

AGENDA

REGULAR SCHOOL BOARD MEETING

GADSDEN COUNTY SCHOOL BOARD
MAX D. WALKER ADMINISTRATION BUILDING
35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FLORIDA

December 16, 2025

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER
2. OPENING PRAYER
3. PLEDGE OF ALLEGIANCE
4. RECOGNITIONS
5. CITIZEN COMMENTS AND CONCERNS

ITEMS FOR CONSENT

6. REVIEW OF MINUTES – **SEE ATTACHMENT**

- a. November 10, 2025, 4:00 p.m. – School Board Workshop
- b. November 18, 2025, 4:00 p.m. – School Board Financial Workshop
- c. November 18, 2025, 5:30 p.m. – School Board Organization Meeting
- d. November 18, 2025, 6:00 p.m. - Regular School Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.

7. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions)

- a. Personnel 2025 – 2026 – **SEE PAGE #3**

ACTION REQUESTED: The Superintendent recommends approval.

8. BUDGET AND FINANCIAL TRANSACTIONS

- a. 2024 – 2025 Annual Financial Report – **SEE PAGE #5**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

9. AGREEMENTS/CONTRACT/PROJECT APPLICATIONS

- a. Board Approval of New K-8 Construction Guaranteed Maximum Price (GMP)

SEE PAGE #36

Fund Source: State of Florida Fixed Capital Outlay/Special Facility Construction Funds

Amount: \$73,000,000.00

ACTION REQUESTED: The Superintendent recommends approval.

10. EDUCATIONAL ISSUES

- a. Crossroad Academy Charter School Girls' Basketball Team Out-of-State Field Trip Request

SEE PAGE #37

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. Crossroad Academy Charter School Boys' Basketball Team Out-of-State Field Trip Request

SEE PAGE #41

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

11. CONSIDERATION, PROPOSAL, AND/OR ADOPTION OF ADMINISTRATIVE RULES AND RELATED MATTERS

- a. Request to Post Notice of Intent to Amend/Adopt Board Policy – **SEE PAGE #45**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

12. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

13. SCHOOL BOARD REQUESTS AND CONCERNS

14. ADJOURNMENT



THE GADSDEN COUNTY SCHOOL DISTRICT

Educating Every Student Today, Making Gadsden Stronger Tomorrow

Elijah Key, Superintendent of Schools

35 Martin Luther King, Jr. Blvd Quincy, Florida 32351

Main: (850) 627-9651 or Fax: (850) 627-2760

www.GadsdenSchools.org

December 16, 2025

The School Board of
Gadsden County, Florida
Quincy, Florida 32351

Dear School Board Members:

I am recommending that the attached list of personnel actions be approved, as indicated. I further recommend that all appointments to grant positions be contingent upon funding.

Item 7A Instructional and Non-Instructional Personnel 2025-2026

The following reflects the total number of full-time employees in this school district for the 2025-2026 school term, as of December 16, 2025.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees December 2025</u>
Classroom Teachers and Other Certified	120 & 130	297.00
Administrators	110	57.00
Non-Instructional	150, 160, & 170	352.00
		<u>706.00</u>
Part Time Instructional		2.00
Part Time Non-Instructional		<u>3.00</u>
Total		5.00
100% Grant Funded		163.00
Split Grant Funded		<u>23.00</u>
Total Grant Funded of 706 Employees		186.00

Sincerely,

Elijah Key, Jr.
Superintendent of Schools

Cathy S. Johnson
DISTRICT NO. 1
Havana, FL 32333
Midway, FL 32343

Steve Scott
DISTRICT NO. 2
Quincy, FL 32351
Havana, FL 32333

Leroy McMillan.
DISTRICT NO. 3
Chattahoochee, FL 323324
Greensboro, FL 32330

Charlie D. Frost
DISTRICT NO. 4
Gretna, FL 32332
Quincy, FL 32352

Stacey Hannigon
DISTRICT NO. 5
Quincy, FL 32351
Midway, FL 32343

AGENDA ITEM 7A INSTRUCTIONAL AND NON-INSTRUCTIONAL 2025/2026**INSTRUCTIONAL**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Brown, Lawrence	GCHS	Teacher	12/01/2025
Jones, Hasan**	GTC	Instructor	11/21/2025
Lewis, Onyrl	District/ESE	Teacher	12/08/2025
Noval, Melody Joy	GCHS	Teacher	11/12/2025

**Start date correction of November 18, 2025, Board's meeting

NON INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Bell, Torrance	Maintenance	Boiler Mechanic	11/17/2025
Flores, Jefferson	Tallavana	Educational Paraprofessional	11/10/2025
Jones, Anita	HMS	Attendance Assistant	11/10/2025
Wood, Jamayl	GWM	Custodial Assistant	11/17/2025

REQUESTS FOR LEAVE, RESIGNATION, TRANSFERS, RETIREMENTS, TERMINATIONS OF EMPLOYMENT: LEAVE

<u>Name</u>	<u>Location/Position</u>	<u>Beginning Date</u>	<u>End Date</u>
Farmer, Armoni	WGMS/Teacher	10/17/2025	12/19/2025
Johnson, Cheleshia	Headstart/Ed. Paraprofessional	12/02/2025	03/12/2026
Scott, Pamela	Transportation/Bus Attendant	11/04/2025	12/05/2025

RESIGNATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Jones, Anita	HMS	Attendance Assistant	11/21/2025
Russ-Sills, Gary	District/FACE	Volunteer Coordinator	11/26/2025
Varnado, Jazmine	District/ESE	School Social Worker	12/22/2025
Wilson, Alfronia	Transportation	Bus Driver	11/20/2025

TRANSFERS

<u>Name</u>	<u>Location/Position Transferring From</u>	<u>Location/Position Transferring To</u>	<u>Effective Date</u>
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DROP RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
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RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
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TERMINATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Brown, Jamecia	Transportation	Bus Driver	10/20/2025

OUT OF FIELD

<u>Name</u>	<u>Location</u>	<u>Area Out of Field</u>	<u>Effective Date</u>
Lewis, Onyrl	District/ESE	Gifted	All Periods

SUBSTITUTES

<u>Teacher</u>	<u>Custodian/SFS Worker</u>	<u>Custodian</u>
Baker, Deja	Mobley, Jill	Murry, Deborah
Bradwell, Markel	Simmons, George	
Carrillo-Jimenez, Emely		
Carillo-Jimenez, Yalixa		
Henderson, Alaysha		

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO: 8a

DATE OF SCHOOL BOARD MEETING: 12/16/2025

TITLE OF AGENDA ITEM: 2024-25 Annual Financial Report

DIVISION: Business & Finance

 This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:
(Type and Double Space)

The attached 2024-25 Annual Financial Report has been submitted to the Department of Education and requires final approval by the Board. Edits to the amounts reported may occur following its review by the Auditor General's Office.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Marleni Bruner

POSITION: Director of Finance

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

FLORIDA DEPARTMENT OF EDUCATION
REPORT OF FINANCIAL DATA TO THE
COMMISSIONER OF EDUCATION (ESE 348)
DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
For the Fiscal Year Ended June 30, 2025

Email completed form to:
OFFRSubmissions@fldoe.org
or
Mail completed form to:
Florida Department of Education
Office of Funding and Financial Reporting
325 West Gaines Street, Room 814
Tallahassee, Florida 32399-0400

		<u>PAGE NUMBER</u> <u>FDOE</u>
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The Report of Financial Data to the Commissioner of Education (ESE 348) for the fiscal year ended June 30, 2025, was submitted in accordance with rule 6A-1.0071, Florida Administrative Code [section 1001.51(12)(b), Florida Statutes]. This report was approved by the school board on December 16, 2025 (date).

Signature of District School Superintendent

Signature Date

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - GENERAL FUND
For the Fiscal Year Ended June 30, 2025

Exhibit K-1
FDOE Page 1
Fund 100

REVENUES	Account Number	
<i>Federal Direct:</i>		
Federal Impact, Current Operations	3121	
Reserve Officers Training Corps (ROTC)	3191	59,642.38
Miscellaneous Federal Direct	3199	
Total Federal Direct	3100	59,642.38
<i>Federal Through State and Local:</i>		
Medicaid	3202	136,343.62
National Forest Funds	3255	
Federal Through Local	3280	
Miscellaneous Federal Through State	3299	
Total Federal Through State and Local	3200	136,343.62
<i>State:</i>		
Florida Education Finance Program (FEFP)	3310	25,082,671.00
Workforce Development	3315	449,348.00
Workforce Development Capitalization Incentive Grant	3316	90,000.00
Workforce Education Performance Incentives	3317	8,000.00
Adults with Disabilities	3318	100,000.00
CO&DS Withheld for Administrative Expenditure	3323	4,371.30
Diagnostic and Learning Resources Centers	3335	
Sales Tax Distribution (s. 212.20(6)(d)6.a., F.S.)	3341	223,250.00
State Forest Funds	3342	5,229.63
State License Tax	3343	24,247.69
District Discretionary Lottery Funds	3344	
<i>Categorical Programs:</i>		
Class Size Reduction Operating Funds	3355	4,165,890.00
Florida School Recognition Funds	3361	201,613.00
Voluntary Prekindergarten Program	3371	464,529.68
Preschool Projects	3372	
<i>Other State:</i>		
Reading Programs	3373	
Full-Service Schools Program	3378	
State Through Local	3380	
Other Miscellaneous State Revenues	3399	1,993,934.70
Total State	3300	32,813,085.00
<i>Local:</i>		
Required Local Effort and District Nonvoted Operating Discretionary Tax	3411	9,675,418.39
District Voted Additional Operating Tax	3414	
Tax Redemptions	3421	440,346.42
Payment in Lieu of Taxes	3422	
Excess Fees	3423	
Tuition	3424	
Lease Revenue	3425	47,064.50
Interest on Investments	3431	199,744.76
Gain on Sale of Investments	3432	
Net Increase (Decrease) in Fair Value of Investments	3433	
Gifts, Grants and Bequests	3440	8,500.00
Interest Income - Leases	3445	
<i>Student Fees:</i>		
Adult General Education Course Fees	3461	
Postsec Career Cert-Appl Tech Diploma Course Fees	3462	
Continuing Workforce Education Course Fees	3463	
Capital Improvement Fees	3464	
Postsecondary Lab Fees	3465	
Lifelong Learning Fees	3466	
GED® Testing Fees	3467	
Financial Aid Fees	3468	
Other Student Fees	3469	
<i>Other Fees:</i>		
Preschool Program Fees	3471	
Prekindergarten Early Intervention Fees	3472	
School-Age Child Care Fees	3473	
Other Schools, Courses and Classes Fees	3479	
<i>Miscellaneous Local:</i>		
Bus Fees	3491	
Transportation Services Rendered for School Activities	3492	
Sale of Junk	3493	
Receipt of Federal Indirect Cost Rate	3494	331,111.31
Other Miscellaneous Local Sources	3495	175,881.31
Refunds of Prior Year's Expenditures	3497	17,054.86
Collections for Lost, Damaged and Sold Textbooks	3498	
Receipt of Food Service Indirect Costs	3499	59,130.51
Total Local	3400	10,954,252.06
Total Revenues	3000	43,963,323.06

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - GENERAL FUND (Continued)
For the Fiscal Year Ended June 30, 2025

EXPENDITURES	Account Number	100	200	300	400	500	600	700	Totals
		Salaries	Employee Benefits	Purchased Services	Energy Services	Materials and Supplies	Capital Outlay	Other	
Current:									
Instruction	5000	11,498,015.65	3,217,331.60	5,064,494.33		130,054.31	162,420.32	103,434.71	20,175,750.92
Student Support Services	6100	992,151.04	293,011.89	109,269.18		6,088.72			1,400,520.83
Instructional Media Services	6200	335,059.47	89,387.47	19,768.00					444,214.94
Instruction and Curriculum Development Services	6300	395,866.43	119,243.38	19,619.98					534,729.79
Instructional Staff Training Services	6400	116,954.56	32,436.83	30,351.42					179,742.81
Instruction-Related Technology	6500	286,171.28	102,121.88	73,328.32		473.88			462,095.36
Board	7100	180,170.00	131,411.00	1,600,845.91		4,676.19		265,757.40	2,182,860.50
General Administration	7200	502,300.54	221,048.54	144,772.80		28,191.45	204.24	17,420.35	913,937.92
School Administration	7300	2,576,500.33	801,282.98	36,469.83		1,533.90			3,415,787.04
Facilities Acquisition and Construction	7410	80,987.50	20,701.13	19,000.00			1,252,223.13	316,223.00	1,689,134.76
Fiscal Services	7500	424,865.42	145,173.60	13,913.55		14,810.87		1,050.00	599,813.44
Food Services	7600	14,390.86	1,964.55						16,355.41
Central Services	7700	446,509.90	142,066.09	142,579.16		6,483.13		8,305.50	745,943.78
Student Transportation Services	7800	2,577,823.23	978,187.92	130,214.99	195,779.87	362,938.44	3,699.00	16,837.00	4,265,480.45
Operation of Plant	7900	1,757,456.81	656,775.38	1,251,935.64	1,790,754.74	10,387.61	18,696.99	1,098.40	5,487,105.57
Maintenance of Plant	8100	799,533.40	307,799.28	937,811.62	24,503.91	642,424.57	35,029.90	239.89	2,747,342.57
Administrative Technology Services	8200	351,162.50	106,584.83	532,582.29		24,560.01	4,741.39		1,019,631.02
Community Services	9100								0.00
Capital Outlay:									
Facilities Acquisition and Construction	7420								0.00
Other Capital Outlay	9300						1,800,250.76		1,800,250.76
Debt Service: (Function 9200)									
Redemption of Principal	710								0.00
Interest	720							7,728.50	7,728.50
Total Expenditures		23,335,918.92	7,366,528.35	10,126,957.02	2,011,038.52	1,232,623.08	3,277,265.73	738,094.75	48,088,426.37
Excess (Deficiency) of Revenues Over Expenditures									(4,125,103.31)

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - GENERAL FUND (Continued)
For the Fiscal Year Ended June 30, 2025

Exhibit K-1
FDOE Page 3
Fund 100

OTHER FINANCING SOURCES (USES) and CHANGES IN FUND BALANCES	Account Number	
Loans	3720	
Sale of Capital Assets	3730	3,300.00
Loss Recoveries	3740	1,247.00
Transfers In:		
From Debt Service Funds	3620	
From Capital Projects Funds	3630	2,920,511.58
From Special Revenue Funds	3640	
From Permanent Funds	3660	
From Internal Service Funds	3670	
From Enterprise Funds	3690	
Total Transfers In	3600	2,920,511.58
Transfers Out: (Function 9700)		
To Debt Service Funds	920	(223,250.00)
To Capital Projects Funds	930	
To Special Revenue Funds	940	
To Permanent Funds	960	
To Internal Service Funds	970	
To Enterprise Funds	990	
Total Transfers Out	9700	(223,250.00)
Total Other Financing Sources (Uses)		2,701,808.58
Net Change In Fund Balance		(1,423,294.73)
Fund Balance, July 1, 2024	2800	3,063,489.23
Adjustments to Fund Balance	2891	
Ending Fund Balance:		
Nonspendable Fund Balance	2710	
Restricted Fund Balance	2720	320,185.00
Committed Fund Balance	2730	
Assigned Fund Balance	2740	
Unassigned Fund Balance	2750	1,320,009.50
Total Fund Balances, June 30, 2025	2700	1,640,194.50

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
 STATEMENT OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND BALANCE - SPECIAL REVENUE
 FUNDS - FOOD SERVICES
 For the Fiscal Year Ended June 30, 2025

Exhibit K-2
 FDOE Page 4
 Fund 410

REVENUES	Account Number	
<i>Federal :</i>		
Miscellaneous Federal Direct	3199	
<i>Federal Through State and Local:</i>		
School Lunch Reimbursement	3261	2,719,355.58
School Breakfast Reimbursement	3262	994,453.87
Afterschool Snack Reimbursement	3263	12,126.82
Child Care Food Program	3264	
USDA-Donated Commodities	3265	29,624.68
Cash in Lieu of Donated Foods	3266	
Summer Food Service Program	3267	130,976.60
Fresh Fruit and Vegetable Program	3268	158,160.43
Other Food Services	3269	
Federal Through Local	3280	
Miscellaneous Federal Through State	3299	
Total Federal Through State and Local	3200	4,044,697.98
<i>State:</i>		
School Breakfast Supplement	3337	25,772.00
School Lunch Supplement	3338	28,306.00
State Through Local	3380	
Other Miscellaneous State Revenues	3399	
Total State	3300	54,078.00
<i>Local:</i>		
Interest on Investments	3431	
Gain on Sale of Investments	3432	
Net Increase (Decrease) in Fair Value of Investments	3433	
Gifts, Grants and Bequests	3440	
Student Lunches	3451	
Student Breakfasts	3452	
Adult Breakfasts/Lunches	3453	
Student and Adult á la Carte Fees	3454	46,366.74
Student Snacks	3455	
Other Food Sales	3456	
Other Miscellaneous Local Sources	3495	3,153.59
Refunds of Prior Year's Expenditures	3497	
Total Local	3400	49,520.33
Total Revenues	3000	4,148,296.31

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - SPECIAL REVENUE
FUNDS - FOOD SERVICES (Continued)
For the Fiscal Year Ended June 30, 2025

Exhibit K-2
FDOE Page 5
Fund 410

EXPENDITURES (Functions 7600/9300)	Account Number	
Salaries	100	1,307,591.46
Employee Benefits	200	491,237.30
Purchased Services	300	79,449.68
Energy Services	400	2,252.10
Materials and Supplies	500	2,655,556.56
Capital Outlay	600	1,425.00
Other	700	68,420.51
Other Capital Outlay (Function 9300)	600	
Total Expenditures		4,605,932.61
Excess (Deficiency) of Revenues Over Expenditures		(457,636.30)
OTHER FINANCING SOURCES (USES) and CHANGES IN FUND BALANCES		
Loans	3720	
Sale of Capital Assets	3730	
Loss Recoveries	3740	
Transfers In:		
From General Fund	3610	
From Debt Service Funds	3620	
From Capital Projects Funds	3630	
Interfund	3650	
From Permanent Funds	3660	
From Internal Service Funds	3670	
From Enterprise Funds	3690	
Total Transfers In	3600	0.00
Transfers Out: (Function 9700)		
To General Fund	910	
To Debt Service Funds	920	
To Capital Projects Funds	930	
Interfund	950	
To Permanent Funds	960	
To Internal Service Funds	970	
To Enterprise Funds	990	
Total Transfers Out	9700	0.00
Total Other Financing Sources (Uses)		0.00
Net Change in Fund Balance		(457,636.30)
Fund Balance, July 1, 2024	2800	1,902,809.95
Adjustments to Fund Balance	2891	
Ending Fund Balance:		
Nonspendable Fund Balance	2710	100,651.67
Restricted Fund Balance	2720	1,344,521.98
Committed Fund Balance	2730	
Assigned Fund Balance	2740	
Unassigned Fund Balance	2750	
Total Fund Balances, June 30, 2025	2700	1,445,173.65

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - SPECIAL REVENUE
FUNDS - OTHER FEDERAL PROGRAMS
For the Fiscal Year Ended June 30, 2025

Exhibit K-3
FDOE Page 6
Fund 420

REVENUES	Account Number	
<i>Federal Direct:</i>		
Head Start	3130	2,904,635.05
Workforce Innovation and Opportunity Act	3170	
Community Action Programs	3180	
Reserve Officers Training Corps (ROTC)	3191	
Pell Grants	3192	
Miscellaneous Federal Direct	3199	
Total Federal Direct	3100	2,904,635.05
<i>Federal Through State and Local:</i>		
Career and Technical Education	3201	166,024.19
Medicaid	3202	
Individuals with Disabilities Education Act (IDEA)	3230	1,705,386.00
<i>Workforce Innovation and Opportunity Act:</i>		
Adult General Education	3221	
English Literacy and Civics Education	3222	84,835.96
Adult Migrant Education	3223	4,826.00
Other WIOA Programs	3224	
<i>ESSA - Elementary and Secondary Education Act:</i>		
Elementary and Secondary Education Act - Title I	3240	4,163,026.67
Teacher and Principal Training and Recruiting - Title II, Part A	3225	629,289.52
Math and Science Partnerships - Title II, Part B	3226	
Language Instruction - Title III	3241	134,820.21
Twenty-First Century Schools - Title IV	3242	761,734.84
Federal Through Local	3280	
Emergency Immigrant Education Program	3293	
Miscellaneous Federal Through State	3299	297,710.35
Total Federal Through State and Local	3200	7,947,653.74
<i>State:</i>		
State Through Local	3380	
Other Miscellaneous State Revenues	3399	
Total State	3300	0.00
<i>Local:</i>		
Interest on Investments	3431	
Gain on Sale of Investments	3432	
Net Increase (Decrease) in Fair Value of Investments	3433	
Gifts, Grants and Bequests	3440	
Adult General Education Course Fees	3461	
Sale of Junk	3493	
Other Miscellaneous Local Sources	3495	
Refunds of Prior Year's Expenditures	3497	
Total Local	3400	0.00
Total Revenues	3000	10,852,288.79

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - SPECIAL REVENUE FUNDS - OTHER FEDERAL PROGRAMS (Continued)
For the Fiscal Year Ended June 30, 2025

Exhibit K-3
FDDE Page 7
Fund 420

EXPENDITURES	Account Number	100 Salaries	200 Employee Benefits	300 Purchased Services	400 Energy Services	500 Materials and Supplies	600 Capital Outlay	700 Other	Totals
Current:									
Instruction	5000	3,327,581.26	1,126,185.34	923,320.46		490,256.57	28,994.00	3,608.96	5,899,846.59
Student Support Services	6100	912,204.16	319,067.29	77,482.30		38,181.17		12.78	1,346,947.70
Instructional Media Services	6200								0.00
Instruction and Curriculum Development Services	6300	1,325,932.53	394,043.74	20,826.20		4,349.35		3,870.00	1,649,021.82
Instructional Staff Training Services	6400	338,628.34	91,433.54	786,057.43		42,695.65		34,047.39	1,292,862.35
Instruction-Related Technology	6500			54,999.96					54,999.96
Board	7100								0.00
General Administration	7200			829.93				67,015.64	67,845.57
School Administration	7300	153,038.71	55,073.58	14,500.00					222,612.29
Facilities Acquisition and Construction	7410								0.00
Fiscal Services	7500								0.00
Food Services	7600								0.00
Central Services	7700	139,575.25	52,037.51	36,312.94					227,925.70
Student Transportation Services	7800	188.58	45.19						233.77
Operation of Plant	7900	25,120.00	6,416.06	47,939.95	5,665.83				85,141.84
Maintenance of Plant	8100	4,000.00	851.20						4,851.20
Administrative Technology Services	8200								0.00
Community Services	9100								0.00
Capital Outlay:									
Facilities Acquisition and Construction	7420								0.00
Other Capital Outlay	9300								0.00
Total Expenditures		6,126,268.83	2,045,153.45	1,962,169.17	5,665.83	575,482.74	28,994.00	108,554.77	10,852,288.79
Excess (Deficiency) of Revenues over Expenditures									0.00
OTHER FINANCING SOURCES (USES) and CHANGES IN FUND BALANCES	Account Number								
Loans	3720								
Sale of Capital Assets	3730								
Loss Recoveries	3740								
Transfers In:									
From General Fund	3610								
From Debt Service Funds	3620								
From Capital Projects Funds	3630								
Interfund	3650								
From Permanent Funds	3660								
From Internal Service Funds	3670								
From Enterprise Funds	3690								
Total Transfers In	3600	0.00							
Transfers Out: (Function 9700)									
To the General Fund	910								
To Debt Service Funds	920								
To Capital Projects Funds	930								
Interfund	950								
To Permanent Funds	960								
To Internal Service Funds	970								
To Enterprise Funds	990								
Total Transfers Out	9700	0.00							
Total Other Financing Sources (Uses)			0.00						
Net Change in Fund Balance			0.00						
Fund Balance, July 1, 2024	2800								
Adjustments to Fund Balance	2891								
Ending Fund Balance:									
Nonspendable Fund Balance	2710								
Restricted Fund Balance	2720								
Committed Fund Balance	2730								
Assigned Fund Balance	2740								
Unassigned Fund Balance	2750								
Total Fund Balances, June 30, 2025	2700		0.00						

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - SPECIAL REVENUE FUNDS
CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY (CARES) ACT
CORONAVIRUS RESPONSE & RELIEF SUPPLEMENTAL APPROPRIATIONS (CRRSA) ACT RELIEF FUND
AMERICAN RESCUE PLAN (ARP) RELIEF FUND
For the Fiscal Year Ended June 30, 2025

Exhibit K-4
DOE Page 8

REVENUES	Account Number	Elem. & Sec. School Emergency Relief (ESSER) 441	Other CARES Act Relief Fund (Including GEER) 442	Elem. & Sec. School Emergency Relief (ESSER II) 443	Other CRRSA Act Relief Fund (Including GEER II) 444	Elem. & Sec. School Emergency Relief (ESSER III) 445	Other ARP Act Relief Fund 446	Totals
<i>Federal Direct:</i>								
Miscellaneous Federal Direct	3199							0.00
Total Federal Direct:	3100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>Federal Through State and Local:</i>								
Education Stabilization Funds - K-12	3271					17,669,706.08		17,669,706.08
Education Stabilization Funds - Workforce	3272							0.00
Education Stabilization Funds - VPK	3273							0.00
Federal Through Local	3280							0.00
Miscellaneous Federal Through State	3299							0.00
Total Federal Through State and Local	3200	0.00	0.00	0.00	0.00	17,669,706.08	0.00	17,669,706.08
<i>Local:</i>								
Other Miscellaneous Local Sources	3495							0.00
Total Local	3400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	3000	0.00	0.00	0.00	0.00	17,669,706.08	0.00	17,669,706.08

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - SPECIAL REVENUE FUNDS - ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF (ESSER)
For the Fiscal Year Ended June 30, 2025

Exhibit K-4
FDOE Page 9
Fund 441

EXPENDITURES	Account Number	100	200	300	400	500	600	700	Totals
		Salaries	Employee Benefits	Purchased Services	Energy Services	Materials and Supplies	Capital Outlay	Other	
Current:									
Instruction	5000								0.00
Student Support Services	6100								0.00
Instructional Media Services	6200								0.00
Instruction and Curriculum Development Services	6300								0.00
Instructional Staff Training Services	6400								0.00
Instruction-Related Technology	6500								0.00
Board	7100								0.00
General Administration	7200								0.00
School Administration	7300								0.00
Facilities Acquisition and Construction	7410								0.00
Fiscal Services	7500								0.00
Food Services	7600								0.00
Central Services	7700								0.00
Student Transportation Services	7800								0.00
Operation of Plant	7900								0.00
Maintenance of Plant	8100								0.00
Administrative Technology Services	8200								0.00
Community Services	9100								0.00
Capital Outlay:									
Facilities Acquisition and Construction	7420								0.00
Other Capital Outlay	9300								0.00
Total Expenditures		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues over Expenditures									0.00
OTHER FINANCING SOURCES (USES) and CHANGES IN FUND BALANCES	Account Number								
Loans	3720								
Sale of Capital Assets	3730								
Loss Recoveries	3740								
Transfers In:									
From General Fund	3610								
From Debt Service Funds	3620								
From Capital Projects Funds	3630								
Interfund	3650								
From Permanent Funds	3660								
From Internal Service Funds	3670								
From Enterprise Funds	3690								
Total Transfers In	3600	0.00							
Transfers Out: (Function 9700)									
To the General Fund	910								
To Debt Service Funds	920								
To Capital Projects Funds	930								
Interfund	950								
To Permanent Funds	960								
To Internal Service Funds	970								
To Enterprise Funds	990								
Total Transfers Out	9700	0.00							
Total Other Financing Sources (Uses)		0.00							
Net Change in Fund Balance		0.00							
Fund Balance, July 1, 2024	2800								
Adjustments to Fund Balance	2891								
Ending Fund Balance:									
Nonspendable Fund Balance	2710								
Restricted Fund Balance	2720								
Committed Fund Balance	2730								
Assigned Fund Balance	2740								
Unassigned Fund Balance	2750								
Total Fund Balances, June 30, 2025	2700	0.00							

