**

2.01

**SCOPE OF THE SCHOOL DISTRICT**

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

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

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

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

**TAYLOR COUNTY SCHOOL DISTRICT**

**TAYLOR COUNTY SCHOOL BOARD  
POLICY MANUAL  
CHAPTER 2.0**

**2.02**

**ORIENTATION OF BOARD MEMBER**

As soon as possible after the election or appointment of a new Board member, the Superintendent or designee should provide him/her with copies of Florida School laws, State Board of Education rules, School Board rules, and the current budget of the Taylor County District school system and other materials as deemed appropriate by the Superintendent or designee.

**STATUTORY AUTHORITY:**

**1001.41, F.S.**

**LAWS IMPLEMENTED:**

**1001.41, F.S.**

**TAYLOR COUNTY SCHOOL DISTRICT**

**TAYLOR COUNTY SCHOOL BOARD  
POLICY MANUAL  
CHAPTER 2.0**

**2.03**

**RESPONSIBILITIES AND AUTHORITY OF THE BOARD**

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

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S**

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

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**2.04**

**ORGANIZATION AND OFFICERS OF THE BOARD**

1. A chairperson and a vice-chairperson, and such other officers as the Board may determine, shall be elected annually by the School Board at its organizational meeting held on the third Tuesday after the first Monday in November, provided however, if a vacancy occurs in the chairperson position, the School Board shall elect a chairperson at the next regular or special meeting.
2. The chairperson shall preside at all School Board meetings, appoint committees, and perform such other duties as may be prescribed by law or by action of the School Board. The vice-chairperson shall preside in the absence of the chairperson and shall perform such other duties of the chairperson as required by circumstances. The chairperson and vice-chairperson shall be bonded in the manner prescribed by the State Board of Education.
3. The Superintendent or designee, as provided by law, shall be the secretary and executive officer of the as chairperson until the organization of the School Board is completed.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:** 1001.371, 1001.41, 1001.43, 1001.48; 1001.51, F.S.

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**2.05**

**BOARD MEETINGS**

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

(1) Regular School Board meetings shall be established at the organizational meeting, which is held in November. The regular meeting date may be changed by School Board action at any previous meeting, provided that each member is notified by letter or by distribution of the minutes showing a record of the change. When a meeting date is changed, the Superintendent or designee shall take appropriate action to inform the public.

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

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

- i. The Superintendent or designee shall prepare and distribute an agenda prior to the emergency meeting.
- ii. The agenda, the need for the emergency meeting, and the results of the emergency meeting shall be available to the public within twenty-four (24) hours of said meeting.

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

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

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

(4) Any item to be placed on the agenda of a regular School Board meeting shall be submitted, in writing, to the Superintendent or designee's office no later than twelve o'clock noon, eleven (11) working days prior to the meeting at which consideration is desired. This rule shall not preclude the right of any citizen to address the School Board; however, except for good cause as provided herein, the School Board shall not take action on any substantive proposal until such matter has been formally placed on the School Board agenda. Copies of the agenda for regular meetings shall be made available at least seven (7) days prior to the scheduled meeting date to the public or other parties who have expressed a desire for such copy of the agenda. Copies of the agenda for a special meeting shall be prepared at least forty-eight (48) hours prior to such meeting.

(a) Any person or group desiring to be placed on the agenda shall file with the Superintendent or designee, by twelve o'clock (12:00) noon at least eleven (11) days prior to a meeting, a request to be placed thereon. Such request shall contain the following information:

- i. The name and address of the person making the request.



- ii. The organization or group, if any, represented.
- iii. Content of the information to be presented - if written material is to be passed out, a copy of such material shall accompany the request.
- iv. An estimate of the time necessary for such a discussion.
- v. Specific action desired of the Board.
- vi. Any charges to be made against an individual shall be in affidavit form. If any information is to be presented that is in the form of a statement or charges that might be considered derogatory or of a serious nature, such shall be presented in writing and shall specifically state the charges in the form of an affidavit.

(b) The Superintendent or designee shall respond verbally or in writing to any person or group requesting to be placed on the agenda. In the event the agenda for the next regular meeting is unduly long, the Superintendent or designee shall place the presentation request on the agenda for the following regular meeting. If a question should arise concerning the granting of a request, the Superintendent or designee and the chairperson shall confer and make a decision.

(c) At any School Board meeting, unless otherwise ordered by majority consent of the Board members present, the maximum amount of time allowed for presentation of, and discussion on, the subject matter of any such request shall be thirty (30) minutes, distributed as follows: ten (10) minutes to the maker of the request; ten (10) minutes to any opponent of the proposition of such maker; and ten (10) minutes for questions and discussion by the Superintendent or designee and the Board. Each speaker shall be allowed a maximum of

three (3) minutes on a topic unless the Board extends time.

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

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

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

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

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

(7) Those members of the public desiring to speak at a Board meeting must sign-in before the Board meeting and shall have up to five minutes to speak. Additional time may be allowed at the discretion of the Board.

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

(a) Only motions, resolutions, and the necessary information related thereto; the name of the person making the motion or submitting the resolution; the name of the

person who seconds the motion; and, the vote or action thereon shall be recorded.

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

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

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

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

10. Workshops may be scheduled by the School Board as deemed

Appropriate. The School Board may take no formal action during such workshops.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**Chapter 112, 120.525, 120.53,  
286.0105, 286.011, 286.0111, 286.012, 286.0113, 447.605, 877.13,  
1001.32, 1001.37, 1001.372(1), (2), (3), (4), 1001.41, 1001.42,  
1001.43, 1006.145, F.S.**

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**2.06**

**SCHOOL BOARD RULES**

The Taylor County School Board intends that within these rules, the term “rule” and “policy” shall have the same definition.

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

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

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

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

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

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

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

(3) The School Board may determine that the public health, safety, or welfare is endangered and that immediate action is required to protect the public interest. When this occurs, the School Board, at any meeting in which a quorum is present, may adopt emergency rules, without complying with the waiting period as provided in subsection (1) herein for public hearings and other similar requirements. The Superintendent or designee shall properly record the effective date for any such emergency rule. Any emergency rule shall not be valid in excess of ninety (90) days from the adoption or effective date.

1. Any employee of the Taylor County School District, citizen, or agency may obtain information relating to the method for proposing a rule or may submit a rule proposal to the Superintendent or designee's office.

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

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

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

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

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

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

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

**STATUTORY AUTHORITY:**

**1001.41, 1001.42 F.S.**

**LAWS IMPLEMENTED:**

**120.52 - .72, 1001.43 F.S.**

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**2.061**

**COMPARABILITY IN EXPENDING FEDERAL TITLE I FUNDS**

The Taylor County School System understands that Comparability is an annual requirement for the district to be eligible to receive Title I, Part A funds. The School Board of Taylor County hereby establishes this policy to comply with the Comparability requirements of Public Law 97-35, The Educational Consolidation and Improvement Act of 1981. To ensure Comparability, the school district shall provide for the equivalence of employee salaries, personnel resources and funds for materials and supplies. The district has adopted criteria through the following:

- A district-wide salary schedule for all employees;
- A staffing formula for teachers, administrators and auxiliary personnel applicable to all schools;
- A budget and textbook allocation formula for textbooks, instructional materials and supplies.

Additionally, the district has the following procedure for ensuring implementation of the above:

- To demonstrate comparability on an annual basis, the district's Director of Instruction, in conjunction with the MIS Coordinator, will compute the ratio of pupils to total instructional staff at each school within a grade span. By September 15 of each year, the Title I office will send to each school principal a copy of the staff who were in the building the previous year. Copies of staff lists will be provided for the present year. By October 1, each school principal will send to the Title I office the updated list of staff member's assignments and FTEs. This list will be compared to the master list maintained in the district's Personnel Office and differences will be discussed with the principal.

For these computations, the following personnel at each school who are paid out of state or local funds will be included:

- Certified classroom teachers;
- Other certified staff (principal, guidance counselors, specialists, librarians, etc.);

- Paraprofessionals and clerical staff,

Cafeteria workers, custodians, nurses, clinic aides, student teachers, school resource officers, volunteers and other non-instructional personnel are not included. All staff paid with Title I or other federal funds are EXCLUDED.

Upon receipt of school staffing lists, the Title I office will perform the Comparability demonstration calculations based on pupil-teacher ratio data collected on that date and will complete Comparability forms based on the FTE data. The Comparability demonstration will be completed by October 15 so that any necessary adjustments in staffing can be in place by the end of October.

If and when a school does not meet Comparability, state and local resources provided to the school will be adjusted to bring the school into Comparability with all other schools with the same grade span. The school district's Director of Finance, Director of Instruction and Director of Personnel will participate in making staff adjustments. Resources that are available for adjustment will include teaching staff. As needed, such adjustments will be made in a timely manner but by no later than October 31 to ensure Comparability.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED**

**446.309(3); 1001.43, F.S.**

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**2.07**

**COLLECTIVE BARGAINING AGREEMENTS**

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

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**447.309(3); 1001.43, F.S.**

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**2.08**

**SCHOOL BOARD ADOPTED PLANS**

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

These include, but are not limited to:

Administrative Services

District Emergency Plan

District Five-year Work Plan

District Master In-Service Plan

District Safety Plan

General Outline of Revenue and Meal Accountability Procedures

Human Resources Management and Development (HRMD) Plan

Project Priority List

School Plant Survey

Transportation Procedures Manual

Instructional Services

After School Child Care Program Manual

Code of Student Conduct

District Testing Procedures Manual

Dropout Prevention Plan

Instructional Materials Manual  
Instructional Technology Plan  
Limited-English Proficient LEP Plan  
Manual for Admissions and Placement for ESE Programs  
Student Progression Plan  
School Handbooks  
School Health Procedures Manual  
School Improvement Plans  
Special Programs and Procedures Manual  
Student Education Records Manual  
Student Services Plan  
Truancy Plant  
Title I Plan

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.41, 1001.43, F.S.**

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**2.09**

**SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY**

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

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

- (a) School improvement plans that are adopted for each District school. Each District school shall develop and present to the Superintendent or designee, by the date set by the Superintendent or designee, an individual school improvement plan for consideration by the School Board. The approved plan shall be implemented the next school year.
- i. The plan shall be designed to achieve the state education goals and student performance standards and shall be based on a need assessment conducted pursuant to data collection requirements in Florida Statutes.
- ii. The plan shall address school progress, goals, and indicators of student progress, strategies, and evaluation procedures including adequate measures of individual student performance. Also included shall be specific school safety and discipline strategies.

- iii. The plan for each District school shall be approved annually and shall be implemented as a new, amended, or continued school improvement plan.
- iv. School Board employees in each District school in conjunction shall develop the plan with the school advisory council.
- v. Each school plan shall meet the requirements of Florida statutes.

(b) The District process for initial approval and subsequent annual approvals of school improvement plans shall provide for each school improvement plan to be reviewed and approved or disapproved by the School Board. The Superintendent or designee shall refer any disapproved school improvement plans to the appropriate agency as required by law.

(c) A two (2) individualized assistance and intervention plan for schools that do not meet or make adequate progress, as defined in Florida Statutes and State Board of Education rules, in satisfying the goals and standards of their approved school improvement plan.

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

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

(2) The Superintendent or designee shall distribute to students' parent(s) or legal guardian, the Commissioner of Education's written report to the public, describing the status of Florida's education system.

(3) The Superintendent or designee, upon the School Board's approval, may request waiver of any law, specified in Florida Statutes, or State Board of Education rules in order to facilitate innovative practices and to allow local selection of educational methods in implementing the system for school improvement and

education accountability. The request shall be directed to the Commissioner of Education and shall include a statement regarding performance standards for ensuring maximum accountability.

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

**LAWS IMPLEMENTED:** 24.121(5) (c); 1001.01, 1001.10, 1001.42, 1001.43,  
1001.452, 1008.345, 1008.385, 1011.01, F.S.

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**2.10**

**SPECIAL COMMITTEES OF THE SCHOOL BOARD**

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

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.41, 1001.43, F.S.**

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**2.11**

**SCHEDULE FOR LEGAL ADVERTISEMENTS**

- (1) The Taylor County School Board shall inform the general public of certain actions through legal advertisements (e.g.; Notices of Public Hearing, Invitation to Bid, etc.). Items of interest to the public shall also be advertised.
- (2) Notification to all appropriate agencies and individuals to amend, adopts, or repeal a School Board rule shall be given twenty-eight (28) days prior to the date of intended School Board action.
- (3) Annually the tentative budget shall be posted online and advertised as required by law.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**120.54, 1001.43, F.S.**

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**2.12**

**SCHOOL ADVISORY COUNCILS**

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

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

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

(b) Student representation shall be required for school advisory councils established at vocational-technical centers and high schools and may be included for school advisory councils serving middle and junior high schools. Student representation shall not be required for school advisory councils serving elementary schools.

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

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

(e) A majority of members must be persons who are not employed at the school.

(f) Appropriately balanced as used herein shall mean a proportionate number of council members considering each peer group being represented on the council, excluding the school principal. The size of the school advisory council and the ratio of representatives among the peer groups, excluding the school principal, shall be set forth in the operational guidelines adopted by each school advisory council.

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

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

- i. A teacher(s) shall be elected by teachers;
- ii. An education support employee(s) shall be elected by education support employees;
- iii. A student(s), when appropriate, shall be elected by students; and,
- iv. A parent(s) shall be elected by parents, as defined by Florida statutes

(b) The school advisory council shall select a business and community member(s) to serve on the school advisory council

after reviewing the list of nominees prepared by the school principal.

- i. Business and community representatives shall be selected initially through a nomination and selection process facilitated by the school principal of each school advisory council.
  - a. The school principal shall seek candidates who are interested in making a commitment to participate on the school advisory council by representing businesses and the community.
  - b. The school principal to seek candidates shall use letters, newsletters, or other media releases.
  - c. The school principal shall prepare a list of individuals seeking nomination to the school advisory council and shall present the list to the school advisory council for selecting the business and community representative(s).
- ii. Subsequent to the initial selection as described in subsection (2)(b) 1 herein, the operational guidelines of the school advisory council shall set forth procedures for nominating business and community representatives to serve on the school advisory council.

(c) The principal shall submit the list of council members to the Superintendent or designee for review of each school to determine compliance with subsection (1) herein. The membership list shall contain the name of each council member and the peer group, which is being represented by each member, and a description of how the council represents the ethnic, racial, and economic community served by the school.

(3) Confirmation of the School Advisory Council - The Superintendent or designee shall submit to the School Board for review and approval the membership list for each school advisory council in the District. The School Board shall determine if a school advisory council meets criteria specified in subsection (1) herein; the School Board shall appoint additional members when it is required to achieve the proper representation on the school advisory council.

(4) Responsibilities of Councils - Each school advisory council shall:

(a) Review the results of any needs assessments conducted by the school administration.

(b) Assist in the development of the school improvement plan and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, and strategies and evaluation procedures to measure student performance. The school advisory council shall be the final decision-making body at the school relating to school improvement.

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

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

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

(f) Make recommendations on the accumulation and reporting of data that is beneficial to parents.

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

(h) Provide input on the school's annual budget and the use of school improvement funds, and assist in the preparation of the school budget.

(i) Make recommendations on the waiver of Florida Statutes or State Board of Education rules, which will allow school personnel to establish innovative educational practices and methods.

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

(k) Act as a liaison between the school and the community.

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

(m) Identify other duties and functions of the school advisory council.

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

(a) The bylaws shall contain procedures required by Florida Statutes and shall include but not be limited to:

- i. State the duties and functions of the council.
- ii. Indicate the procedure for electing council members and the nomination process for selecting business and community representatives.

- iii. Identify the procedure for electing officers, including a chairperson, vice-chairperson, and recording secretary, and determine the term of office for each position.
- iv. Establish the membership term for each peer group.
- v. Specify the proportionate number of council members for each peer group for the purpose of achieving an appropriately balanced council.

(b) Regular meetings shall be held. The council shall determine the date, time, and place of the meetings.

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

(d) All meetings shall be open, public, and subject to Florida Statutes.

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

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

**STATUTORY AUTHORITY:**  
**LAWS IMPLEMENTED:**

**1001.41, 1001.42, F.S.**  
**1001.43 1001.452, 1008.385, F.S.**

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**2.13**

**LEGAL COUNSEL - BOARD**

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

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.41, 1001.43, 1012.26, F.S.**

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**2.14**

**LEGAL COUNSEL – SUPERINTENDENT**

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

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43, 1012.26, F.S.**

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**2.15**

**LEGAL SERVICES FOR EMPLOYEES**

- (1) The Taylor County School Board shall provide legal services for any employee who is sued for any action arising out of or in the course of employment by the District.
- (2) Legal services for School Board employees shall be provided only upon the Superintendent or designee's determination that the employee was at the assigned place of duty and was not guilty of willful neglect of duty, gross negligence, or improper conduct.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43, 1012.26, F.S**

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**2.16**

**PARTICIPATION IN ACTIVITIES**

Each member of the Taylor County School Board is encouraged to participate in the activities and programs conducted by state, regional and national associations of the School Board. The Superintendent or designee shall include an amount in each proposed annual budget to cover expenses to support the participation of the Board in activities and programs conducted by the State and other organizations as the Board chooses. Any reimbursement for Board member travel outside of the state of Florida must be approved in advance by the School Board.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.41, 1001.43, F.S.**

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**2.17**

**PROGRAM OF AWARDS**

The Superintendent or designee shall establish a program of awards for approval by the Taylor County School Board.

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

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

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

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

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

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

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

1. The amount of a monetary award shall be established by the School Board pursuant to Florida Statutes.
2. The Taylor County School System supports the recognition of local youth who excel and receive scholarships from universities or colleges. As such,

the Taylor County School Board establishes the third Tuesday in April as  
“Academic Scholarship Signing Day.”

**STATUTORY AUTHORITY:**  
**LAWS IMPLEMENTED:**

**1001.41, 1001.42, F.S.**  
**1012.22, F.S.**

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**2.18**

**PROHIBITION OF HARASSMENT**

**Prohibiting Discrimination, Including Sexual and Other Forms of Harassment**

**A. Policy Against Discrimination**

**(1) No person shall, on the basis of race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, national or ethnic origin, political beliefs, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or during the application for employment process, or practices conducted by this School District, except as provided by law.**

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

**(3) The School Board shall admit students to District Schools, programs, and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, or disability.**

**(4) In accordance with the Boys Scouts of America Equal Access Act 20 U.S.C. § 7905, the School Board shall not deny equal access to District facilities or discriminate against the Boy Scouts of America or any youth group listed in Title 36A patriotic society.**

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

- 1. The School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the prohibition of discriminatory practices. The board's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by**

**applicable state or federal law. The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The Board will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.**

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

### **C. Definition of Sexual Harassment**

**(1) Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:**

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

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

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

**(d) Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.**

**(2) Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:**

**(a) Graphic verbal comments about an individual's body or appearance.**

**(b) Sexual jokes, notes, stories, drawings, pictures or gestures.**

**(c) Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.**

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

**(e) Spreading sexual rumors.**

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

**(g) Cornering or blocking normal movements.**

**(h) Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.**

#### **D. Definition of Other Forms of Prohibited Harassment**

**(1) Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, marital status, citizenship or any other characteristic protected by law and that:**

**(a) Has the purpose or affect of creating an intimidating, hostile or offensive work or academic environment;**

**(b) Has the purpose or effect of interfering with an individual's work or academic performance; or**

**(c) Otherwise, adversely affects an individual's employment or academic performance.**

**(2) Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:**

**(a) Epithets, slurs or negative stereotyping;**

**(b) Threatening, intimidating or hostile acts, such as stalking; or**

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

#### **E. Retaliation Prohibited**

**(1) Any act of retaliation against an individual who files a complaint alleging a violation of the District's anti-discrimination policy and/or sexual or illegal**

harassment policy or who participates in the investigation of a discrimination complaint is prohibited.

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

(3) Procedures for Filing complaint of Discrimination, Sexual Harassment, or other Form of Illegal Harassment

#### **F. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment**

(1) Complaints. Procedures for filing.

(a) Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, national origin, religion, age or disability by an employee, volunteer, agent or student of the School District should immediately file a written complaint. The complaint must be filled within sixty (60) days of the alleged incident. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.

(b) The complaint should be filed with the School Principal or Site Administrator. Complaints filed with the Principal or Site administrator must be forwarded to the District's Equity Officer within five (5) days of the filing of the complaint. If the complaint is against the principal or site administrator, the complaint may be filed directly with the EEO officer.

(c) If the complaint is against the District's Equity Officer, the Superintendent, or other member of the School Board, the complaint may be filed with the School Board Attorney.

(2) Procedure for Processing Complaints

(a) Complaints filed against persons other than the Superintendent or member of the School Board:

1. Upon receipt of the written complaint by the District Equity Officer, the District Equity Officer shall appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the



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

2. If the complaint is against the Equity Officer, the School Board Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in Section 2(a)(1) above.

3. The investigation, summary, relevant documents, witnesses' statements and recommendation should be completed and forwarded to the Equity Officer within 30 days, or to the School Board Attorney within 30 days, if the complaint is against the Equity Officer. The Equity Officer, or School Board Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine whether there is reasonable cause to believe a discriminatory practice occurred.

4. If the Equity Officer or School Board Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall provide notice of the reasonable cause finding to the complainant and the accused. The Equity Officer or School Board Attorney shall then forward the investigatory file, reasonable cause determination, and all related documents and evidence, to the Superintendent.

5. If the Equity Officer or School Board Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide notice of the finding of no reasonable cause to the complainant and accused.

6. The complainant may request a no reasonable cause finding by the Equity Officer or School Board Attorney be reviewed by the Superintendent within ten (10) days of receipt of this notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the Superintendent and Equity Officer/School Board Attorney to present his or her position. The Superintendent and Equity Officer/School Board Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The Superintendent shall then make a final

determination as to whether there is reasonable cause to believe a discriminatory practice occurred.

7. If review by the Superintendent is not timely requested, the Equity Officer or School Board Attorney's determination of no reasonable cause shall be final.

8. The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the Superintendent. The request must include a written statement expressing the accused's position on the complaint and findings, and address any facts, statements or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the Superintendent and the Equity Officer/School Board Attorney to present his or her position. The Superintendent and Equity Officer/School Board Attorney must prepare a memorandum summarizing the content of the meeting to be included in the complaint file.

9. After providing the opportunity for an informal hearing as referenced in section (8) above, the Superintendent shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall be forwarded to the accused and the complainant, and a copy of will be filed with and maintained in the office of the District Equity Officer and the Personnel Director.

**(b) Complaints against School Board Members or against the Superintendent.**

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

2. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from

other sources. The investigator shall also review relevant documents and other evidence. The investigator shall then prepare a written summary of his or her investigation, and a recommendation to the School Board Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.

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

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

### **(3) Penalties for Confirmed Discrimination or Harassment**

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

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

### **(4) Limited Exemption from Public Records Act and Notification of Parents of Minors**

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

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

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

**STATUTORY AUTHORITY:**

**1001.41, 1012.23, F.S.**

**LAWS IMPLEMENTED:**

**760.01ET.SEQ, 1000.05, 1000.21,  
1001.41, 1001.43, 1012.22, F.S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-19.001 ET. SEQ.**

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**2.19**

**UNLAWFUL DISCRIMINATION PROHIBITED**

1. No person shall, on the basis of race, color, religion, sex, sexual preference, age, national or ethnic origin, political beliefs, marital status, disabling condition if otherwise qualified, social and family background, or on the basis of the use of a language other than English, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.
2. The Taylor County School Board shall comply with the Americans with Disabilities Act of 1990 (ADA). This law makes it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his/her job with reasonable accommodations.
3. Persons alleging such discrimination shall use the grievance procedure provided elsewhere in these policies as a remedy.
4. The Superintendent or designee shall develop procedures to notify employees and applicants for employment and other affected groups.
5. The School Board shall admit students to district schools and programs without regard to race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disability if otherwise qualified, or social and family background.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1000.21, 1000.05, 1001.43, 1012.22,  
F.S.34CFR200.43(c);  
P.L. 201-44, Code of Federal Register**

**STATE BOARD OF EDUCATION RULE:**

**6A-19.001 et. seq.**

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**2.20**

**TOBACCO USE IN DISTRICT FACILITIES**

The Taylor County School Board believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco by-products.

The use of any and all tobacco products is prohibited at all facilities owned or operated by the Board. The use of tobacco products is also prohibited in all vehicles owned or operated by the Board.

Tobacco advertising is prohibited on school grounds, in all school-sponsored and school purchased publications, and at all school-sponsored events.

An enforcement plan for students and employees shall include participation in a tobacco cessation program.

The following definitions apply:

- A. The term "tobacco" as used herein, shall include all tobacco products, including but not limited to cigarettes, chewing tobacco, snuff, pipes, cigars, etc.

- B. The term "tobacco free facility" shall mean the entire campus including all buildings and all outside areas, including but not limited to practice fields, playgrounds, football fields, baseball fields, softball fields, soccer fields, tennis courts, open areas, etc.

- C. The term "vehicle" shall include, but not be limited to, school buses, vans, trucks, station wagons, cars, etc.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43, 386.201 – 386.209, F.S.**

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**2.21**

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STUDENT ASSIGNMENT

The Taylor County School Board assigns students based upon the geographical areas of the district, except for high school, technical education and dropout prevention. All students, unless otherwise provided by School Board rule or authorized by the School Board's order, shall attend the school serving the student's residential geographical area. A student's residence is defined as the residence of his/her parent(s), legal guardian, legal custodian, or other such person as defined by any order issued by a court of competent jurisdiction of the state of Florida. The Superintendent or designee shall assign any student residing in the School District to a school for attendance.

(1) A student residing with a person who is not the student's parent(s), legal guardian, legal custodian, or other such person designated by any order issued by a court of competent jurisdiction of the state of Florida to be responsible for the student shall be allowed to attend a school in Taylor County under these conditions:

(a) The person with whom the student resides shall present a notarized statement to the enrolling officer of intent to seek legal custody or guardianship and shall provide proof of legal custody, guardianship, or court order within thirty (30) days of the student's enrollment. Failure to present satisfactory proof, as outlined above, shall require the automatic withdrawal of the student.

(b) No student shall be permitted to transfer, enroll, or be admitted to a school when he/she has been expelled from another school district. This prohibition shall be effective for the period of time in which the student was expelled from another district. Such students shall be accorded the same appeals procedure that is available to District students.

(2) A student may be permitted to attend a school in another geographical area pursuant to guidelines adopted by the School Board. Guidelines shall be issued annually.



1. Any student whose legal residence is outside the boundaries of the County may not be enrolled in any District school without the approval of the School Board, except under the provisions of Florida Statutes.

(4) No student shall be permitted to cross district lines for the purpose of attending school in the school district or outside the school district, except under a written agreement as provided in Florida Statutes. Any such agreement between the School Board and any other Florida school district shall be duly recorded in the official School Board minutes. Such transfers shall be on a non-discriminatory basis and shall not result in reducing desegregation in either school district or in reinforcing the dual school system.

(a) The assigned school for an out-of-district student shall be designated based on space available. Such assignment shall not occur after the February FTE (full-time equivalency) count, except under the provisions of the contract with another District school system or upon recommendation of the Superintendent and approval of the School Board.

(b) The Board shall specify conditions for admitting students from other Florida school districts.

5. Any student(s) that has been attending a school that has been designated as Performance Category “D” or “F” or has failed to make Adequate Yearly Progress (AIP) for two consecutive years may choose to attend a higher performing school in the district (K-8), transportation to be provided with “choice” of supplemental academic assistance, including additional services for at-risk students and accelerated learning opportunities for above-level students.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1001.43,**

**1001.41, 1001.42,**

**1002.38, F.S.**

**1001.51, 1002.31,**

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**WELLNESS POLICY**

1. Philosophy. The Taylor County School District believes that children and youth who begin each day as healthy individuals can learn more and are more likely to complete their formal education. Taylor County Schools also believe that a healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for our children and youth. This policy encourages a holistic approach to staff and students wellness that is sensitive to individual and community needs.
2. Nutrition Education. Healthy living skills shall be taught as part of the regular program curriculum and provide the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention. Students will have access to valid and useful health information and have opportunity to practice behaviors that enhance health and/or reduce health risks. Students will be taught nutritional values, communication, goal setting and decision making skills that enhance personal, family and community health.
3. Physical Activity. Physical education and physical activity shall be an essential element of each school's schedule and curriculum. School programs shall provide the opportunity for all students to develop the skills, knowledge, and attitudes necessary to participate in a lifetime of healthful physical activity.
  - a. Physical Education Programs. The physical education programs at each school shall be designed to stress physical fitness and encourage healthy, active lifestyles. The physical education programs shall consist of physical activities of at least moderate intensity and for a duration that is sufficient

to provide a significant health benefit to students, subject to the differing abilities of our students.

- b. **Presidential Physical Fitness Program.** Students in grades K-8 will be supported in setting and meeting personal fitness goals that result in the achievement and maintenance of a health enhancing level of physical fitness.
  - c. **Other Physical Activities.** Students will be provided varied opportunities for enjoyment, challenge, self-expression, and social interaction that will lead to a physically active lifestyle.
4. **Other School-Based Activities.**
- a. **Healthy and Safe Environment.** The District Safety Coordinator will take an active role to ensure that a healthy and safe environment, before, during and after school will support academic success. Safer communities promote healthier individuals. Healthier people do better in school and make greater contributions to their community.
  - Buildings and grounds, structures, buses and equipment shall meet all current health and safety standards and be kept inviting, clean, safe and in good repair.
  - Schools and district offices shall maintain an environment that is free of tobacco, alcohol and other drugs.
  - Safety procedures and appropriate training for students and staff shall support personal safety and a violence-free and harassment-free environment.

- Each work site, school, and classroom shall work to create an environment where students, parents/guardians, and staff are respected, valued, and accepted with high expectations for personal behavior and accomplishments.
- A coordinated safety program shall be provided to students and staff and shall include:
  - Violence prevention
  - School/work safety
- 5. Social and Emotional Well-Being. Programs and services that support and value the social and emotional well-being of students, families and staff build a healthy learning environment.
  - Each school shall provide a supportive environment that includes guidance, counseling, and school social work services that encourages students, families and staff to request assistance when needed and links them to school or community resources.
  - Students shall be provided the skills to express thoughts and feelings in a responsible manner and give and receive support from others.
  - Students shall be taught to understand and respect the differences in others and how to build positive interpersonal relations.

- Students and staff shall be encouraged to balance work and recreation and helped to become aware of stressors that may interfere with health development.
6. Health Services. An effective health care delivery system that promotes academic achievement by providing a broad scope of services from qualified health care providers will improve the mental and physical health of students and staff.
- Primary coordination of health services shall be through trained school health care practitioners with the support and direction of the Taylor County Health Department. Taylor County Schools shall collaborate with community health liaisons and resources to promote health and wellness for students, families, staff and community.
  - A coordinated program of accessible health services shall be provided to students and staff and shall include:
    - Communicable disease prevention
    - Health screening, including Body Mass Index (BMI)
    - Community health referrals
    - Immunizations
    - Parenting skills

- First aid and other priority health education topics.
7. Family, School and Community Partnership. Long-term effective partnerships improve the planning and implementation of health promotion projects and events within each school and throughout the community.
- Family, student, and community partners shall be included on an ongoing basis in wellness planning processes.
  - The equality and diversity of the school and district community shall be valued in planning and implementing wellness activities.
  - Community partnerships shall be developed and maintained as a resource for school and district programs, projects, activities and events.
  - Taylor County Schools shall actively develop and support the engagement of students, families and staff in community health-enhancing activities and events at the school or throughout the community.
8. Staff Wellness. The district shall provide information about wellness resources and services and establish a staff committee to assist in identifying and supporting the health, safety, and well-being of site staff.
- Each school and district site shall be in compliance with drug, alcohol, and tobacco-free policies.
  - Each school and district site shall provide an accessible and productive work environment free from physical dangers or emotional threat that is

as safe as possible and consistent with applicable occupation and health laws, policies and rules.

- Employees shall be encouraged to engage in daily physical activity during the workday as part of work breaks and/or lunch periods or before or after work hours in site-sponsored programs.
- 9. Nutrition Guidelines. Academic performance and quality of life issues are affected by the choice and availability of good food in our schools. Healthy foods support physical growth, brain development, resistance to disease, emotional stability and the ability to learn.
- Meals served in district cafeterias will be consistent with the United States Department of Agriculture's School Meals Initiative for Healthy Children. National School Lunch Program Regulations require that breakfast and lunch menus meet the nutrient standards for the appropriate age or grade group, when averaged over a school week. Students, parents, staff, and the public shall be invited to meetings held at least twice each year to plan menus and product selection.
- Nutrition guidelines for a la carte offerings to students that require the use of products that are high in fiber, low in added fats, sugar, and sodium shall be established with input from students, parents, and staff.
- Vending Machines:
  - All snack vending machines shall provide only single serving snacks that meet at least two, with at least 50% of the items meeting three of the following: 300 or fewer calories; six grams of fat or less, one or more grams of fiber, at least 10% of RDA of calcium, iron, Vitamin A or Vitamin C.

- Vending machines where student meals are served or eaten shall not include carbonated beverages.
- All beverage vending machines in secondary school public areas and all faculty/staff areas at all school and district sites shall include:
  - Water
  - 100% fruit juice
  - Non-carbonated drinks with less than 150 calories per container
  - No more than 1/3<sup>rd</sup> of the choices will be carbonated drinks
- The beverage vending machines may also include:
  - Non-fat, low-fat, plain or flavored milk or yogurt in 16 ounces or less servings.
  - Other non-carbonated drinks.
- All foods served or sold on each school campus during the school day shall be consistent with these guidelines with the objective to promote student health and reduce childhood obesity.



10. Assurance. Nutrition services policies and guidelines for reimbursable meals shall not be less restrictive than federal and state regulations require.
11. Evaluation and Measurement. A standing Local Wellness Policy Committee shall be established by the Superintendent to monitor the implementation and success of this policy. Factors considered by the committee shall include:
  - Body-Mass Index and other health screenings made for students by the School Nurses. These will be compared from one year to the next to determine improvement.
  - Newsletters provided to parents that will report improvements each year.
  - The Presidential Physical Fitness Program results for students in grade K-8 taken early in the year and compared to results midway and at the end of the year.
  - To ensure the nutritional value of school meals, the School District will contract with a Registered Dietitian to randomly select school menus for review at least four times each year. The review shall determine whether the menus are consistent with the United States Department of Agriculture's School Meals Initiative for Healthy Children.
  - Documentation of training provided to students and staff regarding violence prevention and school/work safety.

- Safety inspections conducted by principals and the District Safety Coordinator of each school campus and playground on at least an annual basis.
12. Annual Report. In the fall of each year, the Standing Wellness Policy Committee shall report to the School Board regarding the effectiveness of the Wellness Policy and recommend any revisions to the Policy considered necessary.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, Florida Statutes

**LAWS IMPLEMENTED:** Child Nutrition Act Of 1966 (42 USC 1771 Et Seq)  
 Richard B. Russell  
 National School Lunch Act Pl  
 108- 265,  
 Section 204, 1001.43, 1006.06, 1006.0606, F.S

**STATE BOARD OF EDUCATION RULE:** 6a-7.0411

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**2.23**

**IMPLEMENTATION OF EMERGENCY PLAN**

The Taylor County School Board has adopted a comprehensive Emergency Plan for use by all school facilities within the district. At such time as it becomes necessary to utilize part or all of the plan, each administrator at the various sites is to assume responsibility for the plan's implementation. The Superintendent is to appoint a district level staff member to coordinate the plan for the district. The Taylor County School Board is to be kept informed of the implementation of the plan.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED: 1001.31, 1001.372(1), 1001.363, 1001.395, 1001.41, 1001.43, 1003.03, F.S.**

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**2.24**

**AUTOMATED EXTERNAL DEFIBRILLATORS (AED)**

The Board has determined that it may enhance school safety to have an automated external defibrillator (AED) placed in building(s) within the District. An AED is a medical device that contains a heart monitor and defibrillator that is used to administer an electric shock through a person's chest wall to the heart. The built in computer system of the AED assesses the patient's heart rhythm, determines whether defibrillation is needed, and then administers a shock, if necessary. Audible and/or visual prompts guide the user through the process of using the AED.

The Board directs the Superintendent to develop procedures that school and District administrators are required to follow when such devices are placed at the school or other District facilities. The procedures shall include information on what brand and model of device is to be used, the use of the AED, placement of the AED, training, maintenance, and testing of the devices as well as information on oversight offered by an approved medical doctor or by the local Supervisor of School Health. The Board also directs the Superintendent, in conjunction with the Supervisor of School Health, to review the procedures for appropriateness.

**STATUTORY AUTHORITY: 21 C.F.R. 801.109, F.S. 401.2915, 768.1325**

**LAWS IMPLEMENTED: 401.2915, 768.1325, F. S.**

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**2.25  
DISTRICT-OWNED VEHICLES**

The Taylor County School District may provide vehicles for necessary transportation and may pay expenses that are incurred in the course of performing services for the District, whether within or outside the District. Such vehicles shall be properly marked in a conspicuous place on both sides of the vehicle with letters of contrasting color. Unless otherwise specified, all travel must be approved in advance by the staff member's immediate supervisor. All persons riding in district provided vehicles must be employees of the district or approved in advance. All rules, policies and procedures of the Taylor County School Board are in full force at all times and apply to all parties in the vehicle.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S**

**LAWS IMPLEMENTED:**  
**1001.395,**

**1001.31, 1001.372(1), 1001.363,**

**1001.41, 1001.43,**

**1003.02, F.S.**

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**2.26**

**EMPLOYEE USE OF DISTRICT PROVIDED CELLULAR TELEPHONES**

It is the policy of the Taylor County School Board to provide selected employees cellular telephones in support of fulfilling their assigned duties. In order to ensure that cellular telephones are used only for the benefit of the School District, the employee shall sign a statement indicating that he/she understands that such phones are for business purposes only and if there should become a need to use the phone for a personal call the employee will note the time, number and date of such call and reimburse the District for the actual cost.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S**

**LAWS IMPLEMENTED:**

**1001.31, 1001.372(1), 1001.363, 1001.395,  
1001.41, 1001.43, 1003.02, F.S.**

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**2.28**

**DOMESTIC VIOLENCE AND ABUSE**

Taylor County School Board's position regarding Domestic Violence and Abuse: Domestic abuse, also known as spousal abuse, occurs when one person in an intimate relationship or marriage tries to dominate and control the other person. Victims of domestic abuse or domestic violence may be men or women, although women are more commonly victimized.

**Types of Domestic Violence and Abuse**

There are different types of domestic abuse, including emotional, physical, sexual, and economic abuse. Many abusers behave in ways that include more than one type of domestic abuse, and the boundaries between some of these behaviors may overlap.

It is the position of the Taylor County School Board to assist any and all victims of Domestic Violence and Abuse by taking the following steps:

- All full-time Taylor County School Board's employees who have completed their probationary period may be granted up to three (3) days of paid leave in the event of a documented (By police report) incident of Domestic Violence and Abuse.
- In granting this paid leave, Taylor County School Board stands ready to assist the individual with meeting both immediate and long term needs by way of our Employee Assistance Program.
- A poster shall be placed within the school with the various numbers of agencies where individuals may call to seek out assistance.
- All information regarding individuals dealing with Domestic Violence and Abuse issues will be completely confidential.

**STATUTORY AUTHORITY:**  
**LAW IMPLEMENTED:**

**1001.41, 1012.22; 1012.23, F.S.**  
**1001.43, F. S.**

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**2.29  
FRAUD**

The Taylor County School District is responsible for detecting fraud of any type. Each member of the management team (consisting of the school board Chairperson, Superintendent of Schools, business manager, and accounts payable/payroll officer) should be familiar with the types of fraud that might occur within his or her area of responsibility and should be alert for any indication of fraud. It is the responsibility of every Taylor County School Board employee to report detected or suspected fraud immediately to the Superintendent of Schools.

This policy applies to any fraudulent activity involving not only employees but also directors, vendors, outside agencies, and/or unknown parties. Investigations will be performed without regard to length of service, title/position, or relationship.

The term fraud, misappropriation, and irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act, forgery or alteration of documents
- Misapplication of funds or assets, impropriety in reporting transactions
- Profiting on insider knowledge, gifts from vendors (outside of limits)
- Destruction of records or assets, disappearance of records or assets
- Disclosure of confidential information, any similar or related irregularity
- Non-fraud irregularities.

Identification of allegations of personal improprieties or irregularities whether moral, ethical, or behavioral, should be resolved by the site administrator and the superintendent.

Investigation of potential fraudulent matters and the resulting reporting should be under the direction of the superintendent. The superintendent shall cause an investigation to be performed utilizing available internal and/or external



resources. Information regarding potential fraudulent activities should be forwarded to the appropriate authorities and/or state agencies.

The Superintendent of Schools is receptive to receiving information on a confidential basis from an employee who suspects that a fraudulent activity has occurred. That employee should contact the superintendent immediately and should not attempt to confront the accused or conduct his/her own investigation. The results of investigations will not be disclosed or discussed with anyone other than those persons associated with the organization that have a legitimate need to know in order to perform their duties and responsibilities. This does not preclude the disclosure of the results in accordance with resulting prosecution under legal authority.

Those individuals or agencies assigned the responsibility for investigation may take control of and gain full access to the organizations' records and premises without prior consent of any individual who may have custody of any such records or facilities.

Care must be exercised in the investigation to avoid mistaken accusations. The reporting individual must not contact the suspected individual for information. No facts of the case may be discussed with anyone inside or outside the organization, except those individuals conducting the investigation.

During an investigation, the suspected individual may be suspended with pay. Based upon the results of the investigation, the individual will either be reinstated or terminated, based upon the review of the school district's legal counsel. Fraudulent activities will be prosecuted to the fullest extent of the law.

**STATUTORY**

**AUTHORITY:** 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.

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

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**2.30**

**RELIGIOUS FREEDOMS**

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

**STATUTORY AUTHORITY:**

**1001.41(2), F.S.**

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**2.31**

**PARTICIPATION BY AUDIO OR VIDEO MEANS**

Provided a quorum is or is not physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board chairman and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S**

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

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2.32

## PROTECTION OF SCHOOL SPEECH

The Taylor County School System will not enter into agreements which may in anyway infringe or waiver the rights or freedoms afforded to instructional personnel, school staff, or students by the First Amendment to the United States Constitution, in the absence of the express written consent of any individual whose constitutional rights would be impacted by such infringement or waiver.

**STATUTORY AUTHORITY:** 1001.32(2), 1001.41, 1001.42, 1001.43, F.S.

**LAWS IMPLEMENTED:** 1003.4505, F.S.

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**2.33**

**MOTHER FRIENDLY WORKPLACE**

The Taylor County School Board recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast feeding or expressing milk in the workplace. The Board directs the superintendent/designee to take measures and develop regulations to ensure that the district makes a reasonable effort to provide a room or other location in close proximity to work areas and/or classroom, other than a restroom, where a mother may breast-feed her child or express milk in privacy. Such a site shall include an accessible, private room with a lock that would allow a mother to:

- Breast-feed a child brought in during a lunch or other break period;
- Pump breast milk to be stored for later use;
- Inclusion of electrical outlets for electric pumps;
- Sanitation facilities including a sink close by, for hand washing and the rinsing of containers;
- A sign-up sheet and a sign posting the room as "private during use";

The district shall seek the advice of a school nurse or health professional in determining the most reasonable facility accommodation.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, Florida Statutes**

**LAWS IMPLEMENTED:**

***383.015 800.02, 800.03, 800.04, F. S.***

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**2.34**

**CHILDREN IN THE WORKPLACE**

While Taylor County School District is sensitive to the needs of working parents, caring for children while at work on a regular basis as a substitute for childcare is not permitted. Employees may occasionally experience the need to bring children to the workplace. The following procedures are established to clarify Taylor County School District policy in such situations.

The only exceptions to this policy are:

1. On the occasion of a special Taylor County School District event to which families are invited.
2. Caring for children in the workplace on an emergency basis are allowable on an infrequent basis of short term duration, providing it is essential for the employee to be at work. Approval may be granted by the principal or supervisor if all of the following conditions are met:
  1. The employee's need to bring the child to work is urgent, compelling, not recurring and of short duration.
  2. Arrangements for the safety and supervision of the child are satisfactory to the principal or supervisor.
  3. It is clear to the principal or supervisor that distractions for the parent, participants and other employees are minimal.

**GUIDELINES**

- A. Parents are solely responsible for actions of their children while on Taylor County School District property.
- B. Sick Children. A child who has an illness that prevents him or her from being accepted by a regular daycare provider, particularly a child with infectious disease, may not be brought to the workplace under any circumstances.
- C. If approval is granted for an exception and the principal or supervisor determines that one or more of the above conditions ceases to be the case; the employee will be directed to leave the workplace.

**STATUTORY AUTHORITY:**  
**LAW IMPLEMENTED:**

**1001.41, 1012.22; 1012.23, F.S.**  
**1001.43, F. S.**

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**2.35**

**SUSPENSION OF THE ELECTED SUPERINTENDENT OR VACANCY IN THE  
OFFICE OF THE ELECTED SUPERINTENDENT**

Under the Florida Constitution, the Governor has the power to suspend the Superintendent and thereafter the Governor may fill the Office of Superintendent by appointment for the period of suspension. Under Section 114.01, Florida Statutes, the Office of Superintendent may be deemed vacant and thereafter the Governor shall fill the Office of Superintendent by appointment.

Where the Superintendent has been suspended or the Office of Superintendent is vacant, the School Board shall, from time to time, designate a person to perform the functions of the Superintendent until the Governor appoints a person to fill the Office of Superintendent as provided by law or the period of suspension or vacancy ends as provided by law, whichever occurs first. Such designation may be revoked by the School Board at any time.

**Florida Constitution, Art. IV, Sec. 7, Art. IV, Sec. 1(f) F.S. 114.01, 1012.22, 1012.23**

# School Administration

## Chapter 3



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3.01

**ADMINISTRATIVE ORGANIZATION**

The administrative head of each Taylor County School is the school principal. The District also appoints assistant principals and other administrative positions to the schools as needed.

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

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1012.27, F.S.**

**120.53, 1001.42, 1001.43,**

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**3.02**

**SCHOOL CALENDAR**

- (1) Annually the Superintendent or designee shall establish a school year calendar committee.
- (2) The committee shall prepare a proposed three (3) year calendar and present to the Superintendent or designee for approval and recommendation to the board.
- (3) School calendars shall adhere to the provisions of Florida Statutes.
- (4) The Superintendent or designee shall prepare a list of specific religious observance days, which occur when school is in session, and may result in a student's absence in accord with provisions of the Code of Student conduct and other Board rules related to student attendance.

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

**1001.41,**

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

**1001.21, 1001.42, 1001.43,**

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**3.03**

**RESPONSIBILITIES OF SUPERINTENDENT**

- (1) The Superintendent shall be responsible for the administration of the entire school system as provided by law, State Board of Education, and School Board rules. The Superintendent shall keep the School Board informed regarding all phases of the District school system.
- (2) The Superintendent serves as the secretary and executive officer of the School Board. He/she shall keep such minutes and records as may be necessary to set forth clearly all actions and proceedings of the School Board. When possible, any matter coming before the School Board shall first be presented to the Superintendent to be included on the agenda. The Superintendent or designee shall inform the employees of the School Board and the schools and departments of any board action relating to them.
- (3) All members of the instructional and non-instructional staff shall be under the general supervision of and subject to the direction of the Superintendent.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1011.62, F.S.**

**1001.03, 1001.42; 1001.43, 1001.22,**

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**3.04**

**PERFORMANCE GRADE SCHOOLS**

1. The Superintendent or designee shall establish procedures which shall be approved by the Board to give greater autonomy, including authority over the allocation of the schools' budget, to schools designated as performance grade category "A", making excellent progress and schools rated as having improved at least two performance grade categories as required by Florida Statutes.
  
2. Students who attend a school that has been designated as performance grade category "F" for two (2) school years in a four (4) year period shall be allowed to attend a high performing school in the district or an adjoining district or be granted a state opportunity scholarship to a private school.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1004.41, F.S.**

**1001.42, 1001.43, 1002.38,**

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3.05

**DIRECTIVES, PROCEDURES, AND ADMINISTRATIVE MANUALS**

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

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

**1001.41,**

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

**1001.43,**

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**3.06**

**OPENING AND CLOSING OF SCHOOLS**

The Superintendent shall recommend, and the Board shall set the opening and closing of schools and fix uniform dates.

**STATUTORY AUTHORITY:**  
**F. S.**

**1001.41, 1001.42,**

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

**1001.42,**

**STATE BOARD OF EDUCATION RULE:**

**6A-1.045111**

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**3.07**

**EMERGENCIES**

(1) In case of an emergency involving the welfare and safety of students and employees, the Superintendent may suspend any part of these regulations; provided, that he shall report the fact of and the reason for suspension at the next meeting of the School Board; and provided further, that the suspension shall expire at the time of such report unless continued in effect by actions of the School Board.

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

When an emergency exists affecting the health, safety, or welfare of the students, the principal may dismiss the school. The Superintendent or designee to the School Board together with the reasons shall report any such early dismissal immediately, therefore.

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

(4) During times of general public emergency, the Superintendent is authorized to use all available resources of the District in cooperation with other agencies to alleviate the emergency.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**F.S.**

**1001.33, 100.43,**

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**3.08**

**RESPONSIBILITIES OF PRINCIPALS**

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

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1006.09, F.S.**

**1001.32, 1001.43, 1001.54,**

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**3.09**  
**SAFE AND SECURE SCHOOLS**

1. Introduction

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

2. Orderly Environment

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

- a. No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with Policy 3.17 (Visitors).
- b. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.
- c. Any person on a school camp or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents, which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the

school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.

- d. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the board chairperson, Superintendent or designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent or designee shall be notified of any such action at schools or school activities.
- e. No person except law enforcement and security officers may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events.

3. Safety – Emergency Plans

- a. The Superintendent or designee shall develop and present to the board for review and approval appropriate school emergency management and preparedness plans.
- b. The Superintendent or designee shall establish uniform guidelines for the development of schools' emergency management and preparedness plans.
- c. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.

- d. Copies of schools' plan shall be provided county and city law enforcement agencies, fire departments, and emergency preparedness officials.

4. Safety – Procedures

- a. School alarms shall be monitored on a weekly basis and malfunctions shall be reported for immediate repair.
- b. A safety program shall be established consistent with the provisions of Policies 10.01 and 10.02.
- c. Emergency evacuation drills (Fire, hurricane, tornado, other disaster, and school bus) shall be held in compliance with state requirements. Each principal, site administrator or transportation official is responsible for:
  - i. Developing and posting emergency evacuation routes and procedures;
  - ii. Assigning and training staff members in specified responsibilities to ensure prompt, safe and orderly evacuation;
  - iii. Identifying and reporting hazardous areas requiring corrective measures; and
  - iv. Preparing and submitting a written report of each emergency evacuation drill to the District office.
- d. In the event of an emergency, the Superintendent or designee is authorized to dismiss early or close any or all schools. Except that the principal may dismiss the school when the Superintendent or designee or designee

cannot be contacted, and an extreme emergency exists endangering the health, safety, or welfare of students. Any such actions shall be reported immediately to the Superintendent or designee or designee along with a statement describing the reasons for the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.

5. Safety – Violence Prevention

- a. The Superintendent or designee shall develop a violence prevention plan for use by each school.
- b. Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the schools.

6. Security

- a. The Superintendent or designee shall develop and implement guidelines and procedures for reviewing each school's security provisions.
- b. The principal shall conduct a review of each school's security provisions annually with a written report submitted to the Superintendent or designee for submission to the Board for review.
- c. Each school's Emergency Plan shall include security provisions including emergency "lock down" procedures.
- d. Security trailers may be located on school property.