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - SPECIAL REVENUE FUNDS - OTHER CARES ACT RELIEF FUND (INCLUDING GEER)
For the Fiscal Year Ended June 30, 2025

Exhibit K-4
FDOE Page 10
Fund 442

EXPENDITURES	Account Number	100 Salaries	200 Employee Benefits	300 Purchased Services	400 Energy Services	500 Materials and Supplies	600 Capital Outlay	700 Other	Totals
Current:									
Instruction	5000								0.00
Student Support Services	6100								0.00
Instructional Media Services	6200								0.00
Instruction and Curriculum Development Services	6300								0.00
Instructional Staff Training Services	6400								0.00
Instruction-Related Technology	6500								0.00
Board	7100								0.00
General Administration	7200								0.00
School Administration	7300								0.00
Facilities Acquisition and Construction	7410								0.00
Fiscal Services	7500								0.00
Food Services	7600								0.00
Central Services	7700								0.00
Student Transportation Services	7800								0.00
Operation of Plant	7900								0.00
Maintenance of Plant	8100								0.00
Administrative Technology Services	8200								0.00
Community Services	9100								0.00
Capital Outlay:									
Facilities Acquisition and Construction	7420								0.00
Other Capital Outlay	9300								0.00
Total Expenditures		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues over Expenditures									0.00
OTHER FINANCING SOURCES (USES) and CHANGES IN FUND BALANCES	Account Number								
Loans	3720								
Sale of Capital Assets	3730								
Loss Recoveries	3740								
Transfers In:									
From General Fund	3610								
From Debt Service Funds	3620								
From Capital Projects Funds	3630								
Interfund	3650								
From Permanent Funds	3660								
From Internal Service Funds	3670								
From Enterprise Funds	3690								
Total Transfers In	3600	0.00							
Transfers Out: (Function 9700)									
To the General Fund	910								
To Debt Service Funds	920								
To Capital Projects Funds	930								
Interfund	950								
To Permanent Funds	960								
To Internal Service Funds	970								
To Enterprise Funds	990								
Total Transfers Out	9700	0.00							
Total Other Financing Sources (Uses)		0.00							
Net Change in Fund Balance		0.00							
Fund Balance, July 1, 2024	2800								
Adjustments to Fund Balance	2891								
Ending Fund Balance:									
Nonspendable Fund Balance	2710								
Restricted Fund Balance	2720								
Committed Fund Balance	2730								
Assigned Fund Balance	2740								
Unassigned Fund Balance	2750								
Total Fund Balances, June 30, 2025	2700	0.00							

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - SPECIAL REVENUE FUNDS - ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF II (ESSER II)
For the Fiscal Year Ended June 30, 2025

Exhibit K-4
FD0B Page 11
Fund 443

EXPENDITURES	Account Number	100	200	300	400	500	600	700	Totals
		Salaries	Employee Benefits	Purchased Services	Energy Services	Materials and Supplies	Capital Outlay	Other	
<i>Current:</i>									
Instruction	5000								0.00
Student Support Services	6100								0.00
Instructional Media Services	6200								0.00
Instruction and Curriculum Development Services	6300								0.00
Instructional Staff Training Services	6400								0.00
Instruction-Related Technology	6500								0.00
Board	7100								0.00
General Administration	7200								0.00
School Administration	7300								0.00
Facilities Acquisition and Construction	7410								0.00
Fiscal Services	7500								0.00
Food Services	7600								0.00
Central Services	7700								0.00
Student Transportation Services	7800								0.00
Operation of Plant	7900								0.00
Maintenance of Plant	8100								0.00
Administrative Technology Services	8200								0.00
Community Services	9100								0.00
<i>Capital Outlay:</i>									
Facilities Acquisition and Construction	7420								0.00
Other Capital Outlay	9300								0.00
Total Expenditures		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues over Expenditures									0.00
OTHER FINANCING SOURCES (USES) and CHANGES IN FUND BALANCES	Account Number								
Loans	3720								
Sale of Capital Assets	3730								
Loss Recoveries	3740								
Transfers In:									
From General Fund	3610								
From Debt Service Funds	3620								
From Capital Projects Funds	3630								
Interfund	3650								
From Permanent Funds	3660								
From Internal Service Funds	3670								
From Enterprise Funds	3690								
Total Transfers In	3600	0.00							
Transfers Out: (Function 9700)									
To the General Fund	910								
To Debt Service Funds	920								
To Capital Projects Funds	930								
Interfund	950								
To Permanent Funds	960								
To Internal Service Funds	970								
To Enterprise Funds	990								
Total Transfers Out	9700	0.00							
Total Other Financing Sources (Uses)			0.00						
Net Change in Fund Balance			0.00						
Fund Balance, July 1, 2024	2800								
Adjustments to Fund Balance	2891								
Ending Fund Balance:									
Nonspendable Fund Balance	2710								
Restricted Fund Balance	2720								
Committed Fund Balance	2730								
Assigned Fund Balance	2740								
Unassigned Fund Balance	2750								
Total Fund Balances, June 30, 2025	2700		0.00						

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - SPECIAL REVENUE FUNDS - OTHER CRRSA ACT RELIEF FUND (INCLUDING GEER II)
For the Fiscal Year Ended June 30, 2025

Exhibit K-4
FDOE Page 12
Fund 444

EXPENDITURES	Account Number	100	200	300	400	500	600	700	Totals
		Salaries	Employee Benefits	Purchased Services	Energy Services	Materials and Supplies	Capital Outlay	Other	
Current:									
Instruction	5000								0.00
Student Support Services	6100								0.00
Instructional Media Services	6200								0.00
Instruction and Curriculum Development Services	6300								0.00
Instructional Staff Training Services	6400								0.00
Instruction-Related Technology	6500								0.00
Board	7100								0.00
General Administration	7200								0.00
School Administration	7300								0.00
Facilities Acquisition and Construction	7410								0.00
Fiscal Services	7500								0.00
Food Services	7600								0.00
Central Services	7700								0.00
Student Transportation Services	7800								0.00
Operation of Plant	7900								0.00
Maintenance of Plant	8100								0.00
Administrative Technology Services	8200								0.00
Community Services	9100								0.00
Capital Outlay:									
Facilities Acquisition and Construction	7420								0.00
Other Capital Outlay	9300								0.00
Total Expenditures		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues over Expenditures									0.00
OTHER FINANCING SOURCES (USES) and CHANGES IN FUND BALANCES	Account Number								
Loans	3720								
Sale of Capital Assets	3730								
Loss Recoveries	3740								
Transfers In:									
From General Fund	3610								
From Debt Service Funds	3620								
From Capital Projects Funds	3630								
Interfund	3650								
From Permanent Funds	3660								
From Internal Service Funds	3670								
From Enterprise Funds	3690								
Total Transfers In	3600	0.00							
Transfers Out: (Function 9700)									
To the General Fund	910								
To Debt Service Funds	920								
To Capital Projects Funds	930								
Interfund	950								
To Permanent Funds	960								
To Internal Service Funds	970								
To Enterprise Funds	990								
Total Transfers Out	9700	0.00							
Total Other Financing Sources (Uses)		0.00							
Net Change in Fund Balance		0.00							
Fund Balance, Jul 1, 2024	2800								
Adjustments to Fund Balance	2891								
Ending Fund Balance:									
Nonspendable Fund Balance	2710								
Restricted Fund Balance	2720								
Committed Fund Balance	2730								
Assigned Fund Balance	2740								
Unassigned Fund Balance	2750								
Total Fund Balances, June 30, 2025	2700	0.00							

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - SPECIAL REVENUE FUNDS - ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF III (ESSER III)
For the Fiscal Year Ended June 30, 2025

Exhibit K-4
FDOE Page 13
Fund 445

EXPENDITURES	Account Number	100	200	300	400	500	600	700	Totals
		Salaries	Employee Benefits	Purchased Services	Energy Services	Materials and Supplies	Capital Outlay	Other	
Current:									
Instruction	5000	4,034,325.80	838,559.52	1,939,113.73		1,181,623.57	1,948,354.43		9,941,977.05
Student Support Services	6100					12,029.77			12,029.77
Instructional Media Services	6200								0.00
Instruction and Curriculum Development Services	6300								0.00
Instructional Staff Training Services	6400	840.00	281.02	16,726.94		856.68		172.70	18,877.34
Instruction-Related Technology	6500	13,840.32	4,862.16	75,522.88			34,680.00		128,905.36
Board	7100								0.00
General Administration	7200							264,095.67	264,095.67
School Administration	7300	10,000.00	765.00						10,765.00
Facilities Acquisition and Construction	7410								0.00
Fiscal Services	7500								0.00
Food Services	7600								0.00
Central Services	7700	72,884.85	21,887.08	14,750.00					109,521.93
Student Transportation Services	7800	79,292.02	21,971.99		51,667.25				152,931.26
Operation of Plant	7900	31,734.20	6,666.09				4,117.10		42,517.39
Maintenance of Plant	8100			319,730.14					319,730.14
Administrative Technology Services	8200								0.00
Community Services	9100								0.00
Capital Outlay:									
Facilities Acquisition and Construction	7420								0.00
Other Capital Outlay	9300						6,668,355.17		6,668,355.17
Total Expenditures		4,242,917.19	894,992.86	2,365,843.69	51,667.25	1,194,510.02	8,655,506.70	264,268.37	17,669,706.08
Excess (Deficiency) of Revenues over Expenditures									0.00
OTHER FINANCING SOURCES (USES) and CHANGES IN FUND BALANCES	Account Number								
Loans	3720								
Sale of Capital Assets	3730								
Loss Recoveries	3740								
Transfers In:									
From General Fund	3610								
From Debt Service Funds	3620								
From Capital Projects Funds	3630								
Interfund	3650								
From Permanent Funds	3660								
From Internal Service Funds	3670								
From Enterprise Funds	3690								
Total Transfers In	3600	0.00							
Transfers Out: (Function 9700)									
To the General Fund	910								
To Debt Service Funds	920								
To Capital Projects Funds	930								
Interfund	950								
To Permanent Funds	960								
To Internal Service Funds	970								
To Enterprise Funds	990								
Total Transfers Out	9700	0.00							
Total Other Financing Sources (Uses)									0.00
Net Change in Fund Balance									0.00
Fund Balance, July 1, 2024	2800								
Adjustments to Fund Balance	2821								
Ending Fund Balance:									
Nondispendable Fund Balance	2710								
Restricted Fund Balance	2720								
Committed Fund Balance	2730								
Assigned Fund Balance	2740								
Unassigned Fund Balance	2750								
Total Fund Balances, June 30, 2025	2700	0.00							

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - SPECIAL REVENUE FUNDS - OTHER ARP ACT RELIEF FUND
For the Fiscal Year Ended June 30, 2025

Exhibit K-4
FDOE Page 14
Fund 446

EXPENDITURES	Account Number	100	200	300	400	500	600	700	Totals
		Salaries	Employee Benefits	Purchased Services	Energy Services	Materials and Supplies	Capital Outlay	Other	
Current:									
Instruction	5000								0.00
Student Support Services	6100								0.00
Instructional Media Services	6200								0.00
Instruction and Curriculum Development Services	6300								0.00
Instructional Staff Training Services	6400								0.00
Instruction-Related Technology	6500								0.00
Board	7100								0.00
General Administration	7200								0.00
School Administration	7300								0.00
Facilities Acquisition and Construction	7410								0.00
Fiscal Services	7500								0.00
Food Services	7600								0.00
Central Services	7700								0.00
Student Transportation Services	7800								0.00
Operation of Plant	7900								0.00
Maintenance of Plant	8100								0.00
Administrative Technology Services	8200								0.00
Community Services	9100								0.00
Capital Outlay:									
Facilities Acquisition and Construction	7420								0.00
Other Capital Outlay	9300								0.00
Total Expenditures		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues over Expenditures									0.00
OTHER FINANCING SOURCES (USES) and CHANGES IN FUND BALANCES	Account Number								
Loans	3720								
Sale of Capital Assets	3730								
Loss Recoveries	3740								
Transfers In:									
From General Fund	3610								
From Debt Service Funds	3620								
From Capital Projects Funds	3630								
Interfund	3650								
From Permanent Funds	3660								
From Internal Service Funds	3670								
From Enterprise Funds	3690								
Total Transfers In	3600	0.00							
Transfers Out: (Function 9700)									
To the General Fund	910								
To Debt Service Funds	920								
To Capital Projects Funds	930								
Interfund	950								
To Permanent Funds	960								
To Internal Service Funds	970								
To Enterprise Funds	990								
Total Transfers Out	9700	0.00							
Total Other Financing Sources (Uses)									0.00
Net Change in Fund Balance									0.00
Fund Balance, July 1, 2024	2800								
Adjustments to Fund Balance	2891								
Ending Fund Balance:									
Nonspendable Fund Balance	2710								
Restricted Fund Balance	2720								
Committed Fund Balance	2730								
Assigned Fund Balance	2740								
Unassigned Fund Balance	2750								
Total Fund Balances, June 30, 2025	2700								0.00

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - SPECIAL REVENUE FUNDS - MISCELLANEOUS
For the Fiscal Year Ended June 30, 2025

Exhibit K-5
FDOS Page 15
Fund 490

REVENUES		Account Number								
Federal Through State and Local:										
Federal Through Local			3280							
Miscellaneous Federal Through State			3299							
Total Federal Through State and Local			3200	0.00						
State										
Other Miscellaneous State Revenues			3399							
Local:										
Interest on Investments			3431							
Gain on Sale of Investments			3432							
Net Increase (Decrease) in Fair Value of Investments			3433							
Gifts, Grants and Bequests			3440							
Other Miscellaneous Local Sources			3495							
Total Local			3400	0.00						
Total Revenues			3000	0.00						
EXPENDITURES		Account Number	100	200	300	400	500	600	700	Totals
			Salaries	Employee Benefits	Purchased Services	Energy Services	Materials and Supplies	Capital Outlay	Other	
Current:										
Instruction			5000							0.00
Student Support Services			6100							0.00
Instructional Media Services			6200							0.00
Instruction and Curriculum Development Services			6300							0.00
Instructional Staff Training Services			6400							0.00
Instruction-Related Technology			6500							0.00
Board			7100							0.00
General Administration			7200							0.00
School Administration			7300							0.00
Facilities Acquisition and Construction			7410							0.00
Fiscal Services			7500							0.00
Food Services			7600							0.00
Central Services			7700							0.00
Student Transportation Services			7800							0.00
Operation of Plant			7900							0.00
Maintenance of Plant			8100							0.00
Administrative Technology Services			8200							0.00
Community Services			9100							0.00
Capital Outlay:										
Facilities Acquisition and Construction			7420							0.00
Other Capital Outlay			9300							0.00
Total Expenditures			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues over Expenditures										0.00
OTHER FINANCING SOURCES (USES) and CHANGES IN FUND BALANCES		Account Number								
Lost Recoveries			3740							
Transfers In:										
From General Fund			3610							
From Debt Service Funds			3620							
From Capital Projects Funds			3630							
Interfund			3650							
From Permanent Funds			3660							
From Internal Service Funds			3670							
From Enterprise Funds			3690							
Total Transfers In			3600	0.00						
Transfers Out (Function 9700)										
To General Fund			910							
To Debt Service Funds			920							
To Capital Projects Funds			930							
Interfund			950							
To Permanent Funds			960							
To Internal Service Funds			970							
To Enterprise Funds			990							
Total Transfers Out			9700	0.00						
Total Other Financing Sources (Uses)				0.00						
Net Change in Fund Balance				0.00						
Fund Balance, July 1, 2024			2800							
Adjustments to Fund Balance			2801							
Ending Fund Balance										
Nonspendable Fund Balance			2710							
Restricted Fund Balance			2720							
Committed Fund Balance			2730							
Assigned Fund Balance			2740							
Unassigned Fund Balance			2750							
Total Fund Balances, June 30, 2025			2700	0.00						

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DEBT SERVICE FUNDS
For the Fiscal Year Ended June 30, 2025

Exhibit K-6
FD02 Page 16
Funds 300

REVENUES	Account Number	SBE/CBI Bonds 210	Special Act Bonds 220	Sections 1011.14 and 1011.15, F.S., Loans 230	Motor Vehicle Revenue Bonds 240	District Bonds 250	Other Debt Service 260	ARRA Economic Stimulus Debt Service 299	Totals
<i>Federal:</i>									
Miscellaneous Federal Direct	3199								0.00
Miscellaneous Federal Through State	3299								0.00
<i>State:</i>									
COVIDS Withheld for SBE/CBI Bonds	3322								0.00
SBE/CBI Bond Interest	3376								0.00
Sales Tax Distribution in 212.20(6)(d) a., F.S.	3341								0.00
Other Miscellaneous State Revenues	3399								0.00
Total State Sources	3300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>Local:</i>									
District Debt Service Taxes	3412								0.00
County Local Sales Tax	3418								0.00
School District Local Sales Tax	3419								0.00
Tax Reimbursements	3421								0.00
Payment in Lieu of Taxes	3422								0.00
Excess Fees	3423								0.00
Interest on Investments	3431								0.00
Gain on Sale of Investments	3432								0.00
Net Increase (Decrease) in Fair Value of Investments	3433								0.00
Grants, Grants and Revenues	3440								0.00
Other Miscellaneous Local Sources	3495								0.00
Impairment Fees	3496								0.00
Refunds of Prior Year's Expenditures	3497								0.00
Total Local Sources	3400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	3090	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENDITURES									
<i>Debt Service (Function 9200)</i>									
Redemption of Principal	710						175,348.77		175,348.77
Interest	720						31,295.06		31,295.06
Fees and Fees	718								0.00
Other Debt Service	791								0.00
Total Expenditures		0.00	0.00	0.00	0.00	0.00	206,643.83	0.00	206,643.83
Excess (Deficiency) of Revenues Over Expenditures		0.00	0.00	0.00	0.00	0.00	(206,643.83)	0.00	(206,643.83)
OTHER FINANCING SOURCES (USES) and CHANGES IN FUND BALANCE									
	Account Number	SBE/CBI Bonds 210	Special Act Bonds 210	Sections 1011.14 and 1011.15, F.S., Loans 230	Motor Vehicle Revenue Bonds 240	District Bonds 250	Other Debt Service 290	ARRA Economic Stimulus Debt Service 299	Totals
Issuance of Bonds	3710								0.00
Premium on Sale of Bonds	3791								0.00
Discount on Sale of Bonds (Function 9299)	891								0.00
Proceeds of Lease-Purchase Agreements	3740								0.00
Premium on Lease-Purchase Agreements	3793								0.00
Discount on Lease-Purchase Agreements (Function 9299)	893								0.00
Lease	3720								0.00
Proceeds of Forward Supply Contract	3760								0.00
Face Value of Refunding Bonds	3713								0.00
Premium on Refunding Bonds	3792								0.00
Discount on Refunding Bonds (Function 9299)	892								0.00
Payments to Refunded Bonds Escrow Agent (Function 9299)	761								0.00
Refunding Lease-Purchase Agreements	3755								0.00
Premium on Refunding Lease-Purchase Agreements	3794								0.00
Discount on Refunding Lease-Purchase Agreements (Function 9299)	894								0.00
Payments to Refunded Lease-Purchase Escrow Agent (Function 9299)	762								0.00
<i>Transfers In:</i>									
From General Fund	3610						223,350.00		223,350.00
From Capital Projects Funds	3630								0.00
From Special Revenue Funds	3640								0.00
Interfund	3650								0.00
From Permanent Funds	3660								0.00
From Internal Service Funds	3670								0.00
From Enterprise Funds	3680								0.00
Total Transfers In	3600	0.00	0.00	0.00	0.00	0.00	223,350.00	0.00	223,350.00
<i>Transfers Out: (Function 9700)</i>									
To General Fund	910								0.00
To Capital Projects Funds	930								0.00
To Special Revenue Funds	940								0.00
Interfund	950								0.00
To Permanent Funds	960								0.00
To Internal Service Funds	970								0.00
To Enterprise Funds	990								0.00
Total Transfers Out	9700	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Financing Sources (Uses)		0.00	0.00	0.00	0.00	0.00	223,350.00	0.00	223,350.00
Net Change in Fund Balances		0.00	0.00	0.00	0.00	0.00	16,385.27	0.00	16,385.27
Fund Balance, July 1, 2024	2800						0.00		0.00
Adjustments to Fund Balances	2891								0.00
<i>Ending Fund Balance:</i>									
Nonspendable Fund Balance	2710								0.00
Restricted Fund Balance	2720						16,385.27		16,385.27
Committed Fund Balance	2730								0.00
Assigned Fund Balance	2740								0.00
Unassigned Fund Balance	2750								0.00
Total Fund Balance, June 30, 2025	2700	0.00	0.00	0.00	0.00	0.00	16,385.27	0.00	16,385.27

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - CAPITAL PROJECTS FUNDS
For the Fiscal Year Ended June 30, 2025

REVENUES	Account Number	Capital Outlay Bond Issues (COBI) 310	Special Act Bonds 320	Sections 1011.14 and 1011.15, F.S., Loans 330	Public Education Capital Outlay (PECO) 340	District Bonds 350	Capital Outlay and Debt Service Program (CO&DS) 360	Nonvoted Capital Improvement Section 1011.71(2), F.S. 370	Voted Capital Improvement Fund 380	Other Capital Projects 390	ARRA Economic Stimulus Capital Projects 399	Totals
<i>Federal:</i>												
Miscellaneous Federal Direct	3199											0.00
Miscellaneous Federal Through State	3299											0.00
<i>State:</i>												
CO&DS Distributed	3321						287,048.70					287,048.70
Interest on Undistributed CO&DS	3325						11,379.49					11,379.49
Sales Tax Distribution (s. 212.20(6)(d) & a., F.S.)	3341											0.00
State Through Local	3380											0.00
Public Education Capital Outlay (PECO)	3391											0.00
Classrooms First Program	3392											0.00
SMART Schools Small County Assistance Program	3395											0.00
Class Size Reduction Capital Outlay	3396											0.00
Charter School Capital Outlay Funding	3397				316,223.00							316,223.00
Other Miscellaneous State Revenues	3399											0.00
Total State Sources	3300	0.00	0.00	0.00	316,223.00	0.00	298,428.19	0.00	0.00	0.00	0.00	614,651.19
<i>Local:</i>												
District Local Capital Improvement Tax	3413							3,733,661.41				3,733,661.41
District Voted Additional Capital Improvement Tax	3415											0.00
County Local Sales Tax	3418											0.00
School District Local Sales Tax	3419											0.00
Tax Redemptions	3421							169,919.87				169,919.87
Payment in Lien of Taxes	3422											0.00
Excess Fees	3423											0.00
Interest on Investments	3431						75,599.51	41,004.03		226,542.64		343,146.18
Gain on Sale of Investments	3432											0.00
Net Increase (Decrease) in Fair Value of Investments	3433											0.00
Gifts, Grants and Bequests	3440											0.00
Other Miscellaneous Local Sources	3495											0.00
Impact Fees	3496											0.00
Refunds of Prior Year's Expenditures	3497											0.00
Total Local Sources	3400	0.00	0.00	0.00	0.00	0.00	75,599.51	3,944,585.31	0.00	226,542.64	0.00	4,246,727.46
Total Revenues	3000	0.00	0.00	0.00	316,223.00	0.00	374,027.70	3,944,585.31	0.00	226,542.64	0.00	4,861,378.65
EXPENDITURES												
<i>Capital Outlay: (Function 7400)</i>												
Library Books	610											0.00
Audiovisual Materials	620											0.00
Buildings and Fixed Equipment	630				24,354.00							24,354.00
Furniture, Fixtures and Equipment	640											0.00
Motor Vehicles (Including Buses)	650											0.00
Land	660											0.00
Improvements Other Than Buildings	670											0.00
Remodeling and Renovations	680									259,120.24		259,120.24
Computer Software	690											0.00
Charter School Local Capital Improvement	793											0.00
Charter School Capital Outlay Sales Tax	795											0.00
<i>Debt Service: (Function 9200)</i>												
Redemption of Principal	710											0.00
Interest	720											0.00
Dues and Fees	730						321.79					321.79
Other Debt Service	791											0.00
Total Expenditures		0.00	0.00	0.00	24,354.00	0.00	321.79	0.00	0.00	259,120.24	0.00	283,796.03
Excess (Deficiency) of Revenues Over Expenditures		0.00	0.00	0.00	291,869.00	0.00	373,705.91	3,944,585.31	0.00	(32,577.60)	0.00	4,577,582.62

OTHER FINANCING SOURCES (USES) and CHANGES IN FUND BALANCE	Account Number	Capital Outlay Bond Issues (COBI) 310	Special Act Bonds 320	Sections 1011.14 and 1011.15, F.S., Loans 330	Public Education Capital Outlay (PECO) 340	District Bonds 350	Capital Outlay and Debt Service Program (CO&DS) 360	Nonvoted Capital Improvement Section 1011.71(2), F.S. 370	Voted Capital Improvement Fund 380	Other Capital Projects 390	ARRA Economic Stimulus Capital Projects 399	Totals
Issuance of Bonds	3710											0.00
Premium on Sale of Bonds	3791											0.00
Discount on Sale of Bonds (Function 9299)	891											0.00
Proceeds of Lease-Purchase Agreements	3750											0.00
Premium on Lease-Purchase Agreements	3793											0.00
Discount on Lease-Purchase Agreements (Function 9299)	893											0.00
Loans	3720											0.00
Sale of Capital Assets	3730											0.00
Loss Recoveries	3740											0.00
Proceeds of Forward Supply Contract	3760											0.00
Proceeds from Special Facilities Construction Account	3770				24,354.00							24,354.00
Transfers In:												
From General Fund	3610											0.00
From Debt Service Funds	3620											0.00
From Special Revenue Funds	3640											0.00
Interfund	3650											0.00
From Permanent Funds	3660											0.00
From Internal Service Funds	3670											0.00
From Enterprise Funds	3690											0.00
Total Transfers In	3600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers Out: (Function 9700)												
To General Fund	910				(316,223.00)			(2,604,288.58)				(2,920,511.58)
To Debt Service Funds	920											0.00
To Special Revenue Funds	940											0.00
Interfund	950											0.00
To Permanent Funds	960											0.00
To Internal Service Funds	970											0.00
To Enterprise Funds	990											0.00
Total Transfers Out	9700	0.00	0.00	0.00	(316,223.00)	0.00	0.00	(2,604,288.58)	0.00	0.00	0.00	(2,920,511.58)
Total Other Financing Sources (Uses)		0.00	0.00	0.00	(291,869.00)	0.00	0.00	(2,604,288.58)	0.00	0.00	0.00	(2,896,157.58)
Net Change in Fund Balances		0.00	0.00	0.00	0.00	0.00	373,705.91	1,340,296.73	0.00	(32,577.60)	0.00	1,681,425.04
Fund Balance, July 1, 2024	2800				0.00		1,244,439.58	1,284,448.19		5,617,637.13		8,146,524.90
Adjustments to Fund Balances	2891											0.00
Ending Fund Balance:												
Nonexpendable Fund Balance	2710											0.00
Restricted Fund Balance	2720						1,618,145.49	2,624,744.92		5,585,059.53		9,827,949.94
Committed Fund Balance	2730											0.00
Assigned Fund Balance	2740											0.00
Unassigned Fund Balance	2750											0.00
Total Fund Balances, June 30, 2025	2700	0.00	0.00	0.00	0.00	0.00	1,618,145.49	2,624,744.92	0.00	5,585,059.53	0.00	9,827,949.94

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - PERMANENT FUNDS
For the Fiscal Year Ended June 30, 2025

Exhibit K-8
FDOE Page 19
Fund 000

REVENUES	Account Number								
Federal Direct	3100								
Federal Through State and Local	3200								
State Sources	3300								
Local Sources	3400								
Total Revenues	3000	0.00							
EXPENDITURES	Account Number	100 Salaries	200 Employee Benefits	300 Purchased Services	400 Energy Services	500 Materials and Supplies	600 Capital Outlay	700 Other	Totals
Current:									
Instruction	5000								0.00
Student Support Services	6100								0.00
Instructional Media Services	6200								0.00
Instruction and Curriculum Development Services	6300								0.00
Instructional Staff Training Services	6400								0.00
Instruction-Related Technology	6500								0.00
Board	7100								0.00
General Administration	7200								0.00
School Administration	7300								0.00
Facilities Acquisition and Construction	7410								0.00
Fiscal Services	7500								0.00
Central Services	7700								0.00
Student Transportation Services	7800								0.00
Operation of Plant	7900								0.00
Maintenance of Plant	8100								0.00
Administrative Technology Services	8200								0.00
Community Services	9100								0.00
Capital Outlay:									
Facilities Acquisition and Construction	7420								0.00
Other Capital Outlay	9300								0.00
Debt Service: (Function 9200)									
Redemption of Principal	710								0.00
Interest	720								0.00
Total Expenditures		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over Expenditures									0.00
OTHER FINANCING SOURCES (USES) and CHANGES IN FUND BALANCES	Account Number								
Sale of Capital Assets	3730								
Loss Recoveries	3740								
Transfers In:									
From General Fund	3610								
From Debt Service Funds	3620								
From Capital Projects Funds	3630								
From Special Revenue Funds	3640								
From Internal Service Funds	3670								
From Enterprise Funds	3690								
Total Transfers In	3600	0.00							
Transfers Out: (Function 9700)									
To General Fund	910								
To Debt Service Funds	920								
To Capital Projects Funds	930								
To Special Revenue Funds	940								
To Internal Service Funds	970								
To Enterprise Funds	990								
Total Transfers Out	9700	0.00							
Total Other Financing Sources (Uses)									0.00
Net Change in Fund Balance									0.00
Fund Balance, July 1, 2024	2800								
Adjustments to Fund Balance	2891								
Ending Fund Balance:									
Nonspendable Fund Balance	2710								
Restricted Fund Balance	2720								
Committed Fund Balance	2730								
Assigned Fund Balance	2740								
Unassigned Fund Balance	2750								
Total Fund Balances, June 30, 2025	2700	0.00							

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
COMBINING STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION - ENTERPRISE FUNDS
For the Fiscal Year Ended June 30, 2025

Exhibit K-9
FDOE Page 20
Funds 900

INCOME OR (LOSS)	Account Number	Self-Insurance - Consortium 911	Self-Insurance - Consortium 912	Self-Insurance - Consortium 913	Self-Insurance - Consortium 914	ARRA - Consortium 915	Other Enterprise Programs 921	Other Enterprise Programs 922	Totals
OPERATING REVENUES									
Charges for Services	3481								0.00
Charges for Sales	3482								0.00
Premium Revenue	3484								0.00
Other Operating Revenues	3489								0.00
Total Operating Revenues		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING EXPENSES (Function 9900)									
Salaries	100								0.00
Employee Benefits	200								0.00
Purchased Services	300								0.00
Energy Services	400								0.00
Materials and Supplies	500								0.00
Capital Outlay	600								0.00
Other	700								0.00
Depreciation and Amortization Expense	780								0.00
Total Operating Expenses		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Operating Income (Loss)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NONOPERATING REVENUES (EXPENSES)									
Interest on Investments	3431								0.00
Gain on Sale of Investments	3432								0.00
Net Increase (Decrease) in Fair Value of Investments	3433								0.00
Gifts, Grants and Bequests	3440								0.00
Other Miscellaneous Local Sources	3495								0.00
Loss Recoveries	3740								0.00
Gain on Disposition of Assets	3780								0.00
Interest (Function 9900)	720								0.00
Miscellaneous (Function 9900)	790								0.00
Loss on Disposition of Assets (Function 9900)	810								0.00
Total Nonoperating Revenues (Expenses)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income (Loss) Before Operating Transfers		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS and CHANGES IN NET POSITION									
Transfers In:									
From General Fund	3610								0.00
From Debt Service Funds	3620								0.00
From Capital Projects Funds	3630								0.00
From Special Revenue Funds	3640								0.00
Interfund	3650								0.00
From Permanent Funds	3660								0.00
From Internal Service Funds	3670								0.00
Total Transfers In	3600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers Out: (Function 9700)									
To General Fund	910								0.00
To Debt Service Funds	920								0.00
To Capital Projects Funds	930								0.00
To Special Revenue Funds	940								0.00
Interfund	950								0.00
To Permanent Funds	960								0.00
To Internal Service Funds	970								0.00
Total Transfers Out	9700	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Change in Net Position		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Position, July 1, 2024	2880								0.00
Adjustments to Net Position	2896								0.00
Net Position, June 30, 2025	2780								0.00

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
COMBINING STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION - INTERNAL SERVICE FUNDS
For the Fiscal Year Ended June 30, 2025

Exhibit K-10
FDOE Page 21
Funds 700

INCOME OR (LOSS)	Account Number	Self-Insurance 711	Self-Insurance 712	Self-Insurance 713	Self-Insurance 714	Self-Insurance 715	Consortium Programs 731	Other Internal Service 791	Totals
OPERATING REVENUES									
Charges for Services	3481								0.00
Charges for Sales	3482								0.00
Premium Revenue	3484								0.00
Other Operating Revenues	3489								0.00
Total Operating Revenues		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING EXPENSES (Function 9900)									
Salaries	100								0.00
Employee Benefits	200								0.00
Purchased Services	300								0.00
Energy Services	400								0.00
Materials and Supplies	500								0.00
Capital Outlay	600								0.00
Other	700								0.00
Depreciation and Amortization Expense	780								0.00
Total Operating Expenses		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Operating Income (Loss)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NONOPERATING REVENUES (EXPENSES)									
Interest on Investments	3431								0.00
Gain on Sale of Investments	3432								0.00
Net Increase (Decrease) in Fair Value of Investments	3433								0.00
Gifts, Grants and Bequests	3440								0.00
Other Miscellaneous Local Sources	3495								0.00
Loss Recoveries	3740								0.00
Gain on Disposition of Assets	3780								0.00
Interest (Function 9900)	720								0.00
Miscellaneous (Function 9900)	790								0.00
Loss on Disposition of Assets (Function 9900)	810								0.00
Total Nonoperating Revenues (Expenses)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Income (Loss) Before Operating Transfers		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS and CHANGES IN NET POSITION									
Transfers In:									
From General Fund	3610								0.00
From Debt Service Funds	3620								0.00
From Capital Projects Funds	3630								0.00
From Special Revenue Funds	3640								0.00
Interfund	3650								0.00
From Permanent Funds	3660								0.00
From Enterprise Funds	3690								0.00
Total Transfers In	3600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers Out: (Function 9700)									
To General Fund	910								0.00
To Debt Service Funds	920								0.00
To Capital Projects Funds	930								0.00
To Special Revenue Funds	940								0.00
Interfund	950								0.00
To Permanent Funds	960								0.00
To Enterprise Funds	990								0.00
Total Transfers Out	9700	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Change in Net Position		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Position, July 1, 2024	2880								0.00
Adjustments to Net Position	2896								0.00
Net Position, June 30, 2025	2780								0.00

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
COMBINING STATEMENT OF CHANGES IN ASSETS, LIABILITIES AND FIDUCIARY NET POSITION
SCHOOL INTERNAL FUNDS
June 30, 2025

Exhibit K-11
FDOE Page 22
Fund 891

ASSETS	Account Number	Beginning Balance July 1, 2024	Additions	Deductions	Ending Balance June 30, 2025
Cash	1110	387,332.26			387,332.26
Investments	1160				0.00
Accounts Receivable, Net	1131				0.00
Interest Receivable on Investments	1170				0.00
Due From Budgetary Funds	1141				0.00
Due From Other Agencies	1220				0.00
Inventory	1150				0.00
Total Assets		387,332.26	0.00	0.00	387,332.26
LIABILITIES					
Cash Overdraft	2125				0.00
Accrued Salaries and Benefits	2110				0.00
Payroll Deductions and Withholdings	2170				0.00
Accounts Payable	2120				0.00
Internal Accounts Payable	2290				0.00
Due to Budgetary Funds	2161				0.00
Total Liabilities		0.00	0.00	0.00	0.00
NET POSITION					
Restricted for:					
Other purposes					
Individuals, organizations and other governments		387,332.26			387,332.26
Total Net Position	2785	387,332.26			387,332.26

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
SCHEDULE OF LONG-TERM LIABILITIES
June 30, 2025

	Account Number	Governmental Activities Total Balance [1] June 30, 2025	Business-Type Activities Total Balance [1] June 30, 2025	Total	Governmental Activities - Debt Principal Payments 2024-25	Governmental Activities - Principal Due Within One Year 2025-26	Governmental Activities - Debt Interest Payments 2024-25	Governmental Activities - Interest Due Within One Year 2025-26
Notes Payable	2310			0.00				
Obligations Under Leases and SBITA	2315			0.00				
Bonds Payable								
SBE/COBI Bonds Payable	2321			0.00				
District Bonds Payable	2322	660,734.11		660,734.11	175,368.77	181,168.04	31,595.96	20,198.58
Special Act Bonds Payable	2323			0.00				
Motor Vehicle License Revenue Bonds Payable	2324			0.00				
Sales Surtax Bonds Payable	2326			0.00				
Total Bonds Payable	2320	660,734.11	0.00	660,734.11	175,368.77	181,168.04	31,595.96	20,198.58
Liability for Compensated Absences	2330			0.00				
Lease-Purchase Agreements Payable								
Certificates of Participation (COPS) Payable	2341			0.00				
Qualified Zone Academy Bonds (QZAB) Payable	2342			0.00				
Qualified School Construction Bonds (QSCB) Payable	2343			0.00				
Build America Bonds (BAB) Payable	2344			0.00				
Other Lease-Purchase Agreements Payable	2349			0.00				
Total Lease-Purchase Agreements Payable	2340	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Estimated Liability for Long-Term Claims	2350			0.00				
Net Other Postemployment Benefits Obligation	2360	1,184,446.00		1,184,446.00				
Net Pension Liability	2365	30,256,976.00		30,256,976.00				
Estimated PECO Advance Payable	2370			0.00				
Other Long-Term Liabilities	2380			0.00				
Derivative Instrument	2390			0.00				
Total Long-term Liabilities		32,102,156.11	0.00	32,102,156.11	175,368.77	181,168.04	31,595.96	20,198.58

[1] Report carrying amount of total liability due within one year and due after one year on June 30, 2025, including discounts and premiums.

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
SCHEDULE OF CATEGORICAL PROGRAMS
REPORT OF EXPENDITURES AND AVAILABLE FUNDS
For the Fiscal Year Ended June 30, 2025

CATEGORICAL PROGRAMS (Revenue Number) (Footnote)	Grant Number	Unexpended June 30, 2024	Returned To FDOE	Revenues 2024-25	Expenditures 2024-25	Flexibility [1] 2024-25	Unexpended June 30, 2025
Class Size Reduction Operating Funds (3355)	94740			4,165,890.00	4,165,890.00		0.00
Florida Digital Classrooms (FEFP Earmark)	98250						0.00
Florida School Recognition Funds (3361)	92040			201,613.00	201,613.00		0.00
Instructional Materials (FEFP Earmark) [2]	90880						0.00
Library Media (FEFP Earmark) [2]	90881						0.00
Mental Health Assistance (FEFP Earmark)	90280			361,447.00	361,447.00		0.00
Preschool Projects (3372)	97950						0.00
Evidence-Based Reading Instruction (FEFP Earmark) [3]	90800						0.00
Safe Schools (FEFP Earmark) [4]	90803			629,361.00	629,361.00		0.00
Student Transportation (FEFP Earmark)	90830			2,104,836.00	2,104,836.00		0.00
Educational Enrichment (FEFP Earmark) [3]	91280			1,640,713.00	1,640,713.00		0.00
Teachers Classroom Supply Assistance (FEFP Earmark)	97580						0.00
Voluntary Prekindergarten - School Year Program (3371)	96440			464,529.68	306,553.87		157,975.81
Voluntary Prekindergarten - Summer Program (3371)	96441						0.00

[1] Report the amount of funds transferred from each program to maintain board-specified academic classroom instruction and improve school safety.
[2] Report the Library Media portion of the Instructional Materials allocation on the line "Library Media."
[3] Expenditures for designated low-performing elementary schools should be included in expenditures.
[4] Combine all programs funded from the improve Safe Schools allocation on one line, "Safe Schools."

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
SCHEDULE OF SELECTED SUBOBJECT EXPENDITURES

For the Fiscal Year Ended June 30, 2025

Exhibit K-14
FDOE Page 25

	Subobject	General Fund 100	Special Revenue Food Services 410	Special Revenue Other Federal Programs 420	Special Revenue - Federal Education Stabilization Fund 440	Total
UTILITIES AND ENERGY SERVICES EXPENDITURES:						
Public Utility Services Other than Energy - All Functions	380	276,585.59	48,130.53	4,490.63		329,206.75
Public Utility Services Other than Energy - <i>Functions 7900 & 8100</i>	380	124,670.26				124,670.26
Natural Gas - All Functions	411	55,382.18				55,382.18
Natural Gas - <i>Functions 7900 & 8100</i>	411	55,382.18				55,382.18
Bottled Gas - All Functions	421	39,684.31				39,684.31
Bottled Gas - <i>Functions 7900 & 8100</i>	421	39,644.06				39,644.06
Electricity - All Functions	430	1,676,978.38		3,528.12		1,680,506.50
Electricity - <i>Functions 7900 & 8100</i>	430	1,676,978.38				1,676,978.38
Heating Oil - All Functions	440					0.00
Heating Oil - <i>Functions 7900 & 8100</i>	440					0.00
Gasoline - All Functions	450	50,379.39	1,928.88	2,137.71		54,445.98
Gasoline - <i>Functions 7900 & 8100</i>	450	40,387.03				40,387.03
Diesel Fuel - All Functions	460	188,614.26	323.22		51,667.25	240,604.73
Diesel Fuel - <i>Functions 7900 & 8100</i>	460	2,867.00				2,867.00
Other Energy Services - All Functions	490					0.00
Other Energy Services - <i>Functions 7900 & 8100</i>	490					0.00
Subtotal - Functions 7900 & 8100		1,939,928.91	0.00	0.00	0.00	1,939,928.91
Total - All Functions		2,287,624.11	50,382.63	10,156.46	51,667.25	2,399,830.45
ENERGY EXPENDITURES FOR STUDENT TRANSPORTATION: (Function 7800 only)						
Compressed Natural Gas	412					0.00
Liquefied Petroleum Gas	422					0.00
Gasoline	450	9,992.36				9,992.36
Diesel Fuel	460	185,747.26				185,747.26
Oil and Grease	540	10,945.10				10,945.10
Total		206,684.72		0.00	0.00	206,684.72

	Subobject	General Fund 100	Special Revenue Other Federal Programs 420	Special Revenue - Federal Education Stabilization Fund 440	Capital Projects Funds 3XX	Total
EXPENDITURES FOR SCHOOL BUSES AND SCHOOL BUS REPLACEMENTS:						
Buses	651	1,652,714.00				1,652,714.00

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
SCHEDULE OF SELECTED SUBOBJECT EXPENDITURES
For the Fiscal Year Ended June 30, 2025

Exhibit K-14
FDOE Page 26

TECHNOLOGY-RELATED SUPPLIES AND PURCHASED SERVICES	Subobject	General Fund 100	Special Revenue Funds 410, 420 and 490	Special Revenue - Federal Education Stabilization Fund 440	Capital Projects Funds 3XX	Total
<i>Noncapitalized Expenditures:</i>						
Technology-Related Professional and Technical Services	319	118,998.08				118,998.08
Technology-Related Repairs and Maintenance	359	27,356.00				27,356.00
Technology-Related Rentals	369	438,372.70	18,617.64	868,044.83		1,325,035.17
Telephone and Other Data Communication Services	379	75.91				75.91
Other Technology-Related Purchased Services	399					0.00
Technology-Related Materials and Supplies	5X9	4,824.51				4,824.51
Technology-Related Library Books	619					0.00
Noncapitalized Computer Hardware	644	43,708.21				43,708.21
Technology-Related Noncapitalized Fixtures and Equipment	649	9,033.37	28,994.00	49,951.44		87,978.81
Noncapitalized Software	692	3,599.00				3,599.00
Miscellaneous Technology-Related	799					0.00
Total		645,967.78	47,611.64	917,996.27	0.00	1,611,575.69

TECHNOLOGY-RELATED EQUIPMENT, COMPUTER HARDWARE AND SOFTWARE*	Subobject	General Fund 100	Special Revenue Funds 410, 420 and 490	Special Revenue - Federal Education Stabilization Fund 440	Capital Projects Funds 3XX	Total
<i>Capitalized Expenditures:</i>						
Capitalized Computer Hardware and Technology-Related Infrastructure	643					0.00
Technology-Related Capitalized Fixtures and Equipment	648					0.00
Capitalized Software	691					0.00
Total		0.00	0.00	0.00	0.00	0.00

* Include (1) technology-related hardware: network equipment, servers, PCs, printers, and other peripherals and devices that exceed the district's capitalization threshold; and (2) technology software: purchased software used for educational or administrative purposes that exceed the district's capitalization threshold.

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
SCHEDULE OF SELECTED SUBOBJECT EXPENDITURES
For the Fiscal Year Ended June 30, 2025

Exhibit K-14
FDOE Page 27

	Subobject	General Fund 100	Special Revenue Food Services 410	Special Revenue Other Federal Programs 420	Special Revenue - Federal Education Stabilization Fund 440	Total
SUBAWARDS FOR INDIRECT COST RATE:						
<i>Professional and Technical Services:</i>						
Subawards Under Subagreements - First \$25,000	311			94,718.90	2,325.00	97,043.90
Subawards Under Subagreements - In Excess of \$25,000	312	43,900.60		45,600.00		89,500.60
<i>Other Purchased Services:</i>						
Subawards Under Subagreements - First \$25,000	391					0.00
Subawards Under Subagreements - In Excess of \$25,000	392			54,999.96		54,999.96

	Subobject	Special Revenue Food Services 410
FOOD SERVICE SUPPLIES SUBOBJECT		
Supplies	510	265,337.87
Food	570	2,360,319.91
Donated Foods	580	29,624.68

	Subobject	General Fund 100	Special Revenue Other Federal Programs 420	Special Revenue - Federal Education Stabilization Fund 440	Total
TEACHER SALARIES					
Basic Programs 101, 102 and 103 (Function 5100)	120	6,303,785.78	695,418.83		6,999,204.61
Basic Programs 101, 102 and 103 (Function 5100)	140	775,098.74			775,098.74
Basic Programs 101, 102 and 103 (Function 5100)	750				0.00
Total Basic Program Salaries		7,078,884.52	695,418.83	0.00	7,774,303.35
Other Programs 130 (ESOL) (Function 5100)	120	55,324.26	6,103.24		61,427.50
Other Programs 130 (ESOL) (Function 5100)	140	6,802.54			6,802.54
Other Programs 130 (ESOL) (Function 5100)	750				0.00
Total Other Program Salaries		62,126.80	6,103.24	0.00	68,230.04
ESE Programs 111, 112, 113, 254 and 255 (Function 5200)	120	2,107,867.54	20,790.41		2,128,657.95
ESE Programs 111, 112, 113, 254 and 255 (Function 5200)	140	5,084.10	8,842.50		13,926.60
ESE Programs 111, 112, 113, 254 and 255 (Function 5200)	750				0.00
Total ESE Program Salaries		2,112,951.64	29,632.91	0.00	2,142,584.55
Career Program 300 (Function 5300)	120	424,732.84			424,732.84
Career Program 300 (Function 5300)	140				0.00
Career Program 300 (Function 5300)	750				0.00
Total Career Program Salaries		424,732.84	0.00	0.00	424,732.84
TOTAL		9,678,695.80	731,154.98	0.00	10,409,850.78

	Subobject	General Fund 100	Special Revenue Other Federal Programs 420	Special Revenue - Federal Education Stabilization Fund 440	Total
TEXTBOOKS (used for classroom instruction)					
Textbooks (Function 5000)	520	28,802.44		1,147,941.01	1,176,743.45

	Object	General Fund 100	Special Revenue Other Federal Programs 420	Special Revenue - Federal Education Stabilization Fund 440	Total
EXCEPTIONAL STUDENT EDUCATION (ESE) EXPENDITURES					
Total Program Costs - Programs 111, 112, 113, 254 and 255 (Functions 5000 through 8200, do not include function 7420)	100 through 700	7,871,263.59	1,770,173.03	2,890,763.91	12,532,200.53
Total Direct Costs - Programs 111, 112, 113, 254 and 255 (Function 5000)	100 through 700	3,288,488.43	959,953.49	1,626,507.44	5,874,949.36
Student Support Services - Programs 111, 112, 113, 254 and 255 (Function 6100)	100 through 700	229,125.21	220,360.64	1,968.07	451,453.92
Instruction Staff Support Services - Programs 111, 112, 113, 254 and 255 (Functions 6200 through 6500)	100 through 700	265,160.08	490,290.24	24,177.25	779,627.57
Student Transportation Support Services - Programs 111, 112, 113, 254 and 255 (Function 7800)	100 through 700	697,832.60	38.24	25,019.55	722,890.39

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
CATEGORICAL FLEXIBLE SPENDING AND OTHER DATA COLLECTION
For the Fiscal Year Ended June 30, 2025

Exhibit K-14
FDOE Page 28

CATEGORICAL FLEXIBLE SPENDING - GENERAL FUND EXPENDITURES	Account Number	Student Transportation	Evidence-Based Reading Instruction	Instructional Materials & Library Media	Educational Enrichment	Subtotals
<i>I. Instruction:</i>						
Basic	5100					0.00
Exceptional	5200					0.00
Career Education	5300					0.00
Adult General	5400					0.00
Prekindergarten	5500					0.00
Other Instruction	5900					0.00
Subtotal - Flexible Spending Instructional Expenditures	5900	0.00		0.00	0.00	0.00
<i>II. School Supplies:</i>						0.00
Total Flexible Spending Expenditures		0.00		0.00	0.00	0.00

CATEGORICAL FLEXIBLE SPENDING - GENERAL FUND EXPENDITURES - CONTINUED	Account Number	Class Size Reduction Operating	Florida Digital Classrooms	Federally-Connected Student Funds	Guaranteed Allocation	Totals
<i>I. Instruction:</i>						
Basic	5100					0.00
Exceptional	5200					0.00
Career Education	5300					0.00
Adult General	5400					0.00
Prekindergarten	5500					0.00
Other Instruction	5900					0.00
Subtotal - Flexible Spending Instructional Expenditures	5900	0.00		0.00	0.00	0.00
<i>II. School Supplies:</i>						0.00
Total Flexible Spending Expenditures		0.00		0.00	0.00	0.00

DISTRIBUTIONS TO CHARTER SCHOOLS (Charter school information is used in federal reporting)	Fund Number	Direct Payment (FEFP) (Subobject 393)	Direct Payment (Non-FEFP) (Subobjects 394 & 794)	Charter School Local Capital Improvement & Capital Outlay Sales Tax (Subobjects 793 & 795)	Amount Withheld for Administration	Payments and Services on Behalf of Charter Schools	Total Amount
<i>Expenditures:</i>							
General Fund	100	3,671,421.89	85,970.23				4,528,492.12
Special Revenue Funds - Food Services	410						0.00
Special Revenue Funds - Other Federal Programs	420		539,090.24				539,090.24
Special Revenue Funds - Federal Education Stabilization Fund	440						0.00
Capital Projects Funds	3XX						0.00
Total Charter School Distributions		3,671,521.89	1,396,060.47	0.00	0.00	0.00	5,067,582.36

LIFELONG LEARNING (Lifelong Learning expenditures are used in federal reporting)	Account Number	Amount
<i>Expenditures:</i>		
General Fund	5900	38,717.89
Special Revenue Funds - Other Federal Programs	5900	306,53.97
Special Revenue Funds - Federal Education Stabilization Fund	5900	509.38
Total	5900	345,481.24

MEDICAID EXPENDITURE REPORT (Medicaid expenditures are used in federal reporting)	Unexpended June 30, 2024	Earnings 2024-25	Expenditures 2024-25	Unexpended June 30, 2025
Earnings, Expenditures and Carryover Amounts:	0.00	136,343.62	136,343.62	0.00
<i>Expenditure Program or Activity:</i>				
Exceptional Student Education				
School Nurses and Health Care Services				
Occupational Therapy, Physical Therapy and Other Therapy Services			127,597.42	
ESE Professional and Technical Services				
Gifted Student Education				
Staff Training and Curriculum Development				
Medicaid Administration and Billing Services			8,746.20	
Student Services				
Consultants				
Other				
Total Expenditures			136,343.62	

GENERAL FUND BALANCE SHEET INFORMATION (This information is used in state reporting)	Fund Number	Amount
<i>Balance Sheet Amount, June 30, 2025</i>		
Total Assets and Deferred Outflows of Resources	100	4,232,478.81
Total Liabilities and Deferred Inflows of Resources	100	1,884,655.37

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
VOLUNTARY PREKINDERGARTEN (VPK) PROGRAM
For the Fiscal Year Ended June 30, 2025

VOLUNTARY PREKINDERGARTEN PROGRAM [1] GENERAL FUND EXPENDITURES	Account Number	100	200	300	400	500	600	700	Totals
		Salaries	Employee Benefits	Purchased Services	Energy Services	Materials and Supplies	Capital Outlay	Other	
Current:									
Prekindergarten	5500	116,605.35	34,200.37	6,056.00		11,072.39	32,656.00	29.90	200,620.01
Student Support Services	6100	25,032.90	8,663.67						33,696.57
Instructional Media Services	6200								0.00
Instruction and Curriculum Development Services	6300	9,388.82	2,922.35						12,311.17
Instructional Staff Training Services	6400			1,015.25					1,015.25
Instruction-Related Technology	6500								0.00
Board	7100								0.00
General Administration	7200								0.00
School Administration	7300	8,098.79	2,520.57						10,619.36
Facilities Acquisition and Construction	7410								0.00
Fiscal Services	7500								0.00
Food Services	7600								0.00
Central Services	7700								0.00
Student Transportation Services	7800				730.50				730.50
Operation of Plant	7900			2,429.00	45,047.01				47,476.01
Maintenance of Plant	8100			85.00					85.00
Administrative Technology Services	8200								0.00
Community Services	9100								0.00
Capital Outlay:									
Facilities Acquisition and Construction	7420								0.00
Other Capital Outlay	9300								0.00
Debt Service: (Function 9200)									
Redemption of Principal	710								0.00
Interest	720								0.00
Total Expenditures		159,125.86	48,306.96	9,585.25	45,777.51	11,072.39	32,656.00	29.90	306,553.87

[1] Include expenditures for the summer program (section 1002.61, F.S.) and the school-year program (section 1002.63, F.S.).