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

**1001.41,**

**LAWS IMPLEMENTED: 1001.37(3), 1001.43, 1001.51, 1006.07, 1006.145,  
1006.062, 1013.03, FS**

**State Board of Education Rule:**  
**3.017**

**6A-1.0403, 6A-**

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**3.091**

**DISRUPTIONS AT SCHOOL BOARD PROPERTY**

No person shall knowingly disrupt or interfere with a Taylor County School Board function. This includes persons who knowingly advise, counsel, or instruct any student or Taylor County School Board employee to disrupt any function or activity. The Taylor County School Board Chairperson, Superintendent, or designee shall inform a person who is disrupting or interfering with a Taylor County School Board function or activity that he/she may be found guilty of a second-degree misdemeanor. The person shall be advised to immediately leave the school premises or facility where the function is being conducted.

1. Any person who purchased an admission ticket to a school event shall forfeit his/her rights under this policy by having disrupted or interfered with the event.
2. Any person who has been given notice by a school official and either fail to leave the premises or leave the premises and subsequently returns to the premises shall be deemed a trespasser.

**STATUTORY AUTHORITY:**

**LAWS IMPLEMENTED:**

**STATE BOARD OF EDUCATION RULE:**

**1001.41, 1001.42, F.S.**

**1001.37(3), 1001.43, 1001.51, 1006.145, FS**

**6A-1.0403; 6A-3.017**

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**3.10**

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

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

- (1) All principals are hereby directed to advise an individual who has an alcoholic beverage in his/her possession to leave the school premises immediately.
- (2) Any person having purchased an admission ticket to a school event shall forfeit his/her rights under this rule by having an alcoholic beverage in his/her possession at the event.
- (3) Any person who has been given notice by a school official and either fails to leave the premises or leaves, but returns to the premises in possession of an alcoholic beverage shall be deemed a trespasser. The police or other proper law enforcement agency may be notified to arrest the trespasser.
- (4) While on school-sponsored trips, the following action may become necessary:
  - (a) Alcoholic beverages in possession of minors will be seized.
  - (b) Students and/or adults in possession of alcoholic beverages may be sent back and/or other appropriate action taken.



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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1012.27, F.S.**

**1001.43, 1012.22,**

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**3.11**

**PUBLIC INFORMATION AND INSPECTION OF RECORDS**

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

- (1) Photocopying or other reproduction of any record shall be performed upon a person's request. Charges for photocopying or reproducing shall be in accordance with the School Board Rule entitled "Photocopying of Public Records" (3.12).
- (2) Records maintained by the Taylor County School District, which are exempt from public inspection, include:
  - (a) Personally identifiable records of students pursuant to Florida Statutes and the Federal Family Educational Rights and Privacy Act (FERPA).
  - (b) Portions of personnel records pursuant to Florida Statutes;
  - (c) All work products developed in preparation for collective bargaining pursuant to Florida Statutes;
  - (d) Appraisals, offers, and counter offers relating to purchase of real property pursuant to Florida Statutes;
  - (e) Legal records prepared by an attorney exclusively for civil or criminal litigation pursuant to Florida Statutes, and litigation files regarding employees while the case is active;
  - (f) Data processing software obtained under a licensing agreement, which prevents its disclosure, and data processing software designated by the School Board as "sensitive" pursuant to Florida Statutes;

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

(h) Employee and student health and medical records as prescribed by Florida Statutes.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1001.43, 1002.22,**

**119.07(3); 447.605,**

**1012.31, 1013.14, F.S.34CFR 99; P.L.**

**103-382**

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**3.111**

**PROCEDURE FOR MEDIA COVERAGE WITHIN TAYLOR COUNTY SCHOOLS**

The Taylor County School System desires to be responsive to the requests of media for information regarding the Taylor County Schools. In order to ensure that correct and consistent information is given to the media, it is the policy of the Taylor County School Board that all calls for information be directed to the Office of the Superintendent. In the event that media should go directly to the school for access to information, staff, or students, before such information or access is provided, the office of the Superintendent should be notified.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1002.22,**

**1001.43,**

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**3.12**

**COPYING OF PUBLIC RECORDS**

- (1) Copies of public records may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records shall be established by the Superintendent or designee, unless a different fee is otherwise prescribed or permitted by Florida Statutes.
- (2) The Superintendent or designee shall charge audio, video, and other materials at rates as established.
- (3) Copies shall be made by the appropriate staff members and reproduced at a time that does not interfere with the normal work duty.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**119.07, 119.08, 1001.43, 1001.52, F.S.**

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**3.122**

**PUBLIC RECORDS REQUESTS**

It is the position of the Taylor County School Board that all public records shall be available for inspection or copying at reasonable times during normal office hours of the District office.

1. Photocopying or other reproduction of any record shall be performed upon a person's request. Charges for photocopying or reproducing shall be in accordance with the School Board rule, copying of Public Records.
2. Records maintained by the District which are exempt from public inspection include:
  - Personally identifiable records of students, pursuant to Florida Statutes and the Federal Family Educational Rights and Privacy Act (FERPA); and
  - Portions of personnel records, pursuant to Florida Statutes; and
  - All work products developed in preparation for collective bargaining, pursuant to Florida Statutes; and
  - Appraisals, offers, and counteroffers relating to purchase of real property, pursuant to Florida Statutes; and
  - Legal records prepared by an attorney exclusively for civil or criminal litigation, pursuant to Florida Statutes, and litigation files regarding employees while the case is active; and
  - Data processing software obtained under a licensing agreement which prevents its disclosure, and data processing software designated by the School Board as "sensitive", pursuant to Florida Statutes; and,
  - Sealed responses to request for bids or proposals, until such time as they are publicly opened, pursuant to Florida Statutes; and,
  - Personally identifiable records of dependent children of former or current employees who are insured by a District group insurance plan; and

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

Procedures: The following procedures shall be followed in connection with requests to inspect or secure copies of records:

NOTE: ALL REQUESTS FOR PUBLIC RECORDS SHOULD BE ON THE REQUEST FORM FOUND ON THE DISTRICT WEBSITE.

1. Requests to inspect or secure copies of records shall be submitted to the Superintendent.
2. The Superintendent will grant or deny the request as promptly as possible.
3. If the request is denied, the Superintendent will note the reason for the denial on the request form and return one copy of the form to the requester.
4. If the request is granted, the Superintendent will direct the requester to the place where the requested records may be inspected and/or arrange for the preparation of copies upon payment of the required fees.

Place of inspection: Location where the requested records may be inspected will be noted on the request form.

Request public records:

- E-mail:  
To electronically request public records, simply click [Request Public Records](#), which will bring you to a form for you to fill out and submit.
- Mail:  
To request public records by mail, send your request to: Superintendent of Schools 318 North Clark Street, Perry, FL 32347.
- By phone:

To request public records by phone, call the Superintendent's Office at 850-838-2500.

- In person:  
The Superintendent's Office is located at 318 North Clark Street, Perry, FL 32347

Calling ahead will make your visit more efficient. When you arrive, you will be requested to fill out a form.

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

**LAWS IMPLEMENTED: 119.07, 447.605, 1001.43, 1002.2,  
1002.221, 1012.31, 1013.14, F.S., 34CFR 99, P.L. 103-382; 104-191**



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**3.13**

**COPYRIGHTED MATERIALS**

The Taylor County School District shall abide by all provisions of the copyright laws.

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

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

**1001.41,**

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

**1001.361,**

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**3.14**

**FLAG DISPLAY AND PLEDGE**

1. The pledge of allegiance to the flag shall be recited at the beginning of each school day in Taylor County School District elementary, middle, and secondary schools.
2. A student may be excused from instruction and/or reciting the pledge of allegiance when his/her parent(s) or legal guardian files a written request with the school principal.
3. The United States flag and the official flag of Florida shall be displayed daily on a suitable flagpole on the grounds of each school when the weather permits.
4. Each classroom and auditorium shall display the United States flag.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1003.42, F.S.**

**1000.06, 1001.43,**

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**3.15**

**A MOMENT OF SILENCE**

A moment of silence, not to exceed two (2) minutes, may be provided for students in the Taylor County Schools at the beginning of each school day.

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

**1001.41,**

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

**1001.43,**

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**3.16**

**AGENTS, SOLICITORS AND SALESPERSONS**

The Taylor County School Board understands there are legitimate and necessary calls from business and professional representatives who provide supplies and services regularly used in the schools. Agents, salespersons, and delivery persons may visit schools at the discretion of the principal. All such persons shall sign in at school's main office upon arrival.

The principal shall prohibit all forms of canvassing or soliciting of teachers or students on school premises during school hours except as otherwise approved in writing by the Superintendent or designee. Students without the approval of the Superintendent or designee shall distribute no literature or materials from out-of-school sources to homes. Student or school surveys by outside groups or organizations require the approval of the Superintendent or designee.

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

**1001.41,**

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

**1001.42,**

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3.17

**VISITOR IDENTIFICATION MEASURE**

The Superintendent or designee shall develop a plan for visible identification of visitors or other persons who are not students or employees of the school and shall periodically provide the School Board with the details of this plan. In developing and implementing the plan, consideration shall be given to the organization and grade level of the school and to receive input from the principals as to the feasibility of implementing such safety measures.

**STATUTORY AUTHORITY:**  
F.S.

**1001.42,**

**LAWS IMPLEMENTED:**  
F.S.

**1001.43,**

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**3.18**  
**SCHOOL VOLUNTEERS**

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

(1) The school principal and each staff member who is assigned a school volunteer shall be responsible for assigning duties to school volunteers that are consistent with Florida Statutes, State Board of Education rules, and School Board rules. School volunteers shall be recommended by the Superintendent or designee and approved by the Board.

(2) The Superintendent or designee shall issue directives concerning school volunteers as may be deemed necessary. School volunteers shall meet level two (2) screening requirements.

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

- Has officially recorded his/her attendance in the school where he/she is rendering services under an administrative or instructional staff member.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**440.01(11)(d)3, 768.28,**

**110.504(4) (5),**

**1001.21, 1001.43,**

**F.S.**

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3.19

**CHARTER SCHOOLS**

The Taylor County School Board, pursuant to Florida Statutes, shall establish charter schools for the purposes of increasing learning opportunities for students, especially low achieving students; increasing learning opportunities for reading; increasing the use of innovative learning methods; increasing choices for students; improving student learning and academic achievement, requiring the measurement of learning outcomes, and creating new professional opportunities for teachers. The Superintendent shall receive, review and recommend to the School Board all charter school applications; shall work with the applicant to develop a charter; and shall monitor and make recommendations to the School Board regarding charter school contracts.

**STATUTORY**  
**AUTHORITY:**  
F.S.

**1001.41, 1001.42,**

**LAWS IMPLEMENTED:**  
**1002.33, 1002.345, F.S.**

**1001.02, 1001.43,**

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**3.20**

**NOTIFICATION OF PARENTS/GUARDIANS OF AN ACCIDENT**

It is the responsibility of each school administrator or designee to notify the parents/guardians of any accident involving a student as soon as possible after the accident. If notification cannot be made by phone, it is the responsibility of the school to send someone to the home or place of business to talk with the parent/guardian in person. In addition, the school is to notify the Superintendent of Schools of any accident. Failure to abide by this policy will result in action being taken against the school administrator.

**STATUTORY**

**AUTHORITY:** 1001.43, 1006.28, 1006.40 F.S.

**STATE BOARD OF EDUCATION RULE:** 6A-6.084

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**3.21**

**ANIMALS ON CAMPUS**

- I. The purpose of this policy is to implement standards related to service animals as set forth in federal and state law including
  - a. Individuals with Disabilities Education Act (IDEA);
  - b. Rehabilitation Act of 1972, as amended;
  - c. Americans with Disabilities Act (ADA);
  - d. Section 413.08, F.S.
  
- II. A service animal is any dog that is trained to do work or perform tasks for the benefit of an individual with a disability. The animal must be trained to perform tasks directly related to the person's disability.
  - a. Other species of animal are not considered service animals.
  - b. Miniature horses may be used as an alternative to dogs, with certain limitations. However, they are not included in the definition of service animal.
  - c. An animal whose sole function is to provide comfort, therapy, or companionship is not considered a service animal.
  - d. A service animal is not a pet.
  
- III. A task is a minor job or piece of work that the animal performs. Tasks include
  - a. Guiding a person who is visually impaired or blind;
  - b. Alerting a person who is deaf or hard of hearing;
  - c. Retrieving objects;
  - d. Assisting with mobility or balance;
  - e. Pulling a wheelchair;
  - f. Alerting an individual to the presence of allergens;
  - g. Helping an individual with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors;

- h. Reminding an individual with mental illness to take prescribed medications;
  - i. Calming an individual with posttraumatic stress disorder (PTSD) during an anxiety attack;
  - j. Alerting and protecting a person having a seizure; and
  - k. Doing other work or performing other specific tasks.
- IV. A service animal is personal property and may not be brought on campus without the knowledge and permission of the school or District administration. A student's need for and use of a service animal must be documented in the student's Individual Education Plan (IEP) or Section 504 Plan.
- V. A service animal may not interfere with the educational process of any student or pose a health or safety threat to any student, school personnel or other persons. The service animal must meet health requirements established standards of behavior.
- VI. **The service animal must be under the control of its handler.**
- VII. The Superintendent shall develop guidelines for service animals on campus. Guidelines shall include but not be limited to
  - 1.
    - a. The process for requesting approval for the use of a service animal in the school District setting;
    - b. Standards of behavior for the service animal
    - c. Required accommodation documentation;
    - d. Required health certification for the animal;
    - e. Transportation of the service animal;
    - f. Emergency procedures; and
    - g. Orientation for school personnel and students.
- VIII. The District shall not assume responsibility for training, health care or daily care of any service animal.

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

**1001.41,**

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

**413.08, 1001.32,**

**28 CFR**

**35.104, 28 CFR 35.136,**

**28 CFR**

**36.104, 34 CFR 104**

# Curriculum and Instruction

## Chapter 4

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**4.01**

**STUDENT PROGRESSION PLAN**

The Taylor County School Board shall approve the Student Progression Plan and copies shall be maintained in the Superintendent or designee's office and in each school. The Plan shall be pursuant to Florida Statutes and shall be comprehensive to include student performance standards and promotional and graduation requirements for Grades K-12, exceptional student education and dual enrollment. After approval, all future Student Progression Plans shall be made a part of this rule.

**STATUTORY AUTHORITY:**

**1001.41, 1001.45, F.S.**

**LAWS IMPLEMENTED:**

**1001.43, 1003.43, 1003.437, 1003.49,**

**F.S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-1.0941**

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**4.02**

**CURRICULUM FOUNDATION**

The Taylor County School Curriculum shall be determined by:

- a. Sunshine State Standards, curriculum frameworks, and assessment data;
- b. Students' needs as determined by studies and surveys;
- c. Continuous evaluation of curriculum effectiveness in meeting students' needs in the School; and
- d. Florida Statutes and State Board of Education Rules.

The Superintendent or designee may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the Taylor County Schools. The Superintendent or designee shall designate appropriate staff members who are responsible for the development and coordination of the total curriculum of the school.

- 1. The program of instruction shall include, but not be limited to:
  - a. Elementary Level Curriculum – reading, language arts, social studies, science, health, physical education, music, art, mathematics, and such other disciplines that may be considered necessary to a comprehensive elementary school program. The curriculum shall include instruction in study and work habits, critical thinking skills, health and hygiene, citizenship, career orientation, the establishment of purposes, and the development of character and morality;
  - b. Middle Level Curriculum – Mathematics, language arts, reading, science, social studies, music, art, health, physical education, exploratory career education, computer literacy if resources are available, and critical thinking skills. Activities, which offer desirable experiences such as consumer education, band, drama, creative writing, athletics, and student government, shall be promoted. Instruction in the use of the media center and counseling services shall be provided, as well as the dangers of teen dating violence.
  - c. Senior Level Curriculum – Will consist of courses that meet the needs of all students. Both college preparatory and other courses shall be offered at

levels that will challenge each student to perform in accordance with his/her ability.

1. Media instruction and counseling services shall be provided.
2. A program of student government, student publications, drama, music, social activities, and athletics shall be provided for the development of well-rounded citizens.
2. Taylor County Schools shall provide a program of studies based upon the Next Generation Sunshine State Standards (NGSSS) for grades K-12. The goal of the Taylor County School Board is for all students in all sub-groups excel and demonstrate success on these standards and that our schools meet all the requirements of No Child Left Behind.
3. The Superintendent or designee shall make an annual report to the Taylor County School Board, providing the status of the instructional program in meeting the District's educational goals and objectives and recommendations for improving the curriculum.
4. The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues that are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the issue without bias or prejudice and shall permit each student to arrive at his/her own conclusions.
5. Prior to initiating any course or unit of instruction in human growth and development, a course outline and complete description, as found in the Course Code Directory, shall be presented to the Superintendent or designee of Schools for approval. This rule does not preclude the teaching of personal cleanliness in health and physical education classes or in the elementary grades, or the teaching of matters relating to sex education as provided in state-adopted textbooks, or information relating to sex education as required in other courses using duly-adopted textbooks and materials where sex education is an incidental part of the course.

6. It shall be the responsibility of the schools in Taylor County to make students aware of the dangers and consequences of sexually transmitted diseases, as well as the dangers of teen dating violence. The Superintendent or designee shall determine the manner, scope, and levels at which this information will be presented. Prior to initiating any such unit of instruction, the proposed program, the materials to be used, and other essential information shall be presented to the Superintendent or designee for approval. When any questionable information is to be viewed by mixed groups, the sexes may be separated for presentation of materials.
7. Updated and factual information about Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) Infection, and other sexually transmissible diseases shall be taught in Grades K-12. Instruction shall address causes, transmission, and prevention and shall be approved by the Superintendent or designee.
8. The Superintendent or designee shall see that a review is made of the curriculum frameworks that are prepared and distributed by the Florida Department of Education and related to AIDS education. A determination is to be made to see if the curriculum frameworks are inconsistent with locally determined curriculum for AIDS education or are not reflective of local values and concerns.
9. A student shall be exempt from instructional activities on reproductive health or Acquired Immune Deficiency Syndrome (AIDS) provided his/her parent(s) or legal guardian files a written request with the principal.
10. In compliance with Florida Statute 233.0672, throughout instruction in Acquired Immune Deficiency Syndrome, sexually transmitted diseases, or health education, when such instruction and course materials contains instruction in human sexuality, Taylor County Schools shall:



- a. Teach abstinence from sexual activity outside of marriage as the expected standard for all school-age children while teaching the benefits of monogamous heterosexual marriage.
  - b. Emphasize that abstinence from sexual activity is a certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS), and other associated health problems.
  - c. Teach that each student has the power to control personal behavior and encourage students to base actions on reasoning, self-esteem, and respect for others.
  - d. Provide instruction and material that is appropriate for the grade and age of the student.
11. When dealing with political issues, the positions of all parties will be presented. All presentations of political issues shall be presented on a non-partisan basis. Partisan political literature will not be distributed in Taylor County Schools. However, Taylor County Schools may give out information relating to school taxes or the need for construction bonds.

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

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:** 1010.305; 1006.28; 1001.43; 1006.29; 1006.148, 1008.25; 1003.43; 1003.42; 1003.45, F.S.

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**4.03**

**EXCEPTIONAL STUDENT EDUCATION**

The Taylor County School Board defines an exceptional student as any child who requires special instruction or related services to take full advantage of or to respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality, as determined by a multi-disciplinary team which includes psychological, educational, and/or physical evaluation results provided by specialists qualified under State Board of Education rules. Exceptional students include children with specific learning disabilities or children who are mentally handicapped, speech and language impaired, hearing impaired, visually impaired, physically impaired, emotionally handicapped, profoundly handicapped, or gifted.

- (1) Upon recommendation of the Superintendent or designee, the Board shall annually adopt a plan for the provision of exceptional student education programs for all exceptional students.
- (2) The annual plan for special programs and procedures for exceptional students shall include: screening procedures; pre-referral activities; referral procedures; eligibility criteria; program placement; program dismissal; and descriptions of program organization and operations.
- (3) The annual plan for exceptional student education shall be subject to the approval of the State Commissioner of Education.
- (4) The exceptional student education program shall conform to the provisions adopted by the Board and approved by the Commissioner and shall function in accordance with the provisions of law, State Board of Education rules, and other applicable provisions of Board rules.
- (5) Every Exceptional Student Educating parent shall be informed about the services that are available and appropriate for the student's disability.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1006.07, F.S.**

**1000.21, 1001.42, 1001.43, 1003.57, and**

**State Board of Education Rules:**

**6A-6.0131; 6A-6.03411**

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**4.031  
USE OF FILM IN THE CLASSROOM**

The use of “Film” in the classroom is limited to instructional purposes only and all “Film” must be tied to specific instructional content. At no time may a staff member of the Taylor County School District show a “Film” that is rated above the following rating scale:

- K-3 – G
- 4 -8 – PG
- 9-12 – PG 13

When using “Film” in the classroom, the staff using such “Film” must have previewed such “Film” and determined that it is relevant for the purpose intended and that it contains no inappropriate content or language.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1006.07, F.S.**

**1000.21, 1001.42, 1001.43, 1003.57, and**

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**4.04**

**ADULT EDUCATION**

The Taylor County School Board shall establish and maintain an Adult Education Program that is based on a needs assessment and is designed for basic skills education, secondary education, or life-long learning pursuant to Florida Statutes and State Board of Education rules. This program shall be the direct responsibility of the Superintendent or designee. Course and credit requirements for the GED Diploma and the Adult General Education Program shall be approved by the School Board and incorporated into the Student Progression Plan.

(1) The program shall be designed for:

- (a) An individual who has reached the compulsory school age and has legally withdrawn from the elementary or secondary school of last attendance.
- (b) A high school student who can be more effectively served in this program and who needs a course(s) required for high school graduation; and,
- (c) Any adult resident who desires to further his/her education.

(2) Tuition shall be assessed for the Adult General Education Program is required by law.

1. A student who withdraws from the regular high school program and subsequently enrolls in the Adult General Education Program shall be permitted to re-enter the regular high school program with the written permission of the regular high school principal and the adult education administrator.

2. A student who is enrolled in the Adult General Education Program is expected to attend every class. Attendance shall be kept and reported for each class period by the teacher. Absences shall be counted effective the first scheduled class meeting. An excused absence may be allowed in accordance with the school attendance policy.
3. An official transcript showing acceptable course work or credit completed by a student shall be placed in the student's record. An official transcript is one received directly from the school or school district.
4. Any student enrolled in the area technical center may withdraw from courses to enter active military duty without penalty. Students may re-enroll as per Florida State Statutes.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1001.435, F.S.**

**1000.04, 1001.42, 1001.43,**

**STATE BOARD OF EDUCATION RULES:**  
**6.021**

**6A-6.011; 6A-6.014, 6A-**

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**4.05**

**DROPOUT PREVENTION PROGRAM**

The Superintendent or designee or designee shall develop, for the Taylor County School Board's approval, a Dropout Prevention Program pursuant to Florida Statutes. The Program shall be incorporated and made a part of the District's Student Progression Plan. This Program shall be established so that guidelines are met for requesting state funding for program implementation, whenever applicable.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1006.53, F.S.**

**1001.43,**

**STATE BOARD OF EDUCATION RULE:**  
**6.0523**

**6A-**

**Taylor County School Board**

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**4.06**

**EXTRACURRICULAR PROGRAM**

Interscholastic extracurricular activities shall be defined as a planned secondary school-sponsored competitive activity that exists or is performed between students representing Taylor County Schools, school districts, regions or the state. The extracurricular program shall be considered an essential part of the total school program and shall be under the Director's direction and general supervision. The Principal or designee shall select the personnel to direct and to act as advisors for the various extracurricular activities. Care shall be exercised to limit the load assigned to one teacher.

1. The Principal shall be responsible for determining each participant's eligibility in interscholastic extracurricular activities pursuant to the Bylaws of the Florida High School Activities Association, Inc. If any Taylor County School allows an ineligible student to participate it shall be subject to the penalties set forth by the Bylaws of the Florida High School Activities Association, Inc.
2. All extracurricular activities shall be self-supporting, when possible. Students shall not be excluded from participating in activities for lack of money for dues, materials, or uniforms. Provided, however, this does not apply to charging admission for students who are spectators of extracurricular activities.
3. Funds derived from extracurricular activities shall be processed according to the Taylor County School Board accounting procedures.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42,F.S.**

**LAWS IMPLEMENTED:**  
**1006.20(9),F.S.**

**1012.22; 1001.43; 1006.15;**

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**4.07**

**STUDENT CLUBS AND ORGANIZATIONS**

The Taylor County School Board shall approve all student clubs and organizations before they can operate within a school center.

1. All student clubs and organizations shall comply with the following:
  - a. The decision of one member of an organization shall not be one of the factors in selecting additional members.
  - b. The charter and constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct for members and shall be maintained on file for immediate reference by all students and instructional personnel of the school.
  - c. There shall be no type of hazing in any club or organization within or in any way affiliated with the school. Hazing shall be defined as any action or situation for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the school that recklessly or intentionally endangers a student's mental or physical health or safety.
  - d. Dues shall be reasonable and not prohibitive.
  - e. All meetings shall be held on School property. This may be waived for special meetings and events upon the faculty sponsor's request and Principal's approval.
  - f. A faculty sponsor shall be present at all meetings.
  - g. All social events shall be adequately chaperoned.
  - h. All monies accruing to any school club or organization shall be accounted for through the school's accounting system.
  - i. A student club or organization shall not conduct any activity or act that violates Florida Statutes, School rules, or the policies of the school.
2. Any school club or organization, which engages in an initiation ceremony for its members, shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the Principal.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1006.07; 1001.43; 1006.09; 1006.63, F.S.**

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**4.08**

**STUDENT PUBLICATIONS**

The Principal may approve (Based upon Taylor County School Board policy) establishment of a school newspaper or magazine for students and their parent(s) or legal guardian as a part of the school curriculum.

1. The Principal shall be responsible for supervising the publication of newspapers, magazines, yearbooks, and programs and for ensuring these publications do not impede or otherwise interfere with the educational purpose of the school. Publications shall conform to the University of Florida requirements relating to communications with the public.
2. The Principal shall not allow advertisements in school publications from businesses that include, but are not limited to, the sale of intoxicants or tobacco.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1006.28; 1001.43, F.S.**

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**4.09**

**PUBLIC APPEARANCE OF SCHOOL GROUPS**

No Taylor County school group may make a public appearance without the Principal's approval.

1. Requests for the school band or any school organization to make a trip or a personal appearance shall be directed to the Principal for approval.
2. School groups may participate in or perform for a political function by parading or playing instruments provided it is a community rally.
3. School groups may be used for school activities, civic programs, and community programs.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1006.07; 1001.43, F.S.**

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**4.091**

**PHYSICAL EDUCATION**

The Taylor County School District strives to provide a developmentally appropriate, safe, supportive, and structured learning environment in which all students can experience success. As per the Sunshine State Standards (SSS), the physical education program will address and enhance the motor, cognitive, and interpersonal skills as well as the fitness abilities of each student. Students will have a better understanding of health issues and the skills and attitudes that will enable them to make informed decisions for a healthy, active lifestyle now and in the future.

The District follows a standards-based physical education curriculum using the Sunshine State Standards for planning, instructing, and evaluating student progress.

The physically educated student is expected to do the following:

- A. Demonstrate competency in motor skills and movement patterns needed to perform a variety of physical activities;
- B. Demonstrate understanding of movement concepts, principles, strategies, and tactics as they may apply to the learning and performance of physical activities;
- C. Develop an appreciation for the freedom of movement, develop the confidence to try new skills, and pursue a healthy, active lifestyle through physical fitness;
- D. Be responsible and demonstrate leadership while working to develop and encourage positive attitudes and sportsmanship;
- E. Understand and appreciate the value of individual, cultural, and physical differences by participating in cooperative activities;
- F. Value physical activity for health, enjoyment, challenge, self-expression, and/or social interaction;

- G. Take ownership of his/her actions by solving problems, making decisions, communicating effectively, and setting goals;
- H. Wear appropriate dress for physical education class/activities and participate regularly in physical activity of moderate intensity.

#### Program Requirements

- A. Physical education teachers will work cooperatively with parents, physicians, guidance counselors, and administrators to design/adapt physical activities to meet the needs of all students;
- B. Physical activity and physical education time shall not be withheld as a punishment or used as a punishment; and  
  
The physical education class shall be consistent with the District's safety procedures.
- C. NOTE: Students enrolled in physical education K-5 shall be reported through periodic student membership surveys.

**STATUTORY AUTHORITY: 1001.42 (16)(a), (17)(a), and 1003.455(1), (2), F.S.**

**LAWS IMPLEMENTED:**

**1003.455, 1001.42, F.S.**

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**4.092**

**ACADEMIC AND CAREER PLANNING**

Middle grade students shall participate in a career and educational planning course during the seventh or eighth grades. Career exploration shall be included in the curriculum. The purpose of this course shall be to enable students and parents to develop realistic academic achievement and career goals for postsecondary experience. By the end of the course, each student shall have completed a four (4) to five (5) year academic and career plan (ePersonal Education Planner) based on postsecondary and career goals. The Superintendent shall develop procedures regarding the academic and career plan content and format.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43; 1003.4156, 1003.491, 1006.02,  
1006.21; F.S.**

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**4.093  
COMMUNITY SERVICE**

- I. The Superintendent shall develop a program of community involvement to enable students to meet the community service requirement for the Florida Academic Scholars award or other scholarship program.
  
- II. A community service activity shall be a service or benefit provided by the student to meet an identified need in the community. The activity should also provide a learning opportunity for the student.
  
- III. An activity must be
  - A. Fulfilled in a safe environment;
  
  - B. Conducted outside the time allotted for the instructional program on a school day; and
  
  - C. Approved in advance by the school principal.

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

**1001.41,**

**LAW(S) IMPLEMENTED:**  
**1009.534, F.S.**

**1001.43,**

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**4.10  
ATHLETICS**

The Taylor County School Board Policy regarding Athletic Programs directs that the:

1. Taylor County Schools athletic programs shall be under the control of the Principal or designee.
2. Taylor County Schools will be a member of the Florida High School Activities Association, Inc. (FHSAA) and shall be governed by the rules and regulations adopted by FHSAA. Students who participate in athletics shall meet eligibility requirements established by FHSAA and the state laws and rules.
3. Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The Principal or designee shall be responsible for obtaining proof, as evidenced by a copy of the insurance card and a signed statement from the student's parent(s) or legal guardian, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s) or legal guardian through the school, or the parent(s) or legal guardian may submit evidence that insurance has been provided through another source.
4. No student shall engage in, practice, or participate in any interscholastic game without the written permission of the student's parent(s) or legal guardian being on file.
5. Pursuant to Section 768.135, Florida Statutes, licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.
6. All students shall be subject to the Code of Student Conduct while attending athletic events and practices.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED: 768.135, 1006.07; 1001.43; 1006.15; 1006.16.  
1006.20; F.S.**

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**4.11**

**ALLOCATION OF INSTRUCTIONAL MATERIAL**

It is the policy of the Taylor County School Board that:

(1) The distribution of all textbooks, library resources, and other instructional materials shall be made on an equitable basis to District schools. The allocation of these materials shall be based solely on student full-time equivalent membership funds, school enrollment and membership, or similar indicators of the schools' student population and needs.

(2) Student fees may be charged only for special need areas when recommended by the principal and approved by the Superintendent or designee.

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

**1001.42,**

**LAWS IMPLEMENTED:**  
**1006.28, F.S.**

**1001.43,**

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**4.12**

**INSTRUCTIONAL MATERIALS SELECTION**

The Taylor County School Superintendent or designee shall develop procedures based on Florida Statutes for purchasing, managing, selling, and discarding textbooks and other instructional materials. These procedures will be outlined in the Management of Instructional Materials Manual and are adopted as part of this policy by reference.

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

**LAWS IMPLEMENTED:** **1006.28; 1006.31; 1001.43; 1006.29(5), F.S.**

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**4.13**

**EDUCATIONAL MEDIA MATERIALS SELECTION**

1. Objectives of Selection -- The primary objective a school's educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view. The responsibility of the media center is to provide:
  - a. Materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students served.
  - b. Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
  - c. A background of information enabling students to make intelligent judgments in their daily life.
  - d. Materials representative of the many religious, ethnic, and cultural groups and their contributions to the American heritage.
  - e. A comprehensive collection appropriate for the users of the media center that places principle above personal opinion and reason above prejudice in the selection of materials of the highest quality.
2. Criteria for Selection of Educational Materials
  - a. The standards to determine the propriety of the educational materials shall be pursuant to Florida Statutes.
  - b. First consideration shall be given to the needs of the school based on knowledge of the curriculum, of the existing collection, and the of the needs of children and youth. Requests from users of the collection (i.e., administrators, faculty, parents, and students) shall be given high priority.
  - c. Materials shall be considered on the basis of accuracy of content, overall purpose, timeliness, importance of the subject matter, quality of the

writing/production, readability and popular appeal, authoritativeness, comprehensiveness of the material, reputation of the author/artist/composer/producer, etc.; and format and price.

- d. Gifts of media or money shall be accepted with the understanding that those persons having the responsibility for acquisitions will use the same selection criteria to determine their use or disposition and procedures as purchased materials.

3. Procedures for Selection

- a. In selecting materials for purchase, the school media specialist shall evaluate the existing collection and shall consult with:
  - 1. Reputable, unbiased, professionally prepared selection aids such as those published by companies generally accepted by the educational media profession.
  - 2. Media staff, curriculum consultants, faculty, students and community representatives.
  - 3. Media committee appointments by the Director to serve in an advisory capacity in the selection of materials.
- b. In specific areas, the media specialist shall follow these procedures:
  - 1. Purchase materials that are outstanding and frequently use.
  - 2. Replace periodically worn or missing basic items;
  - 3. Withdraw out-of-date or unnecessary items from the collection; and
  - 4. Examine sets of materials and materials acquired by subscription and purchase to fill a definite need.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**  
**F.S.**

**1006.28; 1001.43; 1006.34(2)(B),**

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**4.14**

**NON-SCHOOL RELATED TRAVEL**

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

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

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.41; 1001.43, F.S.**

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4.15

**DISTRICT AND STATEWIDE ASSESSMENT PROGRAM**

Provisions of the District and statewide testing program for students shall be set forth in the Testing Handbook for Taylor County School Board. The Handbook shall be approved by the Taylor County School Board and is hereby incorporated by reference and made a part of these rules. No student shall be excluded from participation in, be denied the benefit, or subjected to discrimination under and District testing program based on race, color, religion, gender, age, national or ethnic origin, political or religious beliefs, marital status, sexual orientation, disability if otherwise qualified, genetic information, or social or family background.

The District shall adopt local assessments to measure student performance in all subjects and grade levels not measured under the statewide assessment program. The assessments shall measure mastery of course content as described in state adopted course descriptions. Local assessments may include statewide assessments, other standardized assessments, industry certification assessments, end of course assessments and teacher-selected or principal-selected assessments. The following shall be approved by the School Board and included in the Testing Handbook for District Schools; the process for the selection, development, administration and scoring of local assessment; the procedure for collection of assessment results; and the assessment schedule. Assessment schedules shall be published on the District website and reported to the Department of Education.

Test modifications shall be made for students with disabilities and LEP consistent with state and federal requirements.

The parent, as defined by Florida Statutes, of each student must be notified as to the progress of the student towards achieving state and District expectations for proficiency in reading, science, writing and mathematics. A student's state assessment results must be reported to the parent.



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

1001.41,

**LAWS IMPLEMENTED:**  
1001.43, 1008.22, 1008.34 F.S.

100.21, 1001.11(5),

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4.16

**SECURITY OF TESTS**

**All mandatory tests administered by or through the State Board of Education, District administered national norm-referenced tests, and local assessments adopted under the provisions of 1008.22, F.S. shall be secured pursuant to Florida Statutes and State Board of Education rules.**

- 1. District and School personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security. The testing coordinator shall instruct school test coordinators and principals on test security measures. The Principal or designee shall be responsible for informing the faculty of test security measures.**
- 2. The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator. Any unresolved problems in the District shall be reported to the Superintendent or designee and will then be forwarded to the Florida Department of Education pursuant to Rule 6A-10.042.provisions in State Board of Education**
- 3. The testing coordinator shall coordinate the return and/or the destruction of test materials as directed by the Florida Department of Education**

STATUTORY AUTHORITY:  
F.S.

1001.41, 1001.42,

LAWS IMPLEMENTED: 1008.22, 1008.23, 1008.34, 1001.43, 1001.11(5),  
1008.34 F.S.

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**4.17**

**CHALLENGED MATERIALS**

- I. The following procedures shall be followed when the appropriateness of books or materials is questioned:
  1. School-community citizens may register their concerns with the Superintendent or designee of Taylor County Schools.
  2. All concerns shall be presented in writing on a printed form that is available in the office of the Superintendent or designee. The written objection must be filed within thirty (30) calendar dates of the adoption of the material. A complainant who does not complete and return the form within the required time shall receive no consideration. The statement shall include the following information:
    - a. Author, compiler, or editor;
    - b. Publisher
    - c. Title
    - d. Reason for objection
    - e. Page number of each item challenged; and
    - f. Signature, address, date, and telephone number of person making the criticism.
  1.
    3. Within thirty (30) days after the initial thirty-day period has expired, the School Board shall conduct at least one public hearing on all petitions received during the thirty-day time period. The petitioner(s) shall be notified in writing of the date and time of the hearing at least seven (7) days prior to the hearing.
    4. The contested material shall be made available to the public online at least (7) days before the hearing.
    5. The decision of the School Board, after convening a hearing, shall be final and not subject to further review or petition.
- II. The following procedures shall be followed for other objections to instructional materials.

1. A parent, as defined by Florida Statutes, may object to his/her child's use of a specific instructional material or an adult student may object to the use of a specific material in his/her instructional program. The parent of adult students may request a conference with the principal or principal's designee to discuss the use of the material.
  2. The complaint will be provided with the District's policies and procedures for the selection of instructional materials. The principal or designee will explain the use of the material in the instructional program and answer questions from the individual.
  3. If the issue is not resolved at the conference, the complainant will be provided with the form to file a written objection and an explanation of the process that will be followed.
  4. These procedures shall be followed for school-level appeals.
    - a. A committee of teachers, educational media specialists, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations of any changes. the principal shall notify the superintendent and the instructional materials coordinator when a committee is convened.
    - b. Challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending the final decision.
    - c. Challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised, the committee shall report its decision within fifteen (15) working days.
- 
1.
    5. These procedures shall be appropriate for district-level appeals and shall be followed when the complainant disagrees with the decision rendered from the school level appeal.
      - a. A committee shall be appointed by the Superintendent to review the appeal. The Superintendent shall designee the instructional materials coordinator as being responsible for the organization of the review committee according to School Board policies. The committee's recommendations shall be submitted to the Superintendent within fifteen (15) working days. A committee member shall not be selected from the school where the challenged materials originated.

1. The following shall serve as a review committee for elementary schools: the chairperson of a School Advisory Council or designee, Elementary media specialists, elementary principal, a curriculum supervisory, three (3) instructional staff members at the elementary level and two (2) parents, as defined by Florida Statutes, of elementary age students.
  2. The following shall serve as a review committee for secondary schools: The chairperson of a School Advisory Council or designee, Secondary media specialist, Secondary principal, a curriculum supervisory, three (3) instructional staff members at the secondary level and two (2) parents, as defined by Florida Statutes, of secondary age students.
  - b. The committee's review shall be treated objectively, unemotionally, and in a businesslike manner and shall be conducted in the best interest of the students, the school and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
  - c. The complainant shall be informed, in writing, in fifteen (15) working days after the committee's recommendations is received by the Superintendent.
1.
    6. A School Board appeal may be requested by the complainant when the school and district-level appeals do not satisfactorily resolve the concerns. The School Board shall review recommendations from the school and district-level committees and shall render the final decision on the complainant's concern.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
1001.41, 1001.43, 1006.28 F.S.

**1000.21,**

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**4.18**

**HOMEWORK ASSIGNMENTS**

Excessive homework shall not be assigned. In a departmentalized situation, a teacher in a given subject matter area shall not monopolize the student's homework time to the detriment of other courses being taken by the student. Homework, when assigned, shall:

1. Meet the needs of the individual student;
2. Be thoroughly explained to the student;
3. Result in learning and not be busywork or a repetition of what the student already knows;
4. Be assigned with sufficient time for a student to obtain any resource that is needed or required;
5. Not be assigned as a disciplinary measure; and,
6. Be reasonable in length of time for completion of the assignment.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1006.28, F.S.**

**1001.43,**

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**4.19**

**SUMMER SCHOOL**

(1) The School Board authorizes an annual summer school program if funding is provided in the annual State funding allocation. The Superintendent or designee shall determine the building site(s).

(2) It shall be the responsibility of the summer school principal to complete payroll and attendance reports and to maintain proper accounts of all funds. Registration fees as determined by the School Board shall be charged for students who do not generate state funds.

(3) All summer school requirements are contained in the Student Progression Plan.

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

**1001.41,**

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

**1001.42,**

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**4.20**

**HOME EDUCATION PROGRAMS**

(1) Home education programs in Taylor County shall adhere to the provisions of Florida Statutes. The Superintendent or designee shall be responsible for assuring that the home education programs are in compliance with Florida Statutes.

(2) The following provisions shall govern home education programs offered by a student's parent(s) or legal guardian. The parent(s) or legal guardian shall:

(a) Notify the Superintendent or designee in writing within thirty (30) days of the establishment of a home education program. The notice shall be signed by the parent(s) or legal guardian, and include the names, addresses, and birth dates of all children who shall be enrolled in the program. Copies of applicable Florida Statutes, and the home education policy will be given to the parent(s) or guardian and a conference to discuss the requirements will be held with the parent(s) or guardian.

(b) Maintain a portfolio of records and materials for a period of two (2) years. Contents of the portfolio shall include:

- i. A log made contemporaneously with the instruction, which designates by title the reading material being used;
- ii. Samples of any writings, worksheets, workbooks, and creative materials used or developed by the student;
- iii. Copies of any testing or other appropriate evaluations of skills taught; and,



iv. A log of daily instructional and study times.

(c) Portfolios will be inspected by a District employee upon 15 days written notice.

(d) Parents shall provide an annual educational evaluation to their student(s) being home educated. The annual educational evaluation shall document the student's demonstration of educational progress at a level commensurate with his/her ability. A copy of the evaluation shall be filed annually with the School Board. The annual educational evaluation shall be conducted in accordance with Florida Statutes.

(e) The Superintendent or designee shall determine if the student has demonstrated educational progress commensurate with his/her ability. If such progress has not been achieved, the parent(s) or legal guardian shall be notified in writing and have one (1) year from the receipt of written notification to provide remedial instruction. Continuation in the home educational program shall depend upon the student's educational progress at the end of the one (1) year probationary period.

(f) Home Education families are to provide written notice to the Superintendent or designee's office of an address change or of their intention to terminate the home education program.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1000.21,**

**Chapter 490,**

**1001.41,**

**1001.43, F.S.**

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**4.21**

**SCHOOL FUNCTIONS**

(1) Any school social function shall be chaperoned by an instructional staff member and shall be approved by the principal prior to scheduling.

(2) Faculty members shall be encouraged to attend social functions.

(3) Dances sponsored by the school or held on school property shall be subject to the following conditions. Dances shall be:

(a) Attended by the principal or designee; and,

(b) Well chaperoned with at least (1) chaperone being a parent.

(4) A student shall lose all privileges under this rule if he/she is unable to behave in a pleasant and wholesome manner.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1006.07, F.S.**

**1001.43,**

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**4.22**

**CHAPERONES FOR SCHOOL FUNCTIONS**

All school functions including field trips and extracurricular events and recreational activities such as picnics, parties, excursions, and similar activities under the sponsorship of the school shall have one (1) sponsor for the first ten students and one (1) additional chaperone for each fifteen additional students. A sponsor is a School Board employee who holds a valid Florida Educator's Certificate. Chaperones are volunteers and shall be approved by the principal in compliance with procedures outlined by the Superintendent or designee. The principal may use his/her discretion in determining whether additional chaperones are necessary. Activities sanctioned by the Florida High School Activities Association, Inc., shall be governed by the regulations of that association. Activities of vocational student organizations shall be governed by rules of the State Board of Education.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1006.07, F.S.**

**1001.43, 1003.31,**

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**4.23**

**BAND ACTIVITIES**

Band instruction shall be a component of the District curriculum. Any school band shall observe the following rules:

- (1) Saturday and Sunday performances shall be limited to those approved by the principal.
- (2) There shall not be more than one (1) band appearance on a night preceding a school day during any one (1) week.
- (3) Uniformed band appearances shall cease on the closing day of school for any school year except by special permission of the School Board.
- (4) A school band may not play where alcoholic beverages are being served.
- (5) A school band may not play for a partisan political rally or for religious sponsored activities of a denominational nature.
- (6) Adequate insurance shall be carried on all school-owned instruments.
- (7) The rules of the Florida School Music Association, Inc., shall be observed.

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

**1001.41,**

**LAWS Implemented:**  
**F.S.**

**1001.43, 1006.07,**

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**4.24**

**FIELD TRIPS**

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

- (1) A field trip for one (1) day shall be limited to a radius of 100 miles from the school unless otherwise approved by the School Board.
- (2) Transportation costs of field trips shall be paid from the schools' transportation budget. Educational field trips shall not be of a prohibitive cost to the students.
- (3) The parent or guardian shall be notified prior to any field trip. Such notice shall state the place to be visited, the date of the trip, the time of departure, and the time of return to the school. Any student making a trip shall present a note from his/her parent or guardian giving permission for him/her to make the trip.
- (4) The Superintendent or designee shall develop procedures to be followed relating to educational field trips.
- (5) A trip that is not directly related to the instructional program but which is related to a school-sponsored or connected activity shall be considered an extracurricular trip.
- (6) The Superintendent or designee shall develop procedures to be followed relating to extracurricular field trips.

**STATUTORY AUTHORITY:**  
**F. S.**

**1001.41, 1001.42,**

**LAWS IMPLEMENTED:**  
**1006.22, F.S.**

**1001.43, 1006.21,**

**State Board of Education Rule:**

**6A-3.017**

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**4.25**

**PARTICIPATION OF HOME SCHOOLED AND PRIVATE SCHOOL  
STUDENTS IN EXTRACURRICULAR ACTIVITIES**

Home-education students currently enrolled in home-education programs registered with the School, as well as students entering grades six (6) through twelve (12) in a public school from a home-education program, are eligible to participate in extracurricular activities, provided they meet all Florida Statutes requirements and rules established by the School and Florida High School Activities Association and Florida School Music Association by-laws.

A private school student is eligible to participate in an interscholastic or interscholastic sport at a public high school, a public middle school or a six (6) through twelve (12) public school that is zoned for the physical address at which the student resides provided the student meets all Florida Statutes, requirements and rules established by the Taylor County School Board, and FHSAA bylaws.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43; 1006.15 F.S.**

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**4.26**

**CHILDREN OF MILITARY FAMILIES**

The Taylor County School System shall recognize the provisions of the Interstate Compact on Educational Opportunities for Military Children and shall address the educational transition issues faced by military families.

Assistance to children of military families, as defined in the Compact, shall include but not be limited to:

- Enrollment and eligibility
- Educational records;
- Placement;
- Attendance; and
- Graduation.

The Superintendent shall develop procedures to assist students who are children of military families and to remove barriers to educational success.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1000.36; 1001.43; 1003.05; F.S.**

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# Students

## Chapter 5

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**5.01**

**LEGAL NAME**

When a parent, legal guardian or any other person seeks to enroll a student under a name other than the legal name, or seeks to change the name of a student already enrolled, the parent or other person shall be informed that the name of the student as recorded on the birth certificate or other supporting evidence, as provided by law, will be used on all official records until such time as a certified copy of a final court order verifying a legal change is received.

**STATUTORY AUTHORITY:**

**LAWS IMPLEMENTED:**

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**1001.41; 1001.42, F. S.**

**1001.43; 1003.21, F. S.**

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**5.02**

**STUDENT ATTENDANCE**

1. A student who is absent without the school's approval shall have his/her parent(s) or legal guardian report such absences to the school center in the matter prescribed by the Code of Student Conduct.
  - a. The Code of Student shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.
  - b. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal shall implement this provision on an individual basis pursuant to Florida Statutes, and State Board of Education Rule.
  - c. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.
2. Student absences must be tracked on a daily basis and parents contacted as required by law.
3. A person designated by the Superintendent or designee shall investigate truancy problems.

**STATUTORY AUTHORITY:** 1001.41; 1001.42, F.S.  
**LAWS IMPLEMENTED:** 1001.41; 1001.42; 1001.43; 1001.54; 1002.31;  
1002.38, F. S.

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**5.03**

**ADMISSION TO KINDERGARTEN**

Any child shall be eligible for admission to kindergarten if he/she has attained the age of five (5) on or before September 1<sup>st</sup> of the school year. Provided, however, a child who transfers from another state shall be admitted under the same age requirements as established in the state where he/she previously resided. Before admitting a child to kindergarten, the principal shall require evidence of:

1. The child's date of birth in the manner provided by Florida Statutes;
2. An up-to-date immunization record; and
3. A school-entry health examination conducted within one (1) year prior to enrollment in school in accordance with State Board of Education Rule 6A-6.024.

**STATUTORY AUTHORITY:**

**1001.41, F. S.**

**LAWS IMPLEMENTED:**

**1003.21; 1001.43; 1003.22; 1008.21, F. S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-6.024**

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**5.04**

**ADMISSION TO FIRST GRADE**

1. For admission to first grade, a student shall be six (6) years old on or before September 1<sup>st</sup> of the school year and shall satisfy one (1) of the following requirements:
  - a. Previous enrollment and attendance in a Florida public school.
  - b. Satisfactory completion of kindergarten requirements in a non-public school; or,
  - c. Previous attendance in an out-of-state school in which he/she was admitted based on age requirement established by the state of residency.
2. First grade students shall progress according to the Taylor County School Board Student Progression Plan.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1003.21; 1001.43; 1003.22, F. S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-6024**

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**5.05**

**ADMISSION TO POST-SECONDARY VOCATIONAL PROGRAMS**

(1) The Superintendent or designee shall develop written procedures to implement Florida Statutes and State Board of Education rules, which pertain to students with learning disabilities or other impairments who enter post-secondary programs in vocational-technical education centers. The procedures shall include, but not be limited to:

- (a) A method for identifying students who meet the definition of hearing impaired, visually impaired, or learning disabled pursuant to State Board of Education rules.
- (b) Development of reasonable substitutions for admission and graduation requirements for post-secondary programs offered at a vocational-technical center.
- (c) A plan for advising students about eligibility criteria and substitution requirements.
- (d) Individualized counseling for students who may qualify for substitution requirements.
- (e) An appeal process for students who do not qualify for substitution requirements.
- (f) A student who attends the Area Vocational-Technical Center shall be classified as either a high school student or an adult student.

- i. A high school student is a student who is age sixteen (16) or older and is concurrently enrolled in a regular high school and the Vocational-Technical Center for one (1) to six (6) hours daily.
- ii. An adult student is a person who is sixteen (16) years or older and has withdrawn from a regular school program.

(2) The Superintendent or designee shall maintain records on students who apply for and who are permitted to enter post-secondary programs based on Florida Statutes and State Board of Education rules. Data collected shall be in accordance with State Board of Education rules.

- 1. Upon the recommendation of the Superintendent or designee, the Board may approve plans and agreements with institutions of higher education for dual enrollment and/or early admissions programs.