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9a

DATE OF SCHOOL BOARD MEETING: December 16, 2025

TITLE OF AGENDA ITEM: Board Approval of New K8 Construction Guaranteed

Maximum Price (GMP)

DIVISION: Support Services/Facilities


 This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

The purpose of this item is to request Board Approval of the New K8 Construction Guaranteed Maximum Price (GMP) based on current allocated funds available for construction.

FUND SOURCE: State of Florida Fixed Capital Outlay/Special Facility Construction Funds

AMOUNT: \$73,000,000.00

PREPARED BY: Dr. Sylvia R. Jackson 

POSITION: Assistant Superintendent for Support Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

REVIEWED BY:

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

DATE OF SCHOOL BOARD MEETING: December 16, 2025

TITLE OF AGENDA ITEM: Crossroad Academy Charter School Girls' Basketball Team

DIVISION: Academic Services

_____ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. Crossroad Academy Charter Schools girls' basketball team is requesting approval for an out-of-state field trip to participate in a basketball game at Brookwood High School in Thomasville, Georgia.

Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Lisa Robinson

POSITION: Assistant Superintendent, Academic Services PreK-12

INSTRUCTIONS TO BE COMPLETED BY PREPARER

___1___ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered ___1___

CHAIRMAN'S SIGNATURE: page(s) numbered _____

AS

THE SCHOOL BOARD OF GADSDEN COUNTY

DEC 8/25 RCVE

FIELD TRIP REQUEST

FORM MUST BE RECEIVED IN DISTRICT OFFICE 2 WEEKS PRIOR TO TRIP

DATE OF REQUEST: <i>12-8-25</i>	SCHOOL: <i>Crossroad Academy</i>	CONTACT FOR FIELD TRIP: <i>Roy Howard</i>
------------------------------------	-------------------------------------	--

DATE OF TRIP: <i>12-19-25</i>	WHO IS ATTENDING: (grade/organization) <i>HS Girls Basketball</i>
----------------------------------	--

LOCATION: <i>Brookwood Highschool 301 Cardinal Ridge Rd. Thomasville, Ga</i>	TRAVELING BY: <input checked="" type="checkbox"/> School Bus/District Vehicle <input type="checkbox"/> Charter Bus
---	--

PURPOSE: <i>Basketball Game</i>

FUNDING source of this field trip: Please mark and "X" in the appropriate box					
Students		Fundraiser		School/District Budget	<input checked="" type="checkbox"/>

SCHOOL BUS -Required items for approval: <ol style="list-style-type: none"> 1. Principal's signature 2. Complete list of participants and chaperones 3. Signed Permission Form for each participant. 4. Complete final itinerary 5. Documentation showing correlation of the Florida Standards or benchmark to the field trip request 	CHARTER BUS-Required items for approval: <ol style="list-style-type: none"> 1. Principal's signature 2. Complete list of participants and chaperones 3. Signed Permission Form for each participant. 4. Complete final itinerary 5. Copy of charter bus contract with signatures 6. Proof of Insurance showing either district or school as insured
---	--

[Signature]

Signature of Person Requesting Trip

[Signature]

Approval of Principal (Signature required)

_____ APPROVED	_____ DENIED
_____ Superintendent/Designee	_____ Date

NAME	GRADE
Junior Varsity Girls Basketball	Grade
[REDACTED]	12
[REDACTED]	11
[REDACTED]	11
[REDACTED]	11
[REDACTED]	10
[REDACTED]	10
[REDACTED]	9
[REDACTED]	9
[REDACTED]	9
[REDACTED]	7
[REDACTED]	7
Ashley Parker	Head Coach
Hennekual Gunn	Asst. Coach
[REDACTED]	Manager

Field Trip Itinerary

School Name: Crossroad Academy

Date: 12/19/25

Activity	Time
Bus Boarding	2:30pm
Depart School	2:45pm
Travel to Brookwood High School	
Arrive at: <i>Brookwood Highschool</i> <i>301 Cardinal Ridge Rd Thomasville GA, 31792</i>	3:45pm
Depart	7:15pm
Dinner	7:30pm
Arrive at CACS	9:30pm

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10b

DATE OF SCHOOL BOARD MEETING: December 16, 2025

TITLE OF AGENDA ITEM: Crossroad Academy Charter School Boys' Basketball Team

DIVISION: Academic Services

_____ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. Crossroad Academy Charter Schools boys' basketball team is requesting approval for an out-of-state field trip to participate in the Thomasville Holiday Hoops Tournament at Thomasville High School in Thomasville, Georgia.

Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Lisa Robinson

POSITION: Assistant Superintendent, Academic Services PreK-12

INSTRUCTIONS TO BE COMPLETED BY PREPARER

1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 1

CHAIRMAN'S SIGNATURE: page(s) numbered _____

AD

THE SCHOOL BOARD OF GADSDEN COUNTY

DEC 8 '25 RCVE

FIELD TRIP REQUEST

FORM MUST BE RECEIVED IN DISTRICT OFFICE 2 WEEKS PRIOR TO TRIP

DATE OF REQUEST: <i>12-8-25</i>	SCHOOL: <i>Crossroad Academy</i>	CONTACT FOR FIELD TRIP: <i>Roy Howard</i>
------------------------------------	-------------------------------------	--

DATE OF TRIP: <i>12/26-29/25</i>	WHO IS ATTENDING: (grade/organization) <i>HS Boys Basketball</i>
-------------------------------------	---

LOCATION: <i>Thomasville High 315 S. Hansel Rd Thomasville Ga.</i>	TRAVELING BY: <input checked="" type="checkbox"/> School Bus/District Vehicle <input type="checkbox"/> Charter Bus
---	--

PURPOSE: <i>Thomasville Holiday Hoops Tournament</i>

FUNDING source of this field trip: Please mark and "X" in the appropriate box					
Students		Fundraiser		School/District Budget	<i>X</i>

SCHOOL BUS –Required items for approval: <ol style="list-style-type: none"> 1. Principal's signature 2. Complete list of participants and chaperones 3. Signed Permission Form for each participant. 4. Complete final itinerary 5. Documentation showing correlation of the Florida Standards or benchmark to the field trip request 	CHARTER BUS-Required items for approval: <ol style="list-style-type: none"> 1. Principal's signature 2. Complete list of participants and chaperones 3. Signed Permission Form for each participant. 4. Complete final itinerary 5. Copy of charter bus contract with signatures 6. Proof of Insurance showing either district or school as insured
---	--

[Signature]

Signature of Person Requesting Trip

[Signature]

Approval of Principal (Signature required)

_____ APPROVED	_____ DENIED
_____ Superintendent/Designee	_____ Date

NAME		GRADE
Junior Varsity Boys Basketball		Grade
Player		
[REDACTED]		10
[REDACTED]		10
[REDACTED]		10
[REDACTED]		9
[REDACTED]		9
[REDACTED]		9
[REDACTED]		9
[REDACTED]		9
[REDACTED]		9
[REDACTED]		9
[REDACTED]		9
[REDACTED]		10
[REDACTED]		10
[REDACTED]		10
[REDACTED]		10
[REDACTED]		9
[REDACTED]		9
[REDACTED]		10
Varsity Boys Basketball		Grade
Player		
[REDACTED]		12
[REDACTED]		12
[REDACTED]		12
[REDACTED]		12
[REDACTED]		12
[REDACTED]		12
[REDACTED]		12
[REDACTED]		12
[REDACTED]		12
[REDACTED]		12
[REDACTED]		12
[REDACTED]		11
[REDACTED]		11

Field Trip Itinerary

School Name: Crossroad Academy

Date: 12/26-29/25

Activity	Time
Bus Boarding	2:30pm
Depart School	2:45pm
Travel to Thomasville High School	
Arrive at: <i>Thomasville High School</i> <i>315 Hansel Rd Thomasville GA, 31792</i>	3:45pm
Depart	7:15pm
Dinner	7:30pm
Arrive at CACS	9:30pm

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

DATE OF SCHOOL BOARD MEETING: December 16, 2025

TITLE OF AGENDA ITEM: Request to Post Notice of Intent to Amend/Adopt Board Policy

DIVISION: Administration

 This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

The purpose of this item is to request approval of the Board to post a Notice of Intent to Amend/Adopt the following Board Policy:

See attached spreadsheet and policy drafts.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Dr. Sylvia R. Jackson

POSITION: Assistant Superintendent for Support Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

REVIEWED BY:

New Policies Requested for Review and Adoption

3.19	Internet Safety ^R
3.61	A Moment of Silence ^R
4.24	Artificial Intelligence Acceptable Use ^{IT}
5.65	Use of Bathrooms and Changing Facilities
5.301	Student Control ^R
6.27	Professional Ethics
6.28	Use of Social Media
7.85	Online Educational Services Agreements/Contracts ^R
8.17	Disaster Preparedness ^R
8.19	Safe School Officers
8.191	Guardian Program ^R

^R Required^{IT} Recommended by IT

*All others recommended by PAEC

Policy Revisions Recommended by PAEC

2.90	Smoking and Tobacco Free Environment
3.25	Automatic External Defibrillators ^R
3.40	Safe and Secure Schools ^R
3.68	Background Screening for Contractors
3.80	School Volunteers ^R
4.21	Instructional Materials Selection ^R
4.22	Educational Media Materials Selection ^R
5.15	Foreign Exchange Students
5.23	Controlled Open Enrollment ^R
5.32	Zero Tolerance For School Related Crimes ^R
5.37	Student Use of Cellular Telephone and Other Communication Devices ^R
5.30	Student Attendance ^R
5.62	Administration of Medication ^R
5.70	Student Records ^R
5.80	Athletics
6.17	Appointment or Employment Requirements ^R
6.20	Certification of Administrative and Instruction Personnel ^R
6.31	Records and Reports
6.143	Employment of Nondegree Vocational Adult Instructional and Fine and Performing Arts Personnel ^R
7.25	Grant Management ^R
7.31	School Food Service Procurement Policy and Funds ^R
8.10	Safety ^R
8.16	Emergency Drills
8.31	Student Transportation ^R
8.52	Change Orders ^R

^R Required

*All others recommended by PAEC

CHAPTER 3.00 – SCHOOL ADMINISTRATION

INTERNET SAFETY

3.19

Introduction

- I. It is the policy of Gadsden County School District to:
 - A. prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
 - B. prevent unauthorized access and other unlawful online activity;
 - C. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].
 - D. Implement technology protection measures that will:
 1. filter or block access to material that is not appropriate for students based upon the subject matter and/or the age of the students served at each school;
 2. prevent hacking or unauthorized access by students to data or information that they should not have access to, or other unlawful online activities by students;
 3. prevent access to websites, web or mobile applications, or software that do not protect against the disclosure use or dissemination of students' personal information in accordance with Florida Administrative rules; and
 4. prohibit students from accessing social media platforms, except when expressly directed by a teacher for an educational purpose
 - E. Protect the safety and security of students when using email, chat rooms, and other forms of direct electronic communications
- II. Access to Inappropriate Material
 - A. Require the use of technology protection measures to filter or block access to material that is not appropriate for students, taking into consideration the subject matter and the age of the students served at each school;

- B. Protect the safety and security of students when using email, chat rooms, and other forms of direct electronic communications;
- C. Require the use of technology protection measures to prevent hacking or unauthorized access by students to data or information that they should not have access to, and to prohibit other unlawful online activities by students;
- D. Prevents access to websites, web or mobile applications, or software that do not protect against the disclosure, use, or dissemination of students' personal information in accordance with rule 6A-1.0955, F.A.C.; and
- E. Prohibits students from accessing social media platforms, except when expressly directed by a teacher for an educational purpose.
- F. TikTok. School districts and charter school governing boards must:
 - 1. Prohibit the use of TikTok, and any successor platforms, on all district- or school-owned devices, or on any device (including privately owned) connected to district- or school-provided internet; and
 - 2. Prohibit the use of TikTok, or any successor platforms, to be used to communicate or promote any school district, school, school-sponsored club, extracurricular organization, or athletic team.
- G. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet, or other forms of electronic communications, access to inappropriate information.
- H. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- I. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

III. Inappropriate Network Usage

- A. To the extent practical, steps shall be taken to promote the safety and security of users of the Gadsden School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

- B. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:
1. unauthorized access, including so-called 'hacking,' and other unlawful activities; and
 2. unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

IV. Education, Supervision and Monitoring

- A. It shall be the responsibility of all members of the Gadsden County School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.
- B. Prior to requiring students to use online content, staff must confirm the content is not blocked by the student internet filter. Policies must provide a process for staff to request that blocked content or social media platforms to be reviewed and unblocked for educational purposes.
- C. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Executive Director of IT or designated representatives.
- D. Gadsden School District will provide age-appropriate training for students who use the District's Internet facilities. The training provided will be designed to promote the District's commitment to:
1. The standards and acceptable use of Internet services as set forth in the School District's Internet Safety Policy;
 2. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyberbullying awareness and response.
- E. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA"). Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the district's acceptable use policies.

V. Adoption

- A. Internet Safety. The following policy guidelines are in place to protect students and visitors:
1. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications
 - a. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
 - b. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
 - c. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
 2. Prevent unauthorized access and other unlawful online activity
 - a. To the extent practical, steps shall be taken to promote the safety and security of users of the online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
 - b. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:
 - (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and
 - (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors
 3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.
 4. Provide student education, supervision and monitoring
 - a. School staff will educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.
 - b. Procedures for the disabling or otherwise modifying any

technology protection measures shall be the responsibility of the IT Department.

- c. Schools will provide age-appropriate training for students who use the Internet facilities.
- d. The training provided will be designed to promote the commitment to:
 - 1. The standards and acceptable use of Internet services as set forth in the Electronic Resources Responsible Use Policy (ESRUP) and Internet Safety Policy guidelines.
 - 2. Student safety with regard to:
 - (a) Safety on the Internet.
 - (b) Appropriate behavior while on online, on social networking Web sites, and in chat rooms.
 - (c) Cyberbullying awareness and response.
 - 3. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").
 - 4. Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use and Internet Safety policy guidelines.
 - 5. Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

B. Acceptable Use of the Digital Network of the Gadsden County School District
The following are typical uses of the digital network:

- 1. Students' use of the District's digital network, internet service and other electronic resources is a privilege. As a condition of that privilege, students must comply with this policy and the Electronic Resources Responsible Use Policy (ESRUP).
- 2. The following general rules govern students' use of the District's digital network and technology resources:
 - a. The use must be in support with the District's educational goals and policies.
 - b. The use must comply with this policy and the Electronic Resources Responsible Use Policy (ESRUP).
 - c. The use must comply with the instructions of teachers and staff.

3. Require that students who access our network with district or personally owned electronic equipment ANNUALLY sign the Electronic Resources Responsible Use Agreement which is to be kept on file at each school or district department.
4. The use must comply with applicable laws and regulations, including
 - a. bullying and harassment and
 - b. copyright laws.

VI. Prohibited Activities

- A. The following are prohibited:
 1. Use that violates the Code of Conduct.
 2. Use of another individual's account or providing individual account information to another person.
 3. Use of the network for financial gain or for political or commercial activity.
- B. Attempting to send or sending anonymous messages of any kind or pretending to be someone else while sending a message.
- C. Attempting to access, modify, harm or destroy another user's data on the network.
- D. Harassing, insulting, ridiculing, attacking or defaming others via network communications.
- E. Attempting to subvert, defeat or disable installed web or network access filters, workstation security software, antivirus software or other features, network firewalls or other measures in place to secure the school district's technology resources.
- F. Users of unauthorized methods of access to Gadsden County School District technology resources such as modems and virtual private networks (VPN's).
- G. Use of remote access software or services to access remote computer networks, workstations or servers from the district system.
- H. Attempting to transmit damaging agents (e.g., computer viruses, Trojan horses, worms) or otherwise willfully damaging or disrupting any computer facility, software, or data.

- I. Attempting to interfere with the normal operation of computers, terminals, peripherals, or networks.
- J. Usage invades the privacy of others.
- K. Use or experimentation with software or hardware without written approval from the Director of Technology • Willfully publishing, storing, displaying, transmitting, playing, or editing material that is obscene, threatening, profane, prurient, sexually suggestive or otherwise inappropriate.
- L. Changing, deleting or modifying Internet browser settings including hiding or deleting Internet history or records of Internet use.
- M. Use of the system for an unauthorized purpose.
- N. Broadcasting a WiFi signal or operating a personal Hotspots from personal devices.
- O. Students shall not perform any kind of maintenance, repair, configuration or installation services on District owned devices.

VII. Enforcement

Students who violate these procedures may be denied access to Gadsden County School District computing or technology resources and may be subject to disciplinary action, including possible expulsion. Alleged violations will be subject to the Gadsden County School District disciplinary procedures.

VIII. No Expectation of Privacy

Students and visitors have no expectation of privacy in their use of the District system.

IX. Electronic Resources Responsible Use Agreement and Acknowledgement

As a condition of the privilege of using the District's system and technology resources, students/parents are required to annually acknowledge and agree to the District Electronic Resources Responsible Use Policy.

X. The Use and Operation of Personally Owned Technology Devices or Electronic Property Students and visitors who are authorized to use or operate personally owned devices must adhere to the following:

- A. District employees are not authorized to install software, perform any repair, configuration or maintenance on student-owned technology resources, that are brought to school property or present during school sponsored activities including both software and hardware resources.
- B. Students who are authorized to bring and/or use a personally owned technology devices are responsible for the safe keeping and proper use of their property. The District is in no way liable for any loss or damage for student-owned devices.
- C. Schools/Departments will not be responsible to hold or store student-owned devices.

XI. Additional Requirements

- A. Students or Visitors Requesting a Waiver for Personal Electronic Property or Bring Your Own Device (BYOD)
- B. Students and visitors requesting to operate their personal computing device (notebook computer, touch tablet, etc.) within the district must obtain written approval and abide by the following additional requirements: Any computer that is connected to the District Digital Network via wired or wireless control must have functioning anti-virus software running with up-to-date virus definitions. Preferable antivirus software includes those by Norton/Symantec, McAfee, and Trend Micro. A Waiver for Personal Electronic Property form must be signed (denoting approval) by the school or district department administrator prior to operating any personal electronic property in Gadsden County School District schools or offices. Any student or visitor that operates any personal electronic property must also sign and acknowledge this AUP.
- C. Additional Guidelines for Students Student users must adhere to the following additional guidelines:
 - 1. Students will follow teacher instructions regarding the use of The Gadsden County digital network.
 - 2. Students must observe and adhere to all regulations when using any digital device on school campus or during sponsored events including cell phone use as outlined in the Student Conduct Code.
 - 3. Students will comply with the Gadsden County Digital Guidelines.
- D. Additional Rules Governing the Use of Video, Photo and/or Audio Recording Devices at School This section addresses the use of devices that can record audio, photo or video content in the school environment, particularly the classroom. Such recording devices include:

1. Smart Pen (i.e. Livescribe Echo), Personal audio recorder
 2. Mobile/Smart Phone (i.e. iPhone), Personal Media Player/MP3/MiniDisc Player (i.e. iPod)
 3. Mobile Tablet or Slate Device (i.e. iPad, Nexus), eReader (i.e. Nook, Kindle)
 4. Mobile Computer System capable of recording video, photo, audio (i.e. notebook, netbook)
 5. Digital or film-based Camera or video recorder
 6. Digital or film-based Audio Recorder (i.e. Cassette player)
- E. Except at open house and public events as discussed below, students, parents and visitors are not allowed to videotape, photograph or make audio recordings while on school premises. All recording devices must be turned off at school. The purpose of this general rule is to foster an appropriate educational environment, prevent unwarranted disclosure of student images and information.
- F. Open House and Public Events Exception. Open house and public events are events where school premises are opened to the public or a segment of the public at the direction of the principal. They include: open houses, sporting events, plays, musicals, contests, fairs, fund raisers, awards/recognitions and theatre performances. They also include off campus events such as graduations, contests, fund raisers and other school sponsored public events. In the exercise of judgment and discretion, a principal may also allow videotaping or photographing under other circumstances, provided that appropriate steps are taken to prevent unwarranted disclosure of student images contrary to their directory information optout election and to avoid disruption of the educational environment.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**1001.02, 1003.02 F.S.
Rule 6A-1.0957, 6A-1.0955**

HISTORY:

**ADOPTED: _____
REVISION DATE(S): _____**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

A MOMENT OF SILENCE

3.61*

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

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1003.45, F.S.

HISTORY:

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

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

Artificial Intelligence Acceptable Use

4.24+

The Gadsden County School Board supports the use of technology to improve teaching and learning, and to support innovations throughout the educational system. This includes the use of Alternative Intelligence (AI) platforms. The Gadsden County School Board has created this policy to emphasize the role of AI as a tool to support learning, while ensuring the platforms aren't used as a replacement for student or employee work.

Since AI systems could lead to bias in how patterns are detected and unfairness in how decisions are automated, it is essential for the District to develop this policy in how AI is used in education. This policy outlines the acceptable use of AI tools and applications within the Gadsden County School District to ensure their safe, ethical, and responsible use.

A. Teachers and staff need to be aware and understand:

1. AI is not a substitute for human creativity, judgement, and creation.
2. Supervisors must be notified when AI is being used to complete a task.
3. AI use requires authorization to protect against violation of District Policy
4. Any use of AI platforms shall include a review of the generated result for accuracy, appropriateness, or potential bias (depending on the nature of the work)
5. Employees shall not integrate AI tools with other District software.
6. Employees shall not allow AI to learn passwords, confidential, proprietary or sensitive district data.
7. Employees shall not share or upload personally identifiable employee or student records, names, addresses, etc.,
8. Employees shall not use AI tools to record meetings, classroom instruction/activities, or training sessions, unless approved by their school principal or District Level Administrator and other parties

involved are aware they are being recorded.

9. Employees shall not upload recordings of meetings, classroom instruction/activities, or training sessions to AI platforms, unless approved by their school principal or District Level Administrator.
10. Employees shall not use AI for employment decisions about applicants or employees.
11. Employees shall not use AI tools specifically prohibited or (if applicable) not on approved lists.

B. Students Responsible Use:

1. AI is not a substitute for human creativity, judgement, and creation. Students may not use AI when their teacher or school has expressly forbidden its use.
2. Students shall not use Artificial Intelligence (AI) platforms to avoid doing their own work. AI platforms should only be used as a supplement when authorized by a teacher. Should AI be used, the student must acknowledge and cite the use of AI, attributing text, images, multimedia, etc. to the AI source and criteria used to show how AI contributed to result of the assignment. A violation of this rule is considered a violation of District Policy 5.55 Academic Honesty.
3. AI programs can have implicit bias, and present incorrect information. Students using AI acknowledge that it is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims.
4. Students who choose to use an AI platform for purposes authorized within this policy need to be aware that they are sharing data with a third-party platform.
5. AP, IB and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of AI.
6. Student access to certain websites using AI may be granted, however privacy guidelines and age restrictions must be considered prior to allowing the usage.

7. Any use of AI should be in compliance with Policy 3.43 Internet Safety.
- C. Any misuse of AI tools and applications, such as hacking or altering data, is strictly prohibited.
- D. In selecting an AI platform for use, the platform must:
1. Use large language models based on GPT-4, its equivalent, or a successor, and is on a closed system;
 2. Provide professional learning to teachers;
 3. Provide one-on-one tutoring aligned to the Benchmarks for Excellent Student Thinking (B.E.S.T) Standards for reading and math;
 4. Provide standards-aligned lesson plans and provides insights on student progress; and
 5. Provide District and school-level reporting and parental access to AI interactions
- E. Staff or students using AI software with a personal device and/or personal credentials should be aware that the platforms they are uploading information to is collecting various forms of data and their privacy may not be protected.
- F. This policy shall be reviewed continuously to ensure the District remains aligned with emerging and changing AI capabilities, Federal or State Law, Florida Department of Education Rule, and industry best practices.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.02, 1003.02, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0957, 6A-1.0955

HISTORY:

ADOPTED:
REVISION DATE(S): _____

CHAPTER 5.00 – STUDENTS

Use of Bathrooms and Changing Facilities

5.65

- I. To the extent permitted by law, each multiple-occupancy bathroom or changing facility owned or operated by the District shall be designated for and used only by persons based on the person's biological sex. This policy does not prohibit the District from providing reasonable accommodations, upon request, to any student who has a need or desire for increased privacy, regardless of the underlying reason.
- II. In accordance with law, a person's biological sex is identified on the person's official birth certificate provided the statement was:
 - A. Entered at or near the time of the person's birth; or
 - B. Modified only to the extent necessary to correct any type of scrivener or clerical error in the person's biological sex.
- III. For the purposes of this policy, "multiple-occupancy bathroom or changing facility" means a location where a person may reasonably be in a state of undress, including a restroom, locker room, or shower room. Also, for purposes of this policy, "multiple-occupancy bathroom or changing facility" means a location designed or designated to be used by more than one individual at a time, where a person may be in a state of undress in the presence of another person, regardless of whether the facility provides curtains or partial walls for privacy. The term includes but is not limited to a school restroom, locker room, changing room, or shower room.
- IV. The provisions of this section shall not apply to individuals entering a multiple-occupancy restroom or changing area designated for use by the opposite sex, when the purpose for entering the room is:
 - A. For custodial, maintenance or inspection purposes; or
 - B. To render emergency medical assistance.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, F.S.

HISTORY:

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

CHAPTER 5.00 – STUDENTS

STUDENT CONTROL

5.301*+

All students enrolled in school shall be subject to the laws, regulations of the State Board of Education, the rules and policies of the School Board and the *Code of Student Conduct* and shall be under the control and direction of the principal or designee during the time they are transported to or from school at public expense, during the time they are attending school or a school-sponsored activity, and during a reasonable time they are on School Board premises for school attendance or authorized activities.

- I. The principal or the principal's designated representative shall see that students are properly supervised while at school and during any school-sponsored activity.
- II. The teacher, other members of the instructional staff or bus driver shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students.
 - A. No student may be suspended from school, from school bus transportation or from class, nor may corporal punishment be administered except as provided by law and the policies of the Board.
 - i A good faith effort must be made to immediately inform the parent by telephone of the student's suspension for any reason.
 - ii A good faith effort must be made to use parental assistance before suspension unless the situation requires immediate suspension.
 - iii Each suspension and the reason must be reported in writing within 24 hours to the parent by United states mail or other method agreed to by the parent.
 - B. No student shall be suspended for unexcused absence, tardiness, or truancy unless otherwise provided in the *Code of Student Conduct*.
 - C. The student's parent or guardian have the right to receive written notice by certified mail or other method agreed to by the parent before placement of the student in a dropout prevention and academic intervention program and shall be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement in the intervention program.
- III. The School Board shall review the provisions for corporal punishment at a School Board meeting every three (3) years and shall take public testimony at the meeting.

CHAPTER 5.00 – STUDENTS

- IV. This policy shall not apply to students while they are being transported to or from school by private citizens.
- V. The Code of Student Conduct for elementary, middle, high school and postsecondary schools is hereby incorporated by reference and made a part of this rule. The Code of Student Conduct and any revisions shall be approved and adopted by the School Board. The Code of Student Conduct shall
- A. Be developed by School Board members, appropriate grade level teachers, school personnel, school administrators, students, and parent organizations.
 - B. State grounds for disciplinary action procedures and the rights of students.
 - C. Be distributed to all teachers, school personnel, students, and students' parents, as defined by Florida Statutes, at the beginning of each school year.
 - D. Be filed in the Superintendent's office.
- VI. The Code of Student Conduct shall be discussed with students, school advisory committees, and parent/teacher associations at the beginning of each year.
- VII. Any School Board decision which conflicts with provisions in the Code of Student Conduct shall prevail until revisions are adopted.
- VIII. The principal shall use the Code of Student Conduct to familiarize students with School Board rules relating to students' rights, responsibilities, and conduct at the beginning of each school year and whenever he/she deems it necessary.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

120.57(1), 1000.21, 1001.43, 1002.20, 1003.04,
1003.21, 1003.31, 1003.32, 1006.08,
1006.09, 1006.10, 1006.13, F.S.

HISTORY:

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

PROFESSIONAL ETHICS

6.27*

- I. An effective educational program requires the services of personnel of integrity, high ideals, and human understanding. All employees shall be expected to maintain and promote these qualities. The Board shall also expect all administrative, instructional and support staff members to adhere to the *Principles of Professional Conduct for the Education Profession in Florida*, the Code of Ethics for Public Officers and Employees, and the standards set forth in F.S. 112.313.
- II. Administrative and instructional personnel, as defined by Florida Statute, shall be required to complete training on these ethical standards as designated by the Superintendent. All other employees shall be encouraged to participate in training related to professional ethics.
- III. The Superintendent and School Board members shall complete annual ethics training as required by law.
- IV. All employees shall be responsible for reporting misconduct by School Board employees that affects the health, safety or welfare of a student.
- V. Pursuant to F.S. 1001.42(7), the Superintendent may not knowingly sign and transmit to any State official a report of alleged misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student which the Superintendent knows to be false or incorrect, or knowingly fail to adopt policies that require instructional personnel and school administrators to report alleged misconduct by other instructional personnel and school administrators, or that require the investigation of all reports of alleged misconduct by instructional personnel and school administrators, if the misconduct affects the health, safety, or welfare of a student. Violation of these provisions will result in the forfeit of the Superintendent's salary for one (1) year.
- VI. Standards of Ethical Conduct
 - A. Administrators (means those individuals identified in F. S. 1012.01(3), F.S.) shall be guided by and adhere to the following ethical principles:
 1. The administrator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
 2. The administrator's primary professional concern will always be for the student and for the development of the student's potential. Therefore,

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the administrator will strive for professional growth and seek to exercise the best professional judgment and integrity.

3. The administrator recognizes the importance of maintaining the respect and confidence of one's colleagues, students, parents, and other members of the community and therefore strives to achieve and sustain the highest degree of ethical conduct.

B. District administrators shall comply with the disciplinary principles listed below. Violation of any of these principles shall subject the individual to revocation or suspension of the individual administrator's certificate, or other penalties as provide by law.

1. Obligation to the student means the District administrator shall:

- a) make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
- b) not unreasonably restrain a student from independent action in pursuit of learning.
- c) not unreasonably deny a student access to diverse points of view.
- d) not intentionally suppress or distort subject matter relevant to a student's academic program.
- e) not intentionally expose a student to unnecessary embarrassment or disparagement.
- f) not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by F.S. 1003.42(2)(n)3. and 1003.46.
- g) not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by State academic standards as adopted in F.A.C. 6A-1.09401, as is part of a reproductive health course or health lesson for which a student's parent has the option to have their student not attend.
- h) not intentionally violate or deny a student's legal rights.
- i) not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental,

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emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in F.S. 39.01.

- j) not harass or discriminate against any student based on race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable efforts to assure that each student is protected from harassment or discrimination. Discrimination based on race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in F.S. 1000.05(4)(a).
-
- k) not exploit a relationship with a student for personal gain or advantage.
-
- l) keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
-
- m) not violate F.S. 553.865(9)(b), which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.
-
- n) not violate F.S. 1000.071, which relates to the use of personal titles and pronouns in educational institutions.
-
- 2. Obligation to the public means that the District administrator shall:
 - a) take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 -
 - b) not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 -
 - c) not use institutional privileges for personal gain or advantage.
 - d) accept no gratuity, gift, or favor that might influence professional judgment.
 -
 - e) offer no gratuity, gift, or favor to obtain special advantages.

- 3. Obligation to the profession of education means that the District administrator shall:

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- a) maintain honesty in all professional dealings.
-
- b) not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
-
- c) not interfere with a colleague's exercise of political or civil rights and responsibilities.
-
- d) not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable efforts to assure that each individual is protected from such harassment or discrimination.
-
- e) not make malicious or intentionally false statements about a colleague.
-
- f) not use coercive means or promise special treatment to influence professional judgments of colleagues.
-
- g) not misrepresent one's own professional qualifications.
-
- h) not submit fraudulent information on any document in connection with professional activities.
-
- i) not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
-
- j) not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
-
- k) provide upon the request of a certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
-
- l) not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these *Principles of Professional Conduct for the Education*

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Profession in Florida and other applicable Florida statutes and State Board of Education rules.

- m) self-report within forty-eight (48) hours to appropriate authorities (as determined by the District) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt, nor shall such notice be admissible for any purpose in any proceeding, civil or criminal; judicial or administrative; or investigatory or adjudicatory.

In addition, District administrators shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of F.S. 943.0585(4) (c) and 943.059(4)(c).

- n) report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).
- o) seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).
- p) comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
- q) as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

- 4. No administrative staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of their duties in the public interest.

- 5. No administrative staff member shall solicit or accept anything of value including a gift (See F.S. 112.312), loan, reward, promise of future employment, favor, or service, based upon an understanding that the vote, official action, or judgment of the administrator would be influenced

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thereby.

6. All District administrative staff members shall adhere to the ethical and disciplinary principles enumerated above.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**112.312, 112.313, 112.3142, 1001.42, 1012.01,
1012.22, 1012.23, 1012.27, 1012.796, F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-10.081

HISTORY:

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

CHAPTER 6.00 – PERSONNEL

USE OF SOCIAL MEDIA

6.28

The Board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students, and parents engaging, learning, collaborating, and sharing in digital environments as part of 21st Century learning. The Board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See School Board Policy () Electronic Systems Responsible Use.

The Superintendent is charged with designating the District-approved social media platforms/sites, which will be listed on the District's website.

The Board understands that employees may engage in the use of social media during their personal time. The District neither encourages nor discourages employees' use of social media for personal purposes. School employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school district employees. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication. All school employees must comply with Board Policy when communicating with individual students through electronic means, such as through voice, email, or text-messaging.

The Board is committed to ensuring that all stakeholders who utilize social media technology for professional purposes, including staff and students, do so in a safe and responsible manner.

I. Definitions

- A. Social Media. Social media is any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, Internet forums, and wikis. Examples

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of social media include, but are not limited to, Snapchat, Instagram, Facebook, Twitter, Instagram, Snapchat, YouTube, Google+, and Flickr.

- B. Professional Social Media. Professional social media is a work-related or professional social media activity where the employee identifies their profession, work responsibilities, and could include the use of district names/logos/brand. This includes platforms such as LinkedIn. As this form of social media is maintained personally, it follows the same rules as Personal Social Media.
- C. Personal Social Media. Personal social media use is a non-work-related social media activity. Personal social media activity is as a private citizen and cannot reference employment with the District in any manner.
- D. District Social Media Platform. District Social Media is any social media page, feed, or entry formally maintained by the District, school, department, or class for official purposes. It includes sites and/or services such as Facebook; Twitter; Snapchat; Instagram; YouTube; and similar applications.

II. District Social Media Use

The District uses approved social media platforms/sites as interactive forms of communication and accepts public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The District's review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public).

- A. Communication on a district social media space should be handled in the same manner as communication in a classroom and/or workplace. The

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same standards expected in FCPS professional settings are expected on professional social media sites.

- B. All such communication must be consistent with the educational objectives of the District and cannot be used for personal or non-District purposes.
- C. Employees shall exercise caution, sound judgment, and common sense when using professional social media sites.
- D. No personally identifiable student information may be posted by employees on social media sites (including but not limited to district, professional, and personal social media accounts) without permission from the parent/guardian.
- E. The Board reserves the right to direct the removal of postings and/or disable a page, of professional social media sites that do not adhere to the law or do not reasonably align with the goals of the District without prior notice to the poster.
- F. The District's social media sites may not be used for commercial, religious, political, or for-profit activities and/or communication. The District's social media entries and communications are prohibited from including links to third-party sites with a commercial, political, and/or religious purpose. Links to sites selling products; advertising goods and/or services; and/or containing language, images and/or materials that are in violation of District policy are strictly prohibited.
- G. A post, or comment, that contains vulgar, profane, or racist words; is discriminatory, harassing, threatening; is a violation of privacy; or is a violation of this Policy will be deleted in its entirety without notice to the poster/commenter.
- H. Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures and applicable terms of service. Users are personally responsible for the content of their posts.

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III. Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal, use social media platforms/sites for classroom instruction or school-sponsored activities. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Electronic Systems Responsible Use Policy, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media, without appropriate consent.

In order to maintain a professional and appropriate relationship with students, employees shall not communicate with students who are currently enrolled in schools on personal social media sites. School employees' communication with current students via personal social media is subject to the following exceptions:

- A. communication with relatives or friends and
- B. if an emergency situation requires such communication, in which case the employee should notify his/her supervisor of the contact as soon as possible. Employees shall not knowingly allow students access to their personal social media sites that discuss or portray sex, nudity, alcohol, or drug use or other behaviors associated with the employees' private lives that would be inappropriate to discuss with a student at school.

IV. Expected Standards of Conduct on District-Approved Social Media

- A. Employees and District-approved volunteers who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

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- B. District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media, if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.
- C. The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees and volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning District operations).
- D. Employees shall not use the district's logo or other copyrighted material of the system on a personal social media site without express, written consent from the District.

V. Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members'/volunteers' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes.

Staff members and District-approved volunteers cannot rely on social networking platforms (e.g., Facebook, Twitter, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and

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communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees and volunteers who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District's control and are appropriately retained.

VI. Any postings, on district, professional or personal social media sites, of the following nature are prohibited:

- A. Create a harassing, demeaning, or hostile working environment for any employee.
- B. Disrupts the smooth and orderly flow of work, or the delivery of services to the staff or students.
- C. Harm the goodwill and reputation of staff, students or the community at large.
- D. Erode the public's confidence in the district.
- E. Involve any kind of criminal activity or harms the rights of others, may result in criminal prosecution or civil liability to those harmed, or both.

VII. Consequences

The District may monitor online activities of employees who access the Internet using school technological resources. Additionally, the Superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the Superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

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VIII. Social Media Use Agreement

The Superintendent will ensure that staff receives a copy of this policy annually and that Use of Social Media is included in the Electronic Systems Responsible Use Agreement.

STATUTORY AUTHORITY: Chapter 119, 1001.41, 1001.42, 1001.43 F.S.

LAW(S) IMPLEMENTED: 1002.221, F.S.
6A-10.08 F.A.C.
20 U.S.C. 1232g 34 C.F.R. Part 99
Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096
(Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001))

HISTORY:

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

ONLINE EDUCATIONAL SERVICES AGREEMENTS/CONTRACTS

7.85*+

The District is committed to maintaining the privacy and security of student data and teacher and principal data and will follow all applicable laws and regulations for the handling and storage of this data in the District and when disclosing or releasing it to others, including, but not limited to, third-party contractors. The District adopts this policy to implement the requirements of state and federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§6501-6506, 20 U.S.C. Section 1232g(a)(4) and personally identifiable information ("PII") as defined in 34 CFR §99.3, and Section 1002.22, F.S., F.A.C. §6A-1.09550(9) as well as to align the District's data privacy and security practices.

This procedure is required whether or not there is a written agreement governing student use, and whether or not the online educational service is free. This procedure is required even if the use of the online educational service is unique to specific classes or courses. Prior to entering into an online educational services agreement, the following review and approval procedure shall be followed.

1. Definitions:

- a. "Commercial or marketing purpose" means the sale of student data; or its use or disclosure for purposes of receiving remuneration, whether directly or indirectly; the use of student data for advertising purposes, or to develop, improve, or market products or services to students.
- b. "Contract or other written agreement" means a binding agreement between an educational agency and a third-party, which includes, but is not limited to, an agreement created in electronic form and signed with an electronic or digital signature or a click-wrap agreement that is used with software licenses, downloaded, and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.
- c. "Disclose" or "disclosure" means to permit access to, or the release, transfer, or other communication of personally identifiable information by any means, including oral, written, or electronic, whether intended or unintended.
- d. "Education records" means an education record as defined in the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.

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- e. "Educational agency" means a school district, school, or charter school.
- f. "Eligible student" means a student who is eighteen years or older.
- g. "Online educational service" means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function. Examples include online services that students or parents use to access class readings, assignments, or videos, to view learning progression, or to complete assignments. This does not include online services that students or parents may use in their personal capacity or to online services that districts or schools may use to which students or parents do not have access, such as a district student information system.
- h. "Parent" means a parent, legal guardian, or person in parental relation to a student.
- i. "Personally identifiable information" or "PII" as applied to student data means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifiers (such as a student's social security number or Florida Education Identifier (FLEID) number). PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. It also includes data as applied to teacher or principal data.
- j. "Principal" means a building principal subject to annual performance evaluation review
- k. "Release" has the same meaning as disclosure or disclose.
- l. "Student" means any person who is or has been in attendance in a district school and regarding whom the District maintains education records.
- m. "Student data" means personally identifiable information (PII) from the student records of an educational agency.
- n. "Teacher" means a teacher subject to annual performance evaluation review

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- o. "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release pursuant to 1012.31, F.S.
- p. "Third-party contractor/service provider/vendor" means any person or entity, other than an educational agency, whether public or private, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to the educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This term will include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities and is not an educational agency, and a not-for-profit corporation or other nonprofit organization, other than an educational agency. The term does not include the Florida Department of Education or the Department's contractors and subcontractors.
- q. "Unauthorized disclosure" or "unauthorized release" means any disclosure or release not permitted by federal or state statute or regulation, any lawful contract or written agreement, or that does not respond to a lawful order of a court or tribunal or other lawful order.

2. Data Collection Transparency and Restrictions

As part of its commitment to maintaining the privacy and security of student data and teacher and principal data, the District will take steps to minimize its collection, processing, and transmission of PII. Additionally, the District will:

- a. Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.
- b. Ensure that it has provisions in its contracts with third-party contractors or in separate data sharing and confidentiality agreements that require the confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.
- c. Any agreement for online educational services shall contain an explicit prohibition against sharing or selling a student's PII for commercial purposes without providing parents a means to either consent or disapprove.

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- d. This disclosure prohibition does not prevent the purchase, merger, or other type of acquisition of a third party provider or online educational service by another entity, provided that the successor entity continues to be subject to the provisions of this rule with respect to previously acquired PII.
- e. If student PII will be collected by the online educational service, the Superintendent shall establish procedures for notifying parents and eligible students of information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any.

3. Data Protection and Terms of Service

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

- a. Designate a person or persons responsible for the review and approval of online educational services that are required for students to use.
- b. Ensure the online educational service's terms of service and privacy comply with state and federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. ss. 6501-6506, and Section 1002.22, F.S.
- c. Ensure the Online Educational Services Agreement contains an explicit prohibition against sharing or selling a student's PII for commercial purposes without providing parents a means to either consent or disapprove. (This disclosure prohibition does not prevent the purchase, merger, or other type of acquisition of a third party provider or online educational service by another entity, provided that the successor entity continues to be subject to the provisions of this policy with respect to previously acquired PII.
- d. Establish procedures for notifying parents and eligible students if student PII will be collected by the online educational service on how it will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any.
- e. Ensure the service or application is inventoried and evaluated, and supports the schools' and districts broader mission and goals.

4. District Data Privacy

The District will protect the privacy of PII by:

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- a. Ensuring that every use and disclosure of PII by the District benefits students and the District by considering, among other criteria, whether the use and/or disclosure will:
 - b. Improve academic achievement;
 - c. Empower parents and students with information; and/or
 - d. Advance efficient and effective school operations.
 - e. Not including PII in public reports or other public documents.
5. The District affords all protections under FERPA and the Individuals with Disabilities Education Act and their implementing regulations to parents or eligible students, where applicable.

6. Click-Wrap Agreements

Periodically, District staff may wish to use software, applications, or other technologies in which the user must "click" a button or box to agree to certain online terms of service prior to using the software, application, or other technology. These are known as "click-wrap agreements" and are considered legally binding "contracts or other written agreements".

- a. District staff are prohibited from using software, applications, or other technologies pursuant to a click-wrap agreement in which the third-party contractor receives student data or teacher or principal data from the District unless they have received prior approval from the Superintendent, or designee.
 - b. The District will develop and implement procedures requiring prior review and approval for staff use of any software, applications, or other technologies pursuant to click-wrap agreements.
7. **Notice:**
- For any online educational service that a student is required to use, the district will provide notice on its website of the PII information that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure. This notice will include a link to the online educational service's terms of service and privacy policy, if publicly available.

8. Compliance:

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

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9. Parent/Guardian Notice:

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

STATUTORY AUTHORITY:

1001.41, 1001.42, 1001.43, F.S.

LAW(S) IMPLEMENTED:

~~1001.22; 1001.21; 1002.21, 1002.22, F.S.~~

20 U.S.C. s. 1232g(a)(4); 15 U.S.C. ss. 6501-6506

34 CFR §99.3;

F. A.C. § ~~6A-1.0955~~ 6A-1.09550

HISTORY:

ADOPTED:

FORMERLY

CHAPTER 8.00 - AUXILIARY SERVICES

DISASTER PREPAREDNESS

8.17+

- I. The School Board recognizes that the use of its facilities and transportation services can be invaluable to this community in a crisis or emergency. Therefore, in the event of a local or State emergency and upon the request of the local emergency management agency, the District shall participate in emergency management efforts by providing facilities and personnel necessary to staff such facilities during a state or local emergency. The Board authorizes the Superintendent to establish a crisis management team whose members shall be trained in various emergency procedures.
 - A. Prior to June 1 of each year, the Superintendent shall develop, with local emergency management agencies, a list of schools to be used as emergency shelters.
 - B. Unless otherwise designated, the principals of the designated facilities shall be the "shelter manager" and shall be responsible for all aspects of the operation of the emergency shelter.
 - C. The Superintendent may authorize the use of custodians, food service personnel, electricians, maintenance employees, and other School Board employees to assist in the safe operation of the emergency shelter or disaster operation.
- II. Transportation assistance provided by the School Board shall be coordinated with the department of emergency management. The Superintendent may authorize the use of bus drivers and assistants as needed to provide emergency transportation services.
- III. In the event the superintendent officially closes a school, district office, or a combination of work centers to employees, the affected employees shall be paid for their regularly scheduled hours. Should the superintendent reschedule that workday for a later date on which the employee was not scheduled to work, the employee shall be deemed to have been compensated in advance and will receive no additional compensation. The resulting rescheduling of days missed due to school closure will not have any financial impact on twelve (12) month employees.
- IV. The Board recognizes that exempt and nonexempt employees who serve on the crisis management team and who staff the congregate shelters during a declared emergency will be providing services that exceed their contractual obligations by working on days and at times when other District employees are not required to be on duty. Compensation will be as follows:

CHAPTER 8.00 - AUXILIARY SERVICES

- A. Hourly personnel asked to perform emergency-related duties will be paid according to current School Board pay schedules. Overtime will be paid consistent with the federal Fair Labor Standards Act. All hours worked must be pre-approved by their supervisor, shelter manager or Superintendent and/or designee where applicable.
- B. Non-bargaining administrative personnel required to work at the shelter, or otherwise required to work by the Superintendent at another duty station shall be compensated \$200 per day of operation of the shelter or other designated work site if a minimum of eight (8) hours is worked by that employee on that day, or a minimum of four (4) hours worked on the day the shelter ceases operations. Compensation provided by this paragraph is an unbudgeted expenditure and additional compensation.
- V. Following the use of District facilities as congregate shelters, the Superintendent shall calculate the amount spent during the period the facilities were used for congregate shelters that is above and beyond the usual and customary expenses to operate the facilities during that time period for the following:
 - A. Utilities (e.g., power, water, and telephone).
 - B. Generator usage (rental costs and/or fuel required).
 - C. Shelter safety and security, and
 - D. Costs related to use of buses and other vehicles, excluding operator costs.
- VI. The Superintendent is authorized to submit the itemized total expended by the District for extra compensation for exempt and nonexempt staff, as well as the additional amount expended for the operation of the District facilities used as congregate shelters, to the Federal Emergency Management Agency (FEMA) and/or appropriate agency for reimbursement. The Board shall be informed of the amount of reimbursement requested from FEMA once completed at a regularly scheduled Board meeting.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1012.23, 1013.372, F.S.

HISTORY:

ADOPTED: _____

REVISION DATE(S): _____

CHAPTER 8.00 – AUCILIARY SERVICES

SAFE SCHOOL OFFICERS

8.19*

- I. The School District may enter into an agreement with local law enforcement to provide law enforcement and related services to the schools of Gadsden County, including charter schools. The Board will collaborate with charter schools governing boards located in the district to support access to all safe-school officer options available pursuant to Florida law.
- II. School Resource Officers (SRO) must be certified law enforcement officers as defined in F.S. 943.10(1) and employed by a law enforcement agency as defined in F.S. 943.10(4). The purpose of the SRO program is to promote and assist school administrators with school-based security and safety. In addition, a goal of the program shall be to promote a positive image and respect for the law and law enforcement among young people.
- III. A safe school officer must be present during the school day when the school is open for instruction. To determine the need for safe-school officers to be present outside of the regular day (i.e., before and after school, summer school, extracurricular activities or for school-sponsored events) the Board will consider the following factors: number of persons present, the ratio of staff members to students, and other safety measures available.
- IV. Student ON campus incidents:
Student discipline is the responsibility of the school administration. However, in instances where a crime may have been committed, or if there is a threat of injury to person or property, the SRO should be involved as the trained professional to handle such situations. If there is no safety threat, administration should take the lead in the school-based investigation with the assistance of the SRO. If practicable, the Principal or his designee shall be present during the questioning of students by SRO's concerning crimes committed. If a student is arrested and/or taken into custody, the SRO and school personnel shall utilize best efforts to immediately notify the parent/guardian. The SRO's shall use best efforts to comply with the policies set forth by the School Board of _____ County and procedures established by administration.
- V. Student OFF campus incidents:

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The SRO shall not routinely conduct investigations or question students as to off campus incidents or crimes while serving as an SRO on school property. Other sheriff deputies or law enforcement shall be utilized for this function unless impracticable.

- VI. On a yearly basis, the SRO's and appropriate school administration shall meet for an "in-service" to discuss the role of the SRO in the schools and to familiarize the SRO's with School Board policy and administrative procedures.
- VII. The Superintendent is responsible for notifying the Office of Safe Schools, and the Board Chair immediately after, but no later than seventy-two (72) hours after, the occurrence of the following:
 - A. A safe-school officer is dismissed for misconduct or disciplined; or
 - B. A safe-school officer discharges his/her firearm in the exercise of his/her duties other than for training purposes.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.42, 1006.12

STATE BOARD OF EDUCATION RULE(S):

6A-1.0018

HISTORY:

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

GUARDIAN PROGRAM

8.191

A. Purpose

The purpose of this policy is to establish the Guardian Program and outlines the selection, procedures, and training of guardians employed by the Gadsden County School District ("District").

B. Definitions

Guardian means any member of a designated employee group or a school safety guard in the District who has successfully completed all of the training requirements and prerequisites defined in F.S. 1006.12, and who has been appointed to serve as a guardian or school safety guard by the Superintendent. A candidate for the Guardian Program shall be a volunteer or a school safety guard and will receive a one-time stipend outlined in the statute. A volunteer Guardian will be offered no monetary benefit aside from the one-time stipend. The volunteer candidate must be a full-time employee of the District who is in good standing. Further, volunteer candidates shall not be employees exclusively performing classroom duties as teachers as defined in F.S. 1012.01(2)(a).

School Safety Specialist means the certified School Safety Specialist appointed by the Superintendent to oversee all security programs and personnel, as defined in F.S. 1006.07, to include oversight of appointed guardians.

Active Assailant/Armed Intruder is an individual(s) actively engaged in killing or attempting to use deadly physical force on other people in a confined and/or populated area.

C. Priorities and Objectives

The purpose of this policy is to define the procedures for application and approval as a volunteer guardian or a school safety guard. This will include the roles of guardians, define their supervision, and list additional training requirements that may be imposed by the District. The objective is to ensure that the use of guardians conforms to the standards of the District and that they serve to enhance the overall security of campuses throughout the District.

D. Responsibilities

1. School Safety Specialist

- a. The School Safety Specialist or designee, a representative from Safety and Security, Human Resources, School Principal, the Gadsden County Sheriff's Office ("GCSO") and others, as

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appointed by the Superintendent, will be part of a District panel that will review all guardian applications for compliance with state law and District policy. The School Safety Specialist shall provide recommendations to the Superintendent for approval or denial of applicants based on their required background checks, drug screenings, evaluations, training as defined in F.S. 1006.12, and the panel's recommendation. The Gadsden County Sheriff's Office ("GCSO") must also approve all applicants.

- b. A designee from the GCSO shall be responsible for inspecting all guardian equipment. Equipment may include firearms, ammunition, magazines, holsters, magazine holder, vests, radio, and identification. All equipment must be issued and approved by GCSO and the District. Guardians and school safety guards accepting the issued equipment shall abide by all procedures and sign an agreement attesting that they will follow all applicable procedures and responsibilities. This agreement will be witnessed by the School Safety Specialist. Safety and Security, along with GCSO will maintain all records of issued equipment.
- c. The School Safety Specialist and GCSO shall inspect all guardian-issued equipment monthly to ensure serviceability and accounting. Each inspection shall be documented.
- d. The School Safety Specialist and GCSO shall maintain or have access to the training records for each guardian. The record will contain their annual requalification dates and any additional training the District requires throughout the year. This may include additional firearms training, tactics, legal updates, or other areas specific to the duties of their position.
- e. The School Safety Specialist, in conjunction with Human Resources, shall notify the Superintendent of any guardian who is on medical leave, injured, suspended from their position for any reason, or unable to perform their duties as a guardian.
- f. The School Safety Specialist, as required in F.S. 1006.12, shall ensure the District notifies the GCSO and the Office of Safe Schools within seventy-two (72) hours of any guardian being disciplined or dismissed for misconduct, or any incident where a guardian discharges their firearm for other than training purposes.

2. School Guardians

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- a. To be appointed as a guardian or school safety guard, a designated employee must be in good standing with the District, and must meet the eligibility requirements for a guardian, as defined in F.S. 1006.12.
- b. A volunteer candidate must make an initial application to the Superintendent or designee. This will be done in the form of a memorandum, which shall outline the qualifications and willingness to volunteer for the program. A candidate applying for a School Safety Guard position will apply when a position becomes available by applying for the position on the district webpage.
- c. A panel consisting of representatives from Safety and Security, Human Resources, School Principal, GCSO and others, as appointed by the Superintendent or designee are responsible for reviewing all guardian applications, and to ensure compliance with State law and District policy. The panel shall provide recommendations to the Superintendent or designee to move forward in the application process. The Superintendent or designee may accept the recommendation of the panel or deny the recommendation. Denials shall not be arbitrary or capricious. Denials should be based on concerns such as, but not limited to, the inability to secure liability coverage for the individual, newly found information or the applicant's current position could create a negative impact on the school district being a Guardian.
- d. If the application is approved by the Superintendent to move forward in the process, the employee will be contacted by the School Safety Specialist to complete any required paperwork for the GCSO.
- e. Once the guardian or school safety guard is approved, the employee will be scheduled for a background check that includes a polygraph, psychological evaluation, and drug screening. The employee will also undergo the required statutory training and any other requirements set forth by the GCSO.
- f. All training requirements as outlined by the GCSO must be met. Failing to attend a required training session or any program components will result in immediate non-approval of the applicant or the termination of the guardian or school safety guard.
- g. The District will treat all required training hours as temporary duty as outlined and in compliance with applicable standards as prescribed in District leave policies.