**STATUTORY AUTHORITY:**

**LAWS IMPLEMENTED:**

**STATE BOARD OF EDUCATION RULE:**

**TAYLOR COUNTY SCHOOL BOARD**

**1001.41, 1001.42, F.S.  
1001.43, 1007.264, F.S.  
6a-10.041**

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**5.06**

**GRANTING PERMISSION FOR STUDENTS TO LEAVE THE SCHOOL CAMPUS**

1. No student shall be permitted to leave the school campus during the school day for school business/activities without the school's prior approval or written consent from the student's parent(s) or legal guardian providing an acceptable reason is established.
2. The principal or the teacher shall definitely establish the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent or guardian having custody of the child, the principal or teacher concerned shall not release the child without the verified authorization of the parent or guardian who has custody of the child.
3. The provisions of this sub-section shall not apply to a law enforcement officer, court official, other authorized agency officials, or proper school employee; provided, that the person's identity and authority are clearly established.
4. If a student is eighteen (18) years old or otherwise identified by statutes as being treated as having achieved majority status, and having verified this with school officials, they shall be considered as acting as their own guardian for purposes of this policy if they provide proper written documentation, if feasible, that their parents/guardians have been informed of their decision.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**415.506, 1006.07, 1001.43, F.**

**S.**

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**5.07**

**STUDENT CONTROL**

All students enrolled Taylor County Schools shall be subject to the laws and regulations of the State Board of Education, the rules and policies of the Taylor County School Board and the Code of Student Conduct and shall be under the control and direction of the Principal or designee during the time they are attending school or a school-sponsored activity, and during a reasonable time they are on school premises for school attendance or authorized activities.

1. The Principal or a person designated shall see that students are properly supervised while at school and during any school-sponsored activity.
2. The teacher or other members of the instructional staff shall assume authority for the control and supervision of students as may be assigned by the Principal or the Principal's designated representative and shall keep good order in the classroom and/or other places where in charge of students.
  - a. No student may be suspended from school, or from class, except as provided by law and the policies of Taylor County School Board.
  - b. No student shall be suspended for unexcused absence, tardiness, or truancy unless otherwise provided in the Code of Student Conduct.
  - c. Corporal punishment is not allowed in the Taylor County School District.
3. This policy shall not apply to students while private vehicles under the provisions of 1011.68, F.S, are transporting them.
4. The Code of Student Conduct for Elementary, Middle, and High School is hereby incorporated by reference and made a part of this rule. The Code of Student Conduct shall:

- a. Be developed by appropriate grade level teachers, school personnel, school administrators, students, and parent organizations.
  - b. State grounds for disciplinary action procedures and the rights of students.
  - c. Be distributed to all teachers, school personnel, students, and students' parent(s) or legal guardian(s) at the beginning of each school year.
  - d. Be filed in the Superintendent of Schools', or designees', office.
5. The Code of Student Conduct shall be discussed with students, school advisory council, and parent/teacher associations at the beginning of each year.
  6. Any decision made by the Taylor County School Board or the Superintendent or designee that conflicts with provisions in the Code of Student Conduct shall prevail until revisions are adopted.
  7. The Principal shall use the Code of Student Conduct to familiarize students with Taylor County Schools' rules relating to students' rights, responsibilities, and conduct at the beginning of each school year and whenever he/she deems it necessary.

The principal shall establish the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent or guardian having custody of the child, the principal shall not release the child without the verified authorization of the parent or guardian who has custody of the child.

A staff member shall not inappropriately associate with students at any time in a manner which 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 a staff member will subject the offender to potential criminal liability, discipline up to, and including termination of employment.

A staff member shall not transport students in a private vehicle without the approval of the Principal or designee.

If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, et cetera, the staff member may attempt to assist the student by facilitating contact with the appropriate school personnel (i.e., counselor, social worker, or psychologist) or appropriate agency.

**STATUTORY AUTHORITY:**

**1001.4, 1001.42, F.S.**

**LAWS IMPLEMENTED: 120.57(1), 1003.21, 1003.0, 1006.07, 1006.13,  
1001.43,**

**1006.08, 1003.31, 1006.0; 1006.10, 1003.32, F. S.**

**STATE BOARD OF EDUCATION RULES:**

**6a-1.04040**

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**5.08**

**STUDENT DETENTION, SEARCH, AND SEIZURE**

1. Any instructional or administrative staff member shall be authorized to temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or Taylor County School Board rules. No student shall be temporarily detained longer than is reasonably necessary. Such temporary detention shall not extend beyond the place where it was first affected or the immediate vicinity thereof.
2. If, at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed stolen or illegal property or contraband on his/her person, or within his/her locker or other student storage space, an administrative staff member may search the personal property of a temporarily detained student or his/her locker or other storage space for the purpose of disclosing the presence of suspected stolen or illegal property.
3. Stolen or illegal property, which is, seized during a search of the personal property of the student or his/her locker or other student storage space shall be given to law enforcement authorities, when appropriate.
4. The Principal shall place a sign that is clearly visible to students and in a prominent location(s) within the school. The sign shall contain the following text:

**NOTICE TO STUDENTS**

SCHOOL AUTHORITIES MAY SEARCH A STUDENT'S PERSONAL PROPERTY,  
HIS/HER LOCKER OR OTHER AREAS UPON REASONABLE SUSPICION THAT A

PROHIBITED OR ILLEGALLY POSSESSED SUBSTANCE OR OBJECT IS CONTAINED  
WITHIN THE AREA. PURSUANT TO FLORIDA STATUTE 232.256

5. The following provisions shall apply to canine searches/screening for illegal substances:
  - a. Canine sniffers shall be used primarily for school purposes to bring disciplinary action against students who are found in possession of illegal substances.
  - b. Parents, students, employees of Taylor County School Board and the public shall be informed that the school campus, including, but not limited to buildings, parking areas, athletic and recreational areas, and lockers are Taylor County School Board property and no one using said property, whether as a student or in any other capacity, has the expectation of privacy in or around said property.
  - c. Students shall be informed that automobiles, trucks, vans, or other transportation means located or operated on Taylor County School Board property is a privilege granted by the District and students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.
  - d. The Principal or designee shall determine at what times and in which location the canine sniffers may be utilized. The school Principal or designee shall be notified each time the canine sniffers are brought on campus.
1. The canine sniffers shall be controlled and directed at all times by qualified handlers from the State, Sheriff's Department, or local police departments.
2. Searches shall be conducted at the qualified handler's direction in cooperation with the School personnel.
3. The Principal shall be responsible for parental notification if a search turns up items that may be against the law, student disciplinary action, student due process, and public relations related to such searches.
4. Custody, analysis, and disposal of any illegal substance shall be the responsibility of law enforcement.
6. Delinquent acts and crimes occurring wherever and whenever students are under the jurisdiction of personnel from Taylor County Schools shall be reported to law enforcement.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F. S.  
**LAWS IMPLEMENTED:** 1006.07, 1006.13, 1001.43, 1006.09(9),  
1003.31, F. S.  
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**5.09**

**EXPULSION OF STUDENTS**

The Taylor County School Board recognizes that exclusion from the educational program of the schools, whether by emergency removal, suspension, or expulsion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process.

No student is to be removed, suspended, expelled, or excluded from an activity, program, or a school unless his/her behavior represents misconduct as specified in the Discipline Matrix approved by the Board. The Matrix shall also specify the procedures to be followed by school officials. In addition to the procedural safeguards and definitions set forth in this policy and the Discipline Matrix, the procedures set forth regarding Discipline of Students with Disabilities shall apply to students who have disabilities under the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1973.

For purposes of this policy and the Superintendent's administrative procedures, the following definitions shall apply:

- "Emergency removal" means the exclusion of a student who poses a continuing danger to Board property or persons in the District or
- A. whose behavior presents an on-going threat of disrupting the educational process provided by the Board.
- "Suspension" means the temporary removal of a student from all classes of instruction on public school grounds and all other school-
- B. sponsored activities, except as authorized by the principal or designee, for a period not to exceed ten (10) school days.

- "Expulsion" means the removal of the right and obligation of a student to attend a public school for a period not to exceed the remainder of the term or school year and/or one (1) additional year of attendance.
- C.

### Suspension

When a student's actions are disruptive to himself/herself or to the school as to violate law, Board policies, or school rules, the student may be suspended by the principal or designee from his/her regular classes or school-sponsored activities for a prescribed number of days not to exceed ten (10). The principal or designee may refer the student during the period of the suspension to in-school suspension or shall remand the student to the custody of his/her parent or guardian. Prior to suspending a student, except in emergencies, the principal or designee shall make an effort to employ parental assistance or alternative methods of dealing with the student and shall document such efforts.

In no case shall a teacher suspend a student from school or class. No student shall be suspended for unexcused tardiness, lateness, absence, or truancy.

The procedure below shall be followed for suspensions from school:

- The principal or designee will provide to the student oral and written notice of the charges and an explanation of the evidence against him/her. In a conference, the student will have an opportunity to
- A. respond to the charges and to explain his/her behavior. Except in the case of an emergency removal, a suspension shall not be made prior to the conference opportunity.

- The principal or designee will determine whether the student has committed the misbehavior and, if so, what will be the consequences. If the principal or designee determines that there are sufficient
- B. grounds for suspension, then the student will be informed that she/he is being suspended from school and for what length of time. The student will be suspended effective at the end of the school day unless circumstances dictate otherwise.

- The principal or designee will make a good faith effort immediately to report to the student's parent or guardian by telephone of the suspension and the reasons for it and will also send written notice to
- C. the student's parent or guardian within twenty-four (24) hours from the start of the suspension or on the next regular work day. Delivery will be by U.S. Mail or by hand. The notice will state the length of the suspension and the reasons for it.

(D) A parent and/or student may appeal a suspension decision directly to the school principal.

A.

### Emergency Removal

In an emergency, the principal may temporarily suspend a student prior to a conference when, in his/her judgment, the safety or health of students, staff, or other persons in the school may be threatened by the continued presence of the student. When temporary suspension is necessary, the principal will inform the parent or guardian by the most rapid means (including telephone). As soon as feasible under the circumstances, the principal shall hold a conference with the student or parents. Following the conference, the principal may formally suspend the student; however, in no case shall the principal's temporary and formal suspensions exceed ten (10) days for the same offense.

### Expulsion

The school principal may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct (as defined in the Discipline Matrix), including, but not limited to, willful disobedience, open defiance of authority to a member of the principal's staff, violence against persons or property, or any other act which substantially disrupts orderly conduct of the school.

The procedure below shall be followed for expulsions from school:

The principal or designee will provide to the student oral and written notice of the charges and an explanation of the evidence against him/her. In a conference, the student will have an opportunity to

- A. respond to the charges and to explain his/her behavior. The student may present witnesses to the incident and may question witnesses, so long as the questioning does not threaten, harass, or intimidate.

The principal will determine whether the student has committed the misbehavior and if so, what the consequences will be. If the principal determines that there are sufficient grounds for expulsion, the student

B. will be informed that she/he is being suspended from school for ten (10) days and that a recommendation for expulsion is being forwarded to the Superintendent. The student will be suspended effective at the end of the school day unless circumstances dictate otherwise.

- C. The principal or designee will make a good faith effort immediately to inform the student's parent or guardian by telephone of the



suspension and the reasons for it and will also send written notice to the student's parent or guardian within twenty-four (24) hours of the start of the suspension or on the next regular work day. Delivery will be by U.S. Mail or by hand. The notice will state that the student has been suspended for ten (10) school days and that a recommendation for expulsion has been forwarded to the Superintendent and the reasons for the action taken.

- Upon request, the parent or guardian or the adult student will be given an opportunity for an informal hearing with the principal on the grounds for suspension and the recommendation for expulsion. This opportunity will be provided within forty-eight (48) hours of the request (excluding Saturday, Sunday, and school holidays).
- D.

- Upon receipt of a principal's recommendation for expulsion, the Superintendent shall make such investigation as deemed necessary.
- E. Alternatives to expulsion shall be considered based upon sound educational practice.

- If the Superintendent finds sufficient basis for an expulsion recommendation to the Board, she/he will serve on the parent, guardian, or adult student a notice of the recommendation. The parent, guardian, or adult student will be notified via certified mail that a closed hearing will be held before the Taylor County School Board. The time, date and location of the hearing will be specified in the certified mail and the parent/guardian and the student recommended for expulsion will be invited to appear before the Board. Proceedings before the Board will be held pursuant to Taylor County School Board Policy on Student Hearings.
- F.

- When Board action on a recommendation for expulsion is pending, the Superintendent may extend the suspension beyond ten (10) school days if such suspension expires before the next regular or special meeting of the Board. The parent or guardian will be informed in writing of any such extension.
- G.

- The Superintendent may recommend the expulsion of a student who has committed an act that warrants expulsion under Board policy, even if the student withdraws from school prior to the hearing or decision to impose the expulsion. Any resulting expulsion may be
- H.

imposed for the same duration it would have been had the student remained enrolled.

#### Extra-Curricular Activities

The Board also authorizes the principal to revoke participation of a student from any or all extra-curricular activities for violations of the Discipline Matrix. The length of such revocation shall be in accordance with the Discipline Matrix.

#### School Transportation

If the principal determines that a student's behavior on a school vehicle violates school rules, she/he may suspend the student from school bus-riding privileges as provided in the School Bus Discipline Matrix. In no case shall a bus driver suspend a student from riding a school bus. Any suspension from school transportation must comply with due process and Taylor County School Board Policies.

The Superintendent shall develop administrative procedures to implement this policy and ensure compliance with applicable statutes.

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

**LAWS IMPLEMENTED:** 120.5791, 1001.43, 1001.54, 1003.31, 1006.07, 1006.08, 1006.09, 1012.28, F. S.

**STATE BOARD OF EDUCATION RULE:** 6A-60331

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**5.10**

**ZERO TOLERANCE FOR SCHOOL RELATED CRIMES**

It is essential that Taylor County Schools are safe and orderly to provide environments that foster learning and high academic achievement. This policy implements the State Board of Education zero tolerance policy as outlined in State Board rules and Senate Bill 1540. In implementing this policy, it is the intent of the Taylor County School Board to protect students and staff from conduct that poses a serious threat to school safety. In implementing this policy, zero-tolerance is not intended to apply to petty acts of misconduct and misdemeanors, including, but not limited to minor fights or disturbances. Staff is encouraged to use alternatives to expulsion or referral to law enforcement agencies by addressing disruptive behavior through alternative means as specified in the Code of Student Conduct.

1. Students found to have committed the following offenses on school property, school-sponsored transportation or during a school-sponsored activity shall be brought before the school for expulsion:
  - a. homicide (murder, manslaughter);
  - b. sexual battery;
  - c. armed robbery;
  - d. aggravated battery;
  - e. battery, aggravated battery or threats to a teacher or other school personnel;
  - f. kidnapping or abduction;

- g. arson;
- h. possession, use, or sale of any firearms;
- i. possession, use or sale of any explosive device;
- j. possession, use, or sale of controlled substances;
- k. threat or false report to do harm related to bombs or weapons; or
- l. victimization of students.

The expulsion limit is a mandatory one (1) full year.

- 2. Prior to taking such action against any student, the Superintendent or designee shall ensure that the appropriate due process procedures are followed. If a student committing one of the offenses outlined in subsection (1) of this rule is identified as disabled and participating in a program for exceptional students, then school personnel shall follow procedures in State Board rules. This provision shall not be construed to remove Taylor County School Board's discretion in cases where mitigating circumstances may affect decisions on disciplinary actions.
- 3. Taylor County School Board may assign more severe consequences than normally authorized for violations of the Code of Student Conduct when the offender appears motivated by hostility toward the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability.
- 4. The district shall enter into an agreement with the Taylor County Sheriff's Department to ensure that it will be notified immediately when one of the offenses listed above is committed on school property, on school-sponsored transportation, or during a school-sponsored activity. Additionally, if the offense involves a victim, school officials shall notify the victim, and the victim's parent(s) or legal guardian(s) if the victim is a minor, of the offense and of the victim's rights to press charges against the offender. School personnel shall cooperate in any investigation or other proceedings leading to the victim's exercise of rights as provided by law. In addition, the agreement must include the role of school resource officers in handling reported incidents, circumstances in which school officials may handle incidents without filing a report with a law enforcement agency, and a procedure for ensuring that school personnel properly report appropriate delinquent acts and crimes. Zero-tolerance does not include, for reporting purposes, petty acts of misconduct and misdemeanors, including, but not limited to, disorderly conduct, disrupting

a school function, simple assault or battery, affray, theft of less than \$300, trespassing, and vandalism of less than \$1,000.

5. The school Principal shall monitor the administration of discipline of students to ensure that discipline is administered equitably without regard to real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic beliefs, marital status, age, social and family background, or disability. Annually, the Superintendent or designee shall review school discipline data with the School Board in reviewing school improvement plans to maintain a safe and healthy school environment that protects the civil rights of all students. Any disciplinary or prosecutorial action taken against a student who violates the zero-tolerance policy must be based on the particular circumstances of the student's misconduct.

(6) Each principal shall ensure that all school personnel are properly informed as to their responsibilities regarding crime reporting, that appropriate delinquent acts and crimes are properly reported, and that actions taken in cases with special circumstances are properly taken and documented.

(7) The Taylor County School District does not allow corporal punishment.

It is the intent of the Taylor County School Board to review the issue of corporal punishment every three (3) years. As a part of this review, public testimony will be taken and consideration given to such testimony as the Board reviews any changes to the use of corporal punishment.

(8) The Superintendent shall develop, in conjunction with the Department of Juvenile Justice, an agreement which establishes guidelines for ensuring that any no contact order entered by a court is reported and enforced and that all of the necessary steps are taken to protect the victim of the offense. This agreement is to be adopted by the Taylor County School Board.

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

**LAWS IMPLEMENTED: 120.57(1), 790.164, 790.163, 1001.42, 1001.54, 1006.13,**

**1001.43, 1006.8, 1012.28, 1001.54, 1003.31, 1006.09, F.S.**

**TAYLOR COUNTY SCHOOL BOARD  
POLICY MANUAL  
CHAPTER 5.0**

**5.101  
STUDENT BULLYING AND HARASSMENT**

The Taylor County School System is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

**Definitions**

- "Bullying" 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; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

Bullying may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of property

"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 his/her person or damage to 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;

- accessing or knowingly and willingly causing or providing access to
2. 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" or "bullying" 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 and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Cyber stalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

#### 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.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Other inappropriate behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

#### Consequences

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or found to have falsely 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 falsely 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. 6B-1006)

Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment or found to have falsely 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

Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school principal. The student may also report concerns to teachers and other

school staff who will be responsible for notifying the appropriate administrator. 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 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.

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.

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 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 his/her designee will report the act of bullying and/or harassment to one of the Superintendent or designee who shall investigate the allegation in accordance with the District Policy on 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 shall collect and evaluate the facts including but not limited to:

- A. the nature of the behavior;
- 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;

- the identity of the alleged perpetrator, including whether the individual
- F. 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; and
- L. the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of the policy requires a determination based on all the facts and surrounding circumstances and shall include:

- A. a recommendation of remedial steps necessary to stop the bullying and/or harassing behavior; and
- B. a written report to the principal.

A maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. 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. 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

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 or by personal conference 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). 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 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 932) that states:

"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 a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary 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, etc.) to determine the severity of concern and appropriate steps to address the concern;
- B. a referral process to provide professional assistance or services that may include school intervention with a problem-solving focus to consider 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
- 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. intervention 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 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 reported 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 Survey 5 from Education Information and Accountability Services, and at designated dates provided by the Department.

#### Training and Instruction

Students, parents, teachers, school administrators, counseling staff, and school volunteers shall be provided 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.

#### 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 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 and in employee handbooks. 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. 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 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 an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the School Improvement Plan and the Code of Student Conduct that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

#### 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.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim and the educational environment and

change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive educational environment, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitutes violations of this policy.

The Superintendent shall develop procedures for the implementation this policy, as well as guidelines for the prompt investigation of a report of bullying or harassment. These procedures are to implemented in full and shall represent the guidelines, actions, and responsibilities of all Taylor County School District employees, as well as our students, parents and the community.

**STATUTORY AUTHORITY: 110.1221, 1002.20, 1006.13, 1006.147, 1001.41, 1001.42, F.S**

**LAWS IMPLEMENTED: 1001.31, 1001.372(1), 1001.363, 1001.395,**

**110.1221, 1002.20, 1006.13, 1006.147, 1001.41, 1001.43, 1003.02, F.S.**

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**5.11**

**EYE PROTECTION DEVICES**

The Principal shall inform all teachers concerned with instruction in courses specified in Section 232.45, Florida Statutes, of the requirement relating to the wearing of eye protection devices. The Principal shall direct such teachers to continuously follow provisions of Florida Statutes without exceptions.

1. Taylor County School's shall provide protective devices for employees, students, and visitors.
2. The student shall be required to wear the eye protection device as directed by the teacher when engaged in activities listed under the Eye Protection Device Law. The student's failure or refusal to wear the device shall be cause for his/her suspension or dismissal from the course.
3. Any teacher who fails to carry out the provisions of this rule shall be charged with willful neglect of duty and shall be reported to the Principal for such actions as are deemed appropriate.

**STATUTORY AUTHORITY:**

**LAWS IMPLEMENTED:**

**TAYLOR COUNTY SCHOOL BOARD**

**1001.41, 1001.42, F.S.**

**1006.07, 1001.43, 1006.063, F.S.**

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**5.12**

**STUDENT INJURIES**

The following procedures shall be followed when a student is injured at school:

1. The school nurse shall be notified at once of the situation.
2. The nearest person with first-aid training shall administer first aid until the school nurse arrives at the site.
3. The student's parent(s) or legal guardian shall be notified immediately.
4. The family physician shall be notified and his/her instructions followed if the parent(s) or legal guardian, or a responsible adult member of the family cannot be reached.
5. A physician who has agreed to handle school emergencies shall be called if the parent(s) or legal guardian(s), or responsible adult member of the family, or the family physician cannot be reached.
6. A student shall be taken to the emergency room of the nearest hospital when a life-threatening situation occurs. Discretion shall be used in moving a critically injured student without medical advice.
7. A serious injury to a student shall be reported immediately to the Principal.
8. An accident report shall be filed when an injury occurs, including a detailed description of the accident, the first aid given and a list of witnesses.
9. An insurance report shall be prepared if an injury is covered by insurance.

**STATUTORY AUTHORITY:**  
**LAWS IMPLEMENTED:**  
**TAYLOR COUNTY SCHOOL BOARD**

**1001.41, 1001.42, F.S.  
1006.07, 1001.43, 1006.08, F.S.**

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**5.13**

**USE OF WIRELESS COMMUNICATIONS ON CAMPUS**

It is essential that the Taylor County School System offers an environment that fosters learning and high academic standards. The use of Wireless Communications by students during the school day (7:30 AM – 3:00 PM) is prohibited. Use of wireless communications devices on school buses while being transported to or from school is prohibited, during regular school hours. Cell phones are permitted at extra-curricular activities. The use of Wireless Communications in violation of the policy will result in the following discipline consequences:

- First Offense: Confiscation and warning;
- Second Offense: One day out of school suspension;
- Third Offense: Three days out of school suspension.

The Taylor County School District will not be responsible for any damage, loss, or theft of a wireless communication device. As with other valuable items, it is recommended that students NOT bring them to school.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1006.07, 1001.43, 1006.063, F.S.**

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5.14

ADMINISTRATION OF MEDICATION AND EPI-PEN DURING SCHOOL  
HOURS

1. Administration of Prescription Medication –
  - a. The principal will designate a staff member(s) to administer prescribed medications. The staff member(s) if other than the school nurse shall be trained annually by a licensed nurse or licensed physician.
  - 1.
  - b. Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs required medication during school hours. This rule and the Code of Student Conduct shall set forth provisions for administering prescription medications.
  - 1.
  - c. All prescription medications shall be delivered to the office/clinic with the following information on the label:
    1. Student's name
    2. Name of medication
    3. Date of prescription and pharmacy
    4. Specific instructions on the administration of the medication
    5. Approximate duration of medication

NOTE: A student with a special health condition(s) such as asthma, diabetes, pancreatic insufficiency, cystic fibrosis or hypersensitivity may carry prescription medication for emergency situation on self if approved by his/her physician and his/her parent. The approval of the physician and the parent and information regarding the medication required in I/C must be on file in the office/clinic. A student who has permission to self-administer emergency medication may carry the medication on the school bus or at any school related

activity. The principal shall notify the bus driver and the transportation department regarding such students.

1.
  - d. A permission form shall be required signed by the student's parent(s), as defined by Florida Statutes. The physician's signature is required after two days. The permission form shall be updated every ninety (90) days. A two (2) day grace period will be extended to parents for renewal of authorization of medication.
1.
  - e. Prescription medication that is kept at school shall be counted and shall be stored in its original container, in a secure location under lock and key as designated by the Principal or designee. Only staff that has been designated by the Principal or designee and has received training shall have access to the medication.
1.
  - f. A record shall be maintained on each student who receives a prescription medication during school hours, including the date and time each dose of prescription medication was administered. These records shall be made available at all times to the Principal or designee and authorized staff.
2. Administration of Non-prescription Medication –
  - a. A nonprescription medication may be administered to a student by a health support aide or registered nurse provided a completed and signed parental authorization is on file at the school.
1.
  - b. At the time of administration, the parent/guardian will be notified by telephone. If unable to contact the parent/guardian, a letter will be sent home with the student stating the medication administered and time of administration.
1.
  - c. A health support aide or registered nurse will assist in the administration of these medications to the student in the school.

health room setting. In the event of an emergency situation in which these professional health workers are not available, the school office staffs that have medication, administration training may assist the student in the administration of the non-prescription medication. All non-prescription medications will be stored in a locked cabinet in the health room(s).

1.
  1.
    1. If a student is receiving prescription drugs at school, the physician prescribing that medication must give his/her written permission for any non-prescription medication to be given at school.
1.
  1.
    2. The procedures and training for the administration of nonprescription drugs shall be the same as that for prescription drugs.
1.
  1.
    3. Documentation of the administration of any medication will be made on the Nurse's log.
1.
  1.
    4. The following non-prescription (over-the-counter) medications may be administered to students following the above guidelines:
1.
  1.
    1.
      - a. Tylenol
      - b. Maalox
      - c. Pepto-Bismol
      - d. Cough syrup
      - e. Neosporin
      - f. Caladryl
      - g. Other medications as specified in writing from the parent or guardian.

NOTE: No student may carry medications in his or her pocket, purse or on his or her person during school hours. However, the principal may authorize student to carry nonprescription medication such as an asthma inhaler when a permission form has been signed by the parent and the student's physician has signed the permission form confirming that, because of the student's medical condition, it is necessary that the student retain the asthma inhaler in his/her possession during school hours or at any school related activity.

3. Policy and Procedure for administering school stocked Epi-Pens.
  - a. Schools may purchase and maintain a supply of epinephrine auto-injectors to use when a student is having an anaphylactic reaction. The medication shall be kept in a locked, secure accessible only to trained personnel.
    - 1.
  - b. The school Board shall adopt a protocol, developed by a licensed physician, for the administration of epinephrine in emergency situations.
    - 1.
  - c. Only school personnel who are trained to recognize and anaphylactic reaction and certified to administer an epinephrine auto-injector or a person who is authorized by an authorized health care practitioner shall be permitted to administer this medication; however, the auto-injector may be given to a student who is authorized to self-administer an epinephrine auto-injector.
    - 1.
  - d. Under the provisions of Florida Statutes, the District trained and certified personnel, or an uncertified person who administers and epinephrine auto-injector under the authorization of an authorized health care provider shall not be liable for any injury resulting from the administration of an auto-injector provided that school personnel were trained or authorized as provided by law, followed the established protocol and believed that the student was having an anaphylactic reaction.

PROTOCOL:

This policy describes the required medical planning and treatment protocols that will be administered by the Taylor School Health program for mild allergic reactions as well as the emergency treatment of acute anaphylaxis in children, teens and adults with automatic Epi-pen device. The Epi-pen is an automatic injection device containing the medication epinephrine. It is used for allergic emergencies and may be administered by licensed clinic staff or others trained to do so. The auto-injector is a disposable pre-filled unit which is designed to automatically deliver a single dose of epinephrine when pressed against the body. It is available in both junior and adult strengths.

**Assessment:**

Attention to the vital signs is important, assessing falling blood pressure or evidence of cardio-respiratory compromise. Urticarial wheals or angioedema are important to note. Nausea, vomiting or diarrhea due to histamine release is possible and should be assessed. Syncope or alternation in consciousness is also consistent with anaphylaxis but is also consistent with other medical conditions as well.

**When to use an epi-pen:**

When a child or adult has been exposed to an allergic trigger or administered medication causing a reaction including the following:

- Difficulty in breathing
- Swelling around mouth, nose, throat area
- Bluish color around mouth
- Feeling faint, sweating profusely
- Syncope or loss of consciousness

**Upon deciding to use the epi-pen:**

1. Call 911 immediately – have someone else call if possible. Never leave student or adult unattended
2. Remove the Epi-pen Jr. from the box
3. Remove the injector from the plastic container
4. Remove the gray cap on the end of the injector
5. Hold the injector in the palm of your hand and press firmly into the thigh (no need to remove clothing) and hold the injector against the thigh for 10 seconds
6. Remove the injector after 10 seconds
7. Be prepared to use CPR if necessary



8. Observe the patient until medical assistance arrives and provide the appropriate first aid
9. Notify the principal, school's R.N.
10. Notify student's parents/guardians

DO NOT USE THIS EPI-PEN FOR insect bites or stings which cause only a localized reddening or swelling.

**Key Notes:**

- Keep person calm – may have anxiety reaction
- If no improvement after 10 minutes, a second dose may be needed
- Send used Epi-pen to the ER with patient
- Document treatment on the acute anaphylaxis/allergic treatment record flow sheet.

**4. Field Trips**

The requirements for the administration of medication while students are away from school property or on official school business shall be the same as those while on school property. All medications including non-prescription medications that are taken on field trips or other official school business must be in the original container. Only trained personnel will administer medication away from the school site except for students who have permission to self-administer emergency medications.

**STATUTORY**

**AUTHORITY:**

**1001.42, F.S.**

**1001.41,**

**LAWS IMPLEMENTED:**

**1001.43, 1002.20, 1000.21, 1002.22, 1006.062, F.S.**

**381.88, .81.885, 768.13,**

**STATE DEPT OF HEALTH**

**RULE(S)**

**64F-6.004**

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5.15

**STUDENT RECORDS**

**Taylor County School Board Policies and procedures for maintaining student records shall be consistent with Florida Statutes, State Board of Education rules, and Federal laws relating to “Family Education and Privacy Rights” and “Privacy Rights of Parents and Students”. The Principal or designee shall be responsible for interpreting this rule and for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.**

- 1. Procedures on student records shall be contained in the Student Education Records Manual. Included shall be provisions of the No Child Left Behind Act requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain nonemergency medical examinations.**
- 2. Parents and students shall be notified annually of their rights regarding education records.**
- 3. The District shall not collect or retain information including biometric information restricted by 1002.222. F.S.**
- 4. Reporting of student data base information shall comply with these safeguards.**
  - a. Data reported to the Florida Department of Education shall not disclose a student’s name or identity unless required by Florida Statutes;**
  - b. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and**
  - c. Data shall be protected from unauthorized use at all times.**
- 5. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from the public records law as required by Florida Statutes.**

6. A school may release a student's educational records to partners to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities and other signatory agencies as allowed by law.
7. Social Security numbers may be collected from students to be used as:
  - Student identification numbers allowed by 1008.386 F.S. until the Department of Education has issued a student identification number;
  - Facilitate the processing of student scholarships, college admission and other applications; and
  - For other purposes when consent of the parent or adult is granted.

**STATUTORY AUTHORITY:**  
F.S.

1001.41; 1001.42,

**LAWS IMPLEMENTED:** 119.07(1), 119.071,  
1001.43, 1001.52, 1002.22,  
1002.221, 1002.72, 1003.25, 1008.386, F.S.  
20 USC 1232 g (34 CFR PART 98) P. L. 103-382  
(34 CFR PART 99)

**STATE BOARD OF EDUCATION**

**RULE:**

6A-1.0955

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**5.16**

**DIRECTORY INFORMATION**

Students' parent(s) or legal guardian shall be notified annually in the Code of Student Conduct that the Taylor County School Board will not release "directory information" to the general public.

1. Directory information includes the following data about a student:
  - a. Name;
  - b. Address;
  - c. Telephone number, if listed;
  - d. Participation in officially recognized activities and sports;
  - e. Weight and height, if an athletic team member;
  - f. Name of the most recent previous school or program attended;
  - g. Degrees and honors received; and
  - h. Date and place of birth.
2. Information described in subsections (1)(a), (d), (e), (f) and (g) herein may be published routinely by the Taylor County School Board in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.
3. Directory information shall not be published when the student's parent(s) or legal guardian submits written notification to the Principal or designee within thirty (30) days of distribution of the Code of Student Conduct. Failure to advise the Principal or designee shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.

**STATUTORY AUTHORITY:**

**LAWS IMPLEMENTED:**

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**1001.41, 1001.42, F. S.**

**1002.22, 1001.43, F.S.**

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**5.17**

**TEACHER REMOVAL OF STUDENTS FROM CLASSROOM**

1. Appropriate action will be taken to remove or to make special provisions for a disruptive student. Disruptive behavior will include: assault on staff or students, threat(s) or violence, disrespect, willful disregard of a teacher's directions, malicious vandalism, possession of weapons of any type, continuing use of profane language or obscene gestures, and instigation of violence or mass disobedience to legitimate directions.

When a teacher sends a disruptive student to the office, the principal or his/her representative will provide oral and/or written feedback to the teacher with regard to present and/or future action concerning the student's behavior. The teacher may request a conference with the director/principal and the student's parent(s) or legal guardian(s) prior to the student being returned to his/her classroom. A disruptive student will not normally be returned to the classroom where he/she exhibited the disruptive behavior until the teacher has received the feedback.

2. A teacher may remove a student from his/her class whose behavior the teacher determines interferes with the teacher's ability to effectively communicate with other students in the class or with the ability of the student's classmates to learn.
3. The principal may not return a student who has been removed by a teacher from the teacher's class without the teacher's consent, unless the Placement Review Committee established herein determines that such placement is the best or only available alternative. The teacher and Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.
4. Each Taylor County School will establish a Placement Review Committee to determine if a student is to be returned to a teacher's class after that the

teacher has removed student and the teacher has withheld consent for that student to be returned to the teacher's class.

- a. Committee membership shall include the following:
  1. Two (2) teachers selected by the instructional staff of the school.
  2. One (1) member of the school staff selected by the principal.
  3. One (1) teacher selected by the instructional staff of the school to serve as an alternate member of the committee.
- b. A teacher who removed a student from his/her class and who has withheld consent for the return of that student to his/her class shall not serve on the committee when the committee makes its decision regarding the return of the student.
- c. The Placement Review Committee(s) will be selected during pre-school planning. The staff of each Taylor County School shall determine the following during pre-school planning:
  1. If a current school committee(s) meets the criteria contained herein for the Placement Review Committee(s) and if the faculty wishes that committee to perform the duties of the Placement Review Committee(s).
  2. The number of Placement Review Committees needed at the school.
  3. The terms of office of the members of the Placement Review Committee(s).
  4. The method the instructional staff will use in the selection of the Placement Review Committee(s) members.
  5. The appropriate form a teacher is to use to document the behavior that resulted in the teacher having the student removed from his/her classroom.
  6. Any teacher who removes 25 percent (25%) of his/her total class enrollment during the course of the school year shall be required to complete professional development to improve classroom management skills. Any required training under this provision shall be free of cost to the teacher.

**STATUTORY AUTHORITY:**

**1001.42, 1001.43, F.S.**

**LAWS IMPLEMENTED:**

**1001.43, 1003.32, F. S.**

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**5.18**

**REPORT CARDS**

Report cards will be distributed to all students at the end of each nine weeks. At all times, teachers will keep students informed of their progress in class and make parents/guardians aware of any problems their child may be having in the class.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F. S.**

**LAWS IMPLEMENTED:**

**1001.43, 1003.33, F. S.**

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**5.181**

**HOMELESS STUDENTS**

It is the policy of the Board to ensure that homeless children and youth are provided with equal access to the same free, appropriate public education, including public preschool educational programs, have an opportunity to meet the same challenging state of Florida academic standards, and are not segregated on the basis of their status as homeless. It is the intent of the Board to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

***Definition of Homeless Children and Youth***

The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence as defined by the McKinney-Vento Homeless Assistance Act. The term "homeless" includes preschoolers, children and youth who:

- are temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason,
- are living in motels, hotels, or trailer parks camping grounds due to the lack of alternative adequate accommodations,
- are living in emergency or transitional shelters,
- have a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings,
- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and/or
- runaway children or children who are abandoned.

Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above criteria.

Homeless status is determined in cooperation with parents or, in the case of unaccompanied youth, the district's homeless liaison. Homeless status may be

documented through direct contact with the district homeless liaison. A *Homeless Education School Selection Form* should be completed by the parent/guardian or responsible adult registering the child. The district homeless liaison will assist the homeless child or youth registering without the assistance of a responsible adult.

***Procedure***

***School Selection***

Placement in a school shall, according to the child's best interest,

- Continue the child's or youth's education in the school of origin for the duration of homelessness, in any case in which a family becomes homeless between academic years or during an academic year, or for the duration of the academic year, should the child or youth become permanently housed during an academic year;
- Enroll the child or youth in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend;
- Comply, to the extent possible, with parents/guardians requests to allow their child or youth to attend any school in the Taylor County School District.

In determining the best interests of the child or youth, and to the extent feasible, the child or youth will be kept in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian, for the duration of homelessness.

In the case of unaccompanied youth, the district's homeless liaison will assist in placement or enrollment decisions considering the requests of such unaccompanied youth.

The school of origin means the school that the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents/guardians or has been temporarily placed elsewhere.

The Taylor County School District is a single feeder school district. Therefore, students transfer from grade to grade based solely on the grades designated for each school: K-2, 3-5, 6-8 and 9-12. The homeless liaison and the school guidance department will review the student transcript to provide full or partial coursework credit for coursework satisfactorily completed at the previous school of enrollment. Unaccompanied high school homeless youth will receive counseling and guidance to improve their readiness for post-secondary

education. School selection shall be documented by direct contact with the school principal and with the district homeless liaison.

### ***Enrollment***

The school selected shall immediately enroll the child/youth, even if the child or youth lacks records normally required for enrollment and contact the district homeless liaison to assist as needed. The district shall assist homeless children to provide documentation to meet state and local requirements for entry into school.

A homeless child or youth shall be given a thirty-school day exemption to provide proof of age, certification of a school-entry health examination and proof of immunization.

The terms "enroll" and "enrollment" is defined to mean attending school and participating fully in school activities.

All student information will be treated as confidential student education records and shall not be deemed as directory information.

### ***Residency***

A homeless child or youth is a resident if the child is personally present somewhere within the district with a purpose to remain but not necessarily to remain permanently.

The child or youth shall be considered a resident when living with a parent, guardian, or person in loco parentis not solely for school purposes or for participation in extracurricular activities. Homeless students who do not live with their parents or guardians may enroll themselves in school.

The address listed on the enrollment forms becomes proof of residency.

### ***Guardianship***

For purposes of school placement, any parent, guardian or person in loco parentis who has legal or physical custody of a homeless child or youth shall enroll that child or youth directly in a district school.

Once a child or youth is enrolled in and attending a school, the district's *Guardian Responsibilities Form* must be completed within 10 school days for those children or youth who are not accompanied by a parent or guardian.

### ***Comparable Services***

Each homeless child or youth shall be provided services appropriate and comparable to those offered other students in the selected school. Services may include:

- Preschool programs,
- Transportation services,
- Educational services for which the child or youth meets eligibility criteria such as ELL or special education programs,
- Programs for "At Risk" students,
- Programs for gifted and talented students,
- Academic and Extracurricular Activities
- School nutrition programs,
- Vocational and technical education programs,
- Title I services, and/or
- After-school programs.

### ***Transportation***

At the request of the parent, or in the case of an unaccompanied youth, the district homeless liaison, transportation will be provided for homeless children to the school of origin, school of attendance area or school requested, if feasible, for the duration of the school year.

Once permanent housing is secured, the child or youth has the choice to stay in the school he/she is attending or the school of origin for the duration of the school year or attend the school where housing has been secured.

Permanent housing is defined as any signed lease or long-term approved living situation. Self-paying, day-to-day, in a motel is not considered permanent housing.

In the instance where the school of origin and current residence are different LEA's, the two school districts will agree on a method for transportation and sharing of costs.

### ***Local Educational Agency Liaison***

The district's social worker will serve as the district homeless liaison for homeless preschoolers, children and youth.

The district homeless liaison shall ensure that:

- homeless children and youth are voluntarily identified by school personnel and through coordination with other entities and agencies.
- homeless children and youth enroll in and have a full and equal opportunity to succeed in schools in the district.
- homeless families, children, and youth receive educational services for which they are eligible and referrals to other appropriate services.

- the parents or guardians of a homeless child or youth are informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth.
- unaccompanied homeless youth are informed of the educational and related opportunities available to them.
- public notice of the educational rights of homeless children and youth is disseminated in such public places as schools, meal sites, shelters and other locations frequented by low income families.
- compliance with all policies and procedures is met and mediation for enrollment disputes is provided.
- the parents or guardians of a homeless child or youth, and unaccompanied youth, are informed of all transportation services, including transportation to the school of origin or to the school that is selected.
- coordination of services between the Taylor County School

District and other homeless family service providers (local, state and federal) is ongoing.

- assistance is provided to children and youth who do not have immunizations, or immunization or medical records, to obtain necessary immunizations, or immunization or medical records.
- students are not segregated on the basis of their status as homeless.

### ***Disputes/ Appeals***

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. Should the dispute not be resolved at the school level, the district's homeless liaison will work to resolve the dispute within 10 working days of the written notice of the dispute and provide a written response by no later than the tenth working day.

Unresolved school level disputes will go directly to the Superintendent of Schools who will respond within ten school days upon written receipt of the appeal of school placement. The parent or guardian of the child or youth, or unaccompanied youth shall be provided with a written explanation of the appealed decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the district level decision to the Florida Department of Education.

The district's homeless liaison shall report each district-level incident in the Department of Education's Dispute Resolution Tracking System located on FLDOE's Homeless Education web site. The liaison will provide the parent/guardian or unaccompanied youth with a copy of the FLDOE *School Dispute Resolution Appeal Process Form*. The parent/guardian or unaccompanied youth shall file the appeal within ten school days after receiving written notification of the district level school placement decision. The district homeless liaison must assist the parent/guardian or unaccompanied youth by filing the appeal with FLDOE as requested and required.

Upon receipt of the appeal, the FLDOE must consider the appeal and work within its guidelines to provide both the school district and the parent/guardian or unaccompanied youth of its final school placement decision.

**STATUTORY AUTHORITY:**  
**1003.21, F.S.**

**1001.41, 1001.42,**

**LAWS IMPLEMENTED:**  
**1003.22, F.S.**

**1001.43, 1003.01, 1003.21,**

**NO CHILD LEFT BEHIND ACT OF 2001,**

**P.L. 107-110**

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**5.19**

**VEHICLE USE BY STUDENTS**

Eligible students shall be permitted to drive his/her automobile, motor scooter or motorcycle to school provided a written consent of his/her parent(s) as defined by Florida Statutes and a written agreement to comply with all the Taylor County School Board rules relating to student vehicles is filed with the principal. Any student violating this rule shall be denied permission to bring his/her vehicle to school until such time as the principal restores the privilege. The Superintendent shall develop guidelines to be used at school to implement this policy.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F. S.**

**LAWS IMPLEMENTED:**

**1000.21, 1001.43, 1006.07, F. S.**

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**5.20**

**PARENTAL ACCESS TO INFORMATION**

- I. The Board shall incorporate into the Board approved *Student Services Plan*, rules and procedures required by the No Child Left Behind Act relating to student privacy, parental access to information and administration of physical examinations to minors.
- II. The Superintendent shall develop procedures to ensure that this policy is carried out in each of the District schools.
- III. The parents, as defined by Florida Statutes, of each student shall be notified at a minimum, at least annually at the beginning of the year, the rules, and procedures relating to this policy. Parents shall be notified within a reasonable period of time of any substantive change made to this policy.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1002.22, F.S.**

**20 USC 1232H, 1000.21, 1001.43,**

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**5.21**

**REPORTING CHILD ABUSE**

- I. Definitions of Child Abuse, Abandonment or Neglect
  - a. *Abuse* means any willful or threatened act that results in any physical, mental or sexual injury or harm that causes, or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.
  1.
    - b. *Abandonment* means a situation in which the parent or legal custodian of a child, or in absence of the parent or legal custodian, the caregiver responsible for the child's welfare, while being able, makes no provision for the child's support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations.
  1.
    - c. *Neglect* occurs when a child is deprived of or is allowed to be deprived of, necessary food, clothing, shelter or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired. The foregoing circumstances shall not be considered neglect if caused primarily by financial inability, unless actual service for relief have been offered and rejected. A parent or legal custodian legitimately practicing religious beliefs in accordance with a recognized church or religious organization who thereby does not provide specific medical



treatment for a child shall not, for that reason alone, be considered a negligent parent or legal custodian.

II. Prohibition Against Child Abuse, Abandonment or Neglect

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

III. Notification of Responsibility

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

1.

1.

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

1.

1.

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

1.

1.

3. Instructions for calling 911 for emergencies.

1.

1.

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

1.
  - b. The information must be in English and Spanish, in large print, on an 11" by 17" sheet and posted at student eye level.

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

1.
  - a. Florida Statute requires that any person including, but not limited to, any
    1.
      1. Physician, osteopathic physician, medical examiner, chiropractic physician, nurse, or hospital personnel engaged in the admission, examination, care or treatment of persons;
    1.
      1. Health or mental health professional other than one listed in 1.;
    1.
      1. Practitioner who relies solely on spiritual means for healing;
    1.
      1. School teacher or other school official or personnel;
    1.
      1. Social worker, day care center worker, or other professional child care, foster care, residential or institutional worker; or
    1.
      1. Law enforcement officer or judge

who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, shall

report such knowledge or suspicion to the Department of Children and Family Services.

1.
  - b. Each report of known or suspected child abuse, abandonment, or neglect shall be made immediately to the Department of Children and Family Service's abuse hotline, on the single statewide toll-free telephone number. The teacher or staff member may also contact the principal, a school designee, district office or support person to let them know the case has been reported, and for their own documentation and protection file a District County Schools Child Abuse Incident Referral Report.
1.
  - c. Reporters in the categories specified in A. above, will be required to provide their names to hotline staff. The extent of confidentiality of the reporter's name, with respect to the Department's records, is governed by Florida Statute.
1.
  - d. In accordance with state law, the Department of Children and Family Services, in conjunction with applicable law enforcement agencies, are responsible for investigating allegations of child abuse, abandonment, or neglect.
1.
  - e. Complaint Against School District Employee, Volunteer or Agent
1.
  1.
    1. If a complaint is made against a School District employee, volunteer, agent or other person affiliated with the School District which, if true, would constitute child abuse, neglect or abandonment by that person, that complaint shall be immediately forwarded to the Superintendent. The Superintendent shall forward the complaint to the Department of Children and Family Services for investigation as provided by statute. The person accused of child abuse, abandonment or neglect may be suspended or reassigned from duties involving interaction with children pending

investigation of allegations. If the allegations are substantiated by the Department of Children and Family Services, the Superintendent shall take appropriate disciplinary action. School District staff shall in good faith cooperate with, and participate only as directed by, the department of Children and Family Services and law enforcement during the investigation, and with respect to any subsequent criminal proceedings.

1.

1.

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

1.

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

1.

- g. Florida Statute provides that a person required by state law to report child abuse, abandonment, or neglect, but who willingly and

knowingly fails to do so, or prevents another from doing so, is guilty of a first-degree misdemeanor. Likewise, knowingly and willingly filing a false report of child abuse, neglect, or abandonment or advising another to do so constitutes a third-degree misdemeanor.

- 1.
  - h. Child Abuse Prevention Training for School District employees, staff, volunteers shall be provided in compliance with and as specified in Florida Statute.

STATUTORY AUTHORITY: 1001.42 F.S.	120.54, 1001.41,
LAW(S) IMPLEMENTED: 39.01, 39.201, 39.202, 39.203,	39.0015,
	39.205,
39.206, 1001.43, 1006.061, F.S.	

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**5.22**

**PUBLIC INFORMATION & INSPECTION OF RECORDS**

The public may obtain information regarding operations of the Board through the Office of the Superintendent of Schools. The Superintendent shall adopt procedures for responding to public information requests. The approved budget, statistical compilations, reports, notices, bulletins, memoranda, minutes of meetings, and official communications between governmental branches are public records within the meaning of Florida Statute Chapter 119, and access thereto during normal hours of business may be granted to any citizen as anticipated in Florida Statute 119.01. When access to records is granted, examination of the records will be made in the presence of the record's custodian regularly responsible for maintenance of files.

Student records and personnel records of employees may be viewed only to the extent permitted by federal and state statutes and regulations.

Costs incurred in reproduction of public information shall be charged as pursuant to Florida statute and rules.

**STATUTORY AUTHORITY:**                    **120.536(1), 120.54, 120.81, 1001.41, F. S.**

**LAWS IMPLEMENTED:** **Article I, Sect. 24 Florida Const., 286.011(2), 119, F. S.**

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**5.23**

**ADMINISTRATION OF MEDICAL MARIJUANA**

- I. Administering Medical Marijuana to Qualified Students on District Property
  - A. The Board strives to comply with state law to honor families' private medical decisions while ensuring a learning environment free of disruption. To accomplish these goals, as a general rule, prescription medication, including medical marijuana, should be administered at home. Prescription medications, including medical marijuana, should only be administered on District property during school hours when administration cannot reasonably be accomplished outside of school hours. The primary caregiver should administer the medical marijuana/low THC cannabis at home whenever possible to qualified students/patients who require the use of medical marijuana/low THC cannabis for a qualifying medical condition.
  - B. In those limited circumstances when it is medically necessary, administration of medical marijuana to qualified students on District property shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students on District property during school hours shall be in accordance with applicable law and Board policy concerning the administration of medications to students.
  - C. Medical marijuana/low THC cannabis cannot be administered to a qualifying student/patient while aboard a school bus or at a school-sponsored event.
  - D. This policy conveys no right to any student or to the student's parents/guardians or other caregiver to demand access to any general or particular location on school or district property, a school bus or at a school-sponsored event to administer medical marijuana/low THC cannabis.

- E. If the federal government indicates that the district's federal funds are jeopardized by this policy, or asks the District to cease and desist the implementation of this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana/low THC cannabis to qualified students on school property shall not be permitted. The District will comply with any federal guidance and/or directives related to this policy. The district shall post notice of such policy suspension and prohibition in a conspicuous place on its website.
- F. Definitions - For purposes of this policy, the following definitions shall apply per Florida Statute:
1. "Student" means an individual enrolled in a Taylor County Public School, Pre-K through 12<sup>th</sup> grade who are subject to compulsory school attendance, as well as students with disabilities 18 through 21 years of age.
  2. "Qualified student/patient" means a student/patient who is a resident of this state who has been added to the medical marijuana/low THC cannabis use registry by a qualified physician to receive marijuana or a marijuana delivery device for a medical use and who has a qualified patient identification card and for whom the administration of medical marijuana cannot reasonably be accomplished outside of school hours.
  3. "Primary caregiver" or "caregiver" must be 21 years of age or older and a resident of this state who has agreed to assist with a qualified patient's medical use of marijuana, has a caregiver identification card and meets the requirements set forth in F.S. 381.986(6).
  4. "Designated location" means a location identified by the District in its sole discretion on school grounds, such as the nurse's office or a building administrator's office. District or school administration determines, in its sole discretion, the location of administration of a permissible form of medical marijuana/low THC cannabis that do not create risk of disruption to the educational environment or exposure to other students.