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- h. Upon successful completion of the GCSO's training program, the applicants shall present to the Superintendent their certification as provided by the GCSO as proof of completing all requirements outlined in F.S. 1006.07 and other requirements as designated by the GCSO. Upon receipt, the Superintendent may appoint the applicant as a guardian. However, even if proof of completion is received, the final decision to appoint an individual as a guardian is left solely to the discretion of the Superintendent. The Superintendent's decision is final and not appealable. However, the appointment cannot be made in an arbitrary nor capricious manner. All acceptances or denials shall be accompanied by the appropriate documentation that supports the decision.
- i. Appointed guardians and school safety guards will participate in all mandated continuing training and related activities throughout the school year and will complete the mandatory recertification.
- j. Appointed guardians and school safety guards will remain knowledgeable of current processes and procedures pertinent to the Guardian Program through continued education, seminars, and training.
- k. Appointed guardians and school safety guards will assist law enforcement agencies and staff in the identification, deterrence, mitigation, and prosecution of subjects that affect the security and safety of students, staff, and visitors on the school property.
- l. Appointed guardians and school safety guards will cooperate with GCSO, the State Attorney's Office, Child Protective Services, and other State and Federal agencies in the interest of public safety.
- m. Appointed guardians and school safety guards shall adhere to safety rules and procedures.
- n. Appointed guardians and school safety guards will be issued firearms and related equipment. Only the approved firearm by the GCSO is authorized for carry while carrying out the duties of a guardian. It shall be worn in an approved manner as directed. No weapons or equipment other than what is issued or approved items and signed for in the agreement shall be carried or utilized by a guardian at schools or on school property.
- o. All issued firearms shall be maintained in good working condition and cleaned as often as necessary to ensure proper operation. There shall be no alterations or modifications to the issued firearm. Appointed guardians are responsible for the general maintenance

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and care of issued firearms.

- p. Issued firearms and ammunition shall be properly possessed, retained, and stored at all times, per F.S. 790.174.
- q. Easily identifiable attire or uniform will be issued to guardians.
- r. Guardians and school safety guards shall not act as law enforcement officers and do not possess any of the authorities of a law enforcement officer. Guardians and school safety guards are not authorized by the District and GCSO to enforce any laws. The purpose of a guardian is to defend life from an active threat on any District property. Guardians are responsible for providing security and safety services at schools or school property and protecting the life and well-being of students, staff, and visitors.
- s. In accordance with the guardian's training, they shall respond singularly to defend life. Should other guardians, school safety guards, or law enforcement be present, they can respond as a group and are authorized to defend any school or school property from an active threat. Guardians and school safety guards are to use reasonable/appropriate level of force to stop, disrupt, or eliminate possible life-threatening physical threats to students, staff, and visitors on school property.
- t. Appointed guardians and school safety guards will follow federal and state laws. Guardians and school safety guards are employees of the School District and shall adhere to all Board policies and procedures.
- u. Any guardian or school safety guard who fires their weapon for any reason other than on the firing range for training, must be reported to the School Safety Specialist or designee immediately. The guardian or school safety guard involved in such a situation shall cooperate with any subsequent law enforcement and/or District investigation. Failure to cooperate with any District investigation may result in disciplinary action, including termination from the Guardian Program and/or the District.
- v. Guardians and school safety guards will only be permitted to carry issued firearms and any assigned equipment while on duty at the assigned school during their assigned hours. Guardians or school safety guards will not carry issued firearms or equipment out of school or school property. Issued firearm, ammunition, and equipment shall be stored in the guardian's or school safety guard domicile per statute. Issued firearm and related equipment shall be

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secured in a vehicle lock box while traveling to and from their residence.

- w. All appointed guardians or school safety guard will treat all information or intelligence of a possible or ongoing investigation received as confidential, including but not limited to information or intelligence received via all sources such as, telephone, mobile phone, texting, computer, social media, etc. The dissemination of such confidential information or intelligence to anyone not needing to know, such as GCSO, School Safety Specialist, or certain individuals in school administration (persons not directly involved in any internal, non-criminal, or criminal investigation) is strictly prohibited.
- x. Appointed guardians and school safety guards shall contact the Safety and Security Specialist, School Resource Deputy ("SRD"), School Principal and/or Principal's designee, for a situation or incident that is not under their authority or responsibility.
- y. Appointed guardians and school safety guards shall work with law enforcement officers by sharing relevant information and intelligence regarding threats and incidents related to the safety and security of the students, staff, visitors, and others on campus.
- z. Any violation of these directives will result in termination from the Guardian Program and, possibly, termination of employment with the District.

E. General Procedures

- 1. Pursuant to F.S. 30.15, each Sheriff may establish a Coach Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program, in which certain volunteer school employees will be appointed as school guardians.
- 2. Pursuant to F.S. 30.15, a guardian or school safety guard has no authority to act in any law enforcement capacity except to the extent necessary to prevent or abate an active assailant incident on school premises. Appointed guardians will report directly to the School Safety Specialist.
- 3. Pursuant to F.S. 1006.12, in the event of the discharge of a firearm by any Safe School Officer, including a guardian, the School Safety Specialist shall notify the GCSO immediately after the incident. Additionally, the School Safety Specialist will notify the Florida Department of Education Office of Safe Schools in writing via an Incident Report in the Florida Safe Schools Assessment Tool portal immediately but no later than seventy-

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two (72) hours after the incident.

4. Pursuant to F.S. 1006.12, in the event a guardian or school safety guard is dismissed from the program, District or is otherwise disciplined, the School Safety Specialist will notify the Florida Department of Education Office of Safe Schools in writing via an Incident Report in the Florida Safe Schools Assessment Tool portal immediately but no later than seventy-two (72) hours after the incident.
5. Pursuant to F.S. 1003.32, and F.S. 1006.09, the management of student discipline is the responsibility of the school principal or principal's designee. A volunteer guardian can be considered a principal's designee based on their current position with the District.
6. Pursuant to F.S. 776.012, a guardian or school safety guard is justified in using objectively reasonable force, except deadly force, if present during a physical altercation between individuals on his/her assigned school campus. Intervention is to be the minimum force required to de-escalate the incident and to keep the individuals and campus safe. Administration and SRD are to be notified immediately.
7. Firearms shall not be displayed or handled in any unsafe manner that may cause concern.
8. Issued firearm will remain holstered at all times except when needed in authorized duties or for training, inspection, cleaning, and repair purposes.
9. Issued firearms shall not be utilized for anything other than authorized appointed guardian duties and training purposes.
10. Appointed guardians and school safety guards will not draw and point their issued firearm at any individual unless they reasonably believe that the individual has engaged or is about to engage in any active deadly threat. If the appointed guardian displays an issued firearm or points it at an individual for any other reason, then they will notify the Safety and Security Specialist, SRD, and the School Principal or Principal's designee must be notified immediately, and document the circumstances in a written report.

Guardians and safety guards must attend all training scheduled by the District or the GCSO, keep all their equipment in serviceable condition, pass firearms qualification at least annually as required by state law, and maintain their position within the District in good standing.

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The guardian training program must include twelve (12) hours about responding to and de-escalating incidents on school premises.

The District must report to the Florida Department of Law Enforcement (FDLE) the name, date of birth, and appointment date of each person appointed as a guardian, as well as the date of separation if a guardian or school safety guard leaves the assignment.

Upon termination of employment, volunteer guardian status is terminated, and all issued equipment must be returned immediately and appropriately to the School Safety Specialist or his/her designee. At any point, a volunteer guardian designation can be withdrawn by the Superintendent with or without cause and with no appeal rights.

STATUTORY AUTHORITY:

1001.41, 1001.42, 1003.01,
1003.02 1003.32, F.S.

LAW(S) IMPLEMENTED:

30.15, 776.012, 790.174, 1006.07,
1006.09, 1006.12, 1012.01(2)(a), F.S.

HISTORY:

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

Policy Revisions Recommended by PAEC

2.90	Smoking and Tobacco Free Environment
3.25	Automatic External Defibrillators ^R
3.40	Safe and Secure Schools ^R
3.68	Background Screening for Contractors
3.80	School Volunteers ^R
4.21	Instructional Materials Selection ^R
4.22	Educational Media Materials Selection ^R
5.15	Foreign Exchange Students
5.23	Controlled Open Enrollment ^R
5.32	Zero Tolerance For School Related Crimes ^R
5.37	Student Use of Cellular Telephone and Other Communication Devices ^R
5.30	Student Attendance ^R
5.62	Administration of Medication ^R
5.70	Student Records ^R
5.80	Athletics
6.17	Appointment or Employment Requirements ^R
6.20	Certification of Administrative and Instruction Personnel ^R
6.31	Records and Reports
6.143	Employment of Nondegree Vocational Adult Instructional and Fine and Performing Arts Personnel ^R
7.25	Grant Management ^R
7.31	School Food Service Procurement Policy and Funds ^R
8.10	Safety ^R
8.16	Emergency Drills
8.31	Student Transportation ^R
8.52	Change Orders ^R

^R Required

*All others recommended by PAEC

CHAPTER 8.00 – AUXILIARY SERVICES

SMOKING AND TOBACCO FREE ENVIRONMENT

2.90

I. **Purpose**

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

II. **Applicability of Policy**

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

III. **Definitions**

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

- A. “At any time” means twenty-four (24) hours a day, seven (7) days a week, 365 days a year.
- B. “Electronic smoking device” means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. “Electronic smoking device includes but is not limited to devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, similar devices, or under any other product name or descriptor. “Electronic smoking device” also includes any component part of a product, whether or not marketed or sold separately, including but not limited to, e-liquids, e-juice, cartridges, or pods.

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- C. “School property” means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.
- D. “Tobacco product” means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes, electronic smoking devices, cigars, little cigars, and other kinds and forms of tobacco.

IV. General Policy Statement

- A. Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school related or school-sponsored event.
- B. Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school property or at any school related or school-sponsored events. This includes products or paraphernalia displaying industry brands.

V. Exception to this Policy

- A. A school principal may permit tobacco products to be included in counseling, educational, instructional or research activities in the school building; provided that, the activity is conducted or supervised by a District employee overseeing the instruction or research and the activity does not involve smoking, chewing, vaping, or otherwise ingesting the product.
- B. A person may use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.

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VI. Notification of Policy and Implementation

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

- A. Appropriate “No Tobacco” signage will be posted in a manner and location on all District property that adequately notifies employees, students, parents, visitors, and the public of this policy.
- B. Written notice to students and parents/guardians in student handbooks and orientations.
- C. Written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment.
- D. Reminder announcements of this policy at school and District events, as appropriate.
- E. Written notice of the prohibition as provided in this policy in contracts with outside groups who use the school buildings and other facilities.

VII. Tobacco Promotion Prohibited

- A. Tobacco advertising is prohibited on school grounds, in all school-sponsored publications, on District vehicles and buses, and at all school-sponsored events. It is a violation of this policy for any person to promote tobacco products on the school property or at any school related or school sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.
- B. Acceptance of Tobacco Industry Gifts is Prohibited. The Policy prohibits the district from soliciting or accepting gifts, contributions, materials, or curricula from the tobacco industry.

VIII. Educational and Cessation Programs for Students and Employees

- A. Prevention Education for Students. The administration will consult with the Safe Schools Department and other appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean, and inviting school environment. The administration will ensure that students in

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grades K-12 receive tobacco prevention education using sequential, age appropriate, current, accurate, evidenced based curricula and a skills-based approach (involving students in active "hands on" learning experiences).

- B. Cessation Support Programs for Students. The administration will consult with the Safe Schools Department, the Palm Beach County Health Department, Employee Wellness in Risk & Benefits Management, the American Lung Association and other appropriate health organizations to provide students and employees with information and access to support systems, tobacco use cessation programs, and services to encourage them to abstain from the use of tobacco products.
- C. Prevention and Cessation for Employees. Employees shall be advised as to the availability of related services available to them in the District's various Wellness programs in which they may choose to participate and as they may change from time to time.

IX. Enforcement

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

- A. Students. Consequences for engaging in prohibited behavior shall be as provided in the Student Code of Conduct.
- B. Employees. Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies or any relevant collective bargaining agreement.
- C. Family members, volunteers, or visitors. Family members, volunteers or visitors who violate the policy must immediately discontinue using the tobacco product or electronic cigarette, or leave the premises. Law enforcement officers may be contacted to escort the person off the premises if the person refuses to leave the school property when requested to do so by District personnel.

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STATUTORY AUTHORITY:

120.81, 1001.32, 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

386.201- 386.209, 1001.43, F.S.

HISTORY:

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

CHAPTER 3.00 - SCHOOL ADMINISTRATION

AUTOMATIC EXTERNAL DEFIBRILLATORS

3.25*+

- I. The School Board authorizes the use of an automatic external defibrillator (AED) in a perceived medical emergency.
- II. Using evidence-based core elements as well as considering recommendations by the American Heart Association, each school shall develop a plan for urgent life-saving emergencies (PULSE) to address the appropriate use of school personnel needed to respond to incidents involving an individual experiencing sudden cardiac arrest or a similar life-threatening emergency while on school grounds.
- III. All persons who are reasonably expected to use an AED shall be trained in first aid, cardiopulmonary resuscitation, and how to use the defibrillator device. Employees or volunteers ~~expected to use an AED~~ must complete a course in cardiopulmonary resuscitation (CPR) ~~or a basic first aid course,~~ which includes CPR and demonstrated proficiency in the use of a defibrillator.
- IV. Each school must have at least one operational automated external defibrillator on school grounds. In addition, ~~Each school that is a member of the Florida High School Athletic Association shall~~ must have an a separate operational AED on school grounds for all athletic activities, including those held outside of the school year. The device(s) shall be available in a clearly marked and publicized location(s) ~~for all athletic activities, including those held outside of the school year.~~ The location(s) of the device(s) shall be registered with the local emergency medical services director. All persons reasonably expected to use the device shall be notified annually in writing of the location of each AED on school grounds.
- V. The Superintendent or designee shall develop procedures to implement this policy. School officials shall work with local emergency service providers to integrate the PULSE into the community's emergency responder protocols and ~~The procedures,~~ The protocols and procedures shall be reviewed annually and approved by the local emergency medical services director.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

401.2915, 768.1325, 1001.42,
1001.43, 1003.457, 1006.165, F.S.

HISTORY:

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

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SAFE AND SECURE SCHOOLS

3.40*+

I. Introduction

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

II. Orderly Environment

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

- A. No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.07 (Visitors).
- B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.
- C. Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.
- D. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the board chairperson, Superintendent/designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity

CHAPTER 3.00 - SCHOOL ADMINISTRATION

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.

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

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

- A. Quincy Police Department 121 E. Jefferson St. Quincy, FL 32351 850-627-7111
- B. Gadsden County Sheriff's Office 339 E. Jefferson St. Quincy, FL 32351 850-627-9233
- C. Gretna Police Department 120 Beech Ave. Gretna, FL 32332 850-856-5257
- D. Chattahoochee Police Department 32 Jefferson St. Chattahoochee, FL 32324 850-663-4383
- E. Havana Police Department 121 7th Avenue E Havana, FL 32333 850-539-
- F. Quincy Fire Department 20 N. Stewart Street Quincy, FL 32351 850-875-7315
- G. Midway Police Department 50 M.L. King Blvd Midway, FL 32343 850-875-8825 850-574-3057
- H. Gadsden County Emergency Management 9 E. Jefferson St. Quincy, FL 32353
- I. Public Safety/First Responder 850-875-8650 Emergency Operations (Weather related disaster)

IV. Safety, Security and Emergency Plans

- A. The Superintendent shall develop a School Safety and Security Plan with input from representatives of the local law enforcement agencies, the local Fire Marshall(s), representative(s) from emergency medical services; building administrators, representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the County Health Department.
- B. As required by state law, the Superintendent shall require the use of the Safe School Assessment Survey based on the School Safety and Security Best Practices Indicators created by FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-assessment of the District's current safety and security practices.
- C. Upon completion of these self-assessments, the Superintendent shall convene a safety and security review meeting for the purpose of (a) reviewing the current School Safety and Security Plan and the results of the self-assessment; (b) identifying necessary modifications to the plan;

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(c) identifying additional necessary training for staff and students; and (d) discussing any other related matters deemed necessary by the meeting participants.

- D. The Superintendent shall present the findings of the safety and security review meeting to the Board for review and approval appropriate school safety, emergency management and preparedness plans. The Superintendent shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the School Safety and Security Plan and/or implement in order to improve school safety and security. The School Safety and Security Plan is, however, confidential and is not subject to review or release as a public record.
 - E. The Superintendent shall report the self-assessment results and any action taken by the Board to review the School Safety and Security Plan to the Commissioner of Education within thirty (30) days after the Board meeting.
 - F. Emergency management and preparedness plans shall include notification procedures for weapon use and active assailant/hostage situations, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.
 - G. Emergency management and preparedness procedures for active assailant situations shall engage the participation of the district school safety specialist, threat assessment team members, faculty, staff and students for each school and be conducted by the law enforcement agency or agencies designated as first responders to the school's campus.
 - 1. Accommodations for drills conducted at exceptional student education centers may be provided.
 - H. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.
 - I. Copies of school plans shall be provided to county and city law enforcement agencies, fire departments, and emergency preparedness officials.
- V. Threat Management

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

- B. The Board authorizes the Superintendent to designate a Threat Management Coordinator; a District Threat Management Team and school-based threat management teams.
 - 1. The District Threat Management Coordinator (DTMC) must complete all trainings specific to the Coordinator role and will oversee threat management at all public k-12 schools, including charter schools sponsored by the District. The DTMC must:
 - a. Ensure all district-level and school-level threat management team personnel are trained in threat management and on the Florida Model.
 - b. Serve as Chair of the District Threat Management Team and as the liaison to the Department of Education's Office of Safe Schools.
 - c. Ensure procedures are outlined for making referrals to mental health services for students exhibiting threatening or concerning behavior of self-harm or harm to others.
 - d. Assist School Based Threat Management Teams in the District.
 - 2. District Threat Management Team (DTMT) will receive referrals from the School Based Threat Management Teams, assess serious situations, and provide support to school-based teams, including charter schools in their district. The DTMT must include the DTMC, persons from school district administration and persons with expertise.

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3. School Based Threat Management Team (SBTMT) will be headed by a Chair and Vice-Chair who are appointed by the principal or designee.
 - a. The Chair serves as the point person for threat management at the school-level and is responsible for triaging reported threats or concerning behavior and communications to determine whether the matter should be summarily closed, or whether it should be reviewed by the full SBTMT.
 - b. The team shall be comprised of a minimum of four (4) members, including a person with expertise in counseling (school/psychological), instructional personnel, school administration, and law enforcement (school resource officer)-
 - c. If none of the SBTMT members are familiar with the student of concern, the SBTMT Chair will assign a member of the school's staff who is familiar with the student to consult with and provide background information to the threat management team. Consulting personnel do not have to complete Florida Model training and may not participate in the decision-making process.
 - d. All members of the threat management team must be involved in the threat management process and final decision making.
 - e. Parental Notification
 - i. If the SBTMT Chair determines the concerning threat or behavior reported is a low level of concern and summarily closes the case, the Chair/designee must use reasonable efforts to notify the parent or guardian of the student concern.
 - ii. If the Chair does not summarily close the case and refers the matter to the SBTMT, reasonable efforts must be made to notify the student of concern's parent or guardian on the same day the SBTMT assigns the preliminary level of concern. The SBTMT must document all attempts to make contact with the parent or guardian using the contact information shared by the parent or guardian with the District.
 - iii. If the preliminary level of concern is high, the SBTMT chair or designee must notify the Superintendent or designee to ensure the requirements of F.S. Stat. 1006.07 are met.
 - iv. The SBTMT Chair must notify the student of concern's parent or guardian if the threat management process reveals

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information about their student's mental, emotional, or physical health or well-being or results in a change in related services or monitoring, including but not limited to implementation of a Student Support Management Plan (SSMP).

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

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

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

4. The threat management team will be responsible for the assessment of individuals whose behavior may pose a threat to the safety of school staff and/or students and coordinating resources and interventions for the individual.
5. If a student with a disability is reported to have made a threat to harm others and the student's intent is not clear, a referral will be made to the threat management team for evaluation.
6. Upon a preliminary determination that a student poses a threat of violence or physical harm to him/herself or others, the threat management team may obtain criminal history record information. The team must immediately report its determination to the Superintendent who must immediately attempt to notify the student's parent or legal guardian. A parent or guardian has the right to inspect and review the threat management. The team will coordinate resources and interventions to engage behavioral and or mental health crisis resources when mental health or substance abuse crisis is suspected.
7. The threat management team must plan for the implementation and monitoring of appropriate interventions to manage or mitigate the student's risk for engaging in violence and increasing the likelihood of positive outcomes.

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

VI. Safety – Procedures

- A. School alarms shall be monitored on a weekly basis and malfunctions shall be reported for immediate repair.
- B. A safety program shall be established consistent with the provisions of

Policy 8.01. The emergency preparedness procedures will identify the individuals responsible for contacting the primary emergency response agency and the emergency response agency that is responsible for notifying the school district for each type of emergency.

- C. Emergency evacuation drills (fire, hurricane, tornado, active assailant/hostage situation, other natural disaster, and school bus) shall be held in compliance with state requirements and formulated in consultation with the appropriate public safety agencies. Each principal, site administrator or transportation official is responsible for
 1. Developing and posting emergency evacuation routes and procedures;
 2. Assigning and training all staff members in specified responsibilities to ensure prompt, safe and orderly evacuation;

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3. Identifying and reporting hazardous areas requiring corrective measures; and
 4. Preparing and submitting within fifteen (15) calendar days an after-action report of each emergency drill and fire drill to the District school safety specialist for review.
- D. In the event of an emergency, the Superintendent is authorized to dismiss early or close any or all schools. Except that the principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such actions shall be reported immediately to the Superintendent or designee along with a statement describing the reasons for the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.
- E. Parents, as defined by law, have a right to timely notification of threats, unlawful acts, and significant emergencies that occur on school grounds, during school transportation or during school-sponsored activities pursuant to sections 1006.07(4) and (7), F.S.
1. Parents have a right to access school safety and discipline incidents as reported pursuant to section 1006.07(9), F.S.
 2. Prior to the start of each school year, or at the time of a student's enrollment, if during the school year, the District shall make training available for parents and guardians on the use of FortifyFL. The training must explain the potential disciplinary actions and potential criminal charges that may result as a consequence for anyone making a threat or false report concerning school or school personnel's property, school transportation, or a school sponsored activity. The information concerning criminal charges must include a summary of Sections 790.162, 790.163, 836.10 and 837.05, F.S., and the penalties for violating those statutes.
 3. Within the first five (5) days of each school year, each district school board must ensure that instruction on the use of FortifyFL

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is provided to students in accordance with Section 943.082(4)(b), F.S. Instruction on FortifyFL must be developmentally appropriate and include the possible school disciplinary actions as well as the potential for criminal charges as a result of making a threat or false report involving school or school personnel's property, school transportation, or a school-sponsored activity.

VII. Safety – Violence Prevention

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

VIII. Security

- A. The Superintendent shall establish and implement a Domestic Security Plan consistent with the requirements of the National Incident Management System (NIMS).
- B. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions. The security provisions shall include procedures restricting the ingress to or egress from a school campus when students are on the campus. These security procedures and protocols will apply from 30 minutes before the start time until 30 minutes after the end of the school day. When students are on campus, all gates or other access points that restrict ingress to or egress from the "exclusive zone" (the area within a gate or door allowing access to the interior perimeter of a school campus beyond a single point of entry) of a campus shall remain closed and locked. Gates or other access points to or from the exclusive zone shall remain closed and locked when students are on campus. Unless the gate or access point is attended or actively staffed, another closed and locked gate or access point separates the open or unlocked gate from areas occupied by students, or the use complies with a shared use agreement the security procedures shall state how all gates or other access points will remain closed and locked. If the school safety specialist determines there are other safety measures in place to allow a gate or access point to not be locked, or if the space is designed as an open area for career and technical instruction where

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locking the door affects the health and safety of the students, said the determination(s) must be documented in the FSSAT.

- C. Within the first ten (10) days of school students must be notified of the safest areas to shelter in a classroom. The safety areas for students to shelter within the classrooms and/or instructional spaces must be clearly marked. All classrooms and other instructional spaces must be locked or actively staffed when occupied by students except between class periods.
- D. The Superintendent shall designate an administrator or a law enforcement officer employed by the County Sheriff's Office as the school safety specialist for the District. The School Safety Specialist is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the District. The School Safety Specialist's responsibilities include, but are not limited to the following:
 - 1. On an annual basis the school safety specialist will review district and charter school policies and procedures for compliance with state law and rules and ensure the timely and accurate submission of the school environmental safety incident report (FSSAT) to the Department.
 - 2. The School Safety Specialist must provide recommendations to the superintendent and school board at a publicly noticed board meeting identifying strategies and activities that the Board should implement in order to address the findings to improve school safety and security.
 - 3. No later than November 1, the School Safety Specialist shall submit a district best-practice assessment in the FSSAT that includes the school board's action(s) to the school security risk assessment findings and recommendations provided to them.
 - 4. Provide training and resources to students and staff in matters relating to mental health awareness and assistance; emergency procedures (including active assailant training), and school safety and security.
 - 5. The School Safety Specialist will develop a process related to safety used to identify and correct instances of noncompliance at the school.

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- a. On a quarterly basis, the school safety specialist will report to the superintendent and school board any non-compliance by the district or school(s) with school safety laws or rules.
 - b. Deficiencies relating to safe-school officer coverage must be resolved by the next school day.
 - c. Within 24 hours, the School Safety Specialist must notify the Office of Safe Schools of the deficiencies related to safe-school officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety and welfare of students or staff. The Office of Safe Schools shall be notified within three (3) days of any instance of noncompliance that is not corrected within 60 days.
6. The School Safety Specialist must make unannounced visits while school is in session to all public schools in the district, including charter schools and perform inspections for safe school compliance. The school safety specialist must notify and report to the district's superintendent or charter school principal, if there are any violations discovered or if non-compliance of the safe school requirements is suspected by a district school or charter school.
- E. A review of each school's security provisions shall be conducted annually by the principal with a written report submitted to the Superintendent or designee for submission to the Board for review.
 - F. Each school's emergency plan shall include security provisions including emergency lockdown procedures.
 - G. Establishing policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community.
 - H. Adhering to background screening procedures for all staff, volunteers and mentors.
 - I. Security trailers may be located on school property.

IX. Mental Health

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- A. The School Board shall identify a mental health coordinator for the District. The mental health coordinator shall serve as the primary contact for the district's coordination, communication, and implementation of student mental health policies, procedures, responsibilities, and reporting.
- B. The mental health coordinator shall be responsible for:
 - 1. working with the Office of Safe Schools;
 - 2. maintaining records and reports regarding student mental health as it relates to school safety and the mental health assistance allocation;
 - 3. facilitating the implementation of school district mental health policies relating to the respective duties and responsibilities of the school district, the superintendent, and school principals;
 - 4. coordinating the staffing and training of threat assessment teams with the school safety specialist, and facilitating referrals, to mental health services, as appropriate for students and their families;
 - 5. coordinating with the school safety specialist, the training and resources for students and school district staff relating to youth mental health awareness and assistance; and
 - 6. annually review of the district's policies and procedures related to student mental health for compliance with state law and alignment with current best practices and making recommendations, as needed, for amending said policies and procedures to the superintendent and the district school board.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**316.614, 1001.43, 1001.51,
1006.062, 1006.07, 1006.145,
1006.1493, 1006.21, 1013.13, F.S.**

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STATE BOARD OF EDUCATION RULE(S):

6A-1.0403, 6A-3.0171, 6A-1.0018

HISTORY:

ADOPTED: _____

REVISION DATE(S): _____

FORMERLY:

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BACKGROUND SCREENING FOR CONTRACTORS

3.68+

- I. Contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet the background screening requirements and process as set forth in section 1012.32 Florida Statutes. Contractual personnel shall include any vendor, individual or entity under contract with a school or the School Board. Each vendor, individual contractor or employee of a contractor as described in this section must provide verification that he/she has met the level two (2) screening requirements prior to accessing a school campus and provide evidence of compliance with Florida Statute Section 448.095 (evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number).
- II. An employee or contractor of an employer who offers a high school student internship(s) must meet level 2 background screening requirements if he/she has direct, unsupervised access to the student intern(s).
- III. Contractual personnel having access to school grounds when students are present, shall submit a complete set of fingerprints and photograph taken by an authorized law enforcement officer or an employee of the District trained to take fingerprints. The fingerprints and photograph shall be submitted to the Care Provider Background Screening Clearinghouse (Clearinghouse), the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).
- IV. The District shall issue a state identification badge that is valid for five (5) years to a contractor who meets level 2 screening requirements and/or Clearinghouse requirements. The recipient of the badge shall be responsible for paying a fee established by the Department of Education. The badge shall bear the picture of the contractor and must be visible at all times the contractor is on school grounds.