5. "Qualified physician" means an individual who holds an active, unrestricted license as an allopathic physician under chapter 458 or as an osteopathic physician under chapter 459 and is in compliance with the physician education requirements set forth in F.S. 381.986(3).
6. "Permissible form of medical marijuana/low THC/cannabinoid products" means non-smokeable/non-inhalable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Due to the potential for misuse, vapors, patches or other forms of administration that continue to deliver medical marijuana to a student while at school are not permitted.

II. Permissible administration of medical marijuana to a qualified student on school district property.

- A. School nurses or health care personnel or school administration staff are not allowed to administer, store/hold or transport the medical marijuana/low THC cannabis in any form and it will not be stored on any District property, including school grounds, at any time.
- B. A student's parent/guardian or caregiver may administer the permissible form of medical marijuana to the qualified student/patient on District property in the designated location if all of the following criteria are met:

A copy of the student's valid registration form for medical marijuana must be provided to the District at least two (2) times per year—at the beginning of school and after the Christmas break. Additionally, the District reserves the right to request certification at any time. Any failure to produce the certification

within three (3) days after a request, will constitute a violation of this policy. The authorization for medical marijuana/low THC cannabis use for qualified students at school form must be submitted to the principal/designee every school year, and when there are any changes to the medication and the type of preparation (i.e., oils, tablet). The completed form shall include the type, amount, time to be administered, possible side effects and any special instructions regarding the medication.

A written statement signed by the qualified student's parent/guardian must be on file which assumes all responsibility for ensuring the administering individual is qualified to perform the task, assumes all responsibility for the administration, maintenance and use under state and

federal law, and releases the District from liability for any injury arising out of the administration of medical marijuana on District property.

2. The parent/guardian/caregiver shall be responsible for providing the permissible form of medical marijuana to be administered to the qualified student and for removing the medical marijuana from school grounds immediately after the administration is complete.
- 3.

2. The District determines, in its sole discretion, that a designated location and method of administration of medical marijuana are available that do not create a risk of disruption to the educational environment or exposure to other students. Each principal shall designate a person(s) on the staff to review documentation and coordinate with the registered caregiver of a qualified patient for the administration of medical marijuana.

3. In accordance with this policy, district or school administration shall prepare, with input from the qualified student's parent/guardian/caregiver, a written medical marijuana/low THC cannabis implementation plan that identifies the registration number for the medical marijuana registration, permissible form of the medical marijuana/low THC cannabis, designated location(s), and which shall be on file with the school.

4. The written plan shall be signed by the school nurse, school administrator, and the qualified student's parent/guardian/caregiver.
- C. Any parent/guardian seeking access to District property for purposes of this policy must comply with District policy and/or procedures concerning visitors to schools.
- D. Student possession, use, distribution, sale or being under the influence of medical marijuana inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol use by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.
- E. Permission to administer medical marijuana/low THC cannabis to a qualified student/patient may be limited or revoked if the qualified student/patient or the student's caregiver violate this policy or demonstrate an inability to responsibly follow this policy's parameters.

1.

- F. At no time shall the qualifying student/patient have the medical marijuana/low THC cannabis in their possession except during the administration process, through dispensation by the designated primary caregiver, per the District's implementation plan.

**STATUTORY AUTHORITY: 1001.41, 1001.42, F.S. LAW(S)**

**IMPLEMENTED: 381.88, 381.885, 768.13, 1000.21, 1001.43,  
1002.20, 1002.22, 1006.062, F.S.**

**TAYLOR COUNTY SCHOOL BOARD  
POLICY MANUAL  
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**5.321**

**STUDENT RANDOM EXTRACURRICULAR DRUG TESTING**

The Taylor County School Board recognizes the use of alcohol, tobacco, and illegal drugs by students may occur. Students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. This policy is a proactive approach designed to create a safe, orderly, healthy and drug free environment for students and to assist them in getting help when needed.

**(1) General Procedures**

Parents/guardians/custodians, students and school officials will be informed of the policies and procedures involved in the random drug-testing program at the beginning of each school year. A copy of this policy will be provided to each student.

In order to participate in extracurricular activities, each student shall sign and return a consent form permitting the school to conduct drug testing. The consent form must be signed by the student and by a parent/guardian/custodian and notarized at the start of each school year. The form must be returned to the school prior to the student's participation in any extracurricular activity. Extracurricular activities are those activities in which any student voluntarily participates. Extracurricular activities include, but are not limited to, athletics, cheerleading, band and its auxiliaries, chorus, school clubs, class officers/student government and any other school organizations. At the discretion of the principal or designee, students participating in extracurricular activities may be randomly tested at any time during the school year. Selection for random testing will be by lottery drawing from a list of participating students.

The principal and vendor shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process. Students who have been chosen randomly to be tested have the right within twenty-four (24) hours of the random drug test to furnish the principal a list of prescription and/or over-the-counter medications the student may have taken prior to being tested.

**(2) Procedures for Sample Collection and Test Results**

Samples will be collected at a mutually convenient time established by the vendor and the principal/designee. Students providing samples will be given as much privacy as possible while providing the samples. A portion of the sample shall be used for the initial test. If the initial test renders a negative test results then no further analysis will be conducted. If the initial test renders a positive result, then a report without the student's name and bearing only a number with which to identify the student will be sent to the Medical Review Officer (MRO). The MRO will receive each report of a positive result and will be supplied with information to determine the correct name of the student whose identifying number appears on each positive test result report. Prior to verifying a positive result, the MRO shall attempt to contact the student whose name coincides with the identifying number on the positive drug test report and his/her parent/guardian/custodian to afford them the opportunity to confidentially discuss the test results with the MRO and to provide the MRO with the student's medial history and any other relevant biomedical information including the use of any prescription or non-prescription medication that would assist the MRO in determining whether the MRO should verify the test results as positive. If the MRO determines that the test results should be deemed negative, then no further action shall be taken and the student's test result along with all other previous test results will be reported to the principal or his/her designee as a negative result. If the MRO confirms a positive test result as reported by the vendor, the MRO shall submit that positive drug test result to the principal or his/her designee. Test results are kept by the principal, secured in a locked file, and maintained separately from students' cumulative records and discipline files. Test results shall be transferable among campuses with the Taylor County School District. Files of students in grades nine through twelve will be destroyed upon students' graduation, or if students are no longer in the Taylor County School System, files will be destroyed upon the students' projected graduation date. Files for students in grades six through eight will be destroyed upon completion of the eighth grade.

(3) Positive Test Conference

The principal shall schedule a positive test conference with the student and his/her parent/guardian/custodian and other appropriate school personnel as deemed necessary to discuss any positive test results and the consequences.

The parent/guardian/custodian has five (5) school days from the positive test conference to request in writing to the principal that the remainder of the sample is tested. The five-day window to request that the remainder of the sample be tested begins the day after the Positive Test Conference. This test will be at parent/guardian/custodian expense. If the second analysis renders a negative result, then no further action will be taken and all records pertaining to a positive result will be expunged.

If the parent/guardian/custodian does not request the second test or if the second test is positive, then the Procedures in the Event of Positive Result shall be implemented.

(4) Procedures in the Event of Positive Result

Whenever the MRO confirms and reports a positive test result and there is no negative second test result, the following shall occur:

First Positive Result

The student shall be ineligible to participate in all extracurricular activities for one year from the date of the positive test conference, OR:

(a) The student shall receive a 10 day minimum or two (2) game suspension (whichever is more) from all extracurricular activities. Suspensions shall not be limited to one sport or activity and can roll forward to the next sport or activity.

(b) Within five (5) working days after the positive test conference the student must enroll in a substance abuse counseling program that is licensed by the State of Florida. Counseling may be provided by a substance professional, a licensed clinical social worker, a licensed marriage and family therapist, a licensed psychologist or a licensed mental health counselor. Failure to enroll in or complete the aforementioned counseling program shall result in a suspension from all extracurricular activities for one year.

(c) The student must attend a minimum of six (6) sessions that must be completed within six weeks from the date of the positive test conference. Failure to attend the six sessions shall result in a suspension from all extracurricular activities for one year.

(d) Upon proof of enrollment in an approved substance abuse counseling program and completion of the ten (10) day suspension or two game suspension, the student may submit to another drug test. If the student has a negative test result, the student may resume participation in the extracurricular activities.

(e) In the event the test result is positive, the student moves to the second positive result level.

(f) The substance abuse program and subsequent drug tests shall be at the expense of the student and/or his/her parent/guardian/custodian.

(g) Once a student has an initial positive test result, he/she must be tested in all future student random drug testing for the remainder of his/her enrollment in the particular school in which that student is enrolled. Should the student transfer to another school in the district with the same grade configuration (middle school to middle school, etc.), drug testing for all future student random drug testing at the new site must continue.

#### Second Positive Test Result

The student shall be ineligible to participate in all extracurricular activities for one year from the date of the second positive test conference.

#### (5) Refusal to Submit to Random Testing

If a student participating in extracurricular activities who has signed the consent form and whose name was randomly selected for testing refuses to be tested for alcohol or drugs the following shall occur:

(a) The principal or his/her designee must immediately attempt to contact the student's parent/guardian/custodian and advise them of the refusal of the student to take the test. If the parent/guardian/custodian also refuses for the student to be tested or the student continues to refuse to be tested, then the student shall be immediately suspended from all extracurricular activities for one year from the date of refusal.

- a. At the end of one-year suspension, the student shall be required to submit to a drug test and render a negative result in order to participate in any extracurricular activities. The test will be done at the expense of the student or his/her parent/guardian/custodian.

#### (6) Non-Punitive

No student shall be penalized academically for testing positive for alcohol or drugs. The results of the drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results will not be disclosed to criminal or juvenile authorities absent legal compulsion by a valid and binding subpoena or other legal process, which the school shall not solicit. In the event of service of such subpoena or legal process, the student and his/her parent/guardian/custodian will

be notified at least 72 hours before response is made by the school.

**DEFINITIONS:**

Alcohol: Any substance containing any form of alcohol including, but not limited to, ethanol, methanol, propanol and isopropanol.

Drugs: Cannabis, the seeds thereof, and the resin extracted from any part of the plant, narcotics, barbiturates and related tranquilizers and any other drug that is listed as a substance in Chapter 983, Florida Statutes. Drugs also include, and by definition mean prescription drugs, over the counter drugs, diet pills, vitamins, stimulants, and the various mail order stimulants that are shaped to look like various prescription amphetamines.

The Taylor County School Board bans any synthetic drug such as bath salts, synthetic marijuana, and any substance that mimics methamphetamine. The ban prohibits the use, possession or distribution of these substances on school grounds.

Calendar Year: July 1<sup>st</sup> to June 30<sup>th</sup>

**STATUTORY AUTHORITY:**

**1001.41, F.S.**

**LAWS IMPLEMENTED:**

**1001.41, F.S.**

**TAYLOR COUNTY SCHOOL BOARD**



**TAYLOR COUNTY SCHOOL BOARD  
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**5.322**

**STUDENT RANDOM FLORIDA HIGH SCHOOL ACTIVITIES ASSOCIATION  
DRUG TESTING**

The Taylor County School Board shall implement the Drug Testing Procedures as Developed by the Florida High School Activities Association.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42 F.S.**

**LAWS IMPLEMENTED:**

**1000.21, 1001.41, 1001.43, 1006.20,**

**F.S.**

**TAYLOR COUNTY SCHOOL BOARD**

**TAYLOR COUNTY SCHOOL BOARD  
POLICY MANUAL  
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**5.323**

**Big Bend Technical College Student Random Co-op and Clinical Drug  
Testing**

The Taylor County School Board recognizes the use of alcohol and illegal drugs by students may occur, and due to the hazards and safety issues that surround technical programs, it is in the best interest of Taylor Technical Institute to provide a drug free environment. Students who do not adhere to a drug free lifestyle place not only themselves, but other students and faculty in harm's way. This policy is a proactive approach designed to create a safe, orderly, healthy and drug free environment.

1. General Procedures

Post-secondary students, secondary students, parents/guardians/custodians where applicable and school officials will be informed of the policies and procedures involved in the random drug-testing program at the beginning of each school year. A copy of this policy will be provided to each student.

In order to participate in co-op and clinical activities, each student shall sign and return a consent form permitting the school to conduct drug testing. The consent form must be signed by the post-secondary student or student and parent/guardian/custodian where applicable. This form must be completed during the registration process for students to participate in any co-op or clinical activities.

Co-ops are partnerships between TTI, employers, and students designed to provide students with on-the-job training while earning course credit and wages. These activities require the student to assume the responsibility for the health and safety of the general public while providing services.

Clinical activities are partnerships between TTI, employers, and students designed to provide students with on-the-job training while earning course credit. These activities require the students to assume the responsibility for the health and safety of the general public while providing services. Students participate in clinical activities at TTI and remote training sites.

At the discretion of the director or designee, students participating in co-op and clinical activities may be randomly tested at any time during the school year. Selection for random testing will be by lottery drawing from a list of participating students.

The director or designee and vendor shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process.

Students who have been chosen randomly to be tested have the right within twenty-four (24) hours of the random drug test to furnish the director or designee a list of prescription and/or over-the-counter medications the student may have taken prior to being tested.

## 2. Procedures for Sample Collection and Test Results

Samples will be collected at a mutually convenient time established by the vendor and the director/designee. Students providing samples will be given as much privacy as possible while providing the samples.

A portion of the sample shall be used for the initial test. If the initial test renders a negative test result then no further analysis will be conducted. If the initial test renders a positive result, then a report without the student's name and bearing only a number with which to identify the student will be sent to the Medical Review Officer (MRO).

The MRO will receive each report of a positive result and will be supplied with information to determine the correct name of the student

whose identifying number appears on each positive test result report. Prior to verifying a positive result, the MRO shall attempt to contact the student whose name coincides with the identifying number on the positive drug test report and his/her parent/guardian/custodian, where applicable, to afford them the opportunity to confidentially discuss the test results with the MRO and to provide the MRO with the student's medical history and any other relevant biomedical information, including the use of any prescription or non-prescription medication that would assist the MRO in determining whether the MRO should verify the test results as positive. If the MRO determines that the test results should be deemed negative, then no further action shall be taken and the student's test result along with all other previous test results will be reported to the director or his/her designee as a negative result. If the MRO confirms a positive test result as reported by the vendor, the MRO shall submit that positive drug test result to the director or his/her designee.

Test results are kept by the director, secured in a locked file, and maintained separately from the students' cumulative records and discipline files. Test results shall be transferable among campuses within the Taylor County School District. Files of students will be destroyed upon the student's program completion, or if the student is no longer in the Taylor County school system.

### 3. Positive Test Conference

The director or his/her designee shall schedule a positive test conference with the student and his/her parent/guardian/custodian where applicable and other school personnel as deemed necessary to discuss any positive test results and the consequences.

The parent/guardian/custodian or post-secondary student has five (5) school days from the positive test conference to request in writing to the Director that the remainder of the sample is tested. The five-day window to request the remainder of the sample be tested begins the day after the Positive Test Conference. This test will be at parent/guardian/custodian or the post-secondary student's expense where applicable. If the second analysis renders a negative result, then no further action will be taken and all records pertaining to a positive result will be expunged.

If the parent/guardian/custodian or post-secondary student does not request the second test or if the second test is positive, then the Procedures in the Event of Positive Result shall be implemented.

4. Procedures in the Event of First Positive Result

The student shall be ineligible to participate in all clinical, co-op, and program activities at Taylor Technical Institute for one year from the date of the Positive Test Conference, OR:

- a. The student shall be placed on a Leave of Absence not to exceed thirty (30) school days. The student will be given the opportunity to submit a negative test result, at their expense, anytime during the Leave of Absence in order to re-enter their program of study.
- b. Once a student has an initial positive test result, he/she must be tested in all future random drug testing for the remainder of his/her enrollment at Taylor Technical Institute.

Second Positive Test Result

The student shall be ineligible to participate in all co-op, clinical, and program activities for one year from the date of the second Positive Test Conference.

5. Refusal to Submit to Random Testing

If a student participating in co-op or clinical activities who has signed the consent form and whose name was randomly selected for testing refuses to be tested for alcohol or drugs, the student shall be immediately suspended from all co-op, clinical, and program activities at Taylor Technical Institute for one year from the date of refusal.

At the end of the one-year suspension, the student shall be required to submit to a drug test and render a negative result in order to participate in any co-op, clinical, and program activities. The test will be done at the expense of the post-secondary student or his/her parent/guardian/custodian where applicable.

## DEFINITIONS:

Alcohol: Any substance containing any form of alcohol including, but not limited to ethanol, methanol, propanol, and isopropanol.

Drugs: Cannabis, the seeds thereof, and the resin extracted from any part of the plant, narcotics, barbiturates and related tranquilizers, and any other drug that is listed as a substance in Chapter 983, Florida Statutes. Drugs also include, and by definition mean prescription drugs, over the counter drugs, diet pills, vitamins, stimulants, and the various mail order stimulants that are shaped to look like various prescription amphetamines.

The Taylor County School Board bans any synthetic drug such as bath salts, synthetic marijuana, and any substance that mimics methamphetamine. The ban prohibits the use, possession or distribution of these substances on school grounds.

Calendar Year: July 1 to June 30

## **STATUTORY AUTHORITY:**

**1001.42 F.S.**

**1001.41,**

## **LAWS IMPLEMENTED:**

**1006.20, F.S.**

**1000.21, 1001.41, 1001.43,**

**TAYLOR COUNTY SCHOOL BOARD**

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<b>STUDENT ILLNESS</b>	<b>5.40</b>
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- I. The teacher, principal or nurse shall isolate a student who becomes ill while at school until the student can be removed to his/her home. A student with a temperature above normal, diarrhea, or emesis shall be evaluated and sent home, if necessary.
  
- II. A student who has had a serious communicable disease shall present a statement from a physician licensed by the state of Florida before being readmitted to classes. A student not attended by a physician may be readmitted if the principal, in his/her judgment, finds the student has met the criteria for readmission as established by the County Health Unit.
  
- III. No internal medicine of any kind may be given to a student without the written permission of the parent(s), as defined by Florida Statutes.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1000.21, 1001.43, 1006.07, F.S.**

**TAYLOR COUNTY SCHOOL BOARD  
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<b>SCHOOL HEALTH SERVICES</b>	<b>5.41</b>
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- I. The School Board shall collaborate with the County Health Department and the District school health advisory committee to develop and implement a health services plan. This plan shall be contained in the *Health Services Manual*.
  
- II. The plan shall include, but not be limited to, provisions for all aspects required by law.
  
- III. At the beginning of each school year, the principal shall inform the parent(s) as defined by Florida Statutes, in writing, that students will receive specified health services as provided in the health services plan. A student shall be exempt from any of these services when his/her parent(s) requests an exemption in writing. When invasive screening is one (1) of the specified services, written consent of the student's parent(s) shall be obtained prior to any such screening.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**381.0056, 394.463, 1001.21, 1002.20, 1006.062, F.S.**



**TAYLOR COUNTY SCHOOL BOARD  
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<b>NOTIFICATION OF INVOLUNTARY EXAMINATION</b>	<b>5.42</b>
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- IV. When there is a student crisis situation, school or law enforcement personnel must make a reasonable attempt to contact, either in person or using telehealth, a mental health professional who may initiate an involuntary examination pursuant to section 394.463, unless the child poses an imminent danger to themselves or others.
  
- V. The principal or designee shall exercise reasonable diligence and care to make contact with the parent, as defined by law, before the student who is removed from school, school transportation, or a school-sponsored activity is to be taken to a receiving facility for an involuntary examination.
  - A. Methods of communication to contact the student's parent or other known emergency contact include but are not limited to, telephone calls, text messages, e-mails, and voicemail messages following the decision to initiate an involuntary examination of the student.
  - B. The method and number of attempts made to contact the student's parent or other known emergency contact and the outcome of each attempt must be documented.
  - C. If an emergency contact is notified, the principal/designee may only share the information necessary to alert such contact that the parent must be contacted.
  
- VI. The principal or designee may delay the required notification to the parent for up to twenty-four (24) hours provided a report has been submitted to the central abuse hotline due to knowledge or suspicion of abuse, abandonment, or neglect and:
  - A. the delay is considered in the student's best interest or
  - B. it is reasonably believed to be necessary to avoid jeopardizing the health and safety of the student.

- VII. Before contacting a law enforcement officer, a principal or designee must verify that de-escalation strategies have been utilized and outreach to a mobile response team has been initiated unless the principal or designee reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others.
- VIII. The Superintendent shall develop procedures for the notification of parents and for reporting, if appropriate, alleged child abuse, abandonment, or neglect to the central abuse hotline when a student is taken to a facility for an involuntary examination. The procedures shall be contained in the *Health Services Manual*. The Superintendent shall annually report to the Department of Education the number of involuntary examinations, as defined in section 394.455, F.S., initiated at a school, on school transportation, or at a school-sponsored activity.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**381.0056, 394.463, 1001.21, 1002.20, 1006.062, F.S.**

# Students and All Employees

## Chapter 6

**TAYLOR COUNTY SCHOOL BOARD  
POLICY MANUAL  
CHAPTER 6.0**

**6.01**

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

1. Introduction

It is the policy of the Taylor County School Board to seek to provide, in the least restrictive environment, for the educational needs of each student to the maximum extent consistent with the needs of other students and the health, safety and welfare of all. One factor necessary in implementing this policy is that of providing AIDS-related education and awareness for students. Another such factor is that of adopting and implementing procedures to be followed in instances where the administration is notified by the parent/guardian, student or another employee that a student is known to have the Human Immunodeficiency Virus (HIV) or Acquired Immunodeficiency Syndrome (AIDS).

This rule delineates also the policy of the Taylor County School Board in utilizing the services of employees who have HIV, or AIDS. The purpose of the policy is the protection of the right of these employees to continued employment, while also recognizing Taylor County School Board's obligation, as an employer and educational agency, to provide an environment that is not only objectively safe for all employees, students and the public at large, but that is also one where, insofar as practicable and reasonable, employees and students do not have fears for their health and safety.

In providing communicable disease education (to include hepatitis B, etc.) and awareness for students, an important goal will be:

- a. To make it clearly and convincingly understood that, as to the present and the foreseeable future. THERE IS NO KNOWN OR DEFINITELY EXPECTED CURE FOR AIDS; and that most cases of AIDS result from BEHAVIOR THAT CAN BE AVOIDED.
2. In all matters related to this rule, directly or indirectly, all employees should strictly observe and protect the rights of all students and their parents as to privileged or confidential information.
3. Student Guidelines and Procedures---Epidemiological studies show that HIV is transmitted via contact with the body fluids of the infected person. Since there is no evidence of casual transmission by sitting near, living in the same household, or playing together with an individual who has HIV infection, the following guidelines have been developed.
  - a. Circumstances Warranting Special Action. No student shall be excluded from attending regular classes solely because the student has been diagnosed as having HIV or AIDS including clinical evidence of infection with HIV. However, if a child so diagnosed evidences any one of the following conditions, the principal with the consent of the parent or guardian, will convene an Advisory Panel for the purpose of making recommendations on the most appropriate educational placement of the student. The panel will take into consideration the following:
    1. Manifestation of clinical signs and/or symptoms that indicate progression of the illness;
    2. Demonstration of behavior risky or harmful to self or others;
    3. Demonstration of unstable or decompensated neuropsychological behavior;
    4. Presence of open wounds, cuts, lacerations, abrasions, or sores, on exposed body surfaces; and
    5. Impairment of gastro-intestinal and/or genito-urinary functions such that control of internal body fluids cannot be maintained.
  - b. In the event the parent or guardian refuses to authorize release of information regarding the student, the principal shall request a review by the County Health Office. If the County Health Office determines that students or school personnel are likely to be significantly exposed to body fluids of the student, the Director may proceed with establishment of the panel, notwithstanding the refusal of the parent or guardian.

c. Composition of Advisory Panel:

1. Principal of School;
2. Health Officer of the County Health Department or designee;
3. Attending physician of the student with HIV infection;
4. Director of Exceptional Student Education;
5. Infectious disease specialty physician, when and as determined by the Superintendent or designee as appropriate;
6. Other professional staff to include Health Services Staff when and as determined by the Superintendent or designee as appropriate;
7. Student's parent(s) or guardian (when and as appropriate or requested), who shall not be an official member of the panel.

d. Panel Responsibilities:

1. Review student's medical history and current status; (note: student identity dependent upon parent or guardian written release);
2. Review available educational and social data, progress reports as available, test results, prior school placements, etc.;
3. Discuss educational options, considering risks and benefits;
4. Reduce to writing findings, options, and recommendations and review draft report before submission to the Superintendent or designee, focusing on key issues, unresolved problems, if any, and summary recommendations;
5. Submit written report to the Director within 24 days and remain available as needed: and
6. Re-evaluate each Panel case on a continuing basis at least once every six-(6) months and more often when circumstances change in the categories listed in (3)(a) above.

The general intent is that the Advisory Panel is to serve as an expert professional resource to advise the Superintendent or designee in special situations where information about appropriate environment may not be available, complete, clear, or readily amenable to lay interpretation. It is expected that recommendations of the Advisory Panel shall be based solely upon current medical and educational information consistent with established ethical guidelines and considerations in accordance

with guidelines of the Center for Disease Control and Prevention and other scientific and relevant professional bodies.

e. Panel Protocol

1. If the Superintendent or designee determines that any one of the conditions in (3)(a) exists, the student in question will be placed on homebound instruction status for no longer than five (5) school days.
2. Within the five-school-day period, consent for release of medical information will be obtained, and past medical history, laboratory tests, and other relevant records will be provided to and reviewed by the Director of the Health Department and by other physicians as appropriate. Critical medical tests and other procedures will be conducted during this period by the Director of the Health Department or by other medical practitioners as warranted.
3. Based on results and medical interpretation of the student's current status, the Director of the Health Department will advise the Superintendent or designee within five (5) days as to whether continued homebound instruction is, or is not, warranted.
4. If medical review indicates that continuation of special status is not indicated, the student will return to regular status at the end of the five-school-day initial review period or upon the advice of the Director of the Health Department, whichever is sooner.
5. If medical review indicates that continuation of special status is indicated, the student will remain on homebound instruction, for a period not to exceed fifteen (15) additional school days.
6. During the twenty-school-day review period, the Superintendent or designee will arrange the following steps in preparation for Advisory Panel review:
  - a. Alert Advisory Panel of forthcoming meeting to be scheduled.
  - b. Obtain written authorization from parent(s) or guardian of student to contact attending physician for medical information.
  - c. Obtain signed consent from parent(s) or guardian of student to permit release of information from attending physician and others to the Superintendent or designee.
  - d. Receive relevant medical and social information about the student with HIV infection and maintain same in strict confidence. Any written form to be reviewed will be shared in meetings with panel and kept on file in

Superintendent or designees or Health Department Director's confidential files (see #9 below).

- e. Circulate confidential information about the HIV infected student to the Advisory Panel members only.
- f. Schedule and notify the Advisory Panel members of initial review meeting, of date, time and location. (To be set only when complete medical information has been obtained and circulated in advance to all Advisory Panel Members).
- g. Siblings of children diagnosed as having HIV, AIDS, or with clinical evidence of infection with HIV are able to attend school without any restrictions.
- h. Any report or information received by the Superintendent or designee from the Department of Health and Family Services, or from any other source, regarding AIDS or students or school personnel to the blood or body fluids of the person shall release HIV relating to a student only in an emergency situation that results in a significant exposure. Such release may only be made directly to those persons having a significant exposure, and such persons shall be required to retain such information in strict confidence. The Superintendent or designee in a confidential file separate and apart from the student's cumulative record and accessible only by lock and key shall maintain all records regarding the condition of the student by the appropriate personnel.
- i. Since the student diagnosed as showing clinical evidence of infection with the AIDS-Associated Virus (HIV or AIDS) has an increased risk of acquiring infections in the school setting, the student will be excluded from school if there is an outbreak of a threatening communicable disease; upon the advice of the County Health M.D. or the child's private M.D. such as chicken pox or measles, until he/she is properly treated and/or the outbreak is no longer a threat to the child.

#### 4. Employee Guidelines and Procedures

- a. Statements of Purpose and Scope – This section establishes the policy of the Taylor County School Board for working with employees who have a communicable disease such as Hepatitis B, HIV, or AIDS, etc. and is applicable to all employees of the school.
- b. The Taylor County School Board recognizes that those employees with life-threatening illnesses, including, but not limited to, cancer, heart disease, and AIDS-related illnesses may wish to continue to work. As long as employees are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a threat to



themselves or others, employees shall be assured of continued employment.

- c. Medical studies show that HIV infection is transmitted via contact with body fluids (especially semen, preseminal fluid, blood, and menstrual flow) of an infected person. To date, there is no record of transmission of the AIDS-associated virus (HIV) to co-workers, clients or consumers in offices, schools, factories, construction sites or other workplaces. There is no evidence of casual transmission by sitting near or working in the same office or sharing the same water fountain, telephone, toilets, eating facilities or office equipment with a person infected with HIV.

Many of the problems that arise in the workplace when employees are confronted with a fellow employee who has become HIV infected are caused by lack of knowledge about the disease and misunderstanding of the way in which it is transmitted. The only means of combating this fear is education.

The Taylor County School Board realizes that employees' health conditions are personal and confidential. Personnel and medical files or information about employees are exempt from public disclosure. In addition, information relating to a specifically named individual, the disclosure of which would constitute an unwarranted invasion of personal privacy, is prohibited. Thus, special precautions should be taken to protect such information regarding an employee's health condition in order to prevent instances of disclosure that may invade the personal privacy of employees. Unless specifically authorized by the employee, release of such information shall only be made in emergency situations to personnel who have a significant exposure to the blood or body fluids of the person. Written authorization of such release should be kept in a confidential file under lock and key, in the principal's office or Health Department Director's office.

- d. No employee is prohibited from reporting for duty solely because the employee has been diagnosed as having HIV or AIDS, (including clinical evidence of infection with the AIDS-associated virus (HIV)). However, medical reports and information relative to the employee's condition shall be regularly examined and monitored by the Taylor County School Board authorities. If an employee so diagnosed evidences any of the following conditions, the Director may, with consent of the employee, convene an Advisory Panel for the purpose of making a recommendation on the most appropriate work assignment for the employee:

1. Manifestation of clinical signs and/or symptoms which indicate progression of the illness;
  2. Demonstration of unstable behavior or decompensated neuropsychological behavior;
  3. Demonstration of behavior risky or harmful to self or others;
  4. Presence of open wounds, cuts, lacerations, abrasions, or sores on exposed body surfaces where occlusion cannot be maintained; and
  5. Impairment of gastro-intestinal and/or genito-urinary functions such that control of internal body fluids cannot be maintained.
- e. Composition of the Advisory Panel;
1. Principal of the school;
  2. Superintendent or designee and Health Officer of the Health Department or designee;
  3. Attending physician of the employee with HIV infection;
  4. Infectious disease specialty physician, when and as determined by the Superintendent or designee as appropriate;
  5. The employee when and as appropriate or requested, should not be an official member of the Panel; and
  6. Case Manager (Optional)
- f. Panel Responsibilities:
1. Review employee's medical history and current status ( note: employee identify dependent upon written release);
  2. Review available social data, prior school assignments, employment history, etc.;
  3. Discuss with employee the employment options, as applicable, considering risks and benefits;
  4. Reduce findings, options, and recommendations to writing and review draft report before submission to the principal, focusing upon key issues, unresolved problems, if any, and summary recommendations;
  5. Submit written report to the Superintendent or designee within 14 days and remain available as needed; and
  6. Re-evaluate each Panel case on a continuing basis at least once every six-(6) months and more often when circumstances change in the categories listed in (4) (e) above.

The general intent is that the Advisory Panel is to serve as an expert professional resource to advise the Superintendent or designee in special situations where information about appropriate environment may not be available, complete, clear or readily available for lay interpretation. It is expected that recommendations of the Advisory Panel shall be based upon current medical and employment information consistent with established ethical guidelines and considerations in accordance with existing guidelines of the Center for Disease Control and Prevention and other scientific and relevant professional bodies.

- g. In the event the employee refuses to authorize release of information to the Panel, the Superintendent or designee shall request a review by the County Health Officer. If the County Health Officer determines that students or school personnel are likely to be significantly exposed to blood or body fluids of the employee or if circumstances warrant special action exist, the Superintendent or designee may proceed with establishment of the panel, notwithstanding the refusal of the employee.
- h. Panel Protocol
  - 1. If the Superintendent or designee determines that any one of the conditions in (4)(d)(e) exists, the employee in question will be placed on special assignment for no longer than five (5) workdays.
  - 2. Within the five-work-day period, consent for release of medical information will be obtained and past medical history, laboratory tests, and other relevant records will be provided to and reviewed by the Director of the Health Department and other physicians as appropriate. The Director of the Health Department and other medical practitioners as warranted will conduct critical medical tests and other procedures during this period.
  - 3. Based on results and medical interpretation of the employee's current status, the Director of the Health Department (and other consultants as appropriate) will advise the Superintendent or designee within five (5) working days whether a continuation of special assignment is, or is not, warranted.
  - 4. If medical review indicates that continuation of special assignment is not indicated, the employee will return to regular status at the end of the five-day-work-day initial review period or upon the determination of the Superintendent or designee, whichever is sooner.

5. If medical review indicates that continuation of special assignments is warranted, the employee will remain on special assignment for a period not to exceed fifteen (15) additional workdays.
6. During the twenty-work day review period, the Superintendent or designee will arrange the following steps in preparation for Advisory Panel review:
  - a. Alert Advisory panel for forthcoming meeting to be scheduled;
  - b. Obtain written authorization from employee to contact attending physician for medical information;
  - c. Obtain signed consent from employee to permit release of information from attending physician and others to the Superintendent or designee;
  - d. Receive relevant medical and social information about the employee with HIV infection and maintain same in strict confidence.
  - e. Circulate confidential information about the HIV-infected employee to the Advisory Panel members only;
  - f. Schedule and notify the Advisory Panel members of initial review meeting, set date, time and location suitable to all.
  - g. Any report of information received by the Superintendent or designee from the Department of Health and Family Services, or from any other source, regarding AIDS or HIV relating to an employee shall be maintained in a confidential fashion and shall be released only in an emergency situation which results in significant exposure of students or school personnel to the blood or body fluids of the person. Such release may only be made directly to those persons having a significant exposure, and such persons shall be required to retain such information in strict confidence. All records regarding the condition of the employee shall be maintained in a confidential fashion in the Superintendent's office and accessible only by lock and key by appropriate personnel and shall not be available to persons normally having access to personnel records.

Sanitation/Waste Disposal. Blood or any other body fluids including vomitus, fecal or urinary products of any student or employee should be treated cautiously. It is required that gloves be worn when cleaning up any body fluids from any student or other personnel.

1. These spills should be cleaned up with a fresh solution of bleach (no older than 24 hours; one part bleach to ten parts water) or another EPA and School approved disinfectant, by pouring the solution around the perimeter of the spill.'

2. All disposable materials, including gloves, should be discarded in a manner prescribed by the County Health officer for disposal of biohazardous waste, in order to eliminate exposure of employees and students. Mops should also be disinfected with the bleach solution described above.

**STATUTORY AUTHORITY:**                    440.56, 1001.41, 1012.22, 1012.23,  
1012.12, F.S.

**LAWS IMPLEMENTED:**                    1001.43, 1012.27, 1012.61, 1012.66,  
F.S.

**STATE BOARD OF EDUCATION RULES:**                    6A-6.03020, 6A-  
6.0331

**TAYLOR COUNTY SCHOOL BOARD**

# Personnel

## Chapter 7

**TAYLOR COUNTY SCHOOL BOARD  
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**7.01  
EMPLOYMENT DEFINED**

1. Full-time. A regular full-time employee is a person who is employed for the school term or the school fiscal year to render the minimum number of hours prescribed for a workday each day as established by Taylor County School Board for that position or job.
2. Part-time. A part-time employee is a person who is employed to render less than the number of hours each workday as established by Taylor County School Board for a regular full-time employee.
3. Temporary. A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may be a part-time or full-time employee.

**STATUTORY AUTHORITY:**  
**F.S.**

**1001.41, 1012.22, 1012.23,**

**LAWS IMPLEMENTED:**  
**TAYLOR COUNTY SCHOOL BOARD**

**1012.22, 1001.43, F.S.**

**TAYLOR COUNTY SCHOOL BOARD  
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**7.02  
DEFINITION OF PERSONNEL**

Instructional, administrative, non-certificated and instructional support personnel shall be defined in accordance with the provision of Florida Statutes.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAWS IMPLEMENTED:**

**1000.21, 1001.43, 1012.01, F.S.**

**TAYLOR COUNTY SCHOOL BOARD**



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**7.03  
DEFINITIONS**

- ADMINISTRATIVE LEAVE: An authorized paid leave of absence, not charged against an employee's accrued leave credits.
- ANNUAL LEAVE: An authorized paid leave of absence granted an employee for vacation or other personal purposes.
- BREAK-IN-SERVICE: Upon resignation, a break of more than 100 days of employment for employees not covered by leave with pay.
- BEREAVEMENT LEAVE : All full time employees who have completed probationary period shall be granted, three (3) paid days leave in the event of a death in their immediate family. Immediate family is defined as a spouse, parent, siblings, child, grandparent, grandchild, mother –in-law or father-in-law. Such bereavement must be requested and approved by the board. Bereavement leave shall be non-cumulative from year to year and will only be paid for scheduled workdays.
- CALENDAR DAYS: All days in a month not counting State of Florida paid holidays.
- CATASTROPHIC INJURY OR ILLNESS: A severe condition or combination of conditions affecting the mental or physical health of the employee that results in a life-threatening condition and/or has major impact on life-functions.
- CONTINUOUS SERVICE: Employment in a salaried (non-OPS) position with one or more districts or other state agencies without a break in service.
- CREDITABLE SERVICE: Service during which the employee is on the salaried (non-OPS) payroll of a district. As it applies to annual and sick leave provisions, time spent on an authorized leave without pay also counts as creditable service.

- DAYS: Calendar days, excluding any day observed as holiday pursuant to the rules of the Board and/or pursuant to collective bargaining agreement.
- FAMILY AND MEDICAL LEAVE ACT (FMLA): Federal legislation which provides specific guarantees to qualifying employees when such employees must be absent due to becoming a biological or adoptive parent; for foster care; or for the serious health condition of an employee or the parent, spouse, or child of an employee.
- HOURS OF WORK: The number of hours prescribed by the Taylor County School Board as being compensable for purposes of determining eligibility for overtime. Such hours will not include time spent in the observance of a holiday or leaves of absence with or without pay, but will include other time deemed necessary by the Taylor County School Board to fulfill the mission of the district.
- HOURS WORKED: The time during which an employee performs duties, as directed or permitted, which pertain to district business. Included as hours worked are the following: attendance at required meetings or training classes, lunch or rest periods of less than one-half hour, and travel to and from an original destination while in official travel status. Other items, such as required job travel or on-call status, require individual interpretation.
- IMMEDIATE FAMILY: Defined as the spouse, great-grandparents, grandparents, parents, brothers, sisters, children, and grandchildren of the employee and his or her spouse. "Step" relations are covered by this definition. The FMLA definition includes the parent, child, or spouse of the employee only.
- IMMEDIATE SUPERVISOR: The person who has immediate supervisory responsibilities of hiring, directing the work of, evaluating, disciplining, and approving leave for the employee of a position.
- JURY DUTY: Leave for Jury Duty and Legal Process will be granted to any full-time employee when called for jury duty or subpoenaed as a court witness. Such employees will receive full salary with any payment received from such services to be endorsed to the Board. However, for any attendance at court for personal reasons, the employee must take personal leave.
- OPS: Persons paid from Other Personal Services (OPS) funds. These are generally temporary or short-term employment situations. OPS hourly employees are non-exempt and therefore must be paid as such.
- PARENTAL LEAVE: An extended leave of absence with or without pay that must be granted (up to one year) when requested by an employee who

becomes a biological or adopted parent. Such leave may begin up to two weeks before the expected arrival of the child.

- REQUEST FOR EXTENDED LEAVE: The application/agreement used to document an employee's extended leave of absence from work due to parental leave, medical (self or family), foster-care, military, or personal reasons.
- SICK LEAVE: An authorized leave of absence with pay granted an employee for the employee's personal illness and injury or for the illness or injury of a member of an employee's immediate family when the employee's presence with the family member is necessary. Also may be used in reasonable amounts upon the death of an immediate family member.
- SICK LEAVE BANK: Any full-time employee, having been employed by the Taylor County School Board for at least one (1) year and having at least five (5) days accrued sick leave, may enroll in the Sick Leave Bank by voluntarily contributing one (1) sick leave day to the bank. An eligible employee is defined as a person employed in a position designated by the Board as full time.
- PERSONAL LEAVE: Five (5) days of personal leave with pay will be allowed for all employees each school year; provided that such days shall be charged to accrued sick leave; and provided further in determining a year of service. Personal leave not in excess of five (5) days shall be subject to approval by the superintendent, but if in excess of five (5) days shall require approval of the school board. Any employee requesting an extended personal leave and receiving approval for such will leave any necessary lesson plans with materials needed to follow such plans for a period of not less than ten (10) school days.
- PROFESSIONAL LEAVE: Such leave will be granted to employees with or without pay for the purpose of:
  - Attending and/or participating in professional meetings relating to educational workshops, seminars, or conferences sponsored by professional organizations, colleges, universities, or government or private agencies concerned with matters of educational or professional importance.
  - Visitation for the purpose of observing instructional techniques or programs.
- POLITICAL CAMPAIGN LEAVE: An employee who desires personal leave to seek election to office shall file an application for leave. The Board will grant such leave for the duration of the political campaign. Such leave will be without compensation.

- ILLNESS IN LINE OF DUTY LEAVE: An employee shall be entitled to a maximum of ten (10) days of illness-in-line-of-duty leave each school fiscal year when unable to perform his/her duties because of personal injury in the discharge of his/her duties or because illness from a contagious or infectious disease contracted in his/her work when the District's workers' compensation insurer deems such illness or injury compensable.
- NON-INSTRUCTIONAL PERSONNEL JURY OR COURT APPEARANCE: Any non-instructional employee when called for jury duty or subpoenaed as a court witness in a criminal proceeding shall be given, for that purpose, leave for jury duty and/or court processes, and shall receive full salary, with payment received for such services to be endorsed to the Board. However, any attendance at court for personal reasons, the employee must take personal leave or leave without pay.

**STATUTORY AUTHORITY:**  
**1012.23, F. S.**

**1001.41, 1012.22,**

**LAWS IMPLEMENTED:**  
**1012.66, F. S.**

**1001.43, 1012.61, 1012.62,**

**TAYLOR COUNTY SCHOOL BOARD**

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**7.031  
EMPLOYMENT OF PERSONNEL**

1. All personnel shall be appointed or re-appointed as prescribed by Florida Statutes and in conformance with collective bargaining agreements and Taylor County School Board Policies.
2. The Superintendent or designee is directed to develop appropriate employment procedures governing the recruitment, screening, selection, appointment and employment of all personnel consistent with Florida Statutes, applicable collective bargaining agreements, federal requirements and Taylor County School Board Policies.
3. As a part of employment or upon reasonable suspicion, the Taylor County School District requires all applicants to pass drug screening and to submit to additional drug screening to determine fitness for duty and/or as follow-up testing to the Employee Assistance Program.

**STATUTORY AUTHORITY:**  
F.S.

**1001.41; 1012.22; 1012.23,**

**LAWS IMPLEMENTED:**  
1012.39, F. S.

**1012.22; 1001.43; 1012.32; 1012.32;**

**STATE BOARD OF EDUCATION RULES: 6A-10502, 6A-1064, 6A-40081, 6A-4.0082, 6A-4.0083**

**TAYLOR COUNTY SCHOOL BOARD**

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**7.032**

**CRIMINAL BACKGROUND AND EMPLOYMENT**

**1. Initial Employment**

a. Any offer of employment with the school system is conditional on submission of fingerprints as required by Florida Statute and a background investigation. After a job offer, but prior to beginning employment within the system, all candidates for all positions must undergo a criminal and employment background check to determine suitability for employment. The application for employment shall inform applicants they are subject to criminal background checks, and advise applicants that failure to be truthful on the application about prior criminal history will be grounds for ineligibility or dismissal from employment.

b. As a condition of employment and prior to beginning work, an applicant who has received a conditional job offer must file a complete set of fingerprints taken by an authorized law enforcement officer. The fingerprints shall be processed by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). In addition, each new applicant shall submit to drug testing prior to recommendation and appointment by the Taylor County School Board. The applicant shall be required to pay for the full cost of processing at the time of fingerprinting and drug testing. Refusal to participate in the drug screening will prohibit an applicant from employment with the Taylor County School Board.

c. The Superintendent shall establish a process for the purpose of reviewing the criminal history of all persons nominated for initial employment.

d. No applicant who has received a conditional job offer shall begin work before their fingerprints are processed, the criminal and pre-employment investigation is completed, and a determination is rendered as to suitability for employment.

e. Based upon the facts of an application, criminal background check or other valid or reliable data sources, applicants who are, or have been convicted of certain serious offenses may be denied employment by the Taylor County School District (such crimes are listed below). As used in this section the term convicted is defined as a finding of guilt, a plea of guilty, or a plea of nolo contendere, or a verdict of guilty. The withholding of adjudication or the entry of an order sealing or expunging the record requiring a pre-trial diversion shall not be considered an exception to this section. Other information derived from the pre-employment investigation, which indicates the applicant may not be suitable for employment by the Taylor County School District, may be grounds for denying employment to an applicant.

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

2. Sale of a controlled substance.

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

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

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

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

7. The Superintendent may identify specific mitigating circumstances for the above serious offenses and recommend to the Taylor County School Board a waiver to allow consideration of an applicant only if there is no threat to the safety of students or coworkers.

f. In situations where an applicant has been convicted of the offenses listed below or found in an administrative proceeding or a civil action to have committed, consideration of certain mitigating circumstances may be applied by the Superintendent that allow for consideration of an applicant without a request for a waiver from the School Board. In these situations, where an applicant is nominated for employment due

to mitigation, the Superintendent will personally approve the assignment and notify the School Board. These offenses include:

1. Possession or use of controlled substances.
2. Driving under the influence of alcohol or unsafe driving record.
3. Bad checks, misappropriation of funds or theft of personal property.
4. Committing or conviction of a misdemeanor.
5. Harassment, discrimination, or incidents that evidence prejudice of a student or adult on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disability, sexual orientation or social and family background; or harassment or discrimination which interferes with an individual's work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment.
6. Committing a felony not included in 435.04, Florida Statutes.

The circumstances for each situation identified above will be individually considered as well as the position to which the applicant is applying. Aggravating and mitigating factors or circumstances to be considered by the Superintendent include:

- The severity of the offense.
- The age of the victim or student/child involvement.
- The danger posed to the public including the degree of physical and mental harm to a student, other employees, or members of the public.
- Any repetition of the offense(s) and length of time between offenses.
- Attempts by the applicant to correct or stop the misconduct or mitigate its effect.
- Actual negligence of the applicant pertaining to any misconduct.
- The deterrent effect of the punishment or discipline imposed.
- Related misconduct by the applicant in other employment including findings of guilt or innocence, discipline imposed and/or discipline served.
- Any effort of rehabilitation by the applicant.
- The length of time since the misconduct, with a minimum of three (3) years.
- Any other relevant mitigating or aggravating factors under the circumstances.

g. Any instructional or non-instructional persons under contract to the Taylor County School District to operate student programs, student



teachers, persons participating in short-term teacher assistance experiences or filed experiences who have direct contact with students must meet the same requirements.

2. Current Employees

- a. If during the time of employment a member of the Taylor County School District is arrested for any offense, the Superintendent may take appropriate action as deemed necessary under Florida Statute and Taylor School Board Policies.
- b. Whenever a personnel investigation of a complaint against an employee is required, a criminal background check may be conducted as a part of the investigation.
- c. If it is discovered during the period of employment that a regular employee has a prior criminal record and that the employee was requested to provide this information at the time of hire, but did not do so, the employee may be subject to dismissal for submitting false information on the employment application, or otherwise having misled the Taylor County School District.
- d. If it is discovered during the period of employment that an employee has a prior criminal record and no falsification of an application or attempt to mislead occurred, the record shall be reviewed by the Superintendent. The Superintendent shall consider all information, including any mitigating circumstances. The employee shall have the opportunity to respond in writing to the findings and recommendations. Appeal of the Superintendent's action shall follow collective bargaining agreements or Taylor County School Board policies, as appropriate.

3. Acceptance of Appointment – Failure to signify written acceptance of appointment with ten (10) days after receipt of the official notice of appointment shall be considered a rejection of the offer and the position shall be declared vacant.

4. The Taylor County School District shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessary so as to ensure equal employment opportunity. Neither the Taylor County School District nor its agents shall engage in any discrimination with respect to employment in violation of any State or Federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

5. Every five (5) years following employment or entry into a contract in a capacity described in subsection (1) of Florida Statute 1012.465, each person who is so employed or under contract with the Taylor County School District must meet the Level 2 screening requirements as described in s. 1012.32, at

which time the Taylor County School District shall require the Department of Law Enforcement to forward the fingerprints to the Federal Bureau of Investigation for the Level 2 screening. The results of such screening shall undergo all the review as outlined above.

**STATUTORY AUTHORITY:**  
**F.S.**

**1001.41, 1012.22, 1012.23,**

**LAWS IMPLEMENTED:**    **381.0056, 1001.43, 1012.22, 1012.27, 1012.32,**  
**1012.465,**

**1012.56, F.S.**

**TAYLOR COUNTY SCHOOL BOARD**

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**7.0321**

**BACKGROUND SCREENING FOR CONTRACTORS**

1. Contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level two (2) screening requirements as described in Florida Statutes. Contractual personnel shall include any vendor, individual, or entity under contract with a school or the Taylor County School Board. Each vendor, individual contractor or employee of a contractor as described in this section must provide verification that he/she has met the level two (2) screening requirements prior to accessing a school campus.
2. An employee or contractor of an employer who offers high school student internships must meet level 2 background screening requirements if he/she has direct, unsupervised access to the student intern(s).
3. A non-instructional contractor who has been convicted of any disqualifying offense, as defined in Florida Statutes, shall not have access to school grounds when students are present.
4. Contractual personnel must also meet the level two (2) screening requirements every five (5) years following entry into a contract. If the fingerprints of an individual under contract with the Taylor County School Board have not been retained by the Florida Department of Law Enforcement, the individual must submit a complete set of fingerprints to the District.
5. Each person under contract as described in sections I and II must agree to inform the party with whom he/she is under contract within forty-eight (48) hours if convicted of any disqualifying offense while under contract. If it is

found that a person under contract does not meet the level two (2) requirements, the individual shall be immediately suspended from working in a contractual position and shall remain suspended until final resolution of any appeals. A person who is working with an intern will not be allowed to continue in an unsupervised situation.

6. The following non- instructional contractors shall be exempt from level two (2) screening:

- A contractor who is under direct, line of sight supervision of a Taylor County School Board employee or contractor who has met level two (2) screening requirements;
- A contractor who is required by law to undergo level two (2) screening for licensure, certification, employment, or other purpose and provides appropriate documentation;
- A law enforcement officer who is assigned or dispatched to school grounds;
- An employee or medical director of a licensed ambulance provider who is providing services;
- A contractor at a site where students are not permitted and a six (6) foot chain link fence separates the work site from the remainder of the school grounds; or
- A contractor who provides pickup or delivery services that involve brief visits to school grounds when students are present.