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- V. The District shall recognize the uniform statewide identification badge that has been issued by another school district.
- VI. A noninstructional contractor who has been convicted of any disqualifying offense, as defined in Florida Statutes, shall not have access to school grounds when students are present, shall be immediately suspended from having access to school grounds and shall remain suspended unless and until the conviction is set aside in any post-conviction proceeding. A non-instructional contractor shall not have access to school grounds unless the contractor has received a full pardon or has had his or her civil rights restored. A non-instructional contractor who is present on school grounds in violation of this subsection commits a felony of the third degree, punishable as provided in s. 775.082 or s. 775.083.
- VII. Contractual personnel must also meet the level two (2) screening requirements every five (5) years following entry into a contract. If the fingerprints of an individual under contract with the School Board have not been retained by the Florida Department of Law Enforcement, the individual must submit a complete set of fingerprints to the District.
- VIII. 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. The individual shall also be responsible for returning the badge within forty-eight (48) hours to the district that issued the badge. If it is found that a person under contract does not meet the level two (2) requirements, the individual shall be immediately suspended from working in a contractual position and shall remain suspended until final resolution of any appeals. A person who is working with an intern will not be allowed to continue in an unsupervised situation.
- IX. The following noninstructional contractors shall be exempt from level 2 screening:
 - A. A contractor who is under direct, line of sight supervision of a District employee or contractor who has met level 2 screening requirements;

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- B. A contractor who is required by law to undergo level 2 screening for licensure, certification, employment, or other purpose and provides appropriate documentation;
 - C. A law enforcement officer who is assigned or dispatched to school grounds;
 - D. An employee or medical director of a licensed ambulance provider who is providing services;
 - E. A contractor at a site where students are not permitted and a six (6) foot chain link fence separates the work site from the remainder of the school grounds; or
 - F. A contractor who provides pickup or delivery services that involve brief visits to school grounds when students are present.
- X. A noninstructional contractor, as described in section VIII., who is exempt from level 2 screening shall be subject to a search of the registry of sexual offenders and sexual predators maintained by the Florida Department of Law Enforcement and the National Sex Offender Public Registry maintained by the U.S. Department of Justice. The District shall conduct the registry search without charge to the contractor. If a contractor is identified as a sexual predator or offender and not allowed on school grounds, the District shall notify the vendor, individual or entity under contract within three (3) business days.
- XI. The Superintendent shall develop procedures to implement this policy.

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STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

288.061, 435.12, 448.095, 1001.43, 1003.496, 1012.32,

1012.465, 1012.467, 1012.468, F.S.

HISTORY:

ADOPTED: _____

REVISION DATE(S): _____

FORMERLY: NEW

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SCHOOL VOLUNTEERS

3.80+

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

- I. The school principal and each staff member who is assigned a school volunteer shall be responsible for assigning duties to school volunteers which are consistent with Florida Statutes, State Board of Education rules, and School Board rules.
- II. School volunteers shall be subject to background checks that may include fingerprinting with the costs paid as determined by the School Board. If a school volunteer will be working with students unsupervised by school personnel or traveling overnight with students, the volunteer will need to comply with shall meet level two (2) screening requirements. A person who has been convicted of a crime that would disqualify him/her for employment in the District, shall not be accepted as a volunteer.
- III. School volunteers shall be recommended by the Superintendent and approved by the Board.
- IV. The Superintendent shall issue directives concerning school volunteers as may be deemed necessary.
- V. 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.
- VI. The District may establish a postemployment volunteer program allowing retirees to provide civic, charitable, and humanitarian services during their first 12 calendar months following retirement without causing the retiree to violate the requirement concerning termination of employment provided the program meets the following criteria:
 - A. Before the date of retirement, the District and retiree do not enter an agreement or understanding that the retiree will provide any service(s) for the District.
 - B. Neither the District nor a third party may provide any form of compensation, including cash equivalents, to the volunteer retiree for his/her volunteer service.

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- C. The District may not provide the retiree volunteer any employee benefits, including health or life insurance benefits, except as otherwise provided in law.
- D. A volunteer may be provided equipment or a uniform if necessary to complete the task associated with the volunteer program.
- E. The volunteer is limited to providing no more than 20% of the number of hours the volunteer was expected to work per week before his/her date of retirement.
- F. There must be a clear distinction between the duties of a volunteer and the duties of an employee.
- G. The schedule of the volunteer, including the number of hours volunteered and type(s) of assignments agreed to by the volunteer, is controlled by the volunteer.
- H. The District and the retiree are required to maintain adequate records to document compliance with the criteria of the program.
- I. The records must be made available to the department or state board upon request.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

110.504(4), 110.504(5), 440.02(15)(d)6, 435.04,
768.28, 943.04351, 1001.43, 1012.01, F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-1.070

HISTORY:

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

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

INSTRUCTIONAL MATERIALS SELECTION

4.21*+

All classroom instructional materials, used in the Gadsden County Schools including State-adopted single source textbooks, instructional aids, and other supplementary materials, for the first time shall undergo an evaluation. This evaluation shall determine the suitability of the materials for information being taught in the classroom in relationship to State standards, curriculum frameworks, and district programs, as well as with state and district performance standards.

- I. **Evaluation of Instructional Materials.** The Superintendent shall establish a District Review Committee and develop procedures for the review and evaluation of instructional materials. The District Review Committee will include content area teachers, one or more parents of children at content grade level and district personnel. Meetings of the District review committee convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the School Board must be noticed and open to the public in accordance with s. 286.011 F.S. The staff involved in this process shall recommend to the Superintendent the instructional materials that address the goals and objectives for adopted courses of study and the course descriptions established by State Board Rule as well as the state and district performance standards for submission to the Board for adoption. The instructional materials shall be from the State-adopted instructional materials list if there has been a State adoption or from publishers and other resources if there has not been a State adoption.
- II. **Adoption of Instructional Materials.** The following procedures for the adoption of instructional materials apply only to those instructional materials that serve as the major content tool and basis for instruction for each student in the core subject areas of mathematics, language arts, social studies, science, reading, and literature:
 - A. Prior to final adoption, student editions of the recommended instructional materials will be made accessible for review online for at least twenty (20) calendar days before consideration by the School Board.
 - B. Public notice of the materials being considered for adoption shall specifically list the materials and how they can be accessed.
 - C. The School Board shall conduct an open noticed public hearing to receive comment on recommended materials prior to adoption.

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- D. The School Board shall conduct an open, noticed public meeting to approve an annual instructional materials plan to identify any instructional materials that will be purchased. The public meeting will take place on a different date after the public hearing.
- E. The School Board shall receive comment at the public hearing and meeting as prescribed by policy.
- F. The School Board must select, approve, adopt, or purchase all materials as a separate line item on the action agenda.
- G. The following procedures shall apply to all objections to instructional materials adopted by the School Board.
 - 1. The parent or a resident of the County, as defined by Florida Statutes, may contest the district school board's adoption of a specific instructional material by filing a written objection using the form that is available in each school office, the Superintendent's office, or on the District website.
 - 2. The form must be signed by the parent or resident of the county, include the required contact information, and state the objection to the instructional material based on the criteria stated in Florida Statutes s. 1006.31(2) or 1006.40(3)(d).
 - 3. The written objection must be filed within thirty (30) calendar days of the adoption of the material. A complainant who does not complete and return the form within the required time shall receive no consideration. The statement shall include the following information:
 - a. Author, compiler, or editor;
 - b. Publisher;
 - c. Title;
 - d. Reason for objection;
 - e. Page number of each item challenged; and
 - f. Signature, address and telephone number of person making the complaint.
 - 4. Within thirty (30) days after the initial thirty-day period has expired, the School Board shall conduct at least one public hearing before an unbiased and qualified hearing officer on all petitions timely received during the thirty-day time period. The petitioner(s) shall

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be notified in writing of the date and time of the hearing at least seven (7) days prior to the hearing. The hearing must provide sufficient procedural protections to allow each petitioner an adequate and fair opportunity to be heard and present evidence to the hearing officer.

5. The contested material shall be made available to the public online at least seven (7) days before the hearing.
 6. The decision of the School Board, after convening a hearing, shall be final and not subject to further review or petition.
- H. The Superintendent shall annually submit to the Commissioner of Education a report identifying each material the District received an objection to pursuant to s. 1006.40(3)(d) and the specific objections raised; the material that was removed or discontinued as a result of an objection; and the grade level and course for which the removed or discontinued material was used.
- III. Evaluation and Adoption of Other Classroom Instructional Aids and Materials. The following procedures will be followed in the evaluation, selection, and use of additional instructional aids for classroom use that have not been adopted by the State Board of Education, and approved for use:
- A. When teachers, groups of teachers, or academic departments determine that the need exists for new or additional classroom instructional aids, they shall review available items and seek input and assistance, when appropriate, from parents, students, and other lay members of the community, and determine which instructional aid or aids best meet instructional needs.
 - B. After making this determination, they shall prepare a written rationale for each instructional aid, which includes, but is not limited to, the following:
 1. The class(es) or age group(s) that the instructional aid is appropriate.
 2. How the use of the instructional aid will meet the curriculum objective(s).
 3. The way(s) in which the instructional aid will be used to meet the curriculum objective(s).

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4. Problems, if any, of style, tone, content or theme inherent in the instructional aid, and the way(s) in which these problems will be addressed during the instructional process.
 5. Other appropriate instructional aids available for individual students to use in place of the one selected.
 6. Where applicable, supporting professional materials which were used in selecting the instructional aid.
- C. The rationale shall be submitted to the principal. The principal shall review the rationale to determine whether it demonstrates that the instructional aid is consistent with the district goals and with the school and course objectives. Within ten (10) working days, the principal shall recommend, in writing, the approval or the rejection of the instructional aid, or shall return the rationale to the teacher for revision. If the instructional aid is recommended for rejection or returned for revision, the principal shall state the reasons in writing. Upon resubmission of a revised rationale by the teacher, the principal shall make a decision for recommendation or rejection within ten working days. The principal shall submit the recommendation to the Director of Curriculum and the Superintendent. If the instructional aid is rejected by the Director of Curriculum and the Superintendent, the teacher shall have ten (10) working days from the date of rejection to file a written request for review by the School Board.
- D. The Superintendent shall submit a written list of any instructional aids that have been submitted by teachers and rejected by a principal, the Director of Curriculum or by the Superintendent, and not appealed by the teacher. The list shall state the reasons for the rejection of each instructional aid.
- E. The rejection at any level, of the use of an instructional aid shall be for that academic year only. Any instructional aid previously rejected, at any level may be resubmitted in any subsequent year.
- F. Materials approved shall be deemed appropriate for use at the grade level requested and may be used at higher levels throughout the district providing that the curriculum sequence is maintained.
- G. A parent, as defined by Florida Statutes, may object to his/her child's use of a specific instructional material or an adult student may object to the use of a specific material in his/her instructional program. The parent or adult student may request a conference with the principal or principal's designee to discuss the use of the material.

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- H. The complainant will be provided with the District's policies and procedures for the selection of instructional materials. The principal or designee will explain the use of the material in the instructional program and answer questions from the individual.
- I. If the issue is not resolved at the conference, the complainant will be provided with the form to file a written objection and an explanation of the process that will be followed.
- J. Within ten (10) working days of such filing, parents of other students in the class(es) involved or potentially affected in that school shall be notified in writing by the principal that a challenge has been initiated.
- K. School-level Instructional Appeals Committee. The Appeals Committee shall consist of two teachers selected by the Superintendent from that particular school, two teachers selected by the principal from that particular school and three (3) parents of the school 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. Meetings of the committees convened for the purpose of resolving an objection by a parent or resident, must be noticed and open to the public in accordance with s. 286.011.
- L. If the challenged material is for a course required by s. 1003.46, s. 1003.42(2)(N1)1.g., s. 1003.42(2)(n)3), or is identified by State Board of Education rule the challenged material shall remain available for circulation during the reconsideration process. If the challenged material is subject to an objection on the basis of being prohibited under s. 847.012 or if it depicts or describes sexual conduct as defined in s. 847.001(19), must be removed within 5 school days of receipt of the objection and remain unavailable to students of that school until the objection is resolved.
- M. Challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days. The committee recommendations shall address whether the challenged material is consistent with the selection criteria outlined herein. The Committee shall have no authority to determine curriculum. Within ten (10) working days of receiving the recommendations of the Committee, the principal shall

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make a decision whether to retain the material or remove the material. The principal shall take into account the Committee's recommendations when making his/her decision.

- N. The complainant shall be informed in writing concerning the principal's decision.
1. If the principal determines the challenged material be retained, the complainant shall be notified in writing within five (5) working days. The Complainant shall be given a copy of the decision of the Committee's decision and a copy of the procedures for filing an appeal.
 2. If the principal determines that the challenged material be removed, then the complainant, the teacher(s), the students in the class, and the parents of the students in the class where the complaint was initiated, shall be notified in writing within five (5) working days of the decision at the same time the decision will
be referred to the District's Instructional Material Review Committee.
- O. District-Level Appeals. An appeal of a principal's determination to retain challenged materials must be filed with the principal within five (5) working days of notification of that determination and shall include a specific statement of the complainant's grounds for disagreement with the principal's determination. Copies of the appeal shall be furnished to the teacher(s) and the parents of the students in the class where the complaint was initiated within five working days of the filing of the appeal.
- P. A committee shall be appointed by the Superintendent to review the appeal. The Superintendent shall designate the Curriculum Director as being responsible for the organization of this review committee according to School Board policies. The committee's recommendations shall be submitted to the Superintendent within fifteen (15) working days. A committee member shall not be selected from the school where the challenged materials originated. The district level committee will include:
1. District Level Staff Member. One staff member from the level or special area where the material has been challenged.
 2. Three Principals. One principal shall be appointed from each level (elementary, middle, and high school). However, only the

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principal from the same level as the school at which the challenge originates shall serve on the review panel for the particular material.

3. Grade Level Instructional Staff Member. One instructional staff member who is a department head, grade level chair or team leader from the same level (elementary, middle, or high school) at which the challenge originates.
 4. Three Teachers. Three teachers from the same level at which the challenge originates shall be appointed by name.
 5. Four Parents. One shall be a parent of an elementary school student, one shall be a parent of a middle school student and two shall be the parents of high school students.
- Q. 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. Meetings of the committees convened for the purpose of resolving an objection by a parent or resident, must be noticed and open to the public in accordance with s. 286.011.
- R. The complainant shall be informed, in writing, in fifteen (15) working days after the committee's recommendation is received by the Superintendent.
- S. 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.
- T. The decision to remove challenged material from use shall, unless otherwise determined by the School Board, be effective at the grade level at which the material is in use and all lower grades.
- U. If a parent disagrees with the determination made by the school board, a parent may request the Commissioner of Education to appoint a special magistrate. The special magistrate shall determine facts relating to the school district's determination, consider information provided by the parent and the school district, and render a recommended decision for resolution to the State Board of Education within 30 days after receipt of the request by the parent. The State Board of Education must approve or reject the recommended decision at its next regularly scheduled

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meeting that is more than 7 calendar days and no more than 30 calendar days after the date the recommended decision is transmitted. The costs for the special magistrate shall be borne by the school district.

- V. Parents shall have the right to read passages at a Board Meeting from any material used for instructional purposes under 1006.28(2)(a)2 that is subject to an objection. If the school board denies a parent the right to read passages due to content that meets the requirements under s. 847.012 or is pornographic, the school district shall discontinue the use of the material.
- W. If the School Board finds any other material contains prohibited content depicting or describing sexual conduct as defined in s. 847.001(19) (unless such material is for a course required by s. 1003.46, s. 1003.42(2)(n)1.g., or s. 1003.42(2)(n)3., or identified by State Board of Education rule), that does not meet the students' needs and ability to comprehend the material presented or is inappropriate for the grade level and age group for which the material is used, the school district shall discontinue the use of the material for any grade level or age group where the use is inappropriate or unsuitable.
- X. Classroom Libraries. Materials in this category presently in the classroom which have been approved for classroom use shall remain available for continuing use by students. Materials acquired to replace or duplicate books or other materials which have already been approved may be made available for student use without resubmission of their titles to the school's media center. When new materials are added to the classroom library, a list of said new materials shall be submitted to the school's media center. Teachers shall apply the selection criteria set forth in Policy #_____ - Educational Media Materials Selection.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**1001.43, 1006.28, 1006.29(5),
1006.31, 1006.32, 1006.40 F.S.**

HISTORY:

**ADOPTED: _____
REVISION DATE(S): _____
FORMERLY:**

EDUCATIONAL MEDIA MATERIALS SELECTION

4.22*+

- I. Objectives of Selection - The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view. The School Board asserts that the responsibility of the media center is to provide:
 - A. Instructional and supplemental materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students being served.
 - B. Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
 - C. A background of information enabling students to make intelligent judgments in their daily life.
 - D. Materials on opposing sides of controversial issues in order that students may develop, under guidance, the practice of critical analysis of all media.
 - E. Materials representative of the many religious, ethnic, and cultural groups and their contributions to the heritage and culture of America and the world.
 - F. A comprehensive collection appropriate for the users of the media center placing principle above personal opinion and reason above prejudice in the selection of materials of the highest quality.
- II. Legal Responsibility for Selection. The School Board is legally responsible for all matters relating to the operation of the Gadsden County Schools. The responsibility for the selection of educational materials, regardless of whether the book is purchased, donated, or otherwise made available to students is delegated to a school district employee who holds a valid educational media specialist certificate. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials. The School Board shall adopt and publish on its website the process for a parent to limit his or her student's access to materials in the school or classroom library.
- III. Parental Responsibility. Parents shall have the right to review materials in the media center and request that it be noted in the Student's library record that the student not be allowed to check out certain material.

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IV. Criteria for Selection of Media Materials

- A. The standards to determine the propriety of the educational materials shall be pursuant to Florida Statutes.
- B. First consideration shall be given to the needs of the individual school based on knowledge of the curriculum, of the existing collection, and of the needs of children and youth. Requests from users of the collection, (*i.e.*, administrators, faculty, parents, and students) shall be given high priority.
- C. Materials shall be considered on the basis of accuracy of content, overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, comprehensiveness of material, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, format and price.
- D. In determining the suitability and value of the material included in the collection, consideration of the following elements must be given:
 - 1. Religion. Factual, unbiased material which represents all major religions
 - 2. Ideologies. Factual information on any ideology or philosophy that exerts a strong force in society
 - 3. Sex Education. Factual information, appropriate for the age group or related to the school curriculum
 - 4. Sex. Pornographic (as defined or prohibited under F.S. section 847.012), sensational, or titillating materials shall not be included
 - 5. Profanity. The fact that limited profanity appears in material shall not automatically disqualify a selection. However, care shall be taken to exclude materials using profanity in a lewd or detrimental manner and not in context with the material
 - 6. Science. Factual information about medical and scientific knowledge, without any biased selection of facts.
- E. Gifts of media or money shall be accepted with the understanding that their use or disposition shall be determined by those persons having the

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responsibility for acquisitions, according to the same selection criteria and procedures as purchased materials.

V. Procedures for Selection

A. In selecting materials made available to students through the district library media center, the school media specialist shall:

1. Consult with reputable, unbiased, professionally recognized reviewing periodicals and school community stakeholders (including, media staff, curriculum consultants, faculty, parents and community members).
2. Require that book selections meet the criteria set forth in s. 1006.40(3)(d). F.S.
3. Library media center collections will:
 - a. be based on reader interest,
 - b. support state academic standards and aligned curriculum
 - c. support the academic needs of students and faculty
4. When considering materials to be purchased, the media specialist shall follow these procedures:
 - a. Purchase materials which are outstanding and frequently used;
 - b. Periodically replace periodically worn or missing basic items;
 - c. Withdraw out-of-date or unnecessary items from the collection or items required to be removed pursuant to subparagraph 2; and replaced by new and age appropriate materials,
 - d. Purchase materials in many types of format: digital, e-books, electronically, soft or hard bound.
 - e. Examine sets of materials and materials acquired by subscription and purchase only material to fill a definite need.

B. District elementary schools must publish on their school website, a list of all materials maintained in the school library media center or required as a part of a school or grade-level reading list.

VI. Challenged Materials. Library materials deemed by some persons to be objectionable may be considered by others to have sound educational value. Any concerned parent, Gadsden County resident or employee of the district may

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

request reconsideration of school library media. A county resident who is not the parent or guardian of a student with access to school district materials may not object to more than one material per month. When a complaint is made, the following procedure shall be followed:

- A. The library media specialist shall discuss the matter informally with the complainant explaining the selection procedures for library media materials. If the complainant accepts the explanation given by the media specialist, the reconsideration process concludes.
- B. If the explanation fails to resolve the objection, the principal will ask the complainant initiating the challenge to file, within two weeks, a formal written objection by completing a "Request for Reconsideration of Library Media" form which must reflect that the complainant has read the material in full. Failure to do so results in the conclusion of the reconsideration process.
- C. Upon receipt of the completed form "Request for Reconsideration of Library Media," the principal shall forward copies to the appropriate personnel on the School-level Review Committee (a committee of teachers, educational media specialists and parents of the school).
- D. The challenged material shall remain available for circulation during the reconsideration process OR the challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision. Any material that is not a course material required by section 1003.46 or 1003.42 challenged based on being pornographic or prohibited by F.S. section 847.012 or depicting or describing sexual conduct as defined in F.S. section 847.001(19), must be removed within 5 school days after receiving the objection and remain unavailable to students of that school until the objection is resolved.
- E. The challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days.
- F. The Complainant shall be informed in writing concerning the school-level committee's decision.
- G. District Review Committee. If the Complainant disagrees with the decision rendered by the school-level committee, an Appeal may be filed with the District.

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- H. The Superintendent shall appoint a District Review Committee with the following composition:
1. One representative of the Public Library Board;
 2. One representative of the general public at large; and
 3. One representative of a school parent organization.
 4. One principal from the level at which the complaint originated (K5, 6-8, or 9-12).
 5. Three school-level instructional staff members including the following:
 - a. One media specialist from the level at which the complaint originated;
 - b. One media specialist from another level; and
 - c. One classroom teacher from the level at which the complaint originated.
 6. Two district-level instructional staff members including the following:
 - a. One district-level instructional staff member from the level where the material is in question; and
 - b. The Supervisor of Technology and Instructional Media Services.
- I. The Review Committee, in carrying out its assigned function, shall:
1. Read, view or listen to the material in its entirety;
 2. Check general acceptance of the material by reading reviews and consulting recommended lists;
 3. Determine the extent to which the material supports the curriculum;
 4. Complete the "Checklist for Reconsideration of Library Media," judging the material for its strength and value as a whole and not in part; and
 5. Forward, within fifteen (15) working days, a written recommendation to the Superintendent.
- J. The Superintendent's designee will inform the complainant and the school's media specialist of the committee's decision to retain or withdraw the challenged material as recommended by the District Review Committee.
- K. If the complainant or the media specialist is dissatisfied with the District Review Committee's decision, a written appeal may be filed with the Superintendent. Failure of the complainant to file a written appeal within 30

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

days of the District Review Committee's decision will result in a conclusion of the reconsideration process and the decision of the District Review Committee shall be final.

- L. The Superintendent shall, within 30 days of receipt of the appeal, send the complainant and the school media specialist a written decision. An appeal to the School Board of the Superintendent's decision must be filed within 10 days after the Superintendent's decision.
- M. The School Board shall consider the decision of the District Review Committee and the Superintendent and any other appropriate documentation (i.e. meeting summaries, material reviews, etc.). The decision of the School Board regarding appropriateness of a particular Library Media material item will be considered final.
- N. Library Media materials in question, can only be removed from circulation and/or used in the school district through the procedures of this policy.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

847.001(19), 847.012, 1000.21, 1001.43, 1003.42, 1003.46, 1006.28, 1006.34(2)(b), 1006.40 F.S.

HISTORY:

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

EDUCATIONAL MEDIA MATERIALS SELECTION

4.22*+

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CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

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- C. Upon receipt of the completed form "Request for Reconsideration of Library Media," the principal shall forward copies to the appropriate personnel on the School-level Review Committee (a committee of teachers, educational media specialists and parents of the school).
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- E. The challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days.
- F. The Complainant shall be informed in writing concerning the school-level committee's decision.
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CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

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 3. One representative of a school parent organization.
 4. One principal from the level at which the complaint originated (K5, 6-8, or 9-12).
 5. Three school-level instructional staff members including the following:
 - a. One media specialist from the level at which the complaint originated;
 - b. One media specialist from another level; and
 - c. One classroom teacher from the level at which the complaint originated.
 6. Two district-level instructional staff members including the following:
 - a. One district-level instructional staff member from the level where the material is in question; and
 - b. The Supervisor of Technology and Instructional Media Services.
- I. The Review Committee, in carrying out its assigned function, shall:
1. Read, view or listen to the material in its entirety;
 2. Check general acceptance of the material by reading reviews and consulting recommended lists;
 3. Determine the extent to which the material supports the curriculum;
 4. Complete the "Checklist for Reconsideration of Library Media," judging the material for its strength and value as a whole and not in part; and
 5. Forward, within fifteen (15) working days, a written recommendation to the Superintendent.
- J. The Superintendent's designee will inform the complainant and the school's media specialist of the committee's decision to retain or withdraw the challenged material as recommended by the District Review Committee.
- K. If the complainant or the media specialist is dissatisfied with the District Review Committee's decision, a written appeal may be filed with the Superintendent. Failure of the complainant to file a written appeal within 30

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

days of the District Review Committee's decision will result in a conclusion of the reconsideration process and the decision of the District Review Committee shall be final.

- L. The Superintendent shall, within 30 days of receipt of the appeal, send the complainant and the school media specialist a written decision. An appeal to the School Board of the Superintendent's decision must be filed within 10 days after the Superintendent's decision.
- M. The School Board shall consider the decision of the District Review Committee and the Superintendent and any other appropriate documentation (i.e. meeting summaries, material reviews, etc.). The decision of the School Board regarding appropriateness of a particular Library Media material item will be considered final.
- N. Library Media materials in question, can only be removed from circulation and/or used in the school district through the procedures of this policy.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**847.001(19), 847.012, 1000.21, 1001.43, 1003.42,
1003.46, 1006.28, 1006.34(2)(b), 1006.40 F.S.**

HISTORY:

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

FOREIGN EXCHANGE STUDENTS

5.15+

- I. The School Board recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and having nonimmigrant students with citizenship in countries other than the United States as members of the student body of the District. A foreign exchange student may be enrolled in a Gadsden County school provided that the student:
 - A. Is sponsored by a program listed with and approved by the Council on Standards for International Educational Travel (CSIET). The representatives from the approved Foreign Exchange Student Program must secure written acceptance from the Student Services department prior to placement and enrollment in the District schools.
 - B. Is at least fifteen (15) years or age but has not attained the age of eighteen and one-half (18 ½) years of age at the time of enrollment. Proof of age must be documented by a birth certificate or passport.
 - C. Agencies must arrange for host family placements with American host family that resides in the county and has been approved by the sponsoring program prior to the student leaving their home country. Exchange students must be enrolled and start attending classes no later than the first day of the first semester each year for full-year placements and the first day of the second semester each year for second-semester placements.
 - D. Shall gain legal entry into the United States with a J-1 Exchange Visa, required INS documents, and present to the District the general enrollment documents required by all students.
 - E. The Foreign Exchange Program must certify that financial resources are sufficient to cover all expenses for the student, including funds to cover school lunches.
 - F. Provides an academic transcript from the home school with English translation.
 - G. Provides evidence of sufficient English proficiency to function successfully in the academic level in which he/she is enrolled.
 - H. Meets immunization requirements in accordance with Florida statutes.