6. A non instructional contractor, as described in section VI, who is exempt from level two (2) screening shall be subject to a search of the registry of sexual offenders and sexual predators maintained by the Florida Department of Law Enforcement and National Sex Offender Public Registry maintained by the U. S. Department of Justice. The Taylor County School System shall conduct the registry search without charge to the contractor. If a contractor is identified as a sexual predator or offender and not allowed on school grounds, the Taylor County School District shall notify the vendor, individual, or entity under contract within three (3) business days.

7. The Superintendent shall develop procedures to implement this policy.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**                **1001.43, 1012.32, 1012.465, 1003.49,  
1012.467, 1012.468, F.S.**

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**7.04**

**APPOINTMENT OR EMPLOYMENT REQUIREMENTS**

Any person desiring employment with the Taylor County School Board shall file a completed application on the form provided by the Superintendent or designee.

1. Qualifications:
  - a. Must be of good moral character.
  - b. Must have attained the age of eighteen (18) years with the exception of students employed by the Taylor County School Board.
2. Certificate requirements. Each applicant for an instructional or administrative position shall hold a certificate, or be eligible for a certificate from the Florida Department of Education, acknowledging that an application has been filed and that issuance of the certificate is pending, or have the proper license to perform services.
  - a. To be considered for a position, an applicant shall be duly qualified for that position in accordance with State law, regulations of the Florida Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the annual contract of employment for the Taylor County School Board.
  - b. Any person not holding a valid Florida certificate at the time of employment shall be required, upon initial employment, to make application to the Florida Department of Education for such a certificate. When such certificate is received, it must be filed with the

Director of Personnel. If the Department of Education declines to issue a certificate, the person's employment shall be terminated immediately. Failure to file such certificate, except for good cause as determined by the Superintendent or designee, shall result in the termination of employment.

3. Interviews and appointments.
  - a. The Superintendent or designee shall monitor and ensure that appointments and assignments are consistent with the Taylor County School Board's intent of maintaining a diverse work force.
4. Fingerprinting/Drug Testing. Each new instructional or administrative staff member shall be fingerprinted and submit to drug testing prior to appointment by the Taylor County School Board.
5. Acceptance of appointment. Failure to signify acceptance of appointment within ten (10) days after receipt of the notice of appointment shall be considered a rejection of the offer and the position shall be declared vacant.
6. Taylor County School Board shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with the business necessary to ensure equal employment opportunity. Taylor County School Board shall not engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

**STATUTORY AUTHORITY:**  
**1012.23, F.S.**

**1001.41, 1012.22,**

**LAWS IMPLEMENTED:**    **381.0056, 1001.43, 1012.22, 1012.27, 1012.32,**  
**1012.39, F.S.**

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**7.05  
MEDICAL EXAMINATIONS**

The Taylor County School Board may require a physical, drug testing, psychological, and/or psychiatric examination by a physician licensed in the state of Florida when in the Superintendent or designee's judgment such an examination is relevant to the teaching performance or employment status of an employee. The Superintendent or designee shall select the physician(s), psychologist(s), or psychiatrist(s) and shall pay all costs incurred in the examination(s). The employee shall allow the report of the physician(s), psychologist(s), or psychiatrist(s) to be submitted to the Superintendent or designee with a copy being forwarded to the employee.

**STATUTORY AUTHORITY:**  
**S.**

**1001.41, 1012.22, 1012.23, F.**

**LAWS IMPLEMENTED:**  
**TAYLOR COUNTY SCHOOL BOARD**

**1001.43, 1012.32, F. S.**

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**7.06**

**YEARS OF SERVICE DEFINED FOR ADMINISTRATIVE AND INSTRUCTIONAL  
PERSONNEL**

1. The minimum time which may be recognized as a year of service for contractual purposes shall be full-time actual service rendered under contract for more than one-half (1/2) of the number of days required for the normal contractual period of service for the position held. In determining such service, sick leave, temporary duty, and holidays for which the employee received compensation shall be counted, but all other types of leave and holidays shall be excluded. The contracted period of service required for the position shall be determined by the number of months an employee works.
2. Any claim to a year of service for salary purposes shall be the equivalent of the service required for a continuing, professional service, annual, or multi-year contract. Credit for service rendered in another state or as otherwise allowed under the adopted salary schedule shall be determined by using the minimum service required by the Taylor County School Board for a comparable position and in accordance with the contract agreement between the Taylor County School Board and the bargaining unit.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23,**

**F.S.**

**LAWS IMPLEMENTED:**

**1000.21, 1001.43, 1011.60,**

**F.S.**



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**7.061**

#### **TERMINAL PAY BENEFITS FOR ADMINISTRATIVE PERSONNEL**

1. During the first three (3) years of service, the daily rate of pay multiplied by thirty-five percent (35%) times the number of days of accumulated sick leave.
2. During the next three (3) years of service, the daily rate of pay multiplied by forty percent (40%) times the number of days of accumulated sick leave.
3. During the next three (3) years of service, the daily rate of pay multiplied by forty-five percent (45%) times the number of days of accumulated sick leave.
4. During and after the tenth (10<sup>th</sup>) year of service, the daily rate of pay multiplied by fifty percent (50%) times the number of days of accumulated sick leave.
5. During and after the thirteenth (13<sup>th</sup>) year of service, the daily rate of pay multiplied by one hundred percent (100%) times the number of days of accumulated sick leave.

**STATUTORY AUTHORITY:**  
**F.S.**

**1001.41, 1012.22, 1012.23,**

**LAWS IMPLEMENTED:**  
**F.S.**

**1000.21, 1001.43, 1011.60,**

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#### **7.07 INSTRUCTIONAL STAFF**

The instructional staff shall be composed of school-based personnel, as defined in Florida Statutes, other than administrators and school support personnel. The instructional staff shall be assigned direct responsibility for the supervision, instruction, and evaluation of students in disciplines that promote individual growth and development for becoming a contributing member of society. Instructional staff members shall hold a valid Florida educator's certificate or the equivalent as prescribed by Florida Statutes and Taylor County School Board rules.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.  
**LAWS IMPLEMENTED:** 1000.21, 1001.43, 1012.32, 1012.53, 1012.54, 1012.56, 1012.39, F. S.

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**7.08**

**EMPLOYMENT OF ATHLETIC COACHES WHO ARE NOT FULL-TIME  
EMPLOYEES OF TAYLOR COUNTY SCHOOL BOARD**

Persons who are not full-time employees of the Taylor County School Board may be appointed by the Board on a contract basis, to perform designated secondary school athletic coaching responsibilities, subject to the following conditions:

1. The Superintendent or designee has determined that qualified full-time employees of Taylor County School Board are not available to perform these responsibilities.

The contracted employment conforms to rules and regulations of the State Board of Education and the by-laws of the Florida High School Activities Association (Must hold either a valid teaching certificate or Part-time certificate and have a Coaching Endorsement).

2. The employment procedures and contracted services conform to standards and procedures provided by the Superintendent or designee including, but not limited to:
  - a. Use of an approved agreement form for contracted services.
  - b. Assessment of the qualifications of such persons.
  - c. Agreement by the contracted employee to abide by the Code of Ethics of the Education Profession in Florida.
  - d. Evaluation of performed services to be conducted by the Superintendent or designee and appropriate records maintained.

- e. Payment for services shall be according to the approved Taylor County School Board schedule of salary supplements for the services rendered.
- f. Taylor County School Board shall attempt to ensure that community-based coaches reflect the diversity of racial, ethnic, and gender groups that make-up the Taylor County School population.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F. S.  
**LAWS IMPLEMENTED:** 1012.22, 1001.43, 1012.56, 1012.31, 1012.33, 1012.36, 1012.24, 1012.55, F. S.

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**7.09  
OPS EMPLOYEES**

An OPS person is one paid from Other Personal Services funds. This person is recommended by the Superintendent or designee and approved by the Taylor County School Board to assist staff members in performing instructional or professional duties or responsibilities.

(1) The conditions of employment of OPS personnel shall be governed by Taylor County School Board policy and appropriate contractual language and shall include the following:

- a. Have a high school diploma or hold a high school equivalency diploma issued pursuant to State Board of Education rules.
- b. Be at least eighteen (18) years of age.
- c. Present a complete set of fingerprints taken by a law enforcement agency and the appropriate processing fee. The fingerprints shall be acceptable for processing by the Florida Department of Law Enforcement and the Federal Bureau of Investigation. The Director or designee shall initiate a records check by the two- (2) agencies.
- d. Pass all drug-testing requirements of the Taylor County School Board.

- e. Such employment is limit to thirty (30) school days.

(2) The Superintendent or designee/Principal shall assure that the OPS person assigned to Taylor County Schools possesses a clear understanding of State and school rules relating to OPS responsibilities and to the safety, welfare, and health of students. It shall be the responsibility of the staff member supervising the OPS employee to ascertain that an OPS employee possesses the necessary knowledge of rules to perform duties of a special nature in a proper and reasonable manner.

(3) The OPS person shall complete a period of supervised practice when assigned to a new instructional staff member or assigned a type of duty that he/she has not previously performed. The length of such supervised practice may vary depending upon the previous experiences of the paraprofessional.

(4) An OPS person shall not perform any of the following:

- a. Establish instructional objectives;
- b. Render decisions regarding the relevancy of certain activities or procedures to achieve instructional objectives;
- c. Make decisions regarding the appropriateness of training materials for accomplishing instructional objectives; and
- d. Evaluate a student's attainment of instructional objectives unless clear and objective criteria such as a specific achievement standard on an objective test are defined.

(5) The Superintendent or designee/Principal and instructional staff members who are assigned OPS personnel shall be responsible for assigning duties to OPS personnel who are consistent with Florida Statutes and Taylor County School Board rules.

<b><u>STATUTORY AUTHORITY:</u></b>	<b>1001.41, 1012.22, 1012.23, F. S.</b>
<b><u>LAWS IMPLEMENTED:</u></b>	<b>1012.22, 1001.43, 1012.32, 1012.37, F. S.</b>
<b><u>STATE BOARD OF EDUCATION RULES:</u></b>	<b>6A-1.070; 6B-1.006</b>
<b>TAYLOR COUNTY SCHOOL BOARD</b>	

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**7.10  
SUBSTITUTE TEACHERS**

1. Qualifications – Any person to be eligible for consideration as a substitute teacher shall be:
  - a. Eligible for a Florida Educator’s Certificate covering substitute teaching and have earned a minimum of 60 semester hours of college credit, except in case of an emergency; and
  - b. Available to substitute for not less than a full semester and be accessible by telephone at all times.
2. Certification and Salary – Substitute teachers shall hold a valid Florida Educator’s Certificate and have it registered at the District Office. A substitute teacher’s salary shall be in accordance with the adopted salary schedule.
3. Records – The substitute teacher shall have on file in the District Office the following:
  - a. Substitute Application;
  - b. Current Personal Record Form;
  - c. Withholding Authorization Form (W-4);
  - d. Health certificate as prescribed for instructional personnel; and
  - e. Complete set of fingerprints.

4. When a person has completed substituting in the same position for ten (10) consecutive days, he/she shall be recommended at the next regular meeting of the School Board to be paid at a daily rate commensurate with the instructional salary schedule, provided that he/she holds a valid Florida Educator's Certificate and prior teaching experience has been verified.
5. The Superintendent or designee shall furnish each principal with a list of available substitute teachers, which shows the area(s) or field (s) in which each person is certified and the level of training specified on the Florida Educator's Certificate. The list shall contain only the names of persons who have been approved by the Superintendent as an acceptable substitute teacher.

**STATUTORY AUTHORITY:**  
**F.S.**

**1001.41, 1012.22, 1012.23,**

**LAWS IMPLEMENTED:**  
**1012.55, 1012.56, F. S.**

**1001.43, 1012.32, 1012.35, 1012.36, 1012.39,**

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**7.101  
ON-CALL SUBSTITUTE TEACHERS**

Qualifications – Any person to be eligible for consideration as an on-call substitute teacher shall be:

- a. Eligible for a Florida Educator Certificate or and have a minimum of a Bachelor's degree from an accredited college or university recognized by the Florida Bureau of Educator Certification.
- b. Substitute for not less than 30 consecutive school days in the same position.

Salary – When an On-call Substitute Teacher has substituted in the same position for ten days without interruption, upon the 11<sup>th</sup> day the On Call Substitute shall be paid at an hourly rate commensurate with a first year teacher's hourly rate. For the first ten days, the substitute shall be paid at the approved rate for substitute teachers.

Records – The On Call Substitute Teacher shall have on file in the District Office the following:

- a. Substitute Application;



b. Current Personal Record Form;

© Withholding Authorization Form (W-4);

(d) Health certificate as prescribed for instructional personnel;

(e) Complete set of fingerprints;

(f) An official transcript from the college or university where the bachelor's degree or higher was awarded; and

(g) Negative drug screening.

Upon request, the Superintendent or designee shall furnish each principal with a list of available On Call Substitute Teachers.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAWS IMPLEMENTED:** 1001.43, 1012.32, 1012.35, 1012.36, 1012.39, 1012.55, 1012.56, F. S.

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#### **7.11**

### **EMPLOYMENT OF NON-DEGREED VOCATIONAL AND ADULT INSTRUCTIONAL PERSONNEL**

The Taylor County School Superintendent is authorized to develop a procedural manual for the employment of non-degreed vocational and adult instructional personnel that is entitled Qualifications for Employment of Non-Degreed Full-time and Part-time Vocational and Adult Instructional Personnel per Florida Statute. These procedures shall be consistent with Florida Statutes and shall be approved by the Taylor County School Board. The manual shall be published and made available to persons who are seeking employment in one (1) of such positions.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAWS IMPLEMENTED:** 1001.43, 1012.32, 1012.36, 1012.39, F.S.

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**7.111  
PARAPROFESSIONALS AND AIDES**

Aides and paraprofessionals are persons assigned by the School Board to assist an instructional staff member(s) in performing his/her instructional or professional duties or responsibilities. A paraprofessional has additional responsibilities consistent with the requirements of the federal No Child Left Behind Act.

- I. The conditions of employment of an aide or paraprofessional shall include the following:
  - a. An aide shall have a high school diploma or hold a high school equivalency diploma issued pursuant to State Board of Education rules.
  - b. A paraprofessional shall meet one of the following requirements:
    1. Hold an associate's or higher degree;
    2. Two (2) years of study at an institution of higher education;  
or
    3. A rigorous state or local assessment of knowledge of and the ability to assist in instruction in reading, writing, and

mathematics or reading readiness, writing readiness, or mathematics readiness.

- c. Be at least eighteen (18) years of age.
  - d. Present a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and appropriate processing fee. The fingerprints shall be acceptable for processing by the Florida Department of Law Enforcement and the Federal Bureau of Investigation. The Director of Human Resources or designee shall initiate a record check by the two (2) agencies.
  - e. A drug test shall be required of all non-instructional applicants recommended for hire and shall be administered by the Board approved testing laboratory.
- II. The principal shall ensure that the aide or paraprofessional assigned to the school possesses a clear understanding of state and District rules relating to his or her responsibilities and to the safety, welfare and health of students. It shall be the principal and the instructional staff member's responsibility to ascertain that an aide or paraprofessional possesses the necessary knowledge about rules to perform duties of a special nature in proper and reasonable manner.
- III. It shall be the principal's responsibility to assure the School Board and the Superintendent that each aide or paraprofessional possesses a clear understanding of all state and District instructional practices and rules relevant to his/her responsibilities if he/she is expected to assist a teacher in promoting learning activities. When an aide is assigned duties requiring knowledge of instructional practices and policies or providing prescribed physical care for students of a specialized nature, it is the instructional staff member's responsibility to ascertain in advance whether the aide possesses the necessary knowledge and skills.
- IV. The aide or paraprofessional shall complete a period of supervised practice when assigned to a new instructional staff member or assigned a type of duty which he/she has not previously performed. The length of such supervised practice may vary depending upon previous experiences of the aide or paraprofessional. A record shall be maintained in each school to show the length, nature, and inclusive dates of each supervised practice assignment for each aide or paraprofessional.
- v. An education paraprofessional may administer, or proctor statewide standardized assessments or assessments associated with Florida Approved Courses in accordance with Florida Statutes and State Board of Education rules. Paraprofessionals must complete required training prior to performing these tasks.

- vi. An aide or paraprofessional shall not perform any of the following:
  - a. Establish instructional objectives;
  - b. Render decisions regarding the relevancy of certain activities or procedures to achieve instructional objectives;
  - c. Make decisions regarding the appropriateness of training materials for accomplishing instructional objectives; and,
  - d. Evaluate a student's attainment of instructional objectives unless clear and objective criteria such as a specific achievement standard on an objective test are define
- vii. The principal and instructional staff members who are assigned aides or paraprofessional personnel shall be responsible for assigning duties which are consistent with Florida Statutes, State Board of Education rules, School Board rules, and other controlling regulations.

STATUTORY

AUTHORITY:  
1012.23, F.S.

1001.41, 1012.22.

LAW(S) IMPLEMENTED:  
1012.22, 1012.32, 1012.37, F.S.

1001.43, 1008.24,

34 CFR 200

STATE BOARD OF EDUCATION  
RULE(S):

6A-1.070, 6B-1.006

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**7.12**

**CONTRACTS: INSTRUCTIONAL AND ADMINISTRATIVE PERSONNEL**

Except for employment under emergency conditions as provided in Section 1012.24, Florida Statutes, no person shall be employed or continued in employment if he/she does not hold or is ineligible to hold a valid Florida Educator's Certificate. The staff member shall be responsible for maintaining a valid certificate. The staff member shall register his/her certificate and each certificate reissuance or renewal in the district office as soon as the Department of Education issues the new validity period on the certificate. The deadline for establishing a new certificate level or training in the district office shall be September 1<sup>st</sup> of each school year.

1. The Superintendent shall designate a Certificate Contact to work directly with the Bureau of Teacher Certification, Florida Department of Education, to assist personnel with certification issues.
2. A teacher may not teach outside the field for which he/she is certified for more than one school year unless the teacher has earned sufficient credits to continue to remain outside the field of certification.

3. A teacher will be considered qualified in the field of assignment if one of the following conditions is met:
  - a. holds a valid Florida Educator's Certificate with an appropriate coverage as provided in the Course Code Directory for teaching the course, or
  - b. holds a valid Florida Educator's Certificate and has a minor in the field in which instruction is provided, as shown on an official college transcript or as verified in writing by the college or university, or
  - c. holds a valid Florida Educator's Certificate and has demonstrated sufficient subject area expertise in the subject area in which the instruction is provided by presenting a passing score on the subject area test of the Florida Teaching Certification Examination.
4. A teacher who has not met the requirement for demonstration of mastery of general knowledge by passing the required state test within one calendar year of employment may not be continued in employment in any position that requires a Temporary Certificate past the end of the contract year in which the one calendar year falls.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22,**

**1012.23, F.S.**

**LAWS IMPLEMENTED:**

**120.57, 1001.41, 1012.22, 1012.32, 1012.34,**

**1012.56, F. S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-1.0502, 6A-1.0501,**

**6A-1.0503**

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**7.13**

**CERTIFICATION OF ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL**

No person shall be employed or continued in employment if he / she does not hold or is ineligible to hold a Florida Educator's Certificate, a local certificate, or a certificate issued by a Florida school district that has a reciprocal agreement with the School District or holds a professional license. Provided, however, a person may be employed under emergency conditions, pursuant to Florida Statutes, or may qualify as noncertificated instructional or administrative personnel pursuant to School Board rules. The staff member shall be responsible for maintaining a valid certificate. The staff member shall register his / her certificate and each certificate reissuance or renewal in the District office as soon as the Department of Education issues the new validity period on the certificate.

I. The Superintendent shall designate a certification contact person to work directly with the Bureau of Teacher Certification, Florida Department of Education, to assist personnel with certification issues.

1.
  - A. If an individual employed by the District does not achieve a passing score on any subtest of the general knowledge examination, the District must provide information regarding the availability of state-level and district-level supports and instruction to assist in achieving a passing score.

- B. Information must include state-level test information guides, school district test preparation resources and preparation courses offered.

II. An individual nominated for an instructional position shall be properly certificated, be eligible for certification, meet conditions prescribed in State Board of Education rules or qualify for employment or re-employment as a non-degreed vocational education or adult education teacher based on School Board rules.

III. Pursuant to Sections 1012.39, 1012.55 and 1012.57, employment of temporary instructors, teachers of adult education, non-degreed teachers of career education, adjunct educators, career specialists, and experts in the field, each school district will establish the minimal qualifications for the issuance of Taylor County Public Schools Certificates. Such certificates establish eligibility for employment, but do not confer a right to employment.

1.

- a. The School Board defines an adjunct educator as a teacher who has expertise in the subject area to be taught. A teacher shall be considered to have expertise in the subject area to be taught if the teacher demonstrates sufficient subject area mastery through passage of a subject area test. The district is permitted to issue adjunct certificates to qualified applicants.
- b. Adjunct certificate holders should be used primarily to enhance the diversity of course offerings offered to all students.
- c. Adjunct teaching certificates issued for full time teaching positions are valid for no more than three (3) years and are nonrenewable

STATUTORY AUTHORITY:

LAWS IMPLEMENTED:

1012.54, 1012.55, 1012.56, 1012.57, F. S.

STATE BOARD OF EDUCATION RULES:

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1001.42 (1), 1012.42 (2), F.S.

1001.43, 1011.60, 1012.24,

GA-1.0501, 6A-10502, GA-1.0503



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**7.14  
LEAVE OF ABSENCE**

1. Leave of absence. Extended leaves of absence are provided for medical (self and family), parental, foster-care, military and personal reasons for Taylor County School Board employees. Each incorporates at a minimum that which is required by the Family and Medical Leave Act, or FMLA.

(2) Military Leave: Military leave will be granted to an employee who is required to serve in the Armed Forces of the United States of America, in fulfillment of obligations incurred under the Selected Service Laws or because of membership in the reserve of the Armed Forces or the National Guard, and may be granted at the discretion of the Board for up to two hundred forty (240) working hours of leave with pay , to any employee volunteering for military duty. An employee granted military leave shall, upon completion of service, be returned to the same or similar position. An application for reemployment shall be filed within

six (6) months following the date of discharge or release from active military duty.

1. Extended Personal Leave: Any employee desiring personal leave shall make a written application for such leave. The employee shall not be entitled to compensation while on extended leave. All extended leave will be granted at the discretion of the Board. No extended leave shall be granted at one time for a period greater than one (1) year. The Taylor County Staff Contract approved by the school board shall be the directing document for issues associated with extended leave.
2. Parental Leave: Any employee or his/her spouse shall be granted leave without pay, not to exceed one (1) year, incident to the birth or adoption of a child, as provided herein. The application shall follow the content of the Taylor County School Contract.
3. Personal Leave: Five (5) days of personal leave with pay will be allowed for all employees each school year; provided that such days shall be charged to accrued sick leave; and provided further in determining a year of service. Personal leave not in excess of five (5) days shall be subject to approval by the Superintendent, but if in excess of five (5) days shall require approval of the School Board.
4. Leave for Political Campaign: An employee who desires personal leave to seek election to office shall file an application for leave. The Board will grant such leave for the duration of the political campaign. Such leave will be without compensation.
5. Any employee requesting an extended personal leave and receiving approval for such leave will leave any necessary lesson plans with materials needed to follow such plans for a period of not less than 10 school days.
6. Sick Leave: Any employee on a full-time basis shall be entitled to four (4) days of sick leave at the beginning date of first employment during each contract year and thereafter shall accrue one day of sick leave for each month of employment, which shall be credited to the employee at the end of the month and which may not be used prior to the time it is earned and credited
7. Time spent on extended leave by a Taylor County School Board employee will not count toward the completion of the employee's probationary period, and the completion date of the probationary period will be advanced based on the amount of time the employee is absent. The Taylor County School Board employee must complete his or her probationary period upon return from the extended leave in order to attain permanent status in the appropriate classification.

8. Another employer may employ no employee on an extended leave of absence simultaneously unless the employee complies with the requirements for extra state compensation, outside employment/activities, and conflict of interest to include the provisions of 6C-5.915(9), 6C-5.945, and 6C1-1.011.

**STATUTORY AUTHORITY:**  
**F.S.**

**1001.41, 1012.22, 1012.23,**

**LAWS IMPLEMENTED:**  
**TAYLOR COUNTY SCHOOL BOARD**

**1001.43, 1012.66, F. S.**

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**7.15  
LEAVE APPLICATION**

An application for leave shall be in writing and approved by the Superintendent or designee. Leave granted for a school year or for the remaining part thereof will expire at the end of the school year or school fiscal year for which such leave is granted.

A Taylor County School Board employee having leave for the year or for the remaining part thereof, who plans to return to duty the next school fiscal year, shall send a copy of such notice to the Superintendent or designee or his/her designee by April 1<sup>st</sup> of that fiscal year. Return to employment is contingent upon an open position being available.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAWS IMPLEMENTED:**

**1001.43, 1012.66, F. S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-1.079**

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#### **7.16 APPROVAL OF LEAVES**

All requests for leave shall be submitted on the proper form and shall be approved by the Superintendent or designee as provided herein:

1. The following types of leave require approval of the Taylor County School Board:
  - a. Extended Health Leave or Disability including Maternity Leave
  - b. Military Leave
  - c. Personal Leave in excess of six (6) days
  - d. Illness-in-line-of-Duty Leave
  - e. Leave to seek political office
  - f. Professional Leave
  - g. Sabbatical Leave
  - h. Family and Medical Leave
  - i. Bereavement Leave

2. The Superintendent or designee is authorized to grant the following types of leave:
  - a. Sick Leave
  - b. Annual Leave
  - c. Jury Duty assignment
  - d. Witness Duty absence
  - e. Temporary Duty Elsewhere

**STATUTORY AUTHORITY:**

**1001.41, 1012.22,**

**1012.23, F. S.**

**LAWS IMPLEMENTED:**

**1001.43, 1012.22, 1012.61, 1012.63,**

**1012.64, 1012.66, F. S.**

**STATE BOARD OF EDUCATION RULES: 6A-1.080, 6A-1.081, 6A-1/082, 6A-1.083, 6A-104**

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**7.17**

**EFFECTIVE DATE FOR LEAVE, SUSPENSION, OR TERMINATION**

The effective date of any employment termination or unpaid leave of absence shall be the first day on which a Taylor County School Board employee is not paid unless otherwise provided herein. The effective date of any suspension or paid leave of absence shall be the first day on which a Taylor County School Board employee does not work. The following provisions apply to paid benefits for a holiday(s):

1. An employee who terminates employment and does not work on the first day following a holiday(s) shall not receive pay for the holiday(s). The termination date shall be considered the last day workday on which the employee is paid prior to the holiday(s).
2. To earn holiday pay, an employee may not be on an uncompensated leave either the day before or day after the holiday.

**STATUTORY AUTHORITY:**  
**LAWS IMPLEMENTED:**  
**TAYLOR COUNTY SCHOOL BOARD**

**1001.41, 1012.22, 1012.23, F.S.**  
**1012.22, 1001.43, 1011.60, F.S.**

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**7.17A**  
**SUSPENSION WITH OR NO PAY**

The School Board hereby delegates authority of employee suspension with partial or no pay to the Superintendent in order to facilitate personnel management, to maintain an orderly and productive work environment, to avoid public embarrassment to employees, and to eliminate minor disciplinary action from the School Board's agenda.

(1) The suspension shall be for a period extending to and including the day of the next regular or special meeting of the School Board.

(2) The suspension may be with or without pay.

(a) Document evidence of any violation of the Taylor County Drug policy shall constitute immediate suspension without pay.

(b) An employee whose suspension is based upon a positive drug test that is later proven to be invalidated will have their salary restored.

(3) Suspension shall be authorized only if the Superintendent finds that the employee has:

- (a) Been absent without leave;
- (b) Been insubordinate;
- (c) Endangered the health or well-being of a fellow employee or of a student(s);
- (d) Willfully neglected duty;
- (e) Consumed an alcoholic beverage while working; or,
- (f) Violated School Board rules or administrative directives to the extent that disciplinary action is required, but the violation is not severe enough for dismissal.

(4) An employee who is suspended under the authority of this rule shall be granted all due process rights accorded by the Florida Statutes.

(5) This rule grants the Superintendent authority in addition to that provided by Florida Statutes. It shall not be construed to limit the Superintendent's statutory powers.

**STATUTORY AUTHORITY:**  
**1012.23, F.S.**

**1001.41, 1012.22,**

**LAW(S) IMPLEMENTED:**  
**790.15, 1001.43,**  
**1012.335, F.S.**

**CHAPTER 120,**  
**1012.22, 1012.27, 1012.33,**

**STATE BOARD OF EDUCATION**  
**RULE(S):**

**6B-4.009**

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**7.18  
RESIGNATIONS**

1. Any administrative or instructional staff member who wishes to resign shall submit his/her resignation in writing addressed to the Superintendent or designee. The letter of resignation shall state the reasons for the resignation and the desired effective date. The resignation of any administrative or instructional staff member shall be sent to Superintendent or designee. No resignation shall become effective until accepted by the Superintendent or designee.
  - a. The resignation of an administrative or instructional staff member may be accepted during the contractual period of service provided that an acceptable reason is given and a qualified and satisfactory replacement is available. Any resignation for an upcoming school year shall be accepted without question if submitted prior to June 30<sup>th</sup> of the current school year.
  - b. All resignations shall be processed through the Superintendent or designee's office.



- c. An employee who violates the terms of an employment agreement or written contract by leaving his/her position without first being released from the agreement or contract by the Superintendent or designee shall be subject to the jurisdiction of the Education Practices Commission. When this occurs, the Superintendent or designee shall be responsible for notifying the Commissioner of Education about the action of declaring the position as abandoned and vacant.
2. A non-instructional employee who wishes to resign shall submit his/her resignation in writing addressed to the Superintendent or designee. Whenever possible, two (2) weeks prior notice shall be given. The letter of resignation shall state the reason for the resignation and the desired effective date. No resignation shall become effective until accepted by the Superintendent or designee.

**STATUTORY AUTHORITY:**  
**F.S.**

**1001.41, 1012.22, 1012.23,**

**LAWS IMPLEMENTED: 1012.22, 1001.43, 1012.23, 1012.795, 1012.34,  
1012.33, F.S.**

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**7.19  
RETIREMENT OF EMPLOYEES**

Any employee who plans to retire shall concurrently submit his/her resignation to the Superintendent or designee and his/her application to the retirement system for retirement benefits. Employees are encouraged to submit the resignation and application form at least ninety (90) days in advance of the retirement date to ensure the retirement check is issued the month following the last month of service with the Taylor County School Board.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAWS IMPLEMENTED:**

**1001.43, 1012.23, F.S.**

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**7.20**

**DEFERRED RETIREMENT OPTION PROGRAM (“DROP”)**

The Deferred Retirement Option Program (“DROP”) as defined in chapter 121, Florida Statutes, is an alternative method of deferred payment of retirement benefits for up to 60 months after eligible member of the Florida Retirement System reaches his/her normal retirement date but wishes to continue employment with a Florida Retirement System employer. In order to participate, the employee must submit a binding letter of resignation, establishing a deferred termination date. DROP will allow the participant to defer all retirement benefits payable during the DROP period. Upon termination of DROP, the participant will receive the DROP benefits and their regular benefits under Chapter 121, Florida Statutes.

**STATUTORY AUTHORITY:**

**1001.4, 1012.22, 1012.23, F.S.**

**LAWS IMPLEMENTED:**

**121.091, 1001.43, F.S.**

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**7.21  
ABSENCE WITHOUT LEAVE**

1. Administrative and instructional – Any member of the administrative or instructional staff who is willfully absent from duty without leave shall forfeit compensation for the time of the absence and the employee's contract shall be subject to cancellation by the Taylor County School Board.
2. Non-instructional – Any other employee who is willfully absent from duty without leave shall be subject to dismissal from employment and shall forfeit compensation for the time of the absence.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F. S.**

**LAWS IMPLEMENTED:**

**1001.43, 1012.33, 1012.66, 1012.67, F.**

**S.**

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**7.22  
PERSONAL LEAVE**

1. Personal Leave Chargeable to Sick Leave. Instructional employees may be allowed up to 5 (five) days paid leave for personal reasons each year to be charged against accrued sick leave. Administrative and Non-Instructional staff may be allowed up to 6 (Six) days paid leave for personal reasons each year to be charged against accrued sick leave. Such leave shall be non-cumulative and the Superintendent or designee shall approve any request for such leave, in advance.
2. Unpaid Personal Leave. Employees shall make written application for such leave without compensation. Personal leave shall terminate at the end of the contractual period. Personal leave may be granted at the discretion of the Superintendent or designee as provided:

(A) In compliance with the Family and Medical Leave Act of 1993, full-time school employees are entitled to take up to twelve (12) weeks unpaid leave a year for the following reasons:

- (a) The birth of the employee's child;
- (b) The placement of a child with the employee for adoption or foster care;
- (c) To care for the employee's spouse, child or parent who has a serious health condition; or,
- (d) A serious health condition rendering the employee unable to perform his / her job.
- (e) Any qualifying emergency that arises because the spouse, son, daughter or parent of an employee is a service member serving with the Armed Forces; a veteran of the Armed Forces, National Guard or Reserves; or on active duty or has been notified or an impending call or order to active duty as a member of the National Guard or Reserve or a retired member of the Regular Armed Forces or Reserve in support of a contingency operation.
- (f) An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to a total of twenty-six (26) weeks of leave during a twelve (12) month period to care for the service member. This leave is available only during a single twelve (12) month period. Entitlement for military caregiver leave applies on a per covered service member, per injury basis.
- (g) During the single twelve (12) month period described in section II above, an eligible employee is entitled to a combined total of twenty-six (26) weeks of leave under the provisions of language above. This does not limit the availability of leave under I during any other twelve (12) month period.
- (h) Employees are to provide at least 30 days' notice, if possible, of their intention to take leave. Medical certification that the leave is needed is required for the employee's own serious health condition or that of a family member. The School Board will continue the employee's health insurance under the same conditions as if the employee were working. Upon returning from leave, the employee will be restored to the same or equivalent

position with equivalent pay, benefits, and other terms and conditions of employment.

- B. Parental Leave. Any full-time employee may be granted parental leave for a period of one (1) year for the purpose of child rearing.
1. An employee who has fathered a child may apply for parental leave for a period not to exceed the balance of the school fiscal year in which the child is born and one (1) succeeding year subject to appropriate notice.
  2. An employee may apply for a leave of absence on the event of his/her adoption of a child, provided such leave shall not exceed the balance of the school year in which such adoption shall occur and the next succeeding year, and provided a written application for such leave is submitted to the Superintendent or designee within two (2) calendar weeks after approval for adoption by the recognized agency or source.
  3. In all instances herein where a leave of absence shall extend beyond one (1) school fiscal year, re-application shall be made to the Superintendent or designee.

(c) Leave for political campaigning. An employee who has filed for election to a political office and who desires personal leave for political reasons shall file an application for leave. The Board will grant such personal leave without pay for the duration of the political campaign.

(d) Superintendent or designee shall consider each extended leave-without-pay request on its own merit. Return from leave is contingent on there being a vacant position that the employee is qualified to fill. Requests of non-instructional personnel for extended leave to take another position for salary shall be for not more than 60 days.

**STATUTORY AUTHORITY:**

**LAWS IMPLEMENTED:**

**TAYLOR COUNTY SCHOOL BOARD**

**1001.41, 1012.22, 1012.23, F. S.**

**1001.43, 1012.66, 1012.61, F. S.**

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**7.23  
SICK LEAVE**

Taylor County School Board employees begin earning sick leave from the time they are employed. It is credited on the last day of each pay period. There is no waiting period for using sick leave. Taylor County School Board employees may use it while on probation and during their first six months of employment.

Taylor County School Board employees earn four hours each biweekly pay period or a number of hours that is directly proportionate to the number of hours in pay status during less than a full pay period. Sick leave for part-time employees is earned in proportion to the amount of time worked during each pay period.

There is no limit on the amount of sick leave that an employee may accrue, however, time earned prior to October 1, 1973, must be used first. Earned sick leave may be approved for time off from work because of exposure to a contagious disease that may endanger others, for personal visits to doctors or



dentists, and for personal illness that includes disability caused or contributed, by pregnancy.

An employee of the Taylor County School District may transfer sick leave to an unrelated member of the School District for their use in cases of injury or illness. Such transfer of leave is separate from the District Sick Leave Bank and is approved by the Superintendent or his/her designee. In order to access such leave, the Superintendent will develop a procedure for implementation to include at a minimum:

- Medical documentation of the illness or injury for which the leave is authorized;
- Establish a minimum number of sick leave days needed to before an employee may participate in the leave transfer program;
- Require that all unused transferred sick leave be returned to the employee who donated it; and
- Establish the minimum number of sick leave days a donating employee must keep.

Taylor County School Board employee may use sick leave in reasonable amounts for illness, injury, or death within the employee's immediate family, pending supervisory approval in instances of a serious medical condition of the employee or a member of his/her family. An employee may be eligible for an extended medical leave of absence under the Family and Medical Leave Act. Regardless of the amount of sick leave approved by a supervisor, sick leave may be used only in the amount necessary to bring your regular FTE up to your approved workweek.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.**

**S.**

**LAWS IMPLEMENTED:**

**1001.43, 1012.66, 1012.61, F.**

**S.**

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**7.230**

**ANNUAL LEAVE OF ADMINISTRATIVE STAFF**

Taylor County School Board Administrative staff members who are employed on twelve (12) month contracts shall accrue annual leave, exclusive of holidays, with compensation as follows:

- One and one-quarter ( $1 \frac{1}{4}$ ) days per month cumulative to 15 days per year for less than five (5) years of continuous service in the District.
- One and one-half ( $1 \frac{1}{2}$ ) days per month cumulative to 18 days per year for five (5) or more years continuous service in the District.
- One and three-quarter ( $1 \frac{3}{4}$ ) days per month cumulative to 21 days per year for ten (10) years or more of continuous service in the District.
- Two (2) days per month cumulative to twenty-four (24) per year for fifteen (15) years or more of continuous service in the District.

The term “continuous” shall mean an employee who has rendered uninterrupted service to the School Board in a twelve (12) month position or

job. Provided, however, individuals who previously rendered full-time continuous services in a ten (10) month contractual position shall be considered as having continuous service when determining creditable service for annual leave.

Annual leave shall accrue at the close of each month and shall not exceed thirty (30) days at the beginning of each school fiscal year, for the first fifteen (15) years of employment. Employees shall be encouraged to use annual leave on an annual basis.

- An employee with fifteen to twenty (15-20) years of continuous service in the District shall not exceed forty (40) days of annual leave at the beginning of each fiscal year.
- An employee with twenty to twenty-five (20-25) years of continuous service in the District shall not exceed fifty (50) days of annual leave at the beginning of each school fiscal year.
- An employee with twenty-six (26) or more years of continuous service in the District shall not exceed sixty-two and one-half (62 ½) days of annual leave at the beginning of each school fiscal year.

Annual leave may be granted by the Superintendent upon the written application of the employee and with the prior approval of the employee's immediate supervisor. Annual leave shall be scheduled for minimum disruption of the school program.

An employee shall not be entitled to annual leave if she/he works on a part-time basis and in excess of one-half (1/2) the hours or days required for a full-time position, but less than the total hours required for a full-time employee.

Annual leave shall not be granted until the employee has rendered at least six (6) months of acceptable service in the District.

Annual leave shall not be taken for less than one-half (1/2) day.

Accrued annual leave may be used in lieu of other types of leave with the Superintendent's approval.

**STATUTORY AUTHORITY:**  
**S.**

**1001.41, 1012.22, 1012.23, F.**

**LAWS IMPLEMENTED:**

**1001.43, 1012.66, 1012.61, F. S.**

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**7.24**

**JURY DUTY AND COURT APPEARANCES**

A full-time employee who is summoned to jury duty or subpoenaed as a court witness shall be granted jury duty leave for all hours required for such duty, not to exceed the number of hours in the employee's normal workday. Such employees will receive full salary with any payment received from such services to be endorsed to the Board. However, for any attendance at court for personal reasons, the employee must take personal leave.

**STATUTORY AUTHORITY:**  
**S.**

**1001.41, 1012.22, 1012.23, F.**

**LAWS IMPLEMENTED:**  
**TAYLOR COUNTY SCHOOL BOARD**

**1001.43, 1012.66, 1012.61, F. S.**

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**7.25  
VOTING**

Normally, employees should vote during non-work hours. In emergency situations, however, one or two hours of leave may be granted for voting provided the employee has obtained approval from his or her immediate supervisor. An employee shall not be granted administrative leave or leave not affecting accrued leave balances to work at the polls during elections.

**STATUTORY AUTHORITY:**  
**F. S.**

**1001.41, 1012.22, 1012.23,**

**LAWS IMPLEMENTED:**  
**TAYLOR COUNTY SCHOOL BOARD**

**1001.43, 1012.66, 1012.61, F. S.**

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**7.26  
MEETINGS AND CONFERENCES**

An employee who is required as a result of Taylor County School Board employment to attend a meeting or conference will not be granted administrative leave or leave not affecting accrued leave balances. Instead, such attendance, including travel time to out-of-town meetings and conferences, whether or not such travel occurs during the employee's normal work schedule, shall be considered time worked (Temporary Duty Elsewhere).

<b><u>STATUTORY AUTHORITY:</u></b> <b>S.</b> <b><u>LAWS IMPLEMENTED:</u></b> <b>TAYLOR COUNTY SCHOOL BOARD</b>	<b>1001.41, 1012.22, 1012.23, F.</b>  <b>1001.43, 1012.66, 1012.61, F. S.</b>
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**7.27  
SALARY SCHEDULES**

1. All personnel shall be paid in accordance with salary schedules as adopted by the Taylor County School Board.
2. Salary schedules shall include provisions for differentiated pay in accordance with Florida Statutes and may include provisions for performance pay.
3. Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who is required to work in excess of forty (40) hours in any week, shall be compensated for the hours in excess of forty (40) at the rate of one and one-half times the regular rate of pay for the service performed, or shall be provided compensatory time.
4. Any employee working beyond his/her designated total weekly hours without prior permission of the Superintendent or designee may be subject to disciplinary action.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.**

**S.**

**LAWS IMPLEMENTED:**

**1001.43, 1012.66, 1012.61, F. S.**

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**7.28  
DEATH IN IMMEDIATE FAMILY**

All full-time Taylor County School Board employees who have completed their probationary period may be granted Bereavement leave of three (3) paid days leave in the event of a death in their immediate family. Immediate family is defined as a spouse, parent, siblings, child, grandparent, grandchild, mother –in-law or father-in-law. Such bereavement must be requested and approved by the board. Bereavement leave shall be non-cumulative from year to year and will only be paid for scheduled workdays.

<b><u>STATUTORY AUTHORITY:</u></b>	<b>1001.41, 1012.22, 1012.23, F.S.</b>
<b><u>LAW IMPLEMENTED:</u></b>	<b>1001.43, F.S.</b>
<b>TAYLOR COUNTY SCHOOL BOARD</b>	



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**7.29**

**VIOLATION OF EMPLOYEE CODE OF CONDUCT, POLICIES AND PROCEDURES,  
PRINCIPLES OF PROFESSIONAL PRACTICES, THE CODE OF ETHICS OR  
PRINCIPLES OF PROFESSIONAL CONDUCT, OTHER STATE BOARD OF  
EDUCATION RULES OR LOCAL, STATE AND/OR FEDERAL LAWS**

All members of the Taylor County School District staff are held to the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida. In addition, all staff members must uphold all rules of the State Board of Education and local, state and federal laws.

Anyone known to be violating the Employee Code of Conduct, Policies and Procedures, the Principles of Professional Practices, the Code of Ethics or Principles of Professional Conduct, other State Board of Education Rules or Local, State and/or Federal laws will be subject to referral for investigation and/or prosecution to the appropriate law enforcement agency.

**Self-Reporting**

As required by the provisions of Senate Bill 1712 – Ethics in Education Act, State Board of Education Rule 6B-1.006(5) and The Principles of Professional Conduct of the Education Profession in Florida, all employees of the Taylor County School District are required to self-report within forty-eight (48) hours to the Superintendent or designee any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance, and any arrests and/or

criminal charges, including criminal traffic violations. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory.

In addition, all employees shall self-report in writing any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty, guilty in your best interest, or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment has been entered. Failure to self-report may result in discipline, up to and including termination from employment.

#### Retirement Benefits/Felony Conviction

The retirement benefits of a Taylor County School District employee convicted of a felony committed on or after October 1, 2008, defined in s. 800.04 are subject to forfeiture in accordance with s. 112.3173 or s. 121.091 if the person is a public officer or employee when the offense occurs; the person commits the offense through the use or attempted use of power, rights, privileges, duties, or position of the person's public office or employment position; and the victim is younger than 16 years of age when the offense occurs.

The "specified offenses" include:

- The committing, aiding, or abetting of an embezzlement of public funds;
- The committing, aiding, or abetting of any theft by a public officer or employee from his or her employer;
- Bribery in connection with the employment of a public officer or employee;
- Any felony specified in chapter 838, except ss. 838.15 and 838.16;
- The committing of an impeachable offense; or

- The committing of any felony by a public officer or employee who, willfully and with intent to defraud the public or the public agency for which the public officer or employee acts or in which he or she is employed of the right to receive the faithful performance of his or her duty as a public officer or employee, realizes or obtains, or attempts to realize or obtain, a profit, gain, or advantage for himself or herself or for some other person through the use or attempted use of the power, rights, privileges, duties, or position of his or her public office or employment position; or
- The committing on or after October 1, 2008, of any felony defined in s. 800.04

against a victim younger than 16 years of age, or any felony defined in chapter 794

against a victim younger than 18 years of age, by a public officer or employee

through the use or attempted use of power, rights, privileges, duties or position

of his or her public office or employment position.

#### Ineligible for Educator Certification

In addition, a person is ineligible for educator certification, and instructional personnel and school administrators, as defined in s. 1012.01, are ineligible for employment in any position that requires direct contact with students in a district school system, charter school, or private school that accepts scholarship students under s. 220.187 or s. 1002.39, if the person, instructional personnel, or school administrator has been convicted of:

(1) Any felony offense prohibited under any of the following statutes:

- Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct.
- Section 394.4593, relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct.
- Section 415.111, relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.
- Section 782.04, relating to murder.
- Section 782.07, relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, aggravated manslaughter of a child, or

aggravated manslaughter of an officer, a firefighter, an emergency medical technician, or a paramedic.

- Section 784.021, relating to aggravated assault.
- Section 784.045, relating to aggravated battery.
- Section 784.075, relating to battery on a detention or commitment facility staff member or a juvenile probation officer.
- Section 787.01, relating to kidnapping.
- Section 787.02, relating to false imprisonment.
- Section 787.025, relating to luring or enticing a child.
- Section 787.04(2), relating to leading, taking, enticing, or removing a minor beyond the state limits, or concealing the location of a minor, with criminal intent pending custody proceedings.
- Section 787.04(3), relating to leading, taking, enticing, or removing a minor beyond the state limits, or concealing the location of a minor, with criminal intent pending dependency proceedings or proceedings concerning alleged abuse or neglect of a minor.
- Section 790.115(1), relating to exhibiting firearms or weapons at a school-sponsored event, on school property, or within 1,000 feet of a school.
- Section 790.115(2) (b), relating to possessing an electric weapon or device, destructive device, or other weapon at a school-sponsored event or on school property.
- Section 794.011, relating to sexual battery.
- Former s. 794.041, relating to sexual activity with or solicitation of a child by a person in familial or custodial authority.
- Section 794.05, relating to unlawful sexual activity with certain minors.
- Section 794.08, relating to female genital mutilation.
- Chapter 796, relating to prostitution.
- Chapter 800, relating to lewdness and indecent exposure.
- Section 806.01, relating to arson.
- Section 810.14, relating to voyeurism.
- Section 810.145, relating to video voyeurism.
- Section 812.014(6), relating to coordinating the commission of theft in excess of \$3,000.
- Section 812.0145, relating to theft from persons 65 years of age or older.
- Section 812.019, relating to dealing in stolen property.
- Section 812.13, relating to robbery.
- Section 812.131, relating to robbery by sudden snatching.
- Section 812.133, relating to carjacking.
- Section 812.135, relating to home-invasion robbery.
- Section 817.563, relating to fraudulent sale of controlled substances.

- Section 825.102, relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.
- Section 825.103, relating to exploitation of an elderly person or disabled adult.
- Section 825.1025, relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled person.
- Section 826.04, relating to incest.
- Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.
- Section 827.04, relating to contributing to the delinquency or dependency of a child.
- Section 827.071, relating to sexual performance by a child.
- Section 843.01, relating to resisting arrest with violence.
- Chapter 847, relating to obscenity.
- Section 874.05, relating to causing, encouraging, soliciting, or recruiting another to join a criminal street gang.
- Chapter 893, relating to drug abuse prevention and control, if the offense was a felony of the second degree or greater severity.
- Section 916.1075, relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct.
- Section 944.47, relating to introduction, removal, or possession of contraband at a correctional facility.
- Section 985.701, relating to sexual misconduct in juvenile justice programs.
- Section 985.711, relating to introduction, removal, or possession of contraband at a juvenile detention facility or commitment program.

(2) Any misdemeanor offense prohibited under any of the following statutes:

- (a) Section 784.03, relating to battery, if the victim of the offense was a minor.
- (b) Section 787.025, relating to luring or enticing a child.

(3) Any criminal act committed in another state or under federal law which, if committed in this state, constitutes an offense prohibited under any statute listed in subsection (1) or subsection (2).

(4) Any delinquent act committed in this state or any delinquent or criminal act committed in another state or under federal law which, if committed in this state, qualifies an individual for inclusion on the Registered Juvenile Sex Offender List under s. 943.0435(1) (a) 1.d.

Reporting

Members of the Taylor County School District must report any suspected offense by a staff member using one of these procedures:

- Report in writing to your Supervisor, or
- Report in writing to the Superintendent, or
- Report using the form on the Taylor County School District home page.

### Rescreening

Every 5 years after obtaining initial certification, each member of the staff who is required to be certified under this chapter must be rescreened and meet level 2 screening requirements as described in accordance with s. 1012.32.

### Training

All members of the Taylor County School District staff must attend training at least once a year on the following;

1. Employee Code of Conduct
2. Principles of Professional Practices
3. Code of Ethics
4. Principles of Professional Conduct
5. Local, state and/or federal rules/law associated with any provision of this policy.

### Liability Protection

Employees of Taylor County School District are protected from liability pursuant to Section 39.203, F.S. for reporting suspected activities relating to this policy.

**STATUTORY AUTHORITY:**  
**1012.22, 1012.23, F.S.**

**Senate Bill 1712, 1001.41,**

**LAWS IMPLEMENTED: 887.13, 943.0585(4)(C), 943.059(4)(C), 1001.41, 1001.43, 1006.145, 1012.22, 1012.27, F. S.**

**STATE BOARD OF EDUCATION RULES:**

**6B-1.006(5)**

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**7.30  
NEPOTISM**

1. An employee may not be recommended for employment or be supervised by a close relative.
2. Two or more close relatives may not work in the same administrative unit except by special permission of the Superintendent/designee.
3. Close relatives are defined as mother, father, son, daughter, brother, sister, spouse, and in-laws of the same.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.**

**S.**

**LAWS IMPLEMENTED:**

**1012.22, 1001.43, 112.135, F.**

**S.**

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**7.31  
RECORDS AND REPORTS**

All employees of the Taylor County School Board shall faithfully and accurately maintain records and file reports as may be required by Florida Statutes, State Board of Education rules and policies of the Taylor County School Board, or as the Superintendent or designee may deem necessary for the effective administration of the district. Such reports shall include student attendance, property inventory, personnel, school funds and other types of information. Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F. S.**

**LAWS IMPLEMENTED:**

**1012.2, 1001.43, 1012.53, F. S.**

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**7.32**

**TELEPHONE CALLS, ELECTRONIC COMMUNICATIONS AND FACSIMILES**

Taylor County School Board communication equipment shall be used for designated purposes and shall not be used for personal or non-school purposes.

1. An employee shall not make a personal long distance call or send a facsimile or other electronic transmission at School expense. An employee who violates this rule shall be required to pay for the call or facsimile. Such action shall be reported to the Superintendent or designee.
2. The Superintendent or designee shall maintain a log of all long distance calls and facsimiles, as required.
3. District personnel will not have to pay for long distance telephone calls that are charged to the school provided the purpose of the call is to conduct district business.

4. The Superintendent or designee shall review telephone and facsimile bills and shall refer excessive or questionable bills to the employee for explanation.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.**

**S.**

**LAWS IMPLEMENTED:**

**1012.22, 1001.43, F. S.**

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**7.33**

**ALCOHOL AND DRUG-FREE WORKPLACE**

1. No employee shall possess, consume or sell alcoholic beverages or manufacture, distribute, dispense, possess, use or be under the influence of, on the job or in the workplace, any narcotic, drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined by regulations at 21 CFR 12001.11 through 1300.15 or Florida Statutes, Chapter 893.
2. The Taylor County School Board bans any synthetic drug such as bath salts, synthetic marijuana, and any substance that mimics methamphetamine. The ban prohibits the use, possession or distribution of these substances on school grounds.
3. "Workplace" is defined as the site for the performance of work done in connection with the rules of an employee of the District. That term includes any place where the work of the district is performed, including a school building or other school premises, any district-owned vehicle or

any other activities, off-school property during any school-sponsored or school-approved activity, event or function, such as a field trip, workshop or athletic event.

4. As a condition of employment, each employee will:
  - a. Abide by the terms of this policy;
  - b. Submit to drug testing, when and if the Taylor County School System has reasonable suspicion, upon returning to work as a part of determining fitness for duty and for follow-up testing to the Employee Assistance Program; and
  - c. Notify the Superintendent or designee of any criminal drug statute arrest or conviction for a violation occurring on the premises of the district, at the workplace, or during the conduct of any official activity related to the district within forty-eight (48) hours. Professional employees must be in compliance with 6.30(2).
5. The district shall:
  - a. Notify the appropriate agency within ten (10) days after receiving such notice from an employee or otherwise receiving actual notice of such conviction; and
  - b. Take one of the following actions, within thirty (30) days of receiving such notice, with respect to any employee who is so convicted:
    1. Require such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; or
    2. If the employee fails to participate satisfactorily in such program, the employee may be non-renewed or his/her employment may be suspended or terminated, at the discretion of the Superintendent or designee; or
    3. Take appropriate personnel action against such an employee, up to and including termination.
  - c. Offer assistance and information on drug abuse in order to maintain an alcohol and a drug-free workplace. Employee assistance will be available through the Personnel Department and the Employee Assistance Program. The district shall also conduct periodic workshops on drug and alcohol abuse in the workplace to inform employees of the dangers of substance abuse and of the provisions in this policy.

**STATUTORY AUTHORITY:**        893.01, 1001.41, 1012.22, 1012.23,  
1012.27, F. S.

**LAWS IMPLEMENTED:**                                1001.41, 1001.43, 1012.795, F.  
S.

**DRUG FREE WORKPLACE ACT OF 1988;**        **CFR PART 85,**  
**SUBPART F**

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**7.34  
STAFF TRAINING**

All employees shall be provided opportunities for professional growth and development through participation in staff development activities.

Training for employees should minimally include:

- Identifying and reporting child abuse and neglect;
- All nondiscrimination provisions;
- Sexual harassment guidelines;
- Handling hazardous materials and toxic substances including blood borne pathogens, chemicals, and petroleum products;
- District policies related to HIV/AIDS disease, communicable diseases, alcohol and drug free facilities, use of tobacco products, possession of weapons, and Code of Student Conduct;
- Suicide prevention; and
- Other topics as deemed appropriate by the Superintendent or required by law, rule, or other governing provision.

**STATUTORY AUTHORITY:** 440.56, 1001.41, 1012.22, 1012.23, 1013.12, F. S.

**LAWS IMPLEMENTED:** 1001.43, 1012.22, 1012.27, 1012.38, 1012.98, 1012.985, F. S.

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**7.35  
PERSONNEL FILES**

The term “personnel file,” as used in this rule, shall mean all records, information, data, or materials maintained by the School in any form or retrieval system whatsoever, with respect to any employee, which is uniquely applicable to that employee.

(1) The Superintendent or designee shall maintain a personnel record on each employee.

The record shall include:

- a. Application for employment
- b. References
- c. Annual evaluations
- d. Letters of commendations, reprimand, etc.
- e. Data substantiating placement on the salary schedule (education, official transcripts, experience, etc.)
- f. Teaching certificate, if applicable
- g. Any other pertinent data.

(2) Except for materials pertaining to work performance or other matters that may be cause for discipline, suspension or dismissal under laws of this state, no derogatory materials relating to an employee's conduct, service, character, or personality shall be placed in the personnel file of such employee. No anonymous letter or anonymous materials shall be placed in the personnel file.

(3) Materials relating to work performance, discipline, suspension, or dismissal must be reduced to writing and signed by a person competent to know the facts or make the judgment.

- a. No such materials may be placed in a personnel file unless they have been reduced to writing within forty-five (45) days, exclusive of the summer vacation period, of the administration becoming aware of the facts reflected in the materials.
- b. Additional information related to such written materials previously placed in the file may be included with such materials to clarify or amplify as needed. A copy of such materials to be added to an employee's personnel file shall be provided to the employee either by certified mail or by personal delivery.
- c. The employee's signature on a copy of materials to be filed in the employee's personnel file signifies receipt and does not necessary indicate agreement with its content. The employee will be afforded due process rights as outlined in Florida Statutes.

(4) Personnel files, regardless of their location in the District, are open to inspection pursuant to Chapter 119, Florida Statutes, except as follows:

- a. Any complaint and any materials relating to the investigation of a complaint against an employee shall be confidential until the conclusion of the preliminary investigation, or until such time as the preliminary investigation ceases to be active as defined in Florida Statutes.
- b. Employee evaluations prepared pursuant to Florida Statutes, rules adopted by the State Board of Education or Taylor County School Board shall be confidential until the end of the school year immediately following the school year during which each evaluation is made. No evaluation prepared prior to July 1, 1983, shall be made public.

- c. No materials derogatory to the employee shall be open to inspection until ten (10) days after the employee has been notified pursuant to (3)(b) of this policy.
- d. The payroll deduction records of the employee shall be confidential.
- e. Employee medical records, including medical claims, psychiatric and psychological records, shall be confidential; provided however, at any hearing relative to an employee's competency or performance, the hearing officer or panel shall have access to such records.
- f. Any information in a report of injury or illness filed pursuant to Florida Statutes that would identify an ill or injured employee.

(5) Notwithstanding other provisions of this policy, all aspects of each employee's personnel file shall be open to inspection at all times by the Superintendent or designee, in the exercise of their respective duties.

(6) Notwithstanding other provisions of this policy, all aspects of each employee's personnel file shall be made available to law enforcement personnel in the conduct of a lawful criminal investigation.

**STATUTORY AUTHORITY:**  
S.

**1001.41, 1012.22, 1012.23, F.**

**LAWS IMPLEMENTED:**  
F.S.

**1001.43, 1012.31, 112.08(7)**

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**7.36**

**SCHOOL BOARD EMPLOYEES WITH HIV, AIDS/ARC, AIDS, OR OTHER  
COMMUNICABLE DISEASES**

It is the intent of Taylor County School Board to protect employees and students from exposure to infectious diseases, to risk occasioned by infectious diseases, and to provide reasonable accommodations to infected employees.

It is recognized that HIV-positive employees who are not debilitated or exhibiting symptoms that would facilitate transmission of the virus will remain in their current jobs if conditions permit.

Reasonable accommodations are available to HIV positive employees.

All information regarding such matters shall be held in strict confidence and released only to those who have a legitimate need-to-know.

School Board employees shall receive and review procedures governing immunization against Hepatitis B infection, HIV, AIDS, blood borne pathogens, other communicable disease, and environmental hazards.

Staff members shall cooperate with public health authorities by practicing and promoting standard precautions, as deemed by the Centers for Disease Control



and Prevention (CDC). Procedures for dealing with employees who pose a threat of transmitting a blood borne health condition shall be developed.

**STATUTORY AUTHORITY: 440.56, 1001.41, 1012.22, 1012.23, 1012.12, F. S.**

**LAWS IMPLEMENTED: 1001.43, 1012.27, 1012.66, 1012.61, F. S.**  
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**7.37**

**WORKER' COMPENSATION RETURN-TO-WORK-PROGRAM**

In order to provide employees the opportunity to return to work as soon as possible after being injured while at work, and at the same time reducing the District's liability for workers' compensation costs, it is the policy of the Taylor County School Board to provide a formal Return-To-Work Program.

1. While injured employees may return to work only in accordance with direction from their authorized medical provider, it is the policy of the School Board to accommodate these employees by modifying the work requirements of their position or to temporarily place them in another appropriate position as necessary. In this way, they are provided the opportunity to work at their normal rate of pay during the time of their recovery.
2. These accommodations are to be temporary and only for a reasonable length of time, which will be limited to a maximum of 60 days.

3. The accommodations must be in accordance with restrictions provided by the authorized medical provider.
4. The employee will not be required to participate in the program; however in such cases the employee's benefits will be limited under Workers' Compensation Laws.
5. The superintendent shall develop procedures for the implementation of this policy.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, 1012.23, F.**

**S.**

**LAWS IMPLEMENTED:**

**1012.22, 1012.23, 1012.27. F.**

**S.**

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**7.371**

**STAFF USE OF WIRELESS COMMUNICATIONS**

It is essential that the Taylor County School System offer an environment that fosters learning and is without unnecessary interruptions. The use of Wireless Communications by school staff for personal calls during the school day (7:30 AM – 4:00 PM) is prohibited, except during staff members planning time, lunch or before and after school. Cell phones are permitted at extra-curricular activities.

The Taylor County School District will not be responsible for any damage to, loss or theft of a wireless communication device.

**STATUTORY AUTHORITY:**

**1001.41, 1012.23, F. S.**

**LAWS IMPLEMENTED:**

**1001.43, 1012.31, F. S.**

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**7.372**

#### **PROPER USE OF LANGUAGE BY TAYLOR COUNTY SCHOOL BOARD EMPLOYEES**

It is the policy of the Taylor County School Board that under no conditions shall any School Board employee use profane or obscene language in his/her relationship with students. Any employee who uses profane or obscene language while speaking to, communicating with or in the presence of students shall be investigated to determine if they are guilty of conduct which seriously reduces his/her effectiveness as an employee, and failure to comply with a School Board policy.

1. Any employee who violates this provision shall be reported immediately to the Superintendent or designee who shall investigate the case and report his/her finding in writing to the School Board.

2. Any employee who violates this policy shall be subject to suspension from duty or dismissal from employment or both. Any suspension from duty or dismissal from employment shall be pursuant to Florida Statutes.
3. In addition, all employees are to be given the Code of Professional Conduct and required to sign that they have received a copy. The Code within this document forms the foundation for behavior that the Taylor County School Board expects each and every employee to exhibit while working with students.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1001.395,**

**1001.31, 1001.372(1), 1001.363,**

**1001.41, 1001.43,**

**1003.02, F.S.**

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**7.373  
DISTRICT-OWNED VEHICLES**

The Taylor County School District may provide vehicles for necessary transportation and may pay expenses that are incurred in the course of performing services for the District, whether within or outside the District. Such vehicles shall be properly marked in a conspicuous place on both sides of the vehicle with letters of contrasting color. Unless otherwise specified, all travel must be approved in advance by the staff member's immediate supervisor. All persons riding in district provided vehicles must be employees of the district or approved in advance. All rules, policies and procedures of the Taylor County School Board are in full force at all times and apply to all parties in the vehicle.

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

**1001.41,**

**LAWS IMPLEMENTED:**  
**1001.395,**

**1001.31, 1001.372(1), 1001.363,**

**1001.41, 1001.43,**

**1003.02, F.S.**

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**7.374  
EMPLOYEE ASSISTANCE PROGRAM**

The Taylor County School Board Employee Assistance Program is designed to help employees overcome their problems and to restore them to acceptable job efficiency. The program is designed to identify the problems at the earliest possible stage, motivate employees to seek help, and to direct employees to appropriate assistance. It is in the best interest of the employee, the employee's family, and this organization to provide an employee service, which deals with such persistent problems. Any employee seeking assistance should contact the Office of the Superintendent of Schools.

**STATUTORY AUTHORITY:**  
**S.**

**1001.41, 1012.22, 1012.23, F.**

**LAWS IMPLEMENTED:**  
**1012.796, F. S.**

**1001.43, 1012.22,**

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**7.375  
COMPLAINTS AGAINST EMPLOYEES**

Any and all complaints against any employee of the Taylor County School Board are to be reported to your immediate supervisor and to the District Equity Coordinator. The Equity Coordinator will follow school district policy to investigate such complaints and make recommendations to the Superintendent.

**STATUTORY AUTHORITY:**  
**1012.23, F.S.**

**1001.41, 1012.22,**

**LAWS IMPLEMENTED:**  
**1012.796, F.S.**

**1001.43, 1012.22,**

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**7.38  
HIPAA PRIVACY RULE**

The Taylor County School Board has adopted the *Standards for Privacy of Individually Identifiable Health Information* (“Privacy Rule”) established by the U.S. Department of Health and Human Services (“HHS”) issued to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).

The Taylor County School Board will protect all “*Individually identifiable health information*”, including demographic data, that relates to:

- the individual’s past, present or future physical or mental health or

condition,

- the provision of health care to the individual, or
- the past, present, or future payment for the provision of health care to the

individual, and

- that identifies the individual or for which there is a reasonable basis to believe can be used to identify the individual.<sup>13</sup> Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

The Taylor County School Board will not use or disclose protected health information, except either: (1) as the Privacy Rule permits or requires; or (2) as the individual who is the subject of the information (or the individual's personal representative) authorizes in writing.

The Taylor County School Board may use and disclose protected health information, without an individual's authorization, for the following purposes or situations: (1) To the Individual (unless required for access or accounting of disclosures); (2) Treatment, Payment, and Health Care Operations; (3) Opportunity to Agree or Object; (4) Incident to an otherwise permitted use and disclosure; (5) Public Interest and Benefit Activities; and (6) Limited Data Set for the purposes of research, public health or health care operations.

The Taylor County School Board may rely on an individual's informal permission to disclose to the individual's family, relatives, or friends, or to other persons whom the individual identifies, protected health information directly relevant to that person's involvement in the individual's care or payment for care. This provision, for example, allows a pharmacist to dispense filled prescriptions to a person acting on behalf of the patient. Similarly, a covered entity may rely on an individual's informal permission to use or disclose protected health information for the purpose of notifying (including identifying or locating) family members, personal representatives, or others responsible for the individual's care of the individual's location, general condition, or death. In addition, protected health information may be disclosed for notification purposes to public or private entities authorized by law or charter to assist in disaster relief efforts.

In addition, the Taylor County School Board may disclose protected health information to:

- (1) public health authorities authorized by law to collect or



receive such information for preventing or controlling disease, injury, or disability and to public health or other government authorities authorized to receive reports of child abuse and neglect;

(2) entities subject to FDA

regulation regarding FDA regulated products or activities for purposes such as adverse event reporting, tracking of products, product recalls, and post marketing surveillance;

(3) individuals who may have contracted or been

exposed to a communicable disease when notification is authorized by law;

(4) employers, regarding employees, when requested by employers, for information concerning a work-related illness or injury or workplace related medical surveillance, because such information is needed by the employer to comply with the Occupational Safety and Health Administration (OHSA), the Mine Safety and Health Administration (MHSA), or similar state law.

(5) in certain circumstances, to appropriate government authorities regarding victims of abuse, neglect, or domestic violence.

(6) to health oversight agencies for purposes of legally authorized health oversight activities, such as audits and investigations necessary for oversight of the health care system and government benefits programs.

(7) a judicial or administrative proceeding if the request for the information is through an order from a court or administrative tribunal. Such information may also be disclosed in response to a subpoena or other lawful process if certain assurances regarding notice to the individual or a protective order are provided.

(8) to law enforcement officials for law enforcement purposes under the following circumstances, and subject to specified conditions: (a) as required by law (including court orders, court-ordered warrants, subpoenas) and administrative requests; (b) to identify or locate a suspect, fugitive, material witness or missing person; (c) in response to law enforcement official's request for information about a victim or suspected victim of a crime; (d) to alert law enforcement of a person's death, if the covered entity suspects that criminal activity caused the death; (e) when a covered entity believes that protected health information is evidence of a crime that occurred on its premises; and (f) by a covered health care provider in a medical emergency not occurring on its premises, when necessary to inform law enforcement about the commission and nature of a crime, the location of the crime or crime victims, and the perpetrator of the crime.

(9) to funeral directors as needed, and to coroners or medical examiners to identify

a deceased person, determines the cause of death, and performs other functions

authorized by law.

(10) to facilitate the donation and transplantation of cadaveric organs, eyes, and tissue.

(11) to prevent or lessen a serious and imminent threat to a person or the public, when such disclosure is made to someone they believe can prevent or lessen the threat (including the target of the threat).

(12) to law enforcement if the information is needed to identify or apprehend an escapee or violent criminal.

In addition, the Taylor County School Board understands that an authorization is not required to use or disclose protected health information for: (1) certain essential government functions. Such functions include: assuring proper execution of a military mission, conducting intelligence and national security activities that are authorized by law, providing protective services to the President, making medical suitability determinations for U.S. State Department employees, protecting the health and safety of inmates or employees in a correctional institution, and determining eligibility for or conducting enrollment in certain government benefit programs. (2) to comply with, workers' compensation laws and other similar programs providing benefits for work-related injuries or illnesses.

The Taylor County School Board will obtain the individual's written authorization

for any use or disclosure of protected health information that is not for treatment,

payment or health care operations or otherwise permitted or required by the Privacy Rule. The School Board will not condition treatment, payment, enrollment, or benefits eligibility on an individual granting an authorization, except in limited circumstances.

The Taylor County School Board will obtain an individual's authorization to use or disclose psychotherapy notes with the following exceptions:

- The covered entity who originated the notes may use them for treatment.
- A covered entity may use or disclose, without an individual's authorization,

the psychotherapy notes, for its own training, and to defend itself in legal proceedings brought by the individual, for HHS to investigate or determine the covered entity's compliance with the Privacy Rules, to avert a serious and imminent threat to public health or safety, to a health oversight agency for lawful oversight of the originator of the psychotherapy notes, for the lawful

activities of a coroner or medical examiner or as required by law. Marketing. Marketing is any communication about a product or service that encourages recipients to purchase or use the product or service.<sup>49</sup> The Privacy Rule carves out the following health-related activities from this definition of marketing:

- Communications to describe health-related products or services, or payment for them, provided by or included in a benefit plan of the covered entity making the communication;
- Communications about participating providers in a provider or health plan network, replacement of or enhancements to a health plan, and health-related products or services available only to a health plan's enrollees that add value to, but are not part of, the benefits plan;
- Communications for treatment of the individual; and
- Communications for case management or care coordination for the individual, or to direct or recommend alternative treatments, therapies, health care providers, or care settings to the individual.

The Taylor County School Board will make reasonable efforts to use, disclose, and request only the minimum amount of protected health information needed to accomplish the intended purpose of the use, disclosure, or request.

The Taylor County School Board directs the Superintendent of schools to designate a privacy official responsible for developing and implementing its privacy policies and procedures, and a contact person or contact office responsible for receiving complaints and providing individuals with information on the covered entity's privacy practices. In addition, the Taylor County School District will maintain reasonable and appropriate administrative, technical, and physical safeguards to prevent intentional or unintentional use or disclosure of protected health information in violation of the Privacy Rule and to limit its incidental use and disclosure pursuant to otherwise permitted or required use or disclosure.

The Superintendent shall develop procedures for individuals to complain about compliance with it's the district's privacy policies and procedures and the Privacy Rule.

It is the intent of the School Board that any and all data related to individuals employed by the district and students attending Taylor County Schools shall be held in strict compliance with the HIPAA privacy rule.

**Health Insurance Portability and Accountability Act of 1996 (HIPAA).**

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**7.381  
SOCIAL SECURITY NUMBERS**

- I. Collection
  - A. Social security numbers shall be collected only when allowed by law or when necessary for the performance of the school system's duties.
  - B. The District shall collect the social security number of each applicant and employee for the following reasons:
    - 1. Identification and verification;
    - 2. Benefit processing;

3. Data collection;
4. Tax reporting; and
5. Criminal background checks.

C. The District may also use the social security number for search purposes.

## II. Notification

The District shall notify each applicant and employee of the reasons for which his/her social security number may be collected.

Such notification shall include the specific law governing the collection, use or release of a social security number and whether the collection of social security numbers is authorized or mandatory under law.

## III. Review

The Superintendent shall review the collection of social security numbers to ensure that the reasons for collection and the process for collection and maintenance are consistent with Florida Statutes. The Superintendent shall report his/her findings as required by law.

## IV. Confidentiality

A social security number shall be considered confidential and exempt from public inspection in accordance with Florida Statutes. Social security numbers may be disclosed to another agency or governmental entity if it is necessary for the receiving entity to perform its responsibilities.

## V. Release to Commercial Entities

A. Social security numbers may be released to a commercial entity as allowed by law. The commercial entity must state the reason for requesting the social security numbers.

B. The District, as required by law, shall annually report the identity of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been received during the preceding year, the District shall report that information.

**STATUTORY AUTHORITY:**  
**S.**

**1001.41, 1001.42, 1012.23, F.**

**LAWS IMPLEMENTED:**  
**S.**

**119.071, 1001.43, 1012.23, F.**

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**7.39  
ASSESSMENT OF EMPLOYEES**

The Superintendent shall develop or select personnel performance assessment systems for all staff. All systems will meet the intent of the law and/or State Board of Education Rule.

**STATUTORY AUTHORITY:**  
**F.S.**

**1001.41, 1012.22, 1012.23,**

**LAWS IMPLEMENTED:**  
**F.S.**

**1001.43, 1008.36, 1012.22, 1012.27, 1012.34,**

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**7.40**

**SOCIAL MEDIA USE**

The Taylor County School Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official district social media platform shall be to further the district's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

**Definitions**

Social media means any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, Twitter, YouTube, LinkedIn, or blogs.

Official district social media platform is a site authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the district or comments on district operations, such as a site created by a parent-teacher organization, booster club, or other

school-connected organization or a student's or employee's personal site, are not considered official district social media platforms.

### **Authorization for Official District Social Media Platforms**

The Superintendent or designee shall authorize the development of any official district social media platform. Teachers and coaches shall obtain approval from the principal before creating an official classroom or team social media platform.

### **Official District Sites**

Official district social media platform is a site authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the district or comments on district operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official district social media platforms.

### **Guidelines for Content**

Official district social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

The Superintendent or designee shall ensure that the limited purpose of the official district social media platforms is clearly communicated to users. Each site shall contain a statement that specifies the site's purposes along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.

Official district social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content shall be subject to discipline in accordance with district policies and administrative regulations.

Users of official district social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner.

### **Privacy**

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official district social media platforms.

Board policy pertaining to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, as specified in State Board of Education Rule 6A-1.095 shall apply to district and school web sites as well as all other official district social media platforms.

Social media and networking sites and other online platforms shall not be used by district employees to transmit confidential information about students, employees, or district operations.



## **Guidelines for Content**

The Superintendent or designee shall ensure that official district social media platforms provide current information regarding district programs, activities, and operations, consistent with the goals and purposes of this policy and regulation. Official district social media platforms shall contain content that is appropriate for all audiences.

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official district social media platforms.

The Superintendent or designee shall ensure that official district social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the district's policy, regulation, or content guidelines.

**Each official district social media platform shall prominently display:**

1. The purpose of the site along with a statement that users are expected to use the site only for those intended purposes.
2. Information on how to use the security settings of the social media platform.
3. A statement that the site is regularly monitored and that any inappropriate post will be promptly removed. Inappropriate posts include those that: A. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation - B. Are not related to the stated purpose of the site, including, but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment
4. Protocols for users, including expectations that users will communicate in a respectful, courteous, and professional manner.
5. A statement that users are personally responsible for the content of their posts and that the district is not responsible for the content of external online platforms.
6. A disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the views of the district.
7. A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the district.
8. The individual(s) to contact regarding violation of district guidelines on the use of official district social media platforms.

District employees who participate in official district social media platforms shall adhere to all applicable district policies and procedures, including, but not limited to, professional standards related to interactions with students.

When appropriate, employees using official district social media platforms shall identify themselves by name and district title and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of the district or school.

All staff shall receive information about appropriate use of the official district social media platforms.

## **Employees' Use of Social Media Sites**

The School Board takes no position regarding the decision of its employees to participate in various forms of social media for *personal use*. However, district employees are

encouraged to block their personal sites from students. Employees shall not use the District's seal, school logos, or any other District representation or images on any personal sites. Employees may identify themselves as a District employee but must include a disclaimer stating that the views expressed, or information posted do not reflect the views of the Taylor County School Board or School District staff. Employees are informed of this rule and understand that if they choose to post on social media sites it may affect his or her professional reputation and employment with the District and that all employees are bound by the Code of Ethics and Principals of Professional Conduct for the State of Florida.

Employee communication with students shall be through the use of District supplied e-mail or other District approved software applications or webtools. Employees are encouraged to copy parents on any e-mail communication with students. The School Board strictly prohibits the use of social media networks outside of those sponsored by the district to communicate education records, school related information or personally identifiable information as defined in [FERPA](#). *Examples include but not limited to: Student grades, emergency procedures, internal investigations or addresses.* As part of [CIPA](#), faculty and staff are prohibited from using student photographs on personal social media sites, and can only use them on District approved social media sites in accordance with Board policies and applicable laws.

Employees must always maintain appropriate relationships with students and parents. Employees are responsible for the content of their communication. Employees must be fair and respectful and maintain professionalism consistent with District policies and state law. Employees shall not engage in any activity that could reasonably be viewed as inappropriate or that seriously reduces his or her effectiveness as an employee of the District. The nature, content, frequency and tone of such communications must be consistent with the educational purposes of the communication. The district provides password-protected technologies for collaboration between employees, students and parents to make certain all records are retained according to the Department of State, General Records Schedules (GS 1 -SL and GS7) and in accordance with [Chapter 119 of the Florida Public Records Statute](#). Public social media networks outside of those sponsored by the district may not be used in the classroom or for school-sponsored activities without proper authorization from the Superintendent or designee as well as parental consent for participating students.

Employees are informed in this rule that there is no expectation of privacy when using social media sites and TCSD employees are personally responsible for the content they publish online. Be mindful that what you publish could be public indefinitely and may be subject to Florida Statutes including the [Florida Public Records Law](#) and [Principles of Professional Conduct](#) for the Education Profession in Florida.

Inappropriate use of social media shall be reported to an employee's supervisor or to the District Director of Human Resources. Good faith reporters shall be protected from retaliation in accordance with Florida law. School Board Rule 2.18 - Prohibition of Harassment shall also apply regarding employees' use of social media.

#### **TCSB Employee General Guidelines**

- Personal information of the employees and other individuals associated with the services that we are delivering to our students and staff must not be shared on or disclosed through social media. When contributing online, do not post confidential student or

employee information. No last names, school names, addresses or phone numbers should appear on social media sites. No student identifiable information, as defined in [FERPA](#), can be posted on social media sites.

- As part of [CIPA](#), faculty and staff are prohibited from using student photographs on personal social media sites, and can only use them on District approved social media sites in accordance with Board policies and applicable laws.
- TCSD employees are personally responsible for the content they publish online. Be mindful that what you publish could be public indefinitely and may be subject to Florida Statutes including the [Florida Public Records Law](#) and [Principles of Professional Conduct](#) for the Education Profession in Florida. Failure to adhere to these principles and guidelines will be subject to disciplinary action.
- It is recommended that TCSD employees include disclaimers within their personal social media sites that the views posted are their own and not those of TCSD.
- Teachers should contact the school administrator if and when First Amendment issues arise.
- School sponsored social media sites are an extension of the classroom and workplace. What is inappropriate in your classroom or workplace will be deemed inappropriate online.
- Respect the intellectual property of others, copyright laws, and fair use guidelines. Be sure not to plagiarize and be sure to give credit where it is due.
- When uploading digital pictures or avatars in school sponsored social media that represent yourself, make sure you select a school appropriate image. Also, remember not to utilize images protected by law.
- All postings on social media that are created as part of the official business of TCSD are subject to the Florida Records Retention Schedules and must be retained for the applicable period of time.
- Employee communication with individual students shall be with parental consent and only through use of District supplied e-mail or other District approved software application or web tools. Employees are encouraged to copy parents on all communication with students.
- Employees shall not engage in any activity that could reasonably be viewed as inappropriate or that seriously reduces his or her effectiveness as an employee of the District.
- Any other usage that may create a potential legal liability for the district or compromise the school district in any way

### **TCSB Employee General Etiquette for Social Media:**

Your online behavior should reflect honesty, respect, and consideration.

- **Be Honest/Truthful:** Always be transparent about who you are and who you represent. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- **Maintain confidentiality:** Do not post any confidential or proprietary information regarding yourself and/or others. Students can reveal some information about themselves (ethnicity, political beliefs, stance on issues, interests) but should not offer any confidential information (place of residence, phone number, discretely identifiable information, common 'hang-out' locations).
- **Know You Are Always "On":** You must assume that your social media usage is visible to the world. Be sure to manage what and with whom you are sharing. Keep in mind that

while we all have occasional frustrations; social media are not the best venues in which to air frustration as those comments are available to everyone.

- **Be Respectful:** Avoid remarks that are off topic or offensive. Always demonstrate respect for others' points of view, even when they're not offering the same in return. Never bully, pick fights, and do not respond to abusive comments. If you are sharing a negative experience, please try to do so in a constructive way.
- **Think Ahead:** Be smart about protecting yourself, your privacy and the privacy of others, and confidential or personal information. What you publish is widely accessible and will be around for a long time so consider the content and consequences carefully. Show good judgment as future employment and/or academic opportunities may be adversely affected by your comments.
- **The Internet is not anonymous, nor does it forget:** Everything written on the Web can be easily traced back to its author. Information is backed up often and repeatedly, and posts in one forum are usually replicated in others through trackbacks and reposts or references.
- **Avoid "hazardous" materials:** Do not post or link to any materials that are inflammatory, defamatory, harassing or indecent.

**Failure to adhere to these principles and guidelines will be subject to disciplinary action.**

## Parent Involvement

# Chapter 8

## **TAYLOR COUNTY SCHOOL BOARD POLICY MANUAL CHAPTER 8.0**

### **8.1**

#### **PARENT/COMMUNITY INVOLVEMENT**

Taylor County School District recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal to educate all students effectively, the school and parents must work as knowledgeable partners.

To this end, Taylor County School District supports the development of a partnership between the school and parents that fosters:

- Communications between the home and school on a regular and on-going basis;
- Parents playing an integral role in assisting student learning;
- Parents welcome at school, and their support and assistance sought;
- Communities' resources sought that strengthen school programs, family practices and student learning.

Taylor County School District will ensure that parents are provided with specific information about the following:

- Their child's educational progress;
- Ways to become involved in their child's education;
- Information on ways they can strengthen partnerships among parents, teachers, principals, Superintendent or designee and other personnel.

Parents whose children are special programs, such as Title I and Exceptional Student Education are encouraged to take full advantage of the opportunities to become involved in their child's education. Information will be provided regarding school programs and will include description and explanation of the curriculum and academic assessment used to measure student progress and expected proficiency levels.

All families are invited to be an active part of our School Advisory Councils, as well as our PTO's.

Once a year the school will host a luncheon for our partners to recognize their contributions to the school, our students and our staff.

**STATUTORY AUTHORITY:**  
**TAYLOR COUNTY SCHOOL BOARD**

**1001.41, 112.22, 1012.23, F. S.**

# Finance

# Chapter 9

## **TAYLOR COUNTY SCHOOL BOARD POLICY MANUAL CHAPTER 9.0**

### **9.10 SCHOOL BUDGET SYSTEM**

The Finance Director shall prepare and submit to the Superintendent an annual District budget in the form prescribed by the Commissioner of Education. In formulating the budget, the Finance Director shall take into consideration the immediate and long-range needs of the District's school system and student achievement data obtained pursuant to Florida Statutes. The Superintendent shall review and approve the proposed annual budget and submit it to the School Board for review. The School Board shall adopt a balanced budget in accordance with Florida Statutes and submit it to the Commissioner of Education on or before the date prescribed in State Board of Education rules.



To ensure the financial strength and stability of the District, ensure that the Board is in compliance with Florida Statutes Chapter 1011.051 (1), and ensure the continuity of services to students, the Board shall maintain an operating budget General Fund ending Unassigned Fund Balance that includes at least thirty days of total operating expenses.

To accomplish this responsibility, there shall be two reserves maintained with the Unassigned Fund Balance in Fund 100, the General Fund of the operating budget.

One reserve in the Unassigned Fund Balance may be identified as the Budget Stabilization Reserve. The Budget Stabilization Reserve shall be at least five percent, but not to exceed ten percent, of projected General Fund operating revenues for each fiscal year.

To access the funds in the Budget Stabilization Reserve in the Unassigned Fund Balance of the General Fund, the Board shall approve, at a business meeting of the Board, a specific agenda item declaring a financial emergency, and explicitly stating the circumstances requiring the use of these funds. The agenda item authorizing the use of funds in the Budget Stabilization Reserve in the Unassigned Fund Balance shall also include a schedule to restore the balance in the Reserve to at least the levels existing prior to the use of the revenue from the Budget Stabilization Reserve. The restoration shall occur in a time as prescribed by the Board, beginning not less than the second fiscal year after the funds were expended, and completing restoration in not less than five years after the restoration commences.

In addition to the Budget Stabilization Reserve, the proposed Final Budget for each fiscal year shall restrict proposed expenditures to a level that ensures an Unassigned Fund Balance that also includes an Operating Fund Reserve of at least three percent of projected General Fund revenues. If conditions preclude such an Operating Fund Reserve, an explanation of the extraordinary circumstances requiring such a recommendation shall accompany the materials proposing the budget.

In addition to the Budget Stabilization Reserve, the Board shall maintain a second reserve within the Unassigned Fund Balance of the operating budget of the General Fund. This reserve may be identified as the Operating Fund Reserve, and shall be at least three percent of the General Fund revenues projected in the initial approved Final Budget for each fiscal year. Revenue in the Operating Fund Reserve may be available for use in Board approved budget amendments to the adopted final General Fund operating budget as necessary to provide for the

effective operation of the school district. Any budget amendment that proposes to reduce the revenue in the Operating Fund Reserve within the Unassigned Fund Balance shall include an explanation of the need for the use of those funds. If funds from the Operating Budget Reserve are used to pay for expenses, they shall be considered non-recurring revenues, and if funds transferred from this reserve are used for recurring expenses, the budget amendment shall include the measures that will be taken to ensure that those recurring expenses shall be paid with recurring revenues in subsequent fiscal years

The official budget when adopted and approved shall give the appropriations and reserves therein the force and effect of fixed appropriations and reserves. Said appropriations and reserves shall not be altered, amended, or exceeded except as may be authorized by the Taylor County School Board in accordance with law and State Board of Education Rule.

In order to ensure appropriate preparation and management of the District budget, the Superintendent with the assistance of the Finance Director is authorized to develop and implement appropriate budgetary accounting and record keeping procedures consistent with mandatory federal and state laws, rules, and regulations and with School Board rules. Such procedures shall be consistent with good business practice.

The tentative budget, the adopted budget, and any amended budget(s) shall be posted on the District's official website as required by law.

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

**LAWS IMPLEMENTED: 1001.11, 1008.385, 1001.11(5), 1008.22, 1008.34, 1001.43, 235.18, 1011.01, 1010.0, 1011.01, 1010.02, 1011.02, 1011.03, 1011.04, F. S.**

**TAYLOR COUNTY SCHOOL BOARD**

**TAYLOR COUNTY SCHOOL BOARD  
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**9.101**

**Electronic Funds Transfers**

- I. Benefits of Electronic Funds Transfers (EFTs) include reduced administrative costs, increased efficiency, simplified bookkeeping, and greater security. EFTs are made during the normal course of business to pay employees, transfer payroll taxes withheld from employee wages to the Internal Revenue Service, and other similar functions.
- II. Procedures for EFTs shall include the following:
  - A. EFTs may be initiated by the Payroll Technician, Purchasing Technician or the Administrative Assistant to the Finance Director.

- B. EFTs must be approved by the Finance Director or a designated representative
- C. Under no circumstances can an EFT be initiated and approved by the same person.
- D. The approval of an EFT shall be documented and the documentation shall be retained in the official files.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F. S.**

**LAWS IMPLEMENTED: 1001.11, 1008.385, 1001.11(5), 1008.22, 1008.34, 1001.43, 235.18, 1011.01, 1010.0, 1011.01, 1010.02, 1011.02, 1011.03, 1011.04, F. S.**

**TAYLOR COUNTY SCHOOL BOARD**

**TAYLOR COUNTY SCHOOL BOARD  
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**9.20**

**FINANCIAL RECORDS**

1. The financial records and accounts of the School Board shall be kept by the Finance Director under the direction of the Superintendent on forms prescribed by State Board of Education rules. If State Board of Education rules or Florida Statutes does not prescribe such forms, the School Board shall establish a uniform system compliant with State and Federal Statutes, rules and guidelines.

2. With the assistance of the Finance Director, the Superintendent shall submit to the School Board a financial statement for each month of the school fiscal year. The format of the statement shall be approved by the School Board and shall include a cumulative report to date of all receipts and expenditures for the school fiscal year.

**STATUTORY**

**AUTHORITY:**

**1001.41,**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.42, 1001.43, 1001.51, 1011.60,**

**1010.04, 1011.06, 1011.07, F.S.**

**STATE BOARD OF EDUCATION**

**RULES:**

**6A-1.001, 6A-1.0011**

**TAYLOR COUNTY SCHOOL BOARD**

**TAYLOR COUNTY SCHOOL BOARD  
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**9.30**

**EDUCATIONAL ENHANCEMENT (LOTTERY) FUNDS**

(1) Funds received from state lottery proceeds will be used to provide educational opportunities based on the needs of students, as determined by the School Board and consistent with proviso language included in the annual state appropriation bill or other state requirements.

(2) Lottery funds may:

(a) Maintain board-approved programs previously funded by the state.

(b) Develop and implement school improvement plans.

- (c) Supplement school funding through the expansion of existing programs.
- (d) Enhance equipment or facilities as permitted by state law.
- (e) Provide such other services or programs as may be required or permitted by state law or regulations. The Board shall identify such services or programs during the annual budget adoption process.

**STATUTORY**

**AUTHORITY:**  
F.S.

**1001.41, 1001.42,**

**LAWS**

**IMPLEMENTED:**  
**1011.62, F.S.**

**1001.43,**

**ANNUAL STATE APPROPRIATIONS ACT**

**TAYLOR COUNTY SCHOOL BOARD  
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**9.301  
PETTY CASH FUNDS**

The Superintendent may establish petty cash funds for his/ her office, each District department, and each school. Petty cash funds shall be used for operating expenses in accordance with State Board of Education rules and provisions described herein.

1. A principal or District department head may establish a petty cash fund by submitting a request to the Finance Division for approval. Approval shall be obtained prior to issuing any checks.

2. The Superintendent or designee shall reimburse the funds from the budgetary accounts of schools and District departments when petty cash is exhausted.
3. Petty cash funds shall be accounted for separately from all other funds maintained at each school and District department. The amount of petty cash funds shall not exceed three hundred dollars (\$300.00) for the Superintendent's office, each District department, and two hundred dollars (\$200.00) for each school.
4. An itemized receipt for each expenditure shall be kept to receive reimbursement.

**STATUTORY AUTHORITY:**

**1001.42, 1006.21, F. S.**

**LAWS IMPLEMENTED:**

**1001.43, 1010.4, F. S.**

**STATE BOARD OF EDUCATION RULES:**

**6A-1.057, 6A-1.087**

**TAYLOR COUNTY SCHOOL DISTRICT**

**TAYLOR COUNTY SCHOOL BOARD  
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**9.302**

**USE OF FACSIMILE SIGNATURE**

(1) In accordance with Florida Statutes, the Superintendent and the chairperson of the School Board, after filing with the Department of State, his or her manual signature certified by him or her under oath, may execute or cause to be executed with a facsimile signature in lieu of his or her manual signature:

- (a) Any public security as permitted by Florida Statutes.
- (b) Any instrument of payment

- (c) Any official order, proclamation, instrument of conveyance, or resolution, provided, however, that said School Board and such authorization have authorized the same is reflected in the minutes thereof.
- (d) Contracts with school personnel.

(2) Definitions as used in this policy are as follows:

- (a) Public security means a bond, note, certificates of indebtedness, or other obligation for the payment of money, issued by the Board.
- (b) Instrument of payment means a check, draft, warrant, or order for the payment, delivery, or transfer of funds.
- (c) Instrument of conveyance means an instrument conveying any interest in real property.
- (d) Facsimile signature means a reproduction by engraving, imprinting, stamping, or other means of the manual signature of an authorized officer.

(3) The vice-chairperson shall have no authority to sign warrants or school documents except when he or she is required to assume in emergency the duties of the chairperson; in which case he or she shall be legally empowered to sign warrants and other legal documents as the chairperson would be empowered to sign.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F. S.**

**LAWS IMPLEMENTED:**

**116.34, 1001.43, (10), F. S.**

**STATE BOARD OF EDUCATION RULES:**

**6A-1.0421**

**TAYLOR COUNTY SCHOOL BOARD**



**TAYLOR COUNTY SCHOOL BOARD  
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**9.31  
SCHOOL FOOD SERVICE FUNDS**

School food service funds shall be considered part of the District School Fund and shall be subject to all requirements applicable to the District School Fund such as budgeting, accounting, reporting, and purchasing. Funds originating from Federal sources shall be subject to all applicable Federal requirements.

- (1) Daily deposits of school food service funds shall be made by authorized personnel in a bank(s) designated by the School Board.

(2) Revenue from the sale of all items handled by the Food Service Department shall be considered school food service income. This includes income from sale of cans, bottles, jars, rice bags, swill, and similar items. Such funds shall not be expended as cash.

(3) All payments from school food service funds shall be made by check or wire transfer.

(4) School food service funds shall be used only to pay regular operating costs.

(5) Any loss of records, cash, or supplies through theft or otherwise shall be reported immediately to the Director of Finance. Such losses shall be itemized and a copy of the report submitted with the regular reports.

(6) Funds shall be collected and expended in compliance with United States Department of Agriculture and State Board of Education rules.

(7) The Board shall annually adopt prices charged to students and adults who participate in the food services program.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F. S.**

**LAWS IMPLEMENTED: 1006.06, 1001.42, 1001.43, 1010.04, 1011.06, 1011.07, F. S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-1.012, 6A-1.087**

**TAYLOR COUNTY SCHOOL BOARD**

**TAYLOR COUNTY SCHOOL BOARD  
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**9.32  
INTERNAL FUNDS**

(1) Definition. Internal funds are defined as all monies collected and disbursed by personnel within a school for the benefit of the school or a school-sponsored activity. Internal funds shall be considered as unbudgeted public funds under the control and supervision of the School Board with the principal having responsibility as prescribed by the School Board (as used in this rule, school shall also mean a District department and principal shall mean a department head).

(2) Governance Provisions. The collecting and expending of school internal accounts shall be in accordance with Florida Statutes, State Board of Education rules, School Board rules, and the Financial and Program Cost Accounting and Reporting for Florida Schools manual published by the Florida Department of Education. Sound business practices shall be observed in all transactions.

(3) Accounting Categories. Separate accounting categories for school internal account funds shall be established to distinguish regular sources of funds from sources of funds derived from groups other than the student body.

(a) Regular sources of funds shall be a category for money received and expended for school activity programs. This includes, but is not limited to athletic and music events, concession sales, fund-raising by student body groups, gifts and contributions, paid admissions to entertainment, publications, school stores, summer programs, vending machines, salvage drives, property deposits, instructional aids, and advertisements.

(b) Other sources of funds shall be a category for money collected from sources other than student activities. These sources generally are derived from cooperative efforts with schools involving non-student organizations such as the faculty, parent-teacher organizations, alumni associations, and educational foundations. The activities of these non-student organizations shall contribute to the general welfare of students. Other sources of receipts may include, but are not limited to, collections for the School Board, flower and gift funds, and trust accounts for specific groups.

(4) Basic Principles.

(a) All fund-raising projects and activities of the school, by any group within, connected with, or in the name of the school shall contribute to the educational experiences of students and shall not conflict with the total instructional program of the school system.

(b) School activity funds shall be used to supplement the program supporting the activities provided by the School Board.

(c) Purchases, which are made from internal funds, shall conform to requirements for purchasing and securing bids on purchases made by the School Board, except that purchases made from funds handled in trust for individuals are exempt from such requirements.

(d) Student body business practices shall be conducted in such a manner as to offer a minimum of competition to commercial firms.

(e) Purchases for any school shall not exceed the cash resources of the school during any school year.

(f) Funds collected generally shall be expended to benefit those students currently in school for whom the funds were accrued; funds derived from the student body as a whole shall be expended to benefit the student body as a whole.

(g) Florida Statutes and State Board of Education rules controlling purchases by school organizations shall be observed.

(h) The Superintendent or designee shall be responsible for initiating such disciplinary action as may be deemed necessary in the event of violations of any of these rules.

(i) The collection of monies and the performance of other non-instructional duties by teachers shall be kept to a minimum.

(5) Administration. Internal funds shall be categorized in accordance with subsection (3) herein. When a bank balance exceeds one hundred thousand dollars (\$100,000.00) and the excess is not insured, an additional account(s) shall be opened in another bank.

(6) Responsibilities.

(a) The School Board shall:

1. Require that its written rules relating to internal funds be enforced;

2. Provide fidelity bonds for employees responsible for such funds; and,
  3. Provide for an annual audit of internal funds by a qualified auditor.
- (b) The Superintendent or designee shall administer all rules established by the School Board relating to internal funds.
- (c) Each school principal shall:
1. Be held accountable for the handling of all phases of internal funds accounting in his / her school; and,
  2. Use a uniform system of accounting as directed by the Superintendent or designee.

(7) Management of School Internal Account Funds (MSIAF). The efficient and accurate accounting of school internal account funds requires that sound procedures be followed in handling school monies received and expended. Common practices, which shall be followed to ensure effective management of these funds, include:

- (a) The principal of each school shall authorize one (1) or more persons, in addition to himself / herself, for signing checks to withdraw funds from the bank account. Two (2) signatures shall be required for all withdrawals, one (1) of which shall be that of the principal. Persons signing checks shall provide proper supporting evidence such as sales slips or invoices to substantiate each check.
- (b) School activity accounts shall not be used for any purpose, which represents an accommodation, loan, or credit to School Board employees or other persons, including students. Collections received shall not be used to cash individual checks. School Board employees or others shall not make purchases for personal use through the student body in order to take advantage of student body purchasing privileges, such as tax exemptions, school discounts, and the like.
- (c) Methods of preserving and destroying records shall be in accordance with Florida Statutes and State Board of Education rules.

(d) Revenues which may be credited to classes and club accounts include: dues, assessments, and donations from members; income from entertainment, dances, parties, etc.; and, sale of club or class sweaters, emblems, insignias, cards, announcements, etc. Authorization for expenditures shall require approval of a designated class or club officer, the sponsor, and the principal.

1. No class or club account may be overdrawn at the end of the school year.
2. No off-campus clubs may be permitted to carry accounts on school activity account books.
3. Any remaining balance in a class account after graduation of that class and after the class has had an opportunity to determine the disposition of the balance shall be considered as general funds and shall be transferred to the general fund six (6) months after the graduation date. The same procedure shall apply to the fund balance of any club six (6) months after the close of the school year during which said club becomes inactive.

(e) Any gifts identified as coming exclusively from a particular student group(s) shall be financed entirely by those group(s). This shall not prevent a class or club from contributing toward a project undertaken by several classes or clubs or by the student body. All such gifts to the school shall first receive the principal's approval. A student organization, upon the principal's approval, may earmark an amount for a specific future project, which may reasonably be expected to materialize within the period that members of the organization are still in attendance at school. Disbursements from these reserves are subject to the standard procedures governing school activity funds. The reserve account, once approved and established, shall not be drawn on for other purposes. If the original purpose for the reserve becomes inoperative, funds in the account shall be transferred to the general fund or returned to the sponsoring organization.

(f) Commissions earned from photography sales and other transactions shall be credited to the general fund or other designated accounts. Contracts and collections of monies from these types of activities shall comply with the provisions established by the principal.

(g) The following procedures shall guide all employees who are responsible for school activity funds:

1. Receipts shall be deposited daily, one hundred percent (100%) intact.
2. Receipts shall be written for all money that is received or collected.
3. No money shall be kept in the school overnight except authorized petty cash.
4. Funds collected during late afternoon or evening activities shall be placed in a night depository as arranged by the principal. Sponsors or any other individuals shall not be expected to have the responsibility of protecting funds, but shall place such funds in a night depository. Under no circumstances shall such funds be left on the school premises. Any employee who fails to turn in funds each day shall be held liable for any loss.

(8) Expenditures of School Activity Funds. School activity funds shall be expended for the purposes for which they were collected.

- a. A signed receipt or invoice supporting each expenditure shall be kept on file. A cancelled check is only part of the supporting evidence for any given transaction and is not sufficient to support the expenditure.
- b. Expenditures from trust funds shall be subject to the same rules as those required for other expenditures, except purchases made from funds handled in trust for individuals such as class rings, caps and gowns, cards and invitations are exempt from such requirements.



- c. No expenditure shall be made unless the principal or designee approves it. Any expenditure not listed shall be considered prohibited until approved. The consideration of the Superintendent or designee may be requested regarding the approval of any item not listed.
- d. If prior authorization is required for expenditure, the school official shall anticipate the need in time to obtain the written authorization. The expenditure shall not be made until the authorization has been obtained. Oral requests for authorization shall not be accepted.
- e. Expenditures that require prior authorization by the Superintendent or designee include:
  - 1. Any equipment which cost \$750.00 or more;
  - 2. Any equipment purchased, rented or borrowed which is to be attached to a building;
  - 3. Major equipment which will require the use of public utilities;
  - 4. Risers, bleachers, or equipment involving risk;
  - 5. Any purchase made from a School Board employee; and,
  - 6. Membership in or contributions to any out-of-school organization.
- f. The principal is authorized to make the following types of expenditures without prior approval of the Superintendent or designee:

1. Equipment costing less than \$750.00, except that which is attached to a building or major equipment which requires the use of public utilities, except electrical office equipment and fans;
2. Office supplies, forms, and postage;
3. Repair, moving and maintenance of equipment purchased by student groups;
4. Merchandise to be sold in the school;
5. Dues of student organizations;
6. Entertainments;
7. Publications;
8. Instructional materials and supplies;
9. Athletic supplies and services;
10. Materials for sale to students enrolled in industrial arts and art classes;
11. Laundry;

12. Towels and washcloths;
  13. Sanitary service; and,
  14. General student body expenses not otherwise restricted.
9. Expenditures for the following items shall not be made from school internal funds, unless a trust fund has been established and monies collected for that specific purpose:
1. Equipment, supplies, forms and postage for curricular classroom use for which School Board funds are available;
  2. Repair or maintenance of School Board equipment for which District budgeted funds are available;
  3. Professional books and magazines and personal membership in a professional organization;
  4. Custodian supplies and equipment;
  5. Articles for personal use of a School Board employee or other person;
  6. Equipment, supplies and services for rooms or areas which are not used primarily for students; and,

7. Dues or contributions to any association, group or organization for which the records are not open for public inspection to any citizen of Florida.