CHAPTER 5.00 – STUDENTS

- I. Has health, accident and liability insurance coverage that is valid in the United States.
- II. A student shall be enrolled for a minimum of one (1) semester or a complete school year [two (2) semesters].
- III. The student shall be subject to the *Code of Student Conduct*.
- IV. Eligibility for participation in athletics shall be consistent with Florida High School Athletic Association and School Board rules.
- V. The Superintendent or designee shall approve the admission of each foreign exchange student.
- VI. The Superintendent shall develop procedures for implementing the foreign exchange student program.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.
8 C.F.R. 214 et seq.,
8 U.S.C. 1101 (Immigration Reform and Control Act)

LAW(S) IMPLEMENTED:

1001.43, 1006.07

HISTORY:

ADOPTED: _____

REVISION DATE(S): _____

FORMERLY:

CHAPTER 5.00 – STUDENTS

CONTROLLED OPEN ENROLLMENT

5.23*+

- I. The School District shall develop a *Controlled Open Enrollment Plan* that will be approved by the School Board and considered part of this policy. This plan will enable the District to consider student assignment based on parental preference when requested by the parent as defined by Florida Statutes. Schools must accept students throughout the school year as capacity becomes available by grade level. ~~The plan shall be in effect beginning with the 2017-2018 school year.~~
- II. The plan shall include but not be limited to the following:
 - A. Eligibility requirements;
 - B. Application process;
 - C. Forty-five (45) day time period for accepting applications;
 - D. Method of determining capacity of schools;
 - E. Capacity determination for each District school by grade level, updated every 12 weeks;
 - F. Identification of schools that have not reached capacity;
 - G. Class size standards;
 - H. Lottery procedure for determining student assignment if transfer requests exceed available space;
 - I. Provision for a parent to request placement of siblings within the same school;
 - J. Appeals process for hardship cases;
 - K. Availability of transportation options required by law or available through the District or in the community ; and
 - L. The availability of funds for transportation under ss. 1002.394, 1002.395, and 1011.68; and
 - M. ~~Method and timeline for notifying a parent of his/her child's placement for the next school year.~~ Maintain a wait list of students who are denied access due to capacity and notify parents when space becomes available throughout the year.

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- III. The plan and process for implementing the plan must
 - A. Adhere to federal desegregation requirements;
 - B. Maintain socioeconomic, demographic, and racial balance;
 - C. Allow a student to remain at the chosen school until he/she completes the highest grade level at the school; and
 - D. Maintain existing academic eligibility criteria for public school choice programs.
- IV. Students residing in the District shall not be displaced by a student from another district who is seeking enrollment through the open enrollment provisions.
- V. Preferential treatment shall be provided for
 - A. Dependent children of active duty military personnel whose move resulted from military orders;
 - B. Children who have moved due to foster care placement in a different school zone;
 - C. Children who have moved due to a court-ordered change in custody as a result of separation or divorce;
 - D. Children who have moved due to the serious illness or death of a custodial parent;
 - E. Students at multiple session schools; and
 - F. Students residing in the District.
- VI. The *Controlled Open Enrollment Plan* shall be available on the District website.
- VII. The process for participating in controlled open enrollment shall be posted on the District website with a list of schools that have not reached capacity, the application for participation, and the deadline for submitting the request to participate in controlled open enrollment.
- VIII. The District shall report the number of students participating in public school choice by type as required by the Department of Education.

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- IX. The *Controlled Open Enrollment Plan* and the process for implementing the plan shall be reviewed annually. The Superintendent shall present the plan and any recommended changes to the School Board for consideration.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**1000.21, 1001.41, 1001.42, 1001.43, 1001.51,
1002.20, 1002.31, 1002.38, 1002.39, 1002.394,
1002.395, 1011.68, 1013.35, F.S.**

HISTORY:

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

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ZERO TOLERANCE FOR SCHOOL RELATED CRIMES

5.32*+

- I. It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. The District shall strive to protect students, staff, visitors and volunteers from harm and to protect victims of crime from further victimization. In a disciplinary action, there is a rebuttable presumption that the actions of a student who intervened for the defense of others or in the student's own self-defense, was using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer that was necessary to restore or maintain the safety of others. This policy applies to conduct on School District property, school or District provided transportation and at any school or District sponsored activity. This policy implements the zero tolerance policy as outlined in Florida Statutes.
- II. Acts that pose a serious threat to school safety are those acts that endanger the life or safety of a student, staff member or other person on campus or at a school or District sponsored activity. Such acts include but are not limited to
 - A. Aggravated battery;
 - B. Armed robbery;
 - C. Arson;
 - D. Battery or aggravated battery on a teacher or other school personnel;
 - E. Kidnapping or abduction;
 - F. Murder;
 - G. Manslaughter;
 - H. Possession, use or sale of a controlled substance;
 - I. Possession, use or sale of any explosive devise;
 - J. Possession, use or sale of any firearm or weapon;
 - K. Sexual battery.

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- III. Acts that are considered petty misconduct may disrupt the educational process but do not endanger the life or safety of an individual. Such acts include but are not limited to
 - A. Cellular telephone violation;
 - B. Defiance of authority;
 - C. Disruption, minor;
 - D. Dress code violation;
 - E. Eating or drinking on the bus;
 - F. Forgery;
 - G. Horseplay;
 - H. Leaving campus without permission;
 - I. Lying or misrepresentation;
 - J. Profanity;
 - K. Vehicle parking violation.
- IV. The District shall establish agreements with the county sheriff's office and local police department(s) that provide for reporting conduct that threatens school safety and obtaining assistance from the appropriate law enforcement agency. Law enforcement consultation is not required for petty acts of misconduct which are not a threat to school safety.
- V. The District shall report to the appropriate law enforcement agency any act that poses a threat to the safety or welfare of students, staff and other persons on school property or at school events or is a serious violation of law. The following acts when committed on School District property or at a District activity shall be reported to the appropriate law enforcement agency:
 - A. Alcohol violation;

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- B. Alcohol, sale or distribution;
- C. Arson;
- D. Battery;
- E. Bomb or biochemical threat;
- F. Breaking and entering or burglary;
- G. Disruption of school, major;
- H. Drug use, sale or distribution;
- I. Explosives, possession or use;
- J. Extortion;
- K. False alarm;
- L. Firearms violation;
- M. Gang-related activity;
- N. Hate crime;
- O. Illegal organization, membership;
- P. Robbery;
- Q. Sexual battery;
- R. Sexual harassment;
- S. Sexual misconduct;
- T. Sexual offense;

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- U. Stalking;
 - V. Trespassing;
 - W. Weapons violation;
 - X. Any felony as defined by Florida Statutes.
- VI. Consultation with law enforcement is required when a student commits more than one misdemeanor, to determine if the act should be reported.
- VII. The school principal shall notify all school personnel of their responsibility to report to the principal or his/her designee crimes or incidents posing a threat to school safety and ensure the incident is properly documented.
- VIII. Students found to have committed one of the following offenses on school property, school sponsored transportation or during a school sponsored activity shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and be referred to the criminal justice or juvenile justice system:
- A. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
 - B. Making a threat or false report as defined in Florida Statutes Sections 790.162 and 790.163 respectively, involving school or school personnel's property, school transportation or a school-sponsored activity.
 - C. Assault or battery on specified officials or employees in violation of Section 784.081, Florida Statutes.
 - D. Hazing as defined in 1006.135, Florida Statutes.
- IX. When a student is formally charged with a felony or a delinquent act that would be a felony if committed by an adult, the Superintendent shall notify appropriate personnel including the principal, the transportation director, the student's classroom teachers, the student's bus driver and other school personnel who directly supervise the student.

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- X. The School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion.
- XI. The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.
- XII. If a student committing any of the offenses in this policy is a student with a disability, the School Board shall comply with the applicable State Board of Education rules.
- XIII. Before the expiration of an expulsion period, the threat management team will meet to make a recommendation to the Superintendent on whether the expulsion period should be extended. Upon receiving the threat management team's recommendation, the Superintendent will determine if the expulsion period will be extended and, if the expulsion period is extended, what educational services will be provided. Written notice shall be given to the student and the student's parent(s) of the recommendation to extend the expulsion period in accordance with Section 1006.08(1).
- XIV. Any student found to have committed a violation of Section 784.081(1), (2) or (3), Assault or Battery on Specified Officials or Employees shall be expelled or placed in an alternative school setting or other program as appropriate. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.
- XV. A student or his/her parent may request a review by the Superintendent of any disciplinary action taken by the District. Such request must be submitted in writing to the Superintendent within ten (10) days of the imposition of disciplinary action.

LAW(S) IMPLEMENTED: 120.57(1), 775.08, 784.081, 790.162, 790.163, 985.04, 1001.42, 1001.43, 1001.54, 1003.31, 1003.42, 1006.07, 1006.08, 1006.09, 1006.13, 1006.135, 1006.14, 1012.28, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-6.03311

HISTORY: ADOPTED: _____ **REVISION DATE(S):** _____ **FORMERLY:**

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STUDENT USE OF CELLULAR TELEPHONES AND OTHER COMMUNICATION DEVICES

5.37*+OPTION 2

- I. Personal telephones and other wireless communication devices may be brought to school with the following conditions applying:
 - A. Elementary and middle school students may not use a wireless communications device during the school day.
 - B. High school students may not use a wireless communication device during instructional time, except when expressly directed by a teacher solely for educational purposes. The student code of conduct will designate the locations within the school buildings where a high school student may use his or her wireless communications device with the express permission of a school administrator.
 - C. Devices must be silenced during school hours.
 - D. If emergency calls to or from students are necessary they should be placed through the school office and not to or from the student's telephone.
 - E. Devices should be kept secure to prevent theft (e.g., vehicles, purses, backpacks, lockers).
 - F. A student will be allowed to use a wireless communication device during the school day in accordance with:
 - i The student's individualized education plan;
 - ii The student's 504 accommodation plan issued under s. 504 of the Rehabilitation Act of 1973; or
 - iii A doctor's note from a physician licensed under Chapter 458 or Chapter 459 certifying in writing that the student requires the use of a wireless communications device based upon valid clinical reasoning or evidence.
- II. Violation of these provisions shall result in the confiscation of the personal telephone or other communication devices and its return only to the parent, as defined by Florida Statutes. If the student is of majority age, then he/she may be prohibited from possessing a phone or other communication devices on campus.

- III. The use of personal telephones or other communication devices at school events shall not be limited by this policy; however, the principal shall have full authority to promulgate rules that implement all provisions herein.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**1000.21, 1001.43, 1003.04, 1003.31, 1006.07,
1006.08, 1006.09, 1006.145, F.S.**

HISTORY:

ADOPTED: _____

REVISION DATE(S): _____

FORMERLY: NEW

STUDENT ATTENDANCE

5.40*+

- I. A student who is absent without the principal's approval shall have his/her parent(s), as defined by Florida Statutes, report such absences to the school center in the manner prescribed by the *Code of Student Conduct*.
 - A. The *Code of Student Conduct* shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.
 - B. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal shall implement this provision on an individual basis pursuant to Florida Statutes and State Board of Education rule.
 - C. Students diagnosed with autism spectrum disorder may be excused from school to attend medical appointments necessary to receive therapy for autism spectrum disorder, including, but not limited to, applied behavioral analysis, speech therapy and occupational therapy.
 - D. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.
- II. Student absences must be tracked on a daily basis and parents contacted as required by law.
- III. A person designated by the Superintendent or his/her designee shall investigate truancy problems and non-enrollment issues.
 - A. When a student who is subject to compulsory school attendance has been absent as set forth in 1003.26, the Superintendent/designee may file a truancy petition seeking early truancy intervention with the circuit court.
 - i The designee may also refer the student to a child study team for review and recommendations on remediating the truancy; or
 - ii The designee may refer the case to the department of Juvenile Justice's authorized agent for families in need of services.
 - B. When a student subject to compulsory school attendance is required to be enrolled in school and is not enrolled the designee:
 - i Must report the case to the Superintendent. The Superintendent must refer the case to the child study team at the school; and
 - ii May refer the case to the Department of Juvenile Justice's authorized agent for families in need of services.

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If the parent refuses to cooperate or enroll the child in school within 15 days after referral of the case to the child study team, the Superintendent must make a report to law enforcement and refer the case to the Office of the State Attorney. The Superintendent or designee must give written notice in person or by return-receipt mail to the parent that criminal prosecution is being sought for nonattendance.

- C. The designee will distribute the Department of Children and Families information guide that explains the process for obtaining assistance for a child in need of services or for a family in need of services and the community services and/or resources available to parents upon request or deemed to be in need including parents of truant children.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**985.03, 1000.21, 1001.43, 1003.21,
1003.23, 1003.24, 1003.26, 1003.27 F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-1.044, 6A-1.09514

HISTORY:

**ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: _____**

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ADMINISTRATION OF MEDICATION

5.62*+ OPTION 1

I. Administration of Prescription Medication

- A. Each school principal shall designate a staff member(s) to administer medications. The staff member(s) at each school shall be trained annually by the registered nurse.
- B. Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. The *Code of Student Conduct* shall set forth provisions for administering prescription medications.
- C. Instructions on using a prescription shall be provided by a physician or described on the medication container provided by the physician or pharmacist.
- D. All prescription medications shall be delivered to the office/clinic with the following information provided:
 - 1. Diagnosis;
 - 2. Reason for giving;
 - 3. Name and purpose of medication;
 - 4. Time the medication is to be given;
 - 5. Specific instructions on the administration of the medication;
 - 6. Approximate duration of medication;
 - 7. Beginning date - Ending date;
 - 8. Allergies;
 - 9. Side effects;

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10. A note signed by the student's parent(s), as defined by Florida Statutes, to grant permission for administering the prescription medication;
 11. Medication to be counted with two (2) persons signing.
-
- E. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.
 - F. Prescription medication which is kept at school shall be stored in a secure place under lock and key with the student's name attached. Only authorized staff who administer said medication shall have access to it.
 - G. A student with a special health condition(s) such as asthma, diabetes, pancreatic insufficiency, cystic fibrosis or hypersensitivity may carry prescription medication for emergency situations on self if approved by his/her physician and his/her parent. The approval of the physician and the parent and information regarding the medication required in IV. 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.
 - H. A record shall be maintained on each student who receives a prescription medication during school hours, including the time each dose of prescription medication was administered. These records shall be made available daily to the principal and the county health nurse.
 - I. Field Trips - The requirements for the administration of medication while students are away from school property or on official school business shall be the same as those while on school property. All medications including nonprescription medications that are taken on field trips or other official school business must be in the original container. Only trained personnel will administer medication away from the school site except for students who have permission to self-administer emergency medications.
 - J. A student may possess and use a medication regulated by the US Food and Drug Administration for over-the-counter use to treat and/or relieve

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headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription.

II. Administration of Emergency Medication

A. Epinephrine

1. Schools may purchase and maintain a supply of epinephrine autoinjectors to use when a student is having an anaphylactic reaction. The medication shall be kept in a secure location accessible only to trained personnel.
2. The School Board shall adopt a protocol, developed by a licensed physician, for the administration of epinephrine in emergency situations.
3. Only school personnel who are trained to recognize an anaphylactic reaction and certified to administer an epinephrine auto-injector or a person who is authorized by an authorized health care practitioner shall be permitted to administer this medication; however, the autoinjector may be given to a student who is authorized to self-administer an epinephrine auto-injector.
4. All schools serving students in K-8 shall provide training to an adequate number of school personnel and contracted personnel on the recognition of an anaphylactic reaction and the administration of epinephrine delivery device.
5. Under the provisions of Florida Statutes, the District trained and certified personnel, or an uncertified person who administers an epinephrine auto-injector, under the authorization of an authorized health care provider, shall not be liable for any injury resulting from the administration of an auto-injector, provided that school personnel were trained or authorized as provided by law, followed the established protocol and believed that the student was having an anaphylactic reaction.
6. For a student in grades K-8 that has an emergency action plan for anaphylaxis, the plan must be accessible at all times when the student is on school grounds, whether during the school day or participating at school in a school-sponsored activities.

- B. Emergency Opioid Antagonist ("EOA"). The School Board recognizes that the opioid epidemic is a public health crisis and access to opioid-related overdose reversal medication can be life-saving. The following protocols for

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the administration of EOA in emergency situations are adopted to assist a person at risk of experiencing an opioid-related overdose.

1. Definitions

- a. Drug overdose: an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction.
- b. Emergency Opioid Antagonist (EOA): is an FDA approved medication that blocks the effects of opioids administered from outside the body and may be obtained, pursuant to state law, to treat individuals who are experiencing, or may be experiencing, an opioid related overdose.
- c. Opioids are illegal drugs including, but not limited to, heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone (OxyContin, Percodan, Percocet), hydrocodone (Vicodin), fentanyl, hydromorphone (Dilaudid), and buprenorphine.

2. The Superintendent shall adopt Administrative Guidelines governing the procurement, maintenance and use of EOA at school, for use in emergency situations and emergency notification requirements. The Superintendent will consult with a licensed health professional when developing the Administrative Guidelines.

3. The Administrative Guidelines shall:

- a. Specify the individuals (by position) employed by the School Board who may, in accordance with law, procure EOA;
- b. Include the physician-established protocol(s), as required by law;
- c. Identify the location(s) in each school building where EOA shall be stored;
- d. Specify the conditions under which EOA must be stored, replaced, and disposed of;
- e. Specify the individuals (by position) employed by or under contract with the School Board, in addition to a licensed school nurse, who are authorized to access and use EOA in emergency situations;
- f. Specify the training that Board employees or contractors must complete before being authorized to access and administer EOA; and

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- g. Specify that the assistance from an emergency medical service provider (911) must be requested as soon as practicable before or after EOA is administered.
- 4. To the extent provided by law, the Board, its members, employees and contractors shall not be liable civilly for acts or omissions associated with procuring maintaining, accessing, or using EOA in emergency situations as prescribed by this policy and any administrative guidelines.
- 5. Delegation of Responsibility
 - a. The School Medical Director shall provide and annually renew standing order of EOA to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose on school grounds or at a school-sponsored activity, at which the school nurse or any other individual properly trained to administer EOA is present as permitted by this policy. The standing order shall include at least the following information:
 - i. Type of EOA (intranasal and/or auto-injector)
 - ii. Date of issuance
 - iii. Dosage
 - iv. Signature of the school physician or school Medical Director
 - b. The standing order shall be maintained in the office of the Nurse Supervisor and copies of the standing order shall be kept in each location where EOA is stored.
- 6. Acquisition, Storage and Disposal
 - a. The school nurse(s) shall obtain sufficient supplies of EOA pursuant to the standing order in the same manner as other medical supplies are acquired for the school health program.
 - b. The school nurse or designee shall regularly inventory and refresh EOA stocks, and maintain records thereof, in accordance with Administrative Guidelines, manufacturer's recommendations and any applicable Department of Health guidelines.
 - c. EOA shall be safely stored in accordance with the drug manufacturer's instructions in the school nurse's office or other

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location(s) designated by the school nurse that is only accessible by the individuals' authorized to administer EOA.

7. Training
 - a. School nurses shall be trained in the use of EOA by the _____ County Department of Health.
 - b. School Departments are encouraged to send other staff to be trained, including but not limited to coaches, guidance counselors, teachers, etc.
 - c. Training for designated staff shall occur annually prior to the beginning of each school year and throughout the year, as needed.
8. Parent Notification
 - a. Prior notice to the parents of a student of the administration of EOA is not required.
 - b. If EOA has been administered to a student, immediately following the administration, the school shall provide notice to the parent/guardian of the student who received EOA.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**381.88, 381.887, 381.885, 499.003, 768.13,
1000.21, 1001.43,
1002.20, 1002.22, 1006.062, 1014.06 F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-6.0251, 6A-6.0252, 6A-6.0253

STATE DEPARTMENT OF HEALTH RULE(S):

64F-6.004

HISTORY: ADOPTED: _____

REVISION DATE(S): _____ FORMERLY:

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STUDENT RECORDS

5.70*+

School Board Rules and procedures for maintaining student records shall be consistent with Florida Statutes, including the “Parents’ Bill of Rights”, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Act and Privacy Rights of Parents and Students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

- I. Procedures on student records shall be approved by the School Board and contained in the *Student Educational Records Manual*. Included shall be provisions of the Federal requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain nonemergency medical examinations.
- II. Definitions
 - A. Education records means records that are directly related to a student and that are maintained by the District or a party acting on behalf of the District, as defined in 20 USC Section 1232g(a)(4).
 - B. Eligible Student means a student who has reached 18 years of age or is attending a postsecondary institution, at any age.
 - C. Online educational service means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function.
 - D. Student means any individual who is or has been in attendance in a district school and regarding whom the District maintains education records.
 - E. Parent or parents, includes parents or guardians of students who are or have been in attendance at a school or institution.
 - F. Personally identifiable information or “PII” means information that can be used to distinguish or trace a student’s identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to, direct identifiers (such as a student’s or other family member’s name), indirect identifiers (such as a student’s date of birth, place of birth, or mother’s maiden name), and other personal identifiers (such as a student’s social security number or Florida Education Identifier (FLEID) number. PII also includes information that, alone or in combination, is linked or linkable to a

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- specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
- G. Therapeutic treatment plan means a plan that identifies the mental health diagnosis, or condition, the therapy or intervention goal(s), the type of school-based mental health intervention, and the school-based mental health services provider responsible for providing the mental health intervention or therapy.
- H. Therapy progress notes means notes maintained by a school-based mental health services provider that summarize the focus and progress toward treatment goals(s) of each therapy or intervention session.
- I. Third-party vendor or Third-party service provider means any entity, whether public or private, that provides services to the Board through a contract or agreement. The term does not include the Florida Department of Education or the Department's contractors and subcontractors.
- III. Parents, as defined by law, and students shall be notified annually of their rights regarding education records.
- IV. The District shall not collect or retain information including biometric information restricted by §1002.222, F.S.
- V. The District acknowledges important information relating to a minor child should not be withheld inadvertently or purposefully, from the parent, including information relating to the minor child's health, well-being, and education, while the minor child is in the custody of the school district.
- VI. Parents or eligible students have the right to access and review all school records related to the minor child including but not limited to, the right to access school safety and discipline incidents as reported pursuant to section 1006.07 (7) and (9), F.S.
- VII. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from the public records law as required by Florida Statutes.

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- VIII. A school may release a student's education records to partners to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities and other signatory agencies as allowed by law.
- IX. Directory Information. The District shall make available, upon request, certain information known as directory information without prior permission of the parents or eligible student. The District shall charge fees for copies of designated directory information as provided in State law. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates as student directory information: a student's name; photograph; address; telephone number, if it is a listed number; e-mail address; date and place of birth; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; grade level; enrollment status; date of graduation or program completion; awards received; and most recent educational agency or institution attended.
- A. An annual written notice shall be given to inform parents and eligible students of their rights of access, waiver of access, challenge and hearing, privacy, categories of personally identifiable student information designated as directory information data, and the location and availability of the District's policy on education records of students. Parents or eligible students may, by providing a written statement to the principal within two (2) weeks of the first day of the school year or entry into the school system request that all specific portions of directory information for that specific student not be released.
- B. Directory information shall not be provided to any organization for profit-making purposes, unless the request is approved, in a nondiscriminatory manner, by the Superintendent.
- C. In accordance with Federal law, the District shall release the names, addresses, District-assigned e-mail addresses (if available), and telephone listings of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. Such data shall not be released if the eligible student or student's parents submit a written request not to release such information. The recruiting officer is to sign a form indicating that any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed

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Forces. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer. A secondary school student or parent of the student may request that the student's name, address, District assigned e-mail address (if available), and telephone listing not be released without parental consent.

- X. Information contained in education records must be classified and retained in accordance with F.A.C. 6A-1.0955 and this policy as follows:
 - A. Category A: Information for each student which must be kept current while the student is enrolled and retained permanently in the manner prescribed by Section 1001.52(2), F.S.
 - B. Category B: Information which is subject to periodic review and elimination when the information is no longer useful in the manner prescribed by Section 1001.52(3), F.S.

- XI. Where records are opened to parents or eligible students, schools shall make available a member of the professional staff to interpret the record and shall provide copies upon request and payment of the current District copy rate, which shall not exceed the maximum rate for copies of public records as set forth in F.S. Chapter 119. The copy rate will include the actual reproduction costs and will not include the labor costs for retrieval. The copy rate may be waived by the District.

- XII. School officials shall provide requesting parents or eligible students an opportunity for a hearing to challenge the content of their child's or eligible student's school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.
 - A. Parent or eligible student may request in writing an informal meeting with the custodian of the record for the purpose of requesting the correction, deletion, or expunction of any inaccurate, misleading, or otherwise inappropriate data or material contained in the student record.
 - B. If the parties at the informal meeting agree to make deletions, to expunge material, or to add a statement of explanation or rebuttal to the file, such agreement shall be reduced to writing and signed by the parties, and the appropriate school officials shall take the necessary actions to implement the agreement. If an agreement is not reached, notification of the denial and of the right to a formal hearing shall be made in writing to the parent or eligible student with a copy to the Superintendent or designee.

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- C. Upon the request of a parent or eligible student, a formal hearing shall be held. The hearing shall be requested, in writing, within ten (10) days of the written notice of denial at the informal meeting, to the Superintendent or designee, who shall appoint a hearing officer. The hearing officer may be any official of the school system with no direct interest in the outcome of the hearing. The hearing officer shall convene and conduct the hearing and shall render a decision in writing to all concerned parties within ten (10) days of the conclusion of the hearing. Such hearing shall be held within a reasonable period of time but in no case shall be held more than thirty (30) days from the date of the written request.
 - D. The parents or eligible student, and officials of the school shall be afforded a full and fair opportunity to present evidence relevant to the issue(s) raised. The hearing shall be recorded and available to all parties. However, the record of such hearings are exempt from disclosure under F.S. Chapter 119.
 - E. If the decision of the hearing officer is that the records are not inaccurate, misleading, or otherwise in violation of privacy rights, the parent or eligible student shall be allowed to comment in writing on the information in the education record and set forth any reasons for disagreeing with the decision. This written response shall be filed in the education records of the student.
- XIII. Student information that is confidential and exempt shall not be released except when authorized by §1002.221, F.S.
- XIV. Disclosure of Personally Identifiable Information (PII)
- A. Prior Written Consent
 - 1. Prior written consent of the parent or eligible student shall be obtained prior to disclosing PII of the student other than directory information. The written consent shall include: signature of the parent or eligible student; date; specification of records or information to be disclosed; purpose of the disclosure; and the party or class of parties to whom a disclosure is to be made.
 - 2. Disclosures of PII of the student will be made only on the condition that the party or parties to whom the information is disclosed shall not disclose the information to any other party without prior written consent of the parent or eligible student, as appropriate. PII of a student disclosed to an institution, agency, or organization may be used by its officers, employees, and agents, but only for the purpose for which the disclosure was made. The District presumes the parent or eligible student has the authority to grant permission for disclosure of PII of a

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student unless