(8) Investment of School Internal Funds. The school principal shall provide for the investment of any school internal funds, which are surplus or not needed immediately for expenditure. Such investments may be placed in savings accounts of banks or savings and loan institutions, certificates of deposits issued by banks, United States Government securities, or any other guaranteed in total by United States government securities.

(9) Financial Transactions and Records. The principal on forms furnished by the School Board shall keep complete and accurate records of all financial transactions, including records of all school and student activity funds. The principal's monthly financial report on internal accounts shall be made promptly for each calendar month. The September report shall include all activity relating to those accounts for the period from July 1 through September 30. The monthly report shall be due by the tenth (10<sup>th</sup>) of the following month and shall be delinquent after the fifteenth (15<sup>th</sup>) of such month.

(10) Retention of Financial Records. Records, which are maintained as part of school internal funds, and public records under Florida Statutes may not be destroyed or otherwise disposed of without specific authorization. All requests for disposition of school internal fund records after completion of an audit shall be referred to the staff members designated by the Superintendent or designee to manage records retention. Records shall not be destroyed without written authorization.

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

**LAWS IMPLEMENTED:** 1001.43, 1010.04,  
1011.06, 1011.07, F. S.

**STATE BOARD OF EDUCATION RULES:** 6A-1.001, 6A-1.085, 6A-1.087,  
6A-1.091

**TAYLOR COUNTY SCHOOL BOARD**

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**9.35  
INVESTMENT OF FUNDS**

- (1) The Superintendent and/or his or her designee shall invest temporarily idle funds in investments that are prescribed by Florida Statutes and State Board of Education Rules.
- (2) Investment Authorization

- The Director of Finance may invest in shares in open-end, no-load mutual funds which invest primarily in short term government bonds provided such funds are registered under the Federal Investment Company Act of 1940. The mutual fund investment objective must seek a high level of income over the long term consistent with preservation of capital. Government bonds include securities issued or guaranteed by the U. S. government, as well as securities by its agencies or instrumentalities.
- Money Market funds must be operated in accordance with 17 CFR 270.2a-7, which stipulates that money market funds, must have an average weighted maturity of 90 days or less. In addition, the share value of the money market funds must equal to \$1.00.

(2) Portfolio Composition: A maximum of 50% of available funds may be invested in mutual funds and/or money market funds.

(3) Limits on Individual Issuers

- A maximum of 25% of available funds may be invested with only one mutual fund or money market fund.

(4) Rating Requirements

- The mutual funds shall be rated AA+ and money market funds; AAm or AAm-G or better by Standard & Poor's, or the equivalent by another rating agency.

(6) Each principal shall invest temporarily idle internal account funds in qualified depositories at the best available return.

(7) The Taylor County School District financial administration procedures shall conform to the applicable State of Florida or Federal Statute, regulation and guidance, depending on the fund source, in the area of cash management. For Federal funds, financial administration procedures shall minimize elapsed time between cash draw-down and disbursement.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F. S.**

**LAWS IMPLEMENTED:**

**1001.32, 1001.42(k), 1001.43, F. S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-1.057**

## **TAYLOR COUNTY SCHOOL DISTRICT**

### **TAYLOR COUNTY SCHOOL BOARD POLICY MANUAL CHAPTER 9.0**

**9.36**

#### **INDEBTEDNESS CREATED AGAINST A SCHOOL OR THE SCHOOL BOARD**

Any school employee or other person shall be personally liable for creating any bill of indebtedness against a school or against the School Board unless authority exists under duly adopted policy of the School Board or unless authorized in writing by the Superintendent or designee. Any employee violating the provisions of this rule shall be subject to cancelation of his / her contract or dismissal from employment.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F. S.**

**LAWS IMPLEMENTED:**

**1012.22, 1001.43(f), F. S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-1.1012(1)**

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**9.37  
BONDED PERSONNEL**

Each Board member, the Superintendent and any employee of the School Board who is responsible for school funds or property shall be placed under a blanket fidelity bond in an amount to be determined by the School Board as provided in State Board of Education rules.



<b><u>STATUTORY AUTHORITY:</u></b>	<b>112.08, 1001.41, 1001.42, F. S.</b>
<b><u>LAWS IMPLEMENTED:</u></b>	<b>112.08, 1001.43, 1010.07, F. S.</b>
<b><u>STATE BOARD OF EDUCATION RULE:</u></b>	<b>6A-1.0692</b>
<b>TAYLOR COUNTY SCHOOL BOARD</b>	

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**9.38  
FUND BALANCE**

The District School Board is legally required to operate with a balanced budget. The Board understands that unforeseen circumstances can result in increases or decreases in revenue and/or expenditures during a fiscal year. These circumstances could thereby affect the financial stability of the District.

To ensure the financial strength and stability of the District, ensure that the Board is in compliance with Florida Statutes Chapter 1011.051 (1), and ensure

the continuity of services to students, the Board shall maintain an operating budget General Fund ending Unassigned Fund Balance that includes at least thirty days of total operating expenses.

To accomplish this responsibility, there shall be two reserves maintained with the Unassigned Fund Balance in Fund 100, the General Fund of the operating budget.

One reserve in the Unassigned Fund Balance may be identified as the Budget Stabilization Reserve. The Budget Stabilization Reserve shall be at least five percent, but not to exceed ten percent, of projected General Fund operating revenues for each fiscal year.

To access the funds in the Budget Stabilization Reserve in the Unassigned Fund Balance of the General Fund, the Board shall approve, at a business meeting of the Board, a specific agenda item declaring a financial emergency, and explicitly stating the circumstances requiring the use of these funds. The agenda item authorizing the use of funds in the Budget Stabilization Reserve in the Unassigned Fund Balance shall also include a schedule to restore the balance in the Reserve to at least the levels existing prior to the use of the revenue from the Budget Stabilization Reserve. The restoration shall occur in a time as prescribed by the Board beginning not less than the second fiscal year after the funds were expended and completing restoration in not less than five years after the restoration commences.

In addition to the Budget Stabilization Reserve, the proposed Final Budget for each fiscal year shall restrict proposed expenditures to a level that ensures an Unassigned Fund Balance that also includes an Operating Fund Reserve of at least three percent of projected General Fund revenues. If conditions preclude such an Operating Fund Reserve, an explanation of the extraordinary circumstances requiring such a recommendation shall accompany the materials proposing the budget.

In addition to the Budget Stabilization Reserve, the Board shall maintain a second reserve within the Unassigned Fund Balance of the operating budget of the General Fund. This reserve may be identified as the Operating Fund Reserve and shall be at least three percent of the General Fund revenues projected in the initial approved Final Budget for each fiscal year. Revenue in the Operating Fund Reserve may be available for use in the Board approved budget amendments to the adopted final General Fund operating budget as necessary to provide for effective operation of the school district. Any budget amendment that proposed to reduce the revenue in the Operating Fund Reserve within the Unassigned

Fund Balance shall include an explanation of the need for the use of those funds. If funds from the Operating Budget Reserve are used to pay for expenses, they shall be considered non-recurring revenues, and if funds transferred from this reserve are used for recurring expenses, the budget amendment shall include the measures that will be taken to ensure that those recurring expenses shall be paid with recurring revenues in subsequent fiscal years.

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**9.40**

**FUND-RAISING FOR SCHOOL PROJECTS  
AND ACTIVITIES**

All fund-raising projects and activities by schools or groups within the school shall contribute to the educational and extracurricular experiences of students

and shall not be in conflict with the overall instructional program as administered by the Superintendent.

(1) Money derived from any fund-raising project or activity sponsored by a school or a group within a school shall be deposited in the school's internal funds account and shall be disbursed as prescribed by School Board rules and State Board of Education rules.

(2) Each school shall continuously evaluate its fund-raising projects and extracurricular activities of the school program, the promotion of education experiences, the time involved for students and teachers, and the additional demands made on the school community.

(3) The determination of the fund-raising projects and activities for a school shall be the principal and the staff's responsibility, and shall conform to the following conditions and any directives by the Superintendent.

(a) Fund-raising activities and projects within all schools shall be kept within a reasonable limit. Before approving any project or activity, the principal shall require full justification of the need and explanation of the manner in which the funds will be expended.

(b) A written request for fund-raising projects and activities shall be submitted by the principal to the Superintendent or designee for approval.

(c) Merchandising projects shall be kept to a minimum.

(4) A parent-teacher association or any other organizations connected with the school may sponsor fund-raising activities provided schoolwork and time are not adversely affected. Such activities shall be conducted in accordance with School Board rules. Unlawful activity shall be prohibited by any school group or on School Board property.

(5) A student shall not sell raffle tickets on the school grounds during the school day. Students may not sell any other item on the school grounds without first having the principal's approval.

(6) Individuals and business agencies shall not be subject to excessive annoyances from the solicitation of funds by school groups

or school personnel. The solicitation of funds away from school shall require the Superintendent or designee's approval. When possible, all necessary money shall be raised for school needs without recourse to any solicitation away from the school. The Superintendent or designee shall approve a solicitation activity only when funds cannot be raised otherwise. This Rule does not preclude private or volunteer contributions for athletic or other purposes.

(7) School organizations are authorized to conduct the sale of food and beverage items only one (1) hour following the close of the last lunch period.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F. S.**

**LAWS IMPLEMENTED: 1006.07, 1001.42, 1001.43(b), 1001.51, 1010.01, 1010.04, 1011.06, 1011.07, F. S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-1.085**

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**9.41**

**CLUBS AND OTHER  
FUND-RAISING ACTIVITIES**

1. Although booster and parent-teacher clubs are independent organizations, school principals reserve the right to recognize and sanction the clubs involvement in school extracurricular activities including fundraising. The school principal is not obligated or required to accept funds from the clubs or recognize the clubs as a school allied organization. Further, only the school principal shall allow a club to incorporate the school's name into the club name. The school principal has final authority on the existence of and all activities of a club. Failure to abide by the policies and procedures of the School Board may, at the discretion of the principal, result in the revocation of these privileges.
2. Booster and parent-teacher clubs are separate legal entities from the School Board of Taylor County. Each club shall operate according to a written constitution and a set of by-laws which shall be submitted to the principal for review and approval. The clubs shall be open to all parent and community members.
3. Booster clubs exist as independent organizations comprised of parents and interested community members. Booster clubs serve two general purposes:
  - a. To promote the education, general welfare and morale of students, and
  - b. To assist in financing legitimate extracurricular activities of the athletic student body in order to augment, but not conflict with, the education programs provided by the School Board.
4. The school's athletic director, assistant athletic director, or applicable athletic coach may not serve as an officer and voting member of the booster clubs. A school employee who is a member of a club is prohibited from handling club funds, including the writing and signing of club checks. A representative from the school's athletic department shall be given at least 48 hours notice of all booster club meetings and an employee designated by the principal for the parent-teacher clubs. The representative should attend as the school's liaison. The purpose of the school liaison is to foster a positive working relationship between the school and the clubs. The school liaison is to communicate to the clubs the need of the team or activity.
5. Booster and parent-teacher clubs must provide current banking information, a list of current officers, and financial reports, including but not limited to bank statements, by June 1<sup>st</sup> each year. Bank statements are to be submitted on a monthly basis. The principal may request more current financial information upon three (3) days notice to the organization.
6. The Superintendent shall develop administrative procedures so that each group's fund-raising activities are in compliance with Board policies and funds raised are used solely for school-related projects that are approved by the principal. Each club shall follow these administrative procedures as well as School Board Policies.
7. Booster and parent-teacher clubs may elect to make gifts or donations to the school. The gift/donation to the school should be accompanied with a letter of purpose from the booster club. The letter should reflect the specific purpose of the gift/donation. **NO PAYMENTS SHALL BE MADE TO SCHOOL BOARD EMPLOYEES.**
8. Liability Exposure: If a school or a school organization proposes to engage in any fund-raising activities which may expose the School Board to extraordinary liability, prior written approval must be obtained from the Superintendent or his/her designee.

9. Deposits of Receipts: All receipts from fund-raising activities must be deposited into the internal funds of the school and all transactions in connection with the activity must be recorded through such internal funds.
10. School-related or parent-teacher and booster organizations are permitted to hold their own fund-raising activities and to account for their collections and disbursements through their own bank accounts. Each authorized organization is required to submit to the principal a financial report listing projects, receipts, disbursements, accounts payable, and other data by June 1<sup>st</sup> each year. An approved organization financial statement may be submitted instead but must supply the same information required on the School Board form.
11. The principal will maintain a file on each organization to contain the financial statements and the audit reports, and maintain a listing of operating organizations that have not filed reports for review by the internal accounts auditor.
12. Each organization must provide to the principal at the beginning of each school year a list of officers for the current year.
13. All parent-teacher or booster groups formed for support or promotion of any or all programs and activities of a school shall adhere to Parent-Teacher Association, Southern Association of Colleges and Schools, and Florida School Activities Association rules regarding non-interference with school administration or school programs.
14. A patron organization or individual shall not use a school or School Board tax identification number (Federal T.I.N.) or Florida sales tax exemption number, in accordance with State and Federal Law.

**STATUTORY  
AUTHORITY:**

**1001.41 F.S.**

**LAWS IMPLEMENTED:  
1011.06, 1011.07 F.S.**

**1010.04,**

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**9.50**

**PAYMENT OF VOUCHERS**

Expenditures for payment of vouchers shall be made by warrants of the School Board. Authorization for such payments shall be deemed approved by the Board

if within amounts approved in the Board-adopted District budget or amendment thereto. In cases of expenditures exceeding approved purchasing limits, specific School Board approval is required and shall be reflected in School Board minutes. Approval of individual warrants themselves by the School Board shall not be required.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F. S.**

**LAWS IMPLEMENTED:**    **1001.42(g), 1001.43(d), 1001.51(g), 1010.04, 1011.06, 1011.07, F.S.**

**TAYLOR COUNTY SCHOOL BOARD**

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**9.51  
PAYROLL PROCEDURES**

1. Payrolls shall be submitted for all School Board employees and shall be properly signed by a designated administrative employee. Such payrolls shall be supported, where applicable, by time records.



2. Payroll checks or warrant distribution dates shall be established administratively to ensure that the employees are paid promptly in accordance with Florida Statutes.
3. No payment shall be made except to properly authorized and approved personnel.
4. Payment shall be based on the duly adopted salary schedule for each position. From time-to-time payments in the form of a bonus or other legally authorized payment may be made.
5. Full-time and part-time regular, probationary, and temporary employees shall be paid at the regular established pay period.
6. Principals shall be responsible for submitting accurate payrolls in accordance with the payroll time schedules and procedures.
7. Salary adjustments shall be paid at subsequent payroll periods. A person whose services are terminated shall be paid the full salary balance at the regular pay period following termination. The Superintendent shall approve any exceptions.
8. A payroll deduction for an employee beyond those required by Florida Statutes shall have the Superintendent's approval and shall be made only upon the written request of the employee. Such deductions shall be made when the benefit to be derived can only be obtained by this method and the group participation is advantageous to the employee. A group must contain a minimum of fifteen (15) members. If the membership of any group falls below this minimum, it may be discontinued. An authorized payroll deduction may be initiated during any fiscal year in which the group or organization deduction authorization and the written request of the employee(s) are in the district office on or before the date established as the final date for the initiation of employee deductions.
9. Any employee organization certified by the Florida Public Employees Relations Commission as the official bargaining agent for a group of District employees or other group designated by law may be entitled to a payroll deduction for membership dues. The organization may be billed annually for the cost of deducting and transmitting such dues to the organization.
10. No payments shall be made for overtime services without prior approval of the employee's supervisor.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43, 1011.60, 1012.22, F.S.**

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**9.52**

**TRAVEL EXPENSE REIMBURSEMENT**

**Authorized travel for officers and employees of the Taylor County School Board shall be reimbursed as follows:**

**1. Authority to incur traveling expenses.**

- a. All travel by employees and authorized persons must be authorized and approved by the Superintendent or his designated representative. The Superintendent shall not authorize or approve such a request unless a signed statement by the traveler's supervisor stating that such travel is on the official business of the School District and also stating the purpose of the travel accompanies it.

**(b) Traveling expenses of public officers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law and must be within the limitations prescribed by Florida Statutes or Federal States, depending on fund source.**

**(2) In-District Travel.**

- a. Expenses for authorized travel by an employee, authorized person, or public officer may be paid for the use of his personal car while used in travel on school business at the rate established by state law for public employees or a flat monthly allowance for travel within the District.
- b. Allowances granted flat monthly allowances shall be reasonable, taking into account the customary use of the automobile and the roads customarily traveled. Such allowance may be changed at any time, and shall be made on the basis of a signed statement of the traveler, filed before the allowance is granted or changed, and at least annually thereafter. The statement shall show the places and distances for an average typical month's travel on official business, and the amount that would be allowed under the approved rate per mile for the travel shown in the statement. No flat monthly allowances shall be granted using federal funds.
- c. The Taylor County School Board must approve allowances for flat monthly travel reimbursements. Such reimbursements will not be made with federal funds.

**3. Out-of-District travel.**

- a. One-day trips - Expenses for authorized travel by employees, authorized persons, or public officers, on school business which does not require an overnight stay shall be reimbursed at the maximum mileage rate established by state law for public employees and the scheduled amount for meals.

- b. **Overnight trips - Expenses for authorized travel by employees, authorized persons, or public officers on school business requiring absence in excess of one (1) day shall be reimbursed for travel and per diem at the maximum rate established by law for public employees.**
  
- 4. **Mileage shall be calculated as follows:**
  - a. **In-District: In accordance with the District's mileage schedule or based upon the odometer reading from the point of departure to the destination.**
  - b. **Out-of-District: Pursuant to the Official Highway Mileage established by the Florida Department of Transportation.**
  
- 4. **When more than one (1) employee is going to the same destination, travel shall be pooled when such is practical.**
  
- 5. **Where a common carrier is used, reimbursement will be made only for the most economical class. The expense of common carrier travel may be processed through the District office on a purchase order or by copies of paid bill(s) attached to the employee's travel voucher.**

**(6) Reimbursement may be requested for tolls, taxis, registration fees, and limousine service, storage or parking, and communication expense when properly documented. No reimbursement may be authorized for gratuities. Reimbursement for registration fees shall be reduced by the value of any lodging or meals which are included if such items are claimed elsewhere for reimbursement.**

**(7) Out-of-state travel - All persons requesting out-of-state travel authorization shall have prior approval of the School Board and shall file a statement of benefits to the Superintendent with the leave request. There must be a clear benefit flowing to the District by reason of the individual's out-of-state travel.**

**(8) The Superintendent or designee is authorized to approve monetary advances for anticipated travel expenses for persons who are traveling on the School Board's behalf and whose responsibilities require extensive travel from the District. The financial advancement shall not exceed eighty percent (80%) of the anticipated cost of each trip.**

**(9) The Superintendent or designee shall develop procedures that detail travel reimbursement claims and restrictions.**

(10) Violations or abuse of District travel policies and / or procedures shall be a basis for employee discipline.

<b><u>STATUTORY AUTHORITY:</u></b>	<b>1001.42, F.S.</b>
<b><u>LAWS IMPLEMENTED:</u></b>	<b>112.061, 1001.39, 1001.43, F.S.</b>
<b><u>STATE BOARD OF EDUCATION RULE:</u></b>	<b>6A-</b>
<b>1.056</b>	

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**TAYLOR COUNTY SCHOOL SYSTEM**

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**9.60  
AUDITS**

(1) District Audits.

(a) Periodic audits shall be made of the accounts and records of the District Office pursuant to Florida Statutes and State Board of Education rules and Federal requirements.

(b) The School Board may select an independent auditor to perform the annual financial audit of the District when the Auditor General advises the audit will not be completed within the twelve (12) month period immediately following the fiscal year.

1. Selection of the auditor shall be pursuant to provisions in Section 11.45, Florida Statutes.

2. The certified public accountant that coordinates the financial audit shall have completed twenty-four (24) hours of in-service training in government or governmental auditing as approved by the Board of Accountancy within the last three (3) years.

3. At the conclusion of the audit fieldwork, the preliminary findings shall be discussed with the Superintendent or designee or designee. The auditor's comments shall reflect items, which are intended to be included in the final audit report.

(2) Audits of Internal Accounts

(a) Each school internal fund shall be audited at least annually.

(b) The Superintendent may direct an audit of a school's internal accounts at any time, without prior notification. A School Board employee or an independent accounting firm may conduct such audits.

(c) Each principal shall report in writing to the auditor of internal accounts within ten (10) days of receiving an audit report. The written report shall address the audit report and any discrepancies cited therein.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED: 1001.41, 1001.42, 1001.43, 1010.04, 1011.06, 1011.07, F.S.**

**TAYLOR COUNTY SCHOOL BOARD**

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**9.70  
PURCHASING AND BIDDING**

The Superintendent or designee shall be responsible for all purchases of materials, equipment, and services from District school funds. Only persons

authorized by the Superintendent or School Board rules may make any purchase involving the use of school funds. The School Board shall not approve unauthorized expenditures. The following provisions shall govern purchasing and bidding procedures other than for capital projects that are covered by separate Board rules.

1. Authorization to Execute Purchase Orders. Purchase Orders are authorized under the direction of the Superintendent who may delegate that authority, as he or she deems appropriate. Principals and Site Administrators who may delegate that authority, as they deem appropriate, may request purchase Orders. The Federal Project Manager who may delegate that authority, as he or she deems appropriate, must request purchase Orders related to the expenditure of Federal Funds. In all these cases, a formal delegation of authority must be on file in the Finance Office.
2. Development of and Adherence to Specifications. Purchases through bids and quotations procedures shall be based upon justification and specifications, which are clear, definite, and certain as to character and quality and shall conform to standard specifications for the various classes of supplies, materials, parts, services, or equipment desired. Such specifications shall be conducive to securing the most economical price for the highest quality product, which best meets, the needs of the educational program. Specifications shall be as open as possible and it shall be made clear in the invitation to bid that use of a trade name does not give exclusive rights to that product. Preferential bidding shall not be permitted. The Superintendent or designee shall be responsible for soliciting the assistance of District staff members who use the products to prepare specifications and to evaluate bids.
3. Requirements for Competitive Bids. Sealed bids shall be requested for any purchase of materials, equipment, or service which exceeds provisions of Chapter 287, Florida Statutes, unless the item is purchased on the basis of an established state contract, under the provisions of Subsections (12) or (13) herein, or is otherwise exempted from bidding by Florida Statutes or State Board of Education rules. A particular item or group of similar items, which is anticipated to exceed the provisions of Florida Statutes or State Board of Education rules during the fiscal year, shall be subject to the bid requirements as described herein.
  - a. The Purchasing Technician shall develop and maintain a list of all potential bidders by category of commodity or service and shall include the names of all persons or firms that requested placement on the list as is practical.



The Purchasing Technician shall mail notification of each request for bids to each person and firm on the list for that particular commodity and may mail notification of request for bids to other known persons or firms that are capable of providing the requested commodity. Potential bidders requesting specifications shall be provided a bid package.

- b. The Purchasing Technician may remove the name of any person or firm from the list upon failure to respond to three (3) consecutive requests for bids.
- c. The Superintendent or designee may remove the name of any unqualified or unreliable person or firm from the list. The affected person or firm may apply to the Purchasing Technician 426 for reinstatement to the vendor list after being removed for one (1) year.

(4) Bid Receipt, Opening, and Tabulation. Sealed bids shall be received in the Finance Office or other designated location at the time and date designated in the request for bids. All bids shall be opened publicly in the presence of at least one (1) School Board employee other than the Purchasing Technician. The Purchasing Technician or the other employee shall read aloud the name of the bidder and the amount and shall make recommendations to the Superintendent who shall make a recommendation to the School Board. The Purchasing Technician or other designated person and School Board employee shall sign the tabulation in attendance. Bids received after the designated time shall not be accepted or considered.

Local Preference in Purchasing.

- a. Preference in bidding. In purchasing of, or letting of contracts for procurement of, personal property, materials, or contractual services, including construction bids, through formal sealed competitive solicitations, the School District may give a preference to local businesses in making such purchase or awarding such contract, as follows:
  - 1. Individuals or firms which have a home office located within Taylor County, and which meet all of the criteria for Local Business as set forth in this policy, shall have the opportunity to submit to match the price(s) offered by the overall lowest, qualified and response nonlocal bidder if their bid is within three (3%) of the overall lowest, non-local price.
  - 2. Individuals or firms which do not have a home office located within Taylor County, and which meet all of the criteria for a Local Business as set forth in this policy, shall have the opportunity to submit to match the price(s) offered by the overall lowest, qualified and

response non-local bidder if their bid is within two percent (2%) of the overall lowest, non-local price.

- b. Preference in request for proposals. In purchasing of, or letting of contracts for procurement of, personal property, materials, or contractual services for which a request for proposal is developed with evaluation criteria, a local preference of the total score may be assigned for a Local Business by adjusting the total score of the qualifying Local Business, as follows:
  1. Individuals or firms which have a home office located within Taylor County and which meet all of the criteria for a Local Business as set forth in this policy, shall be given a preference in the amount of three percent (3%).
  2. A qualified and responsive Local Business that does not have a principal place of business located within Taylor County, and which meets all other criteria for a Local Business, shall be given preference in the amount of two percent (2%).
- c. Notice. Both bid documents and request for proposal documents shall include notice to vendors of the local preference policy. Notice by a Local Business of its offer to match a bid under this policy must be delivered in writing to the Board within seventy-two (72) hours of the posting of the bid tabulation on the District website.
- d. Certification. Any vendor claiming to be a Local Business as defined herein, shall so certify in writing to the purchasing department. The certification shall provide all necessary information to evidence that the vendor meets the requirements to qualify as a Local Business. The Board shall be immediately notified in writing of any changes in the vendor's status as a Local Business. The purchasing department shall not be required to verify the accuracy of any such certifications and shall have the sole discretion to determine if a vendor meets the definition of a Local Business.
- e. Exception. For a competitive solicitation for construction services in which 50 percent or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation, no local preference will be applied.

Local Business definition. For purposes of this section, "Local Business" shall mean a business which:

1.
  1.
    1. has had a fixed office located in and having a street address within Taylor County for at least twelve (12) months immediately prior to the issuance of the request for

competitive bids or request for proposals by the District, said office shall operate and perform business on a daily basis consisting of a minimum staff requirement of one (1) office personnel and a company owner or business manager for a minimum of a standard full time work week defined as thirty (30) hours or more a week; and

2. is the principal offeror who is a single offeror; a business that is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses; and
3. if applicable, holds any business license required by Taylor County, and, if applicable, a municipality within Taylor County for at least twelve months immediately prior to the issuance of the request for competitive bids or for request for proposal by the District.

#### Diversity in Purchasing

The School Board is committed to doing business with contractors, vendors, and other suppliers who reflect the great diversity of our community. It is the policy of the Board to promote and attain that diversity by encouraging the participation of small businesses including those that are owned by women and minorities.

Entities will be considered to be a minority business enterprise (MBE) or woman-owned enterprise (WBE) if certified through the Florida Department of Management Services, Office of Supplier Diversity (OSD).

Any OSD certified vendor may be placed on the list of approved vendors for the District and shall be notified by the purchasing technician of any bidding opportunities as indicated in paragraph (3)(a) herein.

5. Award of Bids. The School Board shall award each bid on the basis of the lowest and best bid that meets specifications with consideration being given to the specific quality of the product, conformity to the specifications, suitability to school needs, delivery terms and service, and past performance of the vendor. In case of a tie, casting lots shall make the recommendation. Samples of products may be requested when practical. The School Board shall reserve the right to reject any or all bids.
6. Public Inspection of Bids. Bids and quotations shall be made available for public inspection on the posting date and copies may be obtained subsequent to the posting date.

The fee for photocopying shall be in accordance with the School Board Rule entitled "Photocopying of Public Records". Original bids and quotations and the transmittal envelopes shall not be removed from the Finance office.

7. Award to Other Than Low Bidder. A written statement signed by the Purchasing Technician or other designated agent giving the reasons shall accompany any bid recommendation other than the low bid and justification for such action as provided in herein. Single or combination items may be considered in determining the recommendation.
8. Bid Withdrawal. A bidder may withdraw a bid before the designated time for opening bids by submitting a written request to the Purchasing Technician and identifying the reason(s) for the desired bid withdrawal. A bidder shall not be permitted to withdraw a bid for any reason after the designated time for opening bids unless mutually agreed upon by both parties.
9. If District staff determines in writing that the use of an invitation to bid is not practicable, commodities or contractual services shall be procured by competitive sealed proposals. A request for proposals shall be made available simultaneously to all vendors, and must include a statement of the commodities or contractual services sought; the time and date for the receipt of proposals and of the public opening; and all contractual terms and conditions applicable to the procurement, including the criteria, which shall include, but need not be limited to, price to be used in determining acceptability of the proposal. The relative importance of price and other evaluation criteria shall be indicated. If the District staff contemplates renewal of the commodities or contractual services contract, that fact must be stated in the request for proposals. The proposal shall include the price for each year for which the contract may be renewed. Evaluation of proposals shall include consideration of the total cost for each year as submitted by the vendor.
10. The contract shall be awarded to the responsible and responsive vendor whose proposal is determined in writing to be the most advantageous to the District, taking into consideration the price and the other criteria set forth in the request for proposals. The contract file shall contain documentation supporting the basis on which the award is made. 428
11. Emergency Purchases or Bids. Emergency purchases or bids may be requested in writing or by telephone and returned, as the emergency requires based on the Superintendent or Purchasing Technician's approval. Emergency as used herein means a situation that endangers the health, safety, or welfare of

students, staff or the public, or jeopardizes a project. All emergency bids shall be tabulated and presented to the Superintendent who shall submit the matter to the School Board for action. The School Board minutes shall show the need to initiate emergency bid procedures and shall justify that regular bid procedures would cause a delay and be contrary to the public interest.

12. On-Line-Procurement. As required by Section 1001.42(10), Florida Statutes, the School Board will receive and give consideration to the prices available to it through the use of the program for on-line procurement of commodities and contractual services as referenced in Section 287.057(23)(a), Florida Statutes, under the rules of the Department of Management Services, Division of Purchasing.

Requisitions. Each purchase shall be based upon a requisition originating from the principal or District department head. Each requisition or contract shall be properly financed, budgeted, and encumbered prior to issuing a purchase order. Under extreme emergencies, the Purchasing Technician or designee may grant permission for a purchase without a requisition; provided, however, any emergency purchase shall be followed immediately with an emergency requisition. A purchase shall not precede a requisition except under emergency provisions.

Purchases for Amounts Less than the Bid Threshold. Informal Quotations for Purchases of \$5,000.00 or more are required. A Quote Tabulation Sheet must be attached to the Purchase Order when it is submitted to the Finance Office. The Taylor County School Board must approve purchases Orders and Direct Pay Invoices of \$10,000.00 or more before they are issued or paid, with the exception of textbooks 429 and other educational materials approved by the State Department of Education and funded by the State Instructional Materials allocation, which may be purchased without additional Board approval even in cases where the total of the purchase order exceeds the above threshold.

- Purchase of Foods and Non-Food Items for the Food Service Department. The Superintendent shall develop and prescribe a Competitive Procurement Plan for purchasing food and non-food supply items for the school food service program.

- a. The Plan shall contain procedures to ensure conformity with the Federal Food, Drug and Cosmetic Act, the Federal Meat Inspection Act, and the Meat Inspection Law of Florida when purchasing foods.

- b. The Plan shall provide for various types of selection procedures as alternatives to the bidding requirements prescribed herein. Bidding requirements specified in this rule shall be waived if they conflict or are inconsistent with the Plan. All purchases of mile shall comply with State Board of Education rules.
  - c. Purchases of equipment items and professional services shall be excluded from the Plan and shall be subject to procedures for purchases described herein.
13. Subject to provisions of law, the Superintendent may authorize purchase based upon bids approved by the state of Florida, other government agencies, or educational consortia.
14. Acquisition of Professional or Educational Services. The Superintendent is authorized to contract for professional or educational services to complete projects or activities authorized or approved by the School Board.
- a. Selection of an architect, professional engineer, landscape architect, or land surveyor to perform professional services for a School Board project shall be in accordance with the School Board rule entitled, "Selecting Professional Services".
  - b. Contracts or commitments exceeding limits established by Florida Statutes or State Board of Education rule for educational services or professional services, other than those described in Subsection (17)(a) herein, shall be approved by the School Board prior to execution.
15. Purchases of computer hardware, software and technical service acquisitions must be approved by the Coordinator of Management Information Services. That approval signifies agreement with the acquisition and the objects to be obtained are in accordance with the District's information technology plan.
16. Conflict of Interest. The following provisions shall apply for conflict of interest. Any violation of these provisions by a School Board employee may be grounds for dismissal.
- 1.
    - a. No contract for goods or services may be made with any business organization in which: 1. The Superintendent or School Board member has any financial interest whatsoever; 2. A spouse or child of the Superintendent or School Board

- member has an employment relationship or material interest as defined by Section 112.312, Florida Statutes; or, 3. A School Board employee has an employment relationship or material interest as defined by Section 112.312, Florida Statutes.
- b. No School Board employee may directly or indirectly purchase or recommend the purchase of goods or services from any business organization in which his / her spouse or child has a material interest as defined by Section 112.312, Florida Statutes.
  - c. School Board employees or officials may not use bid prices or school prices or receive gifts or any preferential treatment in 431 making personal purchases. A School Board employee shall not be prohibited from participating in any activity or purchasing program that is publicly offered to all School Board employees or in District surplus sales provided there is no preferential treatment.
17. Multi-Year Purchase Agreements. Contract, purchase order, maintenance agreement, lease-purchase agreement, lease agreement, or other instrument that exceeds a period of twelve (12) months shall create no obligation. The Superintendent shall develop and prescribe a uniform termination clause that shall be incorporated in and made a part of any multi-year obligation agreement or contract.
18. The School Board must approve all lease and lease-purchase and installment sales contracts with individuals, corporations, or governmental agencies for the acquisition of equipment and property items needed for educational or administrative purposes in amounts in excess of 50% of the limits established by Section 287, Florida Statutes, regardless of funding source. No lease, lease-purchase or installment sales contract in amount in excess of 50% of the limits established by Section 287, Florida Statutes shall be entered into without specific Board approval prior to issuance of a purchase order even if the item is a sole source item or is on State Contract.
19. Resolutions of Protests. Procedures governing the resolution of protests on specifications contained with an invitation to bid or a request for proposal shall be as follows: (a) Any person who is adversely affected by the notice of project plans and specifications or intended project plans and specifications must file a written notice of protest with the Superintendent or designee within seventy-two (72) hours after the receipt of the specifications.

- b. A formal written protest must be filed within ten (10) days after the filing of the notice of protest. Failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. A protest is officially filed when it is received in the Superintendent Office. The formal written protest must contain the following: 1. Name, address, and file or identification number, if known, of the affected agency; 2. Name and address of the affected party; 3. A statement of the ultimate facts upon which the protest is based; and, 4. Such other information as deemed relevant to the issue.
- c. A formal written protest, which is filed in a timely manner shall halt the School Board's bid solicitation or proposal request process until the subject of the protest is resolved by School Board action. Provided however, the School Board may set forth in writing particular facts and circumstances which require the continuance of the bid solicitation or proposal request process without delay to avoid an immediate and serious danger to public health, safety, or welfare.
- d. The School Board, on its own initiative or upon the protestor's request, shall provide an opportunity to resolve the protest by mutual agreement between the protestor and the School Board's representative within fourteen (14) days of receipt of a formal written protest. In such case:
  - 1. An informal proceeding shall be conducted pursuant to Chapter 120, Florida Statutes, when the subject of the protest is not resolved by mutual agreement within fourteen (14) days of the receipt of a formal written protest and there is no disputed issue of material fact.
  - 2. The School Board shall refer the matter to the division of Administrative Hearings, Florida Department of Administration, for a formal hearing pursuant to Chapter 120, Florida Statutes, when the subject is not resolved within fourteen (14) days of the receipt of the formal written protest and there is a disputed issue of material fact.

**STATUTORY AUTHORITY:**

**1001.41, 001.42, F.S.**

**LAWS IMPLEMENTED: 112.312, 120.53, 120.57, 212.0821, 1001.43(a), 1010.01, 1010.04, 1011.06, 1011.07, 255.04, F.S.**



**TAYLOR COUNTY SCHOOL BOARD**

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**9.71**

**SELECTING PROFESSIONAL SERVICES**

In accordance with state law, architectural and engineering services shall be solicited through an application procedure. Except in emergency situations, the Board shall publish a legal advertisement in a local newspaper of wide

circulation, describing the project or projects for which services are required and specifying the application procedure. A professional services contract shall be negotiated and recommended to the Board.

The Superintendent or designee may authorize outside consultants to provide professional reviews, assistance, or training to divisions, departments or schools. Full or part-time employees of the Board shall not contract for additional services to the Board as program consultants.

In the event that such services are funded through Federal sources, all applicable Federal Statutes, regulations and guidance will be followed.

The Taylor County School Board shall prequalify contractors for a one (1) year period or for a specific project in accordance with the following:

- i. Criteria - Contractors shall be prequalified on the basis of the following criteria and any additional criteria specific to the project under consideration:
  - A. Proof that the contractor holds a contractor's license which authorizes the contractor to supervise work within the scope of the construction project.
  - B. Evidence that the applicant has financial resources to start up and follow through on projects and to respond to damages in case of default as shown by written verification of bonding capacity equal to or exceeding the amount of any project for which the contractor seeks prequalification. The written verification must be submitted by a licensed surety company rated excellent ("A-" or better) in the current A.M. Best Guide and qualified to do business within the state. In the absence of such written verification, the Board may require the applicant to submit any audited financial information necessary to evaluate an applicant's financial ability to perform the project and to respond to damages in the event of default.
  - c. Evidence of experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of

projects, and building codes for similar or less cost or scope projects of similar size within the past five (5) years.

- D. Evidence of satisfactory resolution of claims filed by or against the contractor asserted on projects of the same or similar size within the five (5) years preceding the submission of the application. Any claim against a contractor shall be deemed to have been satisfactorily resolved if final judgment is rendered in favor of the contractor or any final judgment rendered against the contractor is satisfied within ninety (90) days of the date the judgment becomes final.
- E. Type of work for which the contractor is licensed.
- F. The Superintendent or designee shall develop procedure to prequalify contractors.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED: 1001.42, 1001.43, 1013.46, 1001.51, 1001.51, 1010.04, 1011.06, 1011.07, F.S.**

**STATE BOARD OF EDUCATION RULES:**

**6A-1.012, 6A-2.011, 6A-2.0010**

**TAYLOR COUNTY SCHOOL BOARD**

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**9.72**

**ACQUISITION, USE AND EXCHANGE OF  
SCHOOL PROPERTY**

(1) Acquisition -

(a) All property purchased through District funds, internal funds, or donations from outside sources shall be acquired using District purchasing procedures.

(b) All property, including vehicular equipment, shall be under the full control and name of the School Board.

(c) All property with a value consistent with the provisions of this policy manual, acquired through internal accounts or the school principal or department head shall be reported immediately to the Property Technician on the prescribed forms. Donations are included in this requirement.

(d) Principals and/or Administrators shall be responsible for determining that all property including items classified as "equipment" and items classified as "high risk" because they are portable and/or concealable is identified and accounted for.

(2) Exchange. Each Principal and/or Administrator shall determine the property needs for his / her school or department. The Principal or Administrator shall declare any property that is not needed, upon approval of the Property Technician, and may requisition additional property through proper procedures.

(a) Surplus property shall be reported on proper forms to the Property Technician.

(b) Property items with a value as established in (1)(c) above may be exchanged between District schools and departments when approval is granted by the affected school principals or department heads and subsequently by the Property Technician.

(c) School Board equipment shall not be used for gainful outside employment or private use of employees or by any outside group or organization.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:** 001.43(a)(c), 1010.04, 1011.06, 1011.07, 273.01, F.S.

**TAYLOR COUNTY SCHOOL DISTRICT**

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**9.73  
ACQUISITION OF REAL PROPERTY**

- (1) A determination by the School Board that real property is needed for school use shall be based on approved master planning

data. Two (2) or more proposed locations shall be considered for each acquisition unless extenuating circumstances preclude such consideration. Extenuating circumstances shall be as follows:

(a) Availability of alternate locations because of prior land use commitments; the need to acquire land adjacent to an existing school site for purpose of expanding said site; or the purpose of establishing a new school center adjacent to an existing school center for implementation of programs that may be suitably carried out through common use of facilities for more than one (1) school.

(b) Joint use of land, as part of a master plan, for educational purposes and community recreational and cultural purposes.

(2) The Superintendent or designee may negotiate with the owner and determine the purchase price of the land, if such is determined to be in the best interest of the School Board.

(3) If it is determined to be in the best interest of the School Board, two (2) independent, qualified real estate appraisers shall be appointed to provide a standard narrative form of appraisal complete with supporting data.

(4) If negotiations with the owner are not successful, the School Board may exercise its right of eminent domain, and proceedings shall be filed in a court having jurisdiction and a date of value established on which to base the market value of the property.

(5) Topographical surveys and legal descriptions shall be obtained, including metes and bounds description of all real property considered for purchase.

(6) Upon decision of the School Board to acquire real property, a title search shall be initiated by a competent, legal consultant or a title search company, and a policy of title insurance will be required upon completion of acquisition proceedings secured by surety satisfactory to the School Board.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43(6), 1001.44(34), 1013.36, F.S.**

**TAYLOR COUNTY SCHOOL BOARD**

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**9.74**

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

The Superintendent shall make recommendations to the School Board regarding any offer received from a person or entity for the lease or lease-purchase of any land owned by the District.

- (1) The lease shall state in writing how the land will be used for educational purposes.
- (2) The Superintendent recommendation shall include:
  - (a) The location and description of the land and its present use.
  - (b) The long-range plan for its use.
  - (c) The stated use of the land by the prospective lessee.
  - (d) The fair market value of the parcel, as determined pursuant to State Board of Education rules, when the land is to be released by a lease to purchase agreement.
  - (e) The terms and value to be received from the prospective lessee.
- (3) Prior to final action on the proposal for a lease or lease-purchase agreement, the School Board shall hold an open and public hearing on the issue after due notice is given as required by Florida Statutes. At this meeting the proposed agreement, in its final form, shall be made available for inspection and review by the public.

The Superintendent may recommend the acquisition of land, facilities, and equipment under lease or lease-purchase agreements under provision of Florida Statutes through competitive bids or proposals.

- (4) The Superintendent recommendation shall include:
  - (a) Such acquisition is in the best interest of the District;
  - (b) Length and terms of such agreements;
  - (c) Procedures for developing and approval of agreements;
  - (d) Estimated annual costs and sources of funding;



- (e) Proposed schedule for any required public advertisements and hearings;
- (f) All required written documents necessary for the execution and maintenance of agreements;
- (g) Agreements do not constitute a debt, liability, or obligation of the State or Board, or pledge the faith and credit of the State or Board.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED: 1001.42, 1001.43(4), 1001.44(34), 1013.36, 1001.44(34), 1013.19, F.S.**

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**9.75  
SALE, TRANSFER OR DISPOSAL OF PROPERTY**

Obsolete, uneconomical or inefficient surplus property, which serves no useful purpose, may be disposed of in accordance with applicable state and federal law and regulations. Prior to disposal, reasonable attempts should be made to salvage all or part of any item of property for school use.

When it is no longer practical that property be retained, it shall first be offered for sale or transfer to other governmental agencies. When not disposed of in this manner, the property shall be offered for sale to the public at large and to private businesses.

Any remaining surplus property may be declared unusable and disposed of in a reasonable, environmentally sound manner, including donation to appropriate nonprofit groups.

Disposal of unusable property shall occur only after due consideration of school needs.

**STATUTORY AUTHORITY:** 112.08, 1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:** 1001.43(c), 1001.44(34), 1013.28, F.S.

**STATE BOARD OF EDUCATION RULE:** 6A-1.087

**TAYLOR COUNTY SCHOOL BOARD**

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**9.76**

## **LOST OR STOLEN PROPERTY**

(1) The principal or designee shall notify the following individuals immediately when any school property regardless of whether it is classified as "equipment" or items classified as "high risk" has been vandalized, stolen, or lost:

(a) The proper law enforcement agency immediately to provide such information, as may be available if the property is believed to have been stolen;

(b) The Property Technician by telephone; and,

(c) In writing with a copy of such notice being sent to the Superintendent.

(2) The custodian of the property records shall prepare a written report and recommendations to the Superintendent if the property is not recovered within thirty (30) days.

(3) The Superintendent shall report to the Board any property that has been lost or stolen if not recovered within thirty (30) days after the discovery of the loss or theft except major losses shall be reported to the Board immediately. Such report shall include a recommendation that the property record be made inactive and any information applicable to personal liability shall also be reported.

### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

### **LAWS IMPLEMENTED:**

**1001.42, 1001.43, (9), F.S.**

### **STATE BOARD OF EDUCATION RULE:**

**6A-1.087**

### **TAYLOR COUNTY SCHOOL BOARD**

### **TAYLOR COUNTY SCHOOL BOARD POLICY MANUAL CHAPTER 9.0**

**9.77**

### **INVENTORIES AND PROPERTY RECORDS**

Under the supervision of the Finance Director, the Property Technician shall maintain an adequate and accurate record of all tangible personal property of the District. The record shall indicate a description of the item, the date of acquisition, the acquisition cost, the fund from which purchased and if any portion is federally funded, the percentage of federal participation in the cost, identification number, identification of who holds, their title, location, use and condition of the property, fair market value, property record number, ultimate deposition date and shall be consistent with all requirements of Florida Statutes and the rules of the Auditor General as well as Federal Statute, regulations and guidance. School inventories shall be verified by the District administration at the Superintendent or designee's direction.

(1) All equipment shall be listed that has a value or cost of seven hundred and fifty dollars (\$750.00) or more. The principal or department head shall notify the Property Technician of all removals, transfers, and receipt of donated or purchased property that meets criteria for being recorded as a fixed asset in order to update records and of all new equipment.

(2) Property inventories shall be performed annually by the Property Technician. It shall be each duty of each principal and department head to designate a person to assist the Property Technician with the annual inventory of all school property at each school or department. The completed inventory report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair.

(3) Any incoming principal and the Property Technician shall make an inventory of all school equipment when the new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the School Board identifying any shortages or discrepancies.

(4) The principal shall also be responsible for taking inventories of properties not covered in subsection (1) herein such as student furniture, library books, films and tapes, and other materials as deemed "high risk" due to size (concealable) or portability. These inventory records shall be reconciled annually and shall be provided to the Finance Office by July 1.

(5) All equipment purchased by the various District organizations or by outside organizations for District use shall become School Board property and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.

(6) The principal annually shall be provided with an inventory of all equipment in his / her school on forms provided by the Property Technician.

(7) The Superintendent shall maintain a current and perpetual inventory of all stock in School Board warehouses, and shall file an annual end-of-the-year report of the count and value of such items with the Finance Department.

(8) The Superintendent shall report to the School Board any property that has been lost or stolen if the next regular School Board meeting after the discovery of the loss or theft does not make recovery. Such report shall include a recommendation for inactivation of the property record and information concerning possible personal liability that may be appropriate as the circumstance of the loss or theft may indicate.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.42, 1001.43, Chapter 274, F.S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-1.087**

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**9.80**

## **RISK MANAGEMENT INSURANCE**

The Superintendent shall recommend annually to the School Board insurance programs, including property, liability, worker's compensation and motor vehicle insurance that provide the best protection against loss to the District.

The Superintendent or designee is authorized to approve claim payments against the School Board up to deductible amounts specified in District risk insurance programs approved by the School Board. Claims payments in favor of the School District shall be accepted by the Superintendent or designee and shall be reflected in appropriate budget amendments brought to the School Board for approval.

### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

### **LAWS IMPLEMENTED:**

**1001.42(i), 1001.42, F.S.**

**TAYLOR COUNTY SCHOOL BOARD**

## **EDUCATION FOUNDATION**

The Taylor County School Board authorizes the District to establish a foundation fund in the name of Taylor County Education Foundation, Inc. subject to the provisions of Florida Statutes.

- (1) The Board of Directors of the Taylor County Education Foundation shall be approved by the School Board.
- (2) The Board of Directors is allowed to use the property, facilities, and personnel services of the District; however, such use must be in keeping with the District's policies regarding the use of facilities and grounds.
- (3) The School Board shall oversee the activities of the organization and shall provide for budget and audit review.
- (4) Such organization must be organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to, or for the benefit of, programs of the Taylor County School District.
- (5) Such organization is subject to the conflict of interest policies and procedures of Taylor County School Board.

### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

### **LAWS IMPLEMENTED:**    **1001.43(5), (10) 1001.453, 1010.09, 1010.34, F.S.**

**TAYLOR COUNTY SCHOOL BOARD**

## **TAYLOR COUNTY SCHOOL BOARD POLICY MANUAL CHAPTER 9.0**

**9.91**

## **GENERAL FOOD SERVICE REQUIREMENTS**

- (1) The school food service program shall operate according to requirements set forth in Florida Statutes, and State Board of Education rules and all applicable Federal Statutes, regulations and guidance. The school food service program shall include the federally reimbursed lunch program, ala carte food, beverage offerings, and sale of food and beverage items offered through vending machines or other methods to students at all school facilities during the school day and may include the federally reimbursed breakfast program.
- (2) The school food service program shall be an integral part of the District's educational program, offering nutritional and educational opportunities to students.
- (3) Foods and beverages available in schools shall be only those which meet the nutritional needs of students and contribute to the development of desirable health habits unless permitted otherwise by State Board of Education Rules and approved by the Superintendent or designee.
- (4) The school food service program shall meet the standards for Food Service and Sanitation and Safety as provided by the Florida State Board of Health and Florida State Department of Education.
- (5) School food and nutrition service funds shall not be considered or treated as internal funds of the local school, but shall be a part of the district school funds. School food and nutrition service funds shall be subject to all the requirements applicable to the district fund such as budgeting, accounting, reporting, and purchasing and such additional requirements as set forth in the written procedures manual authorized in this policy.
- (6) USDA commodities shall be acquired, stored, and utilized in accordance with United States Department of Agriculture and related State Board of Education rules.



**STATUTORY AUTHORITY:**

**1001.41, 1001.42 F.S.**

**LAWS IMPLEMENTED:**

**1006.06, 1001.42, 1001.43, (6), 1011.19,**

**F.S.**

**STATE BOARD OF EDUCATION RULE: 6A-7.040, 6A-7.041, 6A-7.042, 6A-7.045**

**TAYLOR COUNTY SCHOOL BOARD**

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## **SPECIAL DIETARY NEEDS**

- I. School food service staff shall make substitutions or modifications for students with disabilities. Such substitutions or modifications shall be based on a written prescription from a licensed physician.
- II. Students with food allergies that may result in severe, life threatening reactions shall be provided with food substitutions as prescribed by a licensed physician.
- III. The principal shall ensure that all appropriate staff is knowledgeable about a student's special dietary needs. Confidentiality of medical information shall be maintained.

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

**1001.41,**

**LAW(S) IMPLEMENTED:**  
**1006.06, F.S.**

**1001.43, 1002.20,**

**20 USC  
§1232g (FERPA)  
P.L. 108-  
446 (IDEIA)**

**STATE BOARD OF EDUCATION RULE(S)**

**6A-7.040, 6A-7.041,  
6A-7.0411**

**Taylor County School Board**

# Auxiliary Service

## Chapter 10

**TAYLOR COUNTY SCHOOL BOARD  
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**10.01**

## SAFETY

(1) The principal shall cooperate with the Police Department, the Fire Marshal, the Highway Patrol, and the County Sheriff's Department in providing safe conditions for students. School safety patrol units are encouraged.

(2) The principal, bus drivers, teachers, school food service personnel, and custodians shall strive to protect the physical welfare of each student.

(3) The principal shall remove hazards where possible and shall report in writing to the Superintendent or designee all other known hazards. Barbed wire shall not be used on school grounds except by the School Board's authorization.

(4) Students shall be given information that encourages compliance with the safety belt usage law by means of appropriate courses such as driver education, health, and safety.

(5) A child under the age of sixteen (16) shall wear appropriate headgear as required by law for any equine activity on a public school site. Students shall wear appropriated head gear when participating in an off campus, school sponsored equine activity as required by law.

(6) The District shall annually conduct a self-assessment of safety and security practices. Based upon this self-assessment and other concerns, if applicable, the Superintendent or designee shall present appropriate recommendations to the School Board for increasing safety and security and the School Board shall take such actions, as it deems necessary and appropriate to address safety and security in the District or at individual sites.

**STATUTORY AUTHORITY:**

**1001.42(6), F.S.**

**LAWS IMPLEMENTED:**

**316.614; 985.401, 1006.062(3), 1006.07, F.S.**

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## **10.02 SAFETY PROGRAM**

The Taylor County School Board recognizes the necessity of a comprehensive Risk Management Safety Program designed to provide for the safety and health of its employees, students and the protection of its physical facilities and environment. This program shall ensure compliance with all applicable local, state and federal rules, regulations and procedures as they pertain to the safety and health of employees and students, and to the security of district facilities. The Code of Federal Regulations (CFR) as adopted by the state of Florida, for enforcement in all public sector employment locations, shall be strictly adhered to; in addition, the provisions relating to safety and health as contained in Chapter 442.007, Florida Statutes.

This comprehensive program shall provide for the following:

- (1) Safety requirement for employees, students and visitors
- (2) Loss prevention/safety training
- (3) Work site safety inspections
- (4) Reporting of hazards
- (5) Work site safety committees
- (6) Accident/incident reports
- (7) Security
  - a. Planning
  - b. Security of personnel
  - c. Security of facilities
  - d. Monitoring
- (8) Contractor safety requirements.

### **STATUTORY AUTHORITY:**

**1001.42(6), F.S.**

### **LAWS IMPLEMENTED:**

**316.614, 1006.062(3), 1006.07, F.S.**

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**TOXIC SUBSTANCES IN SCHOOL WORK AREAS**

The Superintendent or designee shall develop and implement a program to ensure School Board employees are provided information concerning the nature of toxic substances, which are used in the workplace. The program shall include, but not be limited to:

- (1) Notification of School Board employees of where to direct requests for information on such substances;
- (2) An orientation session, within thirty (30) days of employment, for all new School Board employees to advise them of any adverse health effects which may occur as a result of contact with toxic substances; and,
- (3) Distribution of information regarding the use of any toxic substances in the District school system to the local fire department.

**STATUTORY AUTHORITY:****1001.42, F.S.****LAWS IMPLEMENTED:****1001.43, F.S.****TAYLOR COUNTY SCHOOL BOARD**

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## **INSPECTIONS**

(1) All school buildings shall be inspected at least once during each school fiscal year by a person who is certified by the designated state agency. Such inspection shall be conducted to determine compliance with State Board of Education rules and shall include, but not be limited to, wiring, plumbing, structural parts, safety hazards, and general repair needs. A copy of such inspection report(s) shall be submitted to the principal, Superintendent or designee, and School Board

(2) The Superintendent or designee shall report to the designated state agency, the results of initial measurements on the level of indoor radon in all District school buildings and any facility housing students.

(a) Procedures for determining the level of indoor radon shall conform to measurement procedures established by the designated state agency.

(b) Repeated measurements on the level of indoor radon shall be performed and reported to the designated state agency at five (5) year intervals subsequent to the initial measurement if required.

### **STATUTORY AUTHORITY:**

**1001.42, F.S.**

### **LAWS IMPLEMENTED:**

**404.056, 1001.43, 1013.12, F. S.**

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## **10.05**

## **FACILITY FIRE SAFETY INSPECTION**

When an authorized agent under the Florida Fire Prevention Code conducts a fire safety inspection as authorized in Florida Statutes, and it is determined that a serious fire safety hazard exists which poses an immediate danger to the public health safety, or welfare, the authorized agent and Superintendent or designee are permitted to issue a joint order to vacate the facility in question, which order shall be effective immediately. The Superintendent or designee shall immediately notify the School Board members about such an order.

### **STATUTORY AUTHORITY:**

**1001.42, F.S.**

### **LAWS IMPLEMENTED:**

**125.56, Chapter 633, 1001.43, 1013.12, F.S.**

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### **10.06 SANITATION AND PREVENTIVE MAINTENANCE**



1. The Board shall strive to provide well-maintained schools and facilities, which are safe from hazards, are sanitary, and are properly equipped and adequately lighted and ventilated. The Superintendent or designee shall be responsible for maintenance and upkeep of school plants.
2. The school principal or work site supervisor or designee shall be responsible for maintaining satisfactory standards of sanitation and housekeeping. A formal inspection of all buildings under his/her supervision shall be made at least once each month including all toilet areas, food service areas, storage rooms, and other student or staff occupied areas.
3. The principal shall report, in writing, to the Facilities Department any needed repairs to any buildings or the grounds. Any emergency repairs shall be reported to the Department by telephone and confirmed in writing.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43, F.S.**

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**10.07  
VANDALISM AND MALICIOUS MISCHIEF**

The principal or designee shall report any vandalism immediately to the Superintendent or designee and to the proper law enforcement agency giving all available information.

(1) A student who willfully damages school property shall be properly disciplined and his/her parent(s) or legal guardian, if the student is a minor, shall be requested, in writing, to restore or to replace any damaged property in accordance with the true value as determined by the principal, the responsible District department head, or in extreme cases the Superintendent or designee and/or School Board. In extreme cases of vandalism, a student shall be subject to suspension or expulsion from school under the charge of serious misconduct. The Code of Student Conduct shall identify disciplinary procedures for students who abuse school property. An adult student involved in the destruction of school property shall be held solely responsible for the damages.

(2) A civil action against the student's parent(s) or legal guardian may be instituted by the School Board in an appropriate action to recover damages in an amount not to exceed the limit prescribed by Florida Statutes if vandalism or theft of school property is known to have been committed by a minor and the parent(s) or legal guardian refuses to restore or replace the property.

(3) In any case of willful or negligent damage to school property by a person other than a student, the user or the person responsible for the damage shall replace the property or pay the damages in accordance with the true value as determined by the Superintendent or designee.

(4) Each organization which is granted a permit for the use of public property shall be responsible for any damage to the buildings, equipment, or grounds beyond that which would be considered normal wear and tear and shall pay for any such damage in accordance with the true value as determined by the Superintendent or designee. Failure to comply with a request for payment of such assessed damages shall result in the individual, group, or organization being ineligible for further use of school property and such legal action as the School Board deems proper to recover the amount of damages.

**STATUTORY AUTHORITY:**

**1001.42,  
F.S.**

**LAWS IMPLEMENTED:**

**741.24, 806.13, 1001.43, 1013.10, F. S.**

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**10.08**

## PURPOSE AND FUNCTIONS OF THE TRANSPORTATION PROGRAM

The transportation program shall be administered to provide safe and efficient services at the lowest possible cost. Transportation funds shall be used primarily to provide transportation of students to and from the nearest appropriate school as determined by the School Board and in accordance with Florida Statutes.

The Superintendent or designee shall be responsible for supervising, administering, investigating, and resolving problems of the District's transportation system. This shall include determination that all School Board employees involved with the transportation system are knowledgeable of applicable Florida Statutes and State Board of Education rules.

The Superintendent or designee shall develop a handbook that sets forth guidelines, responsibilities, directions and procedures for the District's transportation system. The handbooks and modifications to it shall be subject to School Board approval.

### **STATUTORY AUTHORITY:**

**1001.42, F.S.**

### **LAWS IMPLEMENTED:**

**1001.43, 1006.21, 1006.21(3),  
1006.22, 1006.23,  
1011.68, F.S.**

### **STATE BOARD OF EDUCATION RULE:**

**6A-3.017**

## **TAYLOR COUNTY SCHOOL BOARD POLICY MANUAL CHAPTER 10.0**

**10.09**  
**STUDENT TRANSPORTATION**

The Taylor County School Board shall provide transportation for every student who should attend school and who lives more than a reasonable walking distance from the school to which he is assigned. A reasonable walking distance shall be defined as two (2) miles from the school by the nearest traveled route.

(1) Exceptions may be made in the case where a child is handicapped or when it has been determined that the nearest route taken will be extremely unsafe for the child to walk due to the traffic, natural hazards, or other peculiar circumstance.

(2) Determination of such unsafe conditions shall be the responsibility of the Superintendent or designee upon the consideration of findings of the supervisor of transportation in cooperation with the bus driver, and recommendations of school administration, law enforcement agencies, or local safety groups.

3. When it is impractical to provide bus transportation for reasons of isolation from regular school bus routes to the school of assignment, a parent, aide, or other person transporting the student may be authorized by the Board to be reimbursed at the rate provided by law.
4. Periodically student transportation routes and student walking conditions shall be reviewed to determine if hazardous conditions exist. Appropriate request for designation of hazardous conditions shall be provided as required by state law or State Board of Education rules.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43, 1006.21, 1006.21(3), 1006.23,  
1011.68, F.S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-3.001; 6A-3.017**

**TAYLOR COUNTY SCHOOL SYSTEM**

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**10.10**

## BUS ROUTES

(1) Designation of Bus Routes. The School Board shall delegate to the Superintendent or designee authority to designate the route to be traveled regularly by each school bus. Each such route shall meet the following requirements:

(a) The route shall be planned, scheduled, and adjusted to the capacity of the bus to serve students whose homes are beyond a reasonable walking distance from the school center to which they are assigned, except as otherwise provided by Florida Statutes and State Board of Education rules. The routing and scheduling of buses shall be planned to eliminate the necessity for students to stand while the bus is in motion. In emergency situations where the number of transported students in a bus exceeds the rated seating capacity, the bus shall proceed at such a reduced rate of speed to maximize students' safety.

(b) Designated school bus routes shall be restricted to those areas where road conditions, bridge capacities, and the number of transported students allow such service to be economically feasible and practicable.

(c) A route shall not be extended for the purpose of accommodating students whose homes are within a reasonable walking distance by a shorter or more economical route that is available to serve the students.

(d) School bus routes shall, insofar as possible, be restricted to main routes and county-maintained roads.

(e) A suitable turning area shall be available for any route requiring a bus to be turned around.

(f) Only one (1) bus shall be assigned students on any given route unless the school schedules necessitate a dual assignment of buses.

(g) Student loading and unloading stops shall be established at least one quarter of a mile (1,320 feet) apart; provided, however, stops may be closer than one quarter of a mile when students' safety and welfare is involved.

- (2) Spur Routes. A spur route shall exist only when an extremely hazardous condition is present, requiring the bus to deviate from the main trunk.
- (3) Change in Routes. School bus drivers shall not discontinue stops, begin new stops, or otherwise change a route without prior approval of the Superintendent or designee.
- (4) Other Provisions. Students who are approved to attend a District school which is not located in their assigned attendance area shall be ineligible for transportation provided by the School Board except as otherwise permitted by the School Board rule.

<b><u>STATUTORY AUTHORITY:</u></b>	<b>1001.42, F.S.</b>
<b><u>LAWS IMPLEMENTED:</u></b>	<b>1006.21, F.S.</b>
<b><u>STATE BOARD OF EDUCATION RULE:</u></b>	<b>6A-3.017</b>
<b>TAYLOR COUNTY SCHOOL SYSTEM</b>	



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### **10.11 EXITING THE SCHOOL BUS**

No student shall leave the school bus on his/her way to or from school without the student's parent(s) or legal guardian and the principal or designee's written authorization except at the customary destination of the bus that shall be either the school or the assigned stop.

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

**LAWS IMPLEMENTED:** 1006.21, 1006.22, F. S.

**STATE BOARD OF EDUCATION RULEs:** 6A-3.017

**TAYLOR COUNTY SCHOOL SYSTEM**

## CHAPTER 10.0

### 10.111

#### TRANSPORTING STUDENTS IN PRIVATE VEHICLES

(1) The Taylor County School Board will normally use school buses, as defined in Florida Statutes, for all regular transportation of students, prekindergarten through grade 12. "Regular transportation" or "regular use" means 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 of students in motor vehicles other than school buses may occur only under the following conditions:

(a) When transportation is for a physically handicapped or isolated student and the Board has entered into a written agreement for the transportation of the student.

(b) When the transportation is part of a comprehensive contract for a specialized educational program between the Board and a service provider for instruction, transportation and other services.

(c) When the transportation is provided through a public transit system.

(d) When the transportation of students is necessary or practical in a School Board owned or commercially leased passenger car not to exceed eight students in designated seating positions.

(2) Except as provided above, the transportation of students in private vehicles may be authorized by the principal on a case-by-case basis only under the following conditions;

(a) When a student is ill or injured and must be taken home or to a medical treatment facility under non-emergency circumstances and

- i. 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;

- ii. Proper adult supervision of the student is available at the location to which the student is being transported;
- iii. The transportation is approved by the school principal or designee; and
- iv. If the school has been unable to contact the parent or guardian prior to the transportation, the school continues to attempt to contact the parent or guardian until the school is able to notify the parent or guardian of the transportation and the circumstances.

(b) When the transportation is in connection with a school function or event in which the school has undertaken to participate and

- i. The function is a single event which is not part of a scheduled series or sequence of events to the same location, such as, but not limited to, a field trip, recreational outing, a competitive or cooperative event, or an event connected to an educational program; and
- ii. Transportation is not available, as a practical matter, using a school bus or school board passenger car; and
- iii. 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.

(3) Any private vehicles used to transport students under this policy shall be currently registered in the state of Florida, be insured for

personal injury protection and property damage liability in at least the minimum amounts required by law, and be in good working order. A person wishing to transport students in a private vehicle will request approval by submitting his/her driver's license, vehicle registration and insurance I.D. card, to the principal in a reasonable amount of time before the planned travel. The principal will examine the driver's license, vehicle registration and insurance cards, and may, in his or her discretion, give approval for the transportation of students in the private vehicles as requested. A student who is transported to any activity in a private vehicle approved under this Policy shall return from the activity in the same vehicle, unless the student is released to his/her parents.

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

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

(6) 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.

**STATUTORY AUTHORITY:**  
F. S.

**1001.42, 1001.43,**

**LAWS IMPLEMENTED:**

**1006.21, 1006.22, 1006.24, F. S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-3.017**

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**10.12**

## SEAT BELTS

(1) The operator and each passenger of a motor vehicle who are conducting Taylor County School Board business or a school-related activity shall be restrained by a safety belt when the vehicle is in motion. This provision is applicable to all vehicles as defined in Florida Statutes, except for the following:

- (a) A school bus;
- (b) A bus used for transportation of persons for compensation;
- (c) A farm tractor or implement of husbandry;
- (d) A truck of net weight of more than five thousand (5,000) pounds; and,
- (e) A motorcycle, moped, or bicycle.

(2) The number of passengers of a vehicle shall not exceed the number of safety belts that were installed by the manufacturer.

(3) School bus drivers shall wear a seat belt when operating a school bus.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**316.003, 316.614, 1006.21, F.S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-3.017**

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**10.121  
LICENSE OF SCHOOL BUS DRIVERS**

Each school bus driver shall possess the minimum qualifications prescribed in Florida Statutes, State Board of Education rules and other controlling regulations.

(1) All school bus drivers shall hold a valid Commercial Driver's License for a Class B vehicle with a passenger endorsement.

(2) The license shall be displayed in a conspicuous place in the school bus or shall be carried by the driver while operating the bus.

(3) Any driver who knowingly operates a school bus with a suspended or revoked license shall be subject to dismissal.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23,**

**F.S.**

**LAWS IMPLEMENTED:**

**1001.43, 1012.45, F.S. 49 CFR350, ET AL.**

**STATE BOARD OF EDUCATION RULES:**

**6A-3.0141; 6A-3.0171(1)**

**(D)**

**TAYLOR COUNTY SCHOOL BOARD**

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**10.13  
AUTOMOTIVE EQUIPMENT**

All automotive equipment owned by the Taylor County School Board shall be assigned to the Superintendent or designee or designee for proper care and maintenance.

(1) Automotive equipment shall be used exclusively for school business. It shall not be used for unauthorized purposes.

(a) The Superintendent or designee shall report any unauthorized equipment usage to the School Board.

(b) Violation of this rule shall be cause for disciplinary action.

(2) Failure of the operator to notify the Transportation Supervisor as to any mechanical defect of any piece of automotive equipment may be cause for disciplinary action by the School Board.

(3) All mechanical defects of equipment, where repairs are needed, shall be the Superintendent or designee or designee's responsibility and repairs shall be made immediately; provided that the vehicle may be withdrawn from use by the Superintendent or designee until the repairs are made. The School Board shall not assume any financial responsibility for purchases or contract for repairs unless prior approval is obtained from the Superintendent or designee or designee.

(4) The Transportation Supervisor shall determine that all equipment is inspected at regular intervals. The equipment shall be placed in the District's garages for repairs or service if needed.

(5) Under no conditions shall equipment be repaired by a private shop or private individual without approval of the Superintendent or designee or Transportation Supervisor.

(6) The person who is assigned a vehicle on a full-time basis shall be responsible for delivering the vehicle to the District's garage for inspection as prescribed by the Transportation Supervisor.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1006.21, 1006.22, F.S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-3.017**

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**10.14**

## **VEHICLE MAINTENANCE PROGRAM**

(1) All transportation equipment shall be maintained in safe operating condition. The Transportation Supervisor shall be responsible for a planned program of maintenance to keep all vehicles running safely and efficiently. This program shall include:

(a) Instructing bus drivers in methods of anticipating and noting maintenance problems.

(b) Inspecting and servicing all vehicles as prescribed in State Board of Education rules on a periodic basis.

(c) Maintaining service and repair records on each vehicle as required by State Board of Education rules. A checklist shall be devised for use in recording the results of the safety inspection.

(d) Planning and scheduling preventive maintenance, through major overhaul and repair of all equipment.

(e) Training through in-service activities for apprentice mechanics.

(2) The mechanical condition of each school bus shall be determined at least once each twenty (20) working days that the bus is in operation. Any school bus that does not comply with the requirements of Florida Statutes and State Board of Education rules shall be withdrawn immediately from use until it meets such requirements.

(3) Only School Board or government-owned vehicles may be repaired or serviced in the school bus garage.

(4) The School Board shall maintain appropriate school bus replacement programs to assure appropriate maintenance of the bus fleet.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1006.21, 1006.22, 1006.25, F.S.**

**STATE BOARD OF EDUCATION RULES:**

**6A-3.017**

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**10.15  
GENERAL FOOD SERVICE REQUIREMENTS**

(1) The Taylor County School Board school food service program shall operate according to requirements set forth in Florida Statutes, and State Board of Education rules. The school food service program shall include the federally reimbursed lunch program, ala carte food, beverage offerings, and sale of food and beverage items offered through vending machines or other methods to students at all school facilities during the school day and may include other federally reimbursed Children Nutrition Programs.

(2) The school food service program shall be an integral part of the District's educational program, offering nutritional and educational opportunities to students.

(3) Foods and beverages available in schools shall be only those that meet the nutritional needs of students and contribute to the development of desirable health habits unless permitted otherwise by State Board of Education rules and approved by the Superintendent or designee.

(4) The school food service program shall meet the standards for Food Service and Sanitation and Safety as provided by the Florida State Board of Health and Florida State Department of Education.

3. The district will make every effort to support Florida farmers by purchasing, when possible, fresh and high-quality foods grown in Florida.

**STATUTORY AUTHORITY:**

**1001.42, 1001.43, F.S.**

**LAWS IMPLEMENTED:**

**1006.06, 1006.0605, F.S.**

**STATE BOARD OF EDUCATION RULE:** 6A-7.040; 6A-7.041; 6A-7.042; 6A-7.04  
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**10.16  
MEAL PATTERNS**

All Taylor County Schools with grades K-12 shall participate in the National School Lunch and Breakfast Programs and serve student meals according to meal

patterns established by the United States Department of Agriculture. Schools may participate in other Child Nutrition Programs; meals shall be served to students according to meal patterns established by the United States Department of Agriculture.

**STATUTORY AUTHORITY:**

**1001.42, 1001.43, F.S.**

**LAWS IMPLEMENTED:**

**1006.06, F.S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-7.040**

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**10.17  
FREE AND REDUCED PRICE MEALS**

Free or reduced price meals shall be served to all students who are unable to pay the full price of meals and who qualify based on eligibility criteria approved by the School Board.

(1) The income Eligibility Guidelines for free or reduced price meals shall be in accordance with the scales provided by the Florida Department of Education as adopted by the State Board of Education based upon income guidelines prescribed by the United States Secretary of Agriculture.

(2) Eligibility criteria shall be applicable to all District schools and shall provide that all students from a family meeting the eligibility criteria and attending any District school are offered the same benefits.

(3) Procedures for implementing the free and reduced price meal services shall be reviewed annually and shall be in accordance with procedures and guidelines published by the Florida Department of Education and the United States Department of Agriculture.

**STATUTORY AUTHORITY:**

**1001.42, 1001.43, F.S.**

**LAWS IMPLEMENTED:**

**1006.06, 1006.0605, F.S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-7.0421**

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**10.18  
SCHOOL CONSTRUCTION BIDS**

(1) All school construction bids shall be the immediate responsibility of the Superintendent or designee or designee. All applicable Florida Statutes, State Board of Education rules, and School Board rules shall be observed in school construction bid procedures.

(2) The Superintendent or designee or designee shall be responsible for preparing the legal notice for bids and shall determine that such notice meets the requirements of Florida Statutes and State Board of Education rules and contains the information needed by the prospective bidders to include the following:

(a) Date, time and place relating to submitting of bids;

b. Pre-qualifications of bidder;

c. Procedures for presenting bids;

(d) Conditions and terms for receiving bids;

(e) Procedures to be followed in opening and presenting bids to the School Board; and,

(f) Conditions for awarding contracts based on bids.

(3) The advertisement for bids shall be published in at least one (1) local newspaper having circulation in the district. Such advertisement shall be published at least once each week for three (3) consecutive weeks and the last notice shall appear at least one (1) week prior to the opening of bids.

(4) In addition to the publishing of the advertisement for bids, the bid documents shall be sent to at least three (3) prospective bidders. The advertisement or specifications shall not specify the use of materials or systems by a sole source.

(5) Bid bonds shall be required on new construction and any renovations or remodeling exceeding twenty-five thousand dollars (\$25,000.00).

- (6) These provisions shall be followed for construction bids:
- (a) The bid time and date shall be established by the School Board after the Superintendent or designee's recommendation.
  - (b) Bids shall be opened at the designated time in the invitation to bid. At the designated time, the person presiding shall inquire if all bids have been received; no other bids shall be accepted and no bid may be withdrawn after the deadline. Negligence on the part of the bidder in preparing the bid shall confer no right for withdrawal after the designated time for opening of bids. Bids by telegram shall not be accepted nor shall any other type of bid be accepted which cannot be classified as a sealed bid. Bids received by mail shall be stamped with the time and date received by the Purchasing office.
  - (c) All bids shall be opened, read aloud, and recorded in the presence of all persons.
  - (d) Each bid shall be accompanied by a bid bond, a certified check, or a cashier's check in an amount equal to five percent (5%) of the total amount of the bid. Failure to include such bond shall automatically disqualify the bid from further consideration.
  - (e) The board will consider all bids received and within the time limit stated in the advertisement for bids will either reject all bids or award the contract to the lowest and best bid with preference to materials, contracts, builders, architects, and laborers who reside within the county and state, whenever such materials can be purchased at no greater expense.
  - (f) When a construction contract has been awarded to a contractor on the basis of proper bids, payments on that contract shall be made on a scheduled basis in an amount approved by the architect. This amount shall consider the ten percent (10%) hold-back required by Florida Statutes. Upon completion of the construction, the final payment shall be made only on the School Board's approval after proper inspection of the facilities.



(7) The specifications for construction bids may not be written to limit any purchase of systems or materials to a specific brand or a single source of supply, unless the School Board, after consideration of all available alternative materials and system, determines that the specifications of a sole material or system is justifiable, based upon its cost interchangeability.

(8) All bid requests shall include a notification to bidders that failure to file a bid protest within the time and in the manner prescribed by School Board rule shall constitute a waiver of any further right to protest such bid award.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED: 255.04, 287.055; 287.057, 1001.43, 1013.46 - .48, F.S.**

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**10.181  
PROTESTS OF CONSTRUCTION CONTRACT BIDS**

(1) The Taylor County School Board shall provide notice of its decision or intended decision concerning a bid solicitation or a contract award for construction projects as follows:

(a) For a bid solicitation, notice of a decision or intended decision shall be given by United States Mail or by hand delivery.

(b) For any other School Board decision, notice of a decision or intended decision shall be given either by posting the bid tabulation at the location where the bids were opened or by certified United States Mail, return receipt requested. The notice required by this paragraph shall contain the following statement: "Failure to file a protest within the time prescribed in Section 120.53(5), F.S., shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

(2) Any person who is affected adversely by the School Board's decision or intended decision shall file a notice of protest in writing with the Superintendent or designee within seventy-two (72) hours after the posting of the bid tabulation or after receipt of the notice of the School Board decision or intended decision and shall file a formal written protest within ten (10) days after the date of filing of the notice of protest. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, F.S. Bid protest shall be accompanied by a bond as prescribed in 337.11(5) (a), F.S.

(3) Upon receipt of a notice of protest which has been timely filed, the School Board shall stop the bid solicitation process or the contract award process until the subject of the protest is resolved by final agency action, unless the School Board sets forth in writing particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay in order to avoid an immediate and serious danger to the public's health, safety, or welfare.

(4) The School Board, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within fourteen (14) days of receipt of a formal written protest.

(a) If the subject of a protest is not resolved by mutual agreement within fourteen (14) days of receipt of the formal written protest, and if there is no disputed issue of material

fact, an informal proceeding shall be conducted pursuant to Section 120.57(2), F.S., and applicable agency rules before a person whose qualifications have been prescribed by rules of the agency.

(b) If the subject of a protest is not resolved by mutual agreement within fourteen (14) days of receipt of the formal written protest, and if there is a disputed issue of material fact, the agency shall refer the protest to the division for proceedings under Section 120.57, F.S.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**120.53(5), 337.11(5) (a), 1001.43, 1013.02, F.S.**

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**10.20  
RENOVATIONS OR REMODELING OF FACILITIES**

1. The Superintendent or designee when recommending the preliminary school budget, or any amendments thereto relating to capital outlay projects may, after evaluation, recommend to the School Board that suitable projects costing two hundred thousand dollars (\$200,000.00) or less be provided on a day labor basis.

(2) Parent groups, school staff and civic associations often raise funds to make improvements to various School Board facilities. Building codes, Florida State Department of Education rules, School Board rules and Florida Statutes regulate such changes. In addition, these changes often have cost implications on maintenance, energy usage and inhibitions to future site construction. The change or addition always poses questions regarding Board liability for the facilities as any deviation from State Regulations would be a factor in a damage suit, if the change in facility was related to a personal injury.

(3) When a project is being considered at any existing facility, the following procedures shall be followed:

(a) A description of the proposed project, including an approximation of the expected cost, shall be submitted to the school principal for review and approval on the Request for Change(s) to School Board Facility form.

(b) Full funding for the design costs, construction and any other related costs must be identified.

(c) If the principal is in agreement, he/she shall request approval from the Superintendent or designee to submit the request.

- i. If the project requires funding from the District, the Director of Finance must be consulted to determine feasibility and availability of funds.
- ii. Should a booster club, PTA, or other school-affiliated group be supplying the funds, the Superintendent or designee must be informed.
- iii. All projects must comply with State Board of Education rules.
- iv. If the project will affect the student capacity of the school, approval of the Superintendent or designee is required.

(d) Prior to an installation or construction, a detailed design must be submitted to the Facilities Supervisor. The content of this request shall include a detailed project

description and a statement regarding the method of funding. Plans and/or specifications will be reviewed by the Facilities and Maintenance Departments.

- i. Upon completion of the plans and specifications, such must be submitted for review for compliance with State Board of Education Regulations with consideration given to the impact upon the maintenance and energy usage of the facilities and inhibitions to future site construction. A minimum of ten (10) days is required and must be provided for review of plans and specifications, plus time to prepare an agenda item to present to the School Board if judged appropriate by the Superintendent or designee.
- ii. After approval by the School Board, plans may require submission to the Department of Education. (Department of Education approval that will take approximately two (2) to three (3) months.)
- iii. Upon Department of Education approval, (if required), the project must either be formally advertised and bid, in accordance with State Board of Education rules or a minimum of three sealed proposals must be obtained to ensure compliance with the Construction Documents. The bids must contain a work schedule to facilitate inspections by the reviewing department.

Projects funded by booster clubs, PTA or other school affiliated groups, will also be handled by the “respective” group during the bid/proposal process. It is recommended proposals be sealed when submitted and opened at a designated time, in the presence of at least the school principal, the president of the parent group, a representative of the purchasing department, facilities department, or maintenance department, and the designing architect/engineer, if applicable.

(e) In the event the project cost is expected to exceed \$10,000.00, a registered architect/registered professional engineer must be engaged to design, prepare, and “Seal” the necessary construction documents in accordance with State Board of Education rules. The project cost shall include all materials and labor, production design fees, reproductions, testing and surveys.

(f) All bids or proposals, including work schedules, must then be submitted to the Facilities Supervisor for review and determination of the low bidder's compliance with the projects' contract documents. The project's originating group must make a recommendation regarding acceptance of the low bidder.

(g) When compliance has been established, PTA, booster club, or other school-affiliated group will receive written authorization to proceed from the Superintendent or designee.

(h) Depending on the scope of work involved, supplemental, periodic the maintenance department as determined by the facilities supervisor may make inspections.

(i) Upon completion of the work the facilities supervisor must be contacted for final inspection prior to acceptance of the School Board at one of its regularly scheduled meetings.

**STATUTORY AUTHORITY:**  
F.S.

**1001.42,**

**LAWS IMPLEMENTED:**  
1013.45, F.S.

**1001.43, 1013.01, 1013.35,**

**STATE BOARD OF EDUCATION RULE:**  
2.0111

**6A-**

**TAYLOR COUNTY SCHOOL BOARD**

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**10.21  
CHANGE ORDERS**

The Superintendent or designee is authorized to approve construction change orders which will not increase the contract amount more than six thousand dollars (\$6,000.00) over the original contract amount or the last contract amount (increase or decrease) approved by the School board and recorded in its minutes.

- (1) All requested change orders must be in writing and must be approved in writing before the work is done.
  - (2) Requested change orders concerning the same subject shall not be split in the event that the sum total of the initial requested change order increases the contract amount by more than six thousand dollars (\$6,000.00).
3. In the Superintendent or designee's absence, the facilities supervisor shall serve as the Superintendent or designee's designee.
  4. Copies of all approved change orders shall be provided to the school Board at its first regular or special meeting following the approval date of the change order.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F. S.**

**LAWS IMPLEMENTED:**

**1001.43, 1013.48, F.S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-2.0111**

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**10.212  
SCHOOL BUS DRIVER SAFETY PROCEDURES**

The Taylor County School District school bus drivers must establish and maintain an overall driving and safety record, which exemplifies careful driving habits and meets the criteria established in the District Safe Driving Plan. The immediate supervisor is responsible for monitoring the driving records of all employees under his/her supervision who is assigned to drive a school district vehicle, and all drivers are required to report to their supervisor all accidents and violations in which they are involved as the driver of a school district vehicle. Failure to report may result in termination of employment.

For professional bus operators and bus aides or other employees involved in transporting students, the use of cell phones during the operation of a school bus or other district vehicles transporting students is prohibited. Cell phone usage includes Bluetooth and other hands-free devices. The following guidelines apply:

1. Bus operators, aides and other district employees involved in transporting students are allowed to carry cell phones on their person during performance of their jobs.
2. The use of cell phones during the performance of their duties is strictly prohibited except during an emergency that cannot be handled by means of the bus radio or other district-owned communication device. Use is defined to include the action of texting.
3. Bus operators or other district employees transporting students must not use their cell phone while driving the bus or other district vehicles even if the bus or other vehicle has no passengers.

**STATUTORY AUTHORITY:**

**1001.41; 1012.23, F. S.**

**LAWS IMPLEMENTED:**

**1001.43; 1012.31; F. S.**

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**10.22  
TELECOMMUNICATIONS, FIRE AND INTERNET USE**



(1) Telephone Service. In order to promote efficiency and economy, the Superintendent or designee shall develop a uniform system for implementing effective telephone service systems, including use of telephone lines to support technology. School personnel shall be informed of this system. The system shall encourage use of SUNCOM networks or equivalent services. Logs shall be maintained of long distance calls by work location. Logs shall be in a uniform format. Staff shall not utilize the School Board telephone system for conducting personal business. Telephone service billings and long distance logs shall be subject to periodic review and audit. No person shall charge personal calls to the School Board.

(2) Internet Use. The Superintendent or designee shall develop procedures for employee and student use of FIRM and the Internet.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**386.201- 386.209, 1001.43, F.S.**

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**10.23  
MANAGEMENT INFORMATION SYSTEM**

The Taylor County School District shall develop and maintain an integrated information system for educational management. The Superintendent or designee or designee shall assure that compatibility exists with the state comprehensive management information system. Procedures and guidelines shall be developed to assure that adequate management information support needs are met.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**386.201- 386.209, 1001.11, 1008.385, F. S.**

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**10.24**

## RECORDS RETENTION AND DISPOSAL

(1) The Taylor County School Board shall establish and maintain a system for the retention and destruction of District school records in order to reduce the space required for record storage and to permit the Superintendent or designee to administer the affairs of the District more efficiently.

(2) Pursuant to public records laws and rules of the Florida Department of State, the Management Information Services office shall develop a records retention schedule for each records series of type of record, including teacher's records on each student's grade and attendance.

(3) Records which are designated as permanent in Florida Statutes, and by the Division of Archives, History and Records Management of the Florida Department of State, and those selected by the School Board or Superintendent or designee as having permanent value, may be destroyed after being photographed or reproduced on film, provided applicable audits have been completed for the period covering the dates of said documents. Photographs or microphotographs, in the form of film or prints made in compliance with this rule, shall have the same force and effect as the originals and shall be treated as originals for the purpose of admissibility in evidence.

(4) After complying with the provisions of Florida Statutes, the Superintendent or designee is authorized, at his/her discretion, to destroy general correspondence over three (3) years old and other records, papers, and documents over three (3) years old which are on the retention schedule approved by the Division of Archives, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained five (5) years and milk, bread and juice permanently.

### **STATUTORY AUTHORITY:**

**1001.42, F. S.**

### **LAWS IMPLEMENTED:**

**119.01, 119.041, 1001.43, 1001.52, F.S.**

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## CHAPTER 10 AUXILIARY SERVICES

### 10.25

#### DISASTER PREPAREDNESS

1. The School Board Shall participate in emergency management by providing facilities and personnel necessary to staff such facilities during a state or local emergency and upon the request of the local department of emergency management.
- A. The Superintendent may authorize the use of custodians, food service personnel, maintenance employees and other School Board employees to assist in the safe operation of the emergency shelter or disaster program.
2. Transportation assistance provided by the School Board shall be coordinated with the department of emergency management. The Superintendent may authorize the use of bus drivers and assistants as needed to provide emergency transportation services.
3. Compensation
  1.
    - A. Hourly personnel asked to perform emergency-related duties will be paid according to current School Board pay schedules. Overtime will be paid consistent with the federal Fair Labor Standards Act.
    - B. Salaried personnel will be allowed to earn compensatory time or will be paid at the individual's hourly rate, at the Superintendent's discretion, for time worked beyond the normal workday. However, if the emergency is officially declared by the federal government, the salaried employee will receive his/her hourly rate or pay for the time the superintendent has directed the person to work in addition to his/her regular work schedule.

4. The Superintendent and local emergency management agencies shall develop a shelter operations plan and annual training that will clearly identify staff roles and responsibilities for the safe administration of the school as an emergency shelter and for emergency transportation services.

**STATUTORY**

**AUTHORITY:**

**1001.41, 1001.42 F.S.**

**LAWS IMPLEMENTED:**

**1010.43, 1012.23, 1013.372 F.S.**

# School/Community

## Chapter 11

## **CHAPTER 11.0**

### **11.01**

#### **PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS**

Each school principal is encouraged to cooperate with parent and school support groups in the District. The school principal shall be responsible for forming and assisting organizations that are desired and necessary for the school program; such organizations shall be kept active by the school principal for the duration of their need and encouraged to maintain accurate financial and activity records.

#### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

#### **LAWS IMPLEMENTED:**

**1001.43, F.S.**

**TAYLOR COUNTY SCHOOL BOARD**



## **CHAPTER 11.0**

**11.011**

### **DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS**

Literature or materials that originate from out-of-school sources shall be approved by the Superintendent or designee prior to distribution to students.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43, 1006.08, F.S.**

**Taylor county school board**

## **CHAPTER 11.0**

11.02

### **PUBLIC INFORMATION**

Because the schools belong to the people who created them by consent and who support them by taxation, it is the declared intent of the School Board:

- (1) To keep the citizens adequately informed through appropriate channels of communication on policies, programs, problems, needs and the planning of the school system and to carry out this policy through its own efforts and the Office of the Superintendent or designee.
- (2) To seek advice and opinion of the people of the School District.
- (3) To require each school and the District staff members to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens of the District and which would promote the welfare of the school system; provided, that any news released by a particular school be approved by the principal, and that any release relating to the District as a whole shall be approved by the Superintendent or designee.

#### **STATUTORY AUTHORITY:**

**1001.42, F.S.**

#### **LAWS IMPLEMENTED:**

**1001.43, 1001.51, F.S.**

#### **TAYLOR COUNTY SCHOOL BOARD**

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**11.03  
ANNUAL SCHOOL REPORT**

Each school shall develop and distribute the school's annual school report each year. Reports must be distributed to all parents, guardians, and adult students and made available to the general community upon request.

Reports shall follow a uniform District-wide format that is easy to read and understand. Each report shall include the elements required by Florida Statutes and State Board of Education rules. Reports may include other information as approved by the Superintendent or designee.

Schools may include other information in the report about the school's progress and other related school information determined by the school advisory council.

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

**LAWS IMPLEMENTED:** **1001.11, 1008.345. F.S.**

**STATE BOARD OF EDUCATION RULE:** **6A-1.09982**

**TAYLOR COUNTY SCHOOL BOARD**

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**11.04  
USE OF FACILITIES**

The principal may approve the use of school property, facilities, and equipment for any group provided herein. The use of school property, facilities and equipment shall not interfere with the educational program of the school. The principal shall be responsible for safeguarding the school property, facilities, and equipment, enforcing and informing groups of School Board rules and executing proper forms.

(1) Use of School Property Without Charge. The Superintendent or designee may authorize the use of school facilities without charge, except as may be required for supervision or clean up. If the principal is unsure about the eligibility of the organization to use facilities without charge, the matter shall be referred to the Superintendent or designee for resolution. School facilities may be made available to:

- (a) National youth groups (e.g., scout groups) operating under the sponsorship of a county organization provided the group is properly supervised. District use agreements may be executed with the community organization for all schools or for an individual school.
- (b) The Supervisor of Elections for voting precincts in any election provided the election does not interfere with the school's operation.
- (c) Any governmental or community agency when specifically approved by the School Board as being in the public interest.

NOTE: Any outside agencies or group must have the permission of the Taylor County School Board.

(2) Use of Facilities With a Charge. The principal may permit the use of school facilities by a civic, religious, or other organization for non-school activities on a specific, temporary, or short-term basis. The following conditions shall apply:

- (a) The payment of the fee shall be in accordance with subsection (3) herein.

(b) School Board approval, upon the Superintendent and principal's recommendations shall be required for repetitious use for a period of more than six (6) months.

(c) The principal shall determine sufficient supervision and adequate custodial service of the school facility.

(d) The use of the cafeteria shall require permission from the principal. The use of school food service facilities shall require that a food service employee(s) or School Board employee operate the kitchen.

(3) Fees. If the facility or equipment is being used for commercial or private gain and an admission or attendance fee is being charged, a rental fee will be charged for the use of the facility and equipment. The amount of rental fee will be based on a schedule of fees approved by the Board upon the recommendation of the Superintendent.

(4) Payment of Required Fees. Full reimbursement for custodial, supervisory, and other required services or for damages to the facility, furnishings, or equipment shall be paid within ten (10) days of billing. Checks shall be made payable to the Taylor County School Board, and sent to the Finance Office.

(5) Liability and Insurance Coverage. Each organization utilizing school facilities shall:

(a) Agree to hold the School Board harmless from any liability that may accrue the School Board as a result of use;

- a. Provide general liability insurance coverage in the amount of at least one million dollars (\$1,000,000.00) naming the School Board as an additional insured; and
- b. If a group does not have insurance, they must purchase it through the Taylor County School Board, prior to use of facility.

(6) Prohibited Uses of School Facilities. School property, facilities, and equipment shall not be used for the following purposes:

(a) Programs involving any form of gambling or other illegal activity;

(b) Private teaching for personal gain, unless specifically approved in advance by the School Board;

(c) Programs in violation of Florida Statutes or School Board rules; and,

(7) Special Provisions. The following special provisions shall apply:

(a) Restrooms shall be made available for all organizations using the school facilities.

(b) For any carnival, fair, or other celebration, by whatever name known, which is in operation for three days or less and includes the sale and preparation of food and beverages, the school principal shall, in compliance with Section 509.232, Florida Statutes, notify the Taylor County Public Health Department not less than three days prior to the event.

(c) If a principal has a request from a group that he feels may be controversial, he may require this group to present their request to the Superintendent to be included in an agenda for a regular school board meeting for consideration by the School Board.

(8) Appeals to the Superintendent. A person who feels his/her organization was improperly denied use of school facilities or an improper charge or fee was assessed may file a written appeal with the Superintendent for resolution.

**STATUTORY AUTHORITY:**

**1001.42, F. S.**

**LAWS IMPLEMENTED:**

**509.232, 1001.33, 1001.43, 1001.51, 1013.10, F.S.**

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## **CHAPTER 11.0**

### **11.05**

#### **RELATIONS WITH GOVERNMENTAL AUTHORITIES**

- (1) When possible, the Taylor County School Board will cooperate with local, state and federal organizations or agencies; however, such cooperation shall not be at the expense of district level or local school programs.
  - (2) The Superintendent or designee may initiate or accept proposals and request for cooperative endeavors; major final action shall be subject to Board review and approval.
  - (3) Community relations of a continuing nature may be temporarily approved by the Superintendent or designee if they involve no cost to the system, and will neither disrupt the school system nor involve substantial use of facilities or personnel.
  - (4) Formal agreements shall require advance Taylor County School Board approval. The Board shall also review and approve major cooperative agreements or arrangements between other school districts, colleges, universities, correctional schools or other educational organizations.
- 5. Guidelines related to joint activities and requests for cooperation shall address costs that may be incurred, the extent of school personnel involvement, and prior agreements or arrangements with the same or similar organizations.
  - 6. Long-range facilities planning shall be coordinated with other governmental agencies as required by law.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.51, 1013.33, 1013.36, F. S.**

**Taylor County School Board**



## CHAPTER 11.0

### 11.06

#### Civility – Conduct of Parents/Guardians, Visitors and Staff

The following procedures shall be followed for appropriate behavior of parent/guardian, visitor and school staff on all District facilities and buses or during school sponsored events:

(1) Expected Level of Behavior

(a) School and District personnel shall treat a parent/guardian and other members of the public with courtesy and respect.

(b) A parent/guardian and other visitor to schools and District facilities shall treat teachers, school administrators, other school staff, and District employees with courtesy and respect.

(2) Unacceptable/Disruptive Behavior

(a) Disruptive behavior includes but is not necessarily limited to: behavior which interferes with or threatens to interfere with the operation of a classroom, buses, an employee's office or office area, areas of a school or facility which are not open to the general public or areas where educational learning is under the direct supervision of an instructional staff member.

(b) Using unreasonably loud and/or offensive language, swearing, cursing, using profane language, or display of temper.

(c) Threatening to do bodily or physical harm to a teacher, school administrator, school employee, or student regardless of whether or not the behavior constitutes a criminal violation.

(d) Damaging or destroying School District property.

(e) Any other behavior which disrupts the orderly operation of a school, a school classroom, or any other School District facility.

(f) Abusive, threatening, or obscene text, e-mail or voice mail messages.

(3) Authority of School Personnel

(a) In the event a parent/guardian or visitor commits unacceptable/disruptive behavior as described in paragraph (2), the school principal, may prohibit or place limitations on the parent/guardian or visitor's ability to enter the school campus. If a parent/guardian is prohibited from entering the school campus, the principal must arrange alternative

means for the parent/guardian to access student records and attend meetings concerning his/her child.

(b) Any administrative or instructional personnel may direct persons to leave the school grounds or other District-owned property who exhibit unacceptable or disruptive behavior as described in paragraph (2).

(c) Any employee who receives a text, e-mail or voice message which is abusive, threatening, or obscene is not obligated to respond to the text or e-mail, or to return the telephone call. The employee should save the message and contact his or her supervisor. If the immediate supervisor is not available or the issue cannot be resolved, the employee shall contact the Safety and Security Department. If the message threatens personal harm, the employee may contact law enforcement.

(4) Parent/Guardian Recourse: Any parent/guardian who believes he/she was subjected to unacceptable/disruptive behavior on the part of a staff member should bring such behavior to the attention of the staff member's immediate supervisor, appropriate executive administrator and/or the Superintendent or designee.

**STATUTORY AUTHORITY:**  
1006.145, F.S.

386.209, 810.097, 1001.42, 1001.43,

# Safe and Secure Schools

## Chapter 12

**SAFE AND SECURE SCHOOLS**

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

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

1. **No persons other than students and employees of a school site shall be on a school campus during school hours unless they are in compliance with Policy 3.09**
2. **A student who is suspended or expelled is not in good standing and is not permitted on any school campus, school grounds, or to attend any school-sponsored activity without specific permission from the site-based administrator.**
3. **Any person on a school campus or school grounds not in accordance with this policy may be asked to leave immediately by any staff member and is subject to being trespassed by the principal or his/her designee. Each principal shall keep a log of such incidents which shall include the name of the person asked to leave and other pertinent information. If that person again enters upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.**
4. **Individuals who enter any School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the Board Chairperson, Superintendent or designee, principal or person in charge are subject to criminal penalty as provided in Florida Statute. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at schools or school activities.**

**The following emergency response agency will notify the District in the event of an emergency:**

**Emergency Response Agency Type of Emergency Taylor County Sheriff's Office  
Emergencies, including, but not limited to, fires, natural disaster and bomb threats.  
Safety, Security and Emergency Plans**

1. **The Superintendent shall develop a Safe School Plan with input from representatives of the local law enforcement agencies and School Resource Officers.**
2. **As required by law, the Superintendent will coordinate with public safety agencies, that are designated as first responders, school campus tours once every three years and provide recommendations related to school safety.**

3. As required by state law, the Superintendent shall require the use of the Safe School Assessment Survey based on the School Safety and Security Best Practices Indicators created by FLDOE Safe School Assessment Tool (FSSAT) to conduct a self-assessment of the District's current safety and security practices.
4. Upon completion of these self-assessments, the Superintendent shall convene a safety and security review meeting for the purpose of reviewing the current Safe School Plan, the results of the self-assessment and any other related matters concerning the self-assessment and Safe School Plan.
5. Based on the findings of the Safe School assessment tool, the Superintendent shall provide recommendations to the Board for review and approval of strategies and activities to improve school safety and security. Select safety matters may be confidential and not subject to review or release as a public record.
6. The Superintendent shall report the self-assessment findings and any action taken by the Board concerning safety strategies or activities to the Commissioner of Education within thirty (30) days after the Board meeting.
7. Each school shall develop and maintain an up-to-date plan based upon the uniform guideline and including the provision of Florida laws, State Board of Education rules, and other applicable regulations.
8. Emergency management preparedness plans shall include notification procedures for weapon use and active shooter/hostage situation, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.
9. Emergency management and preparedness procedures for active shooter situations shall engage the participation of the district school safety specialist, threat assessment team members, faculty, staff and students for each school and conducted by the law enforcement agency or agencies designated as first responders to the school's campus.
10. Copies of each school's floor plan, and other relevant document shall be provided to law enforcement agencies and fire departments in accordance with Florida Statutes.

## **Threat Assessment**

1. The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. The Board's threat assessment process is designed to be consistent with the process set forth in the joint U.S. Secret Service and U.S. Department of Education publication. Threat Assessment in Schools: a Guide to Managing Threatening Situation and to creating Safe School Climates for identifying, assessing, and managing students who may pose a threat. The goal of the threat assessment process is to take appropriate preventative or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed. The threat assessment process is centered upon an analysis of the facts and evident of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning preparing for that event.
2. The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each team shall be headed by the principal and shall include a person with expertise in counseling (school/psychological), instructional personnel, and law enforcement (School Resource Office) 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 individuals.

3. The threat assessment team will be responsible for the assessment of individuals whose behavior may pose a threat to the safety of school staff and/or students and coordinating resources and interventions for the individual.
4. Upon a preliminary determination that a student poses a threat of violence of physical harm, the threat assessment team may obtain criminal history record information. The team must immediately report its determination to the Superintendent/designee who must immediately attempt to notify the student's parent or legal guardian.

### **Safety- Procedures**

1. School alarms shall be monitored, and malfunctions shall be reported for immediate repair.
2. Emergency evacuation drills (fire, hurricane, tornado, active shooter/hostage situation, other natural disaster, and school bus) shall be held in compliance with state requirements and formulated in consultation with the appropriate public safety agencies. Each principal, site administrator or transportation official is responsible for the following:
  - a. Developing and posting emergency evacuation routes and procedures;
  - b. Assigning and training staff members in specific responsibilities to ensure prompt, safe and orderly evacuation;
  - c. Identifying and reporting hazardous areas requiring corrective measures; and
  - d. Preparing and submitting a written report of each emergency evacuation drill to the district office.
  - e. All gates shall be closed and locked when not in use before and after school.
  - f. Teachers shall keep classroom doors locked and cover classroom door windows so potential assailants can't see inside.
  - g. Hard corners are established and identified in all classrooms.
  - h. School employees shall have a communication device on their person and/or a device that is immediately accessible at all times here he/she may immediately receive communications about an observed threat and any directive to initiate an active assailant response.

### **STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

### **LAWS IMPLEMENTED:**

**316.614, 1001.37(3), 1001.43, 1001.51, 1006.062, 1006.07, 1006.145, 1006.1493, 1013.13, F.S.**

### **TAYLOR COUNTY SCHOOL DISTRICT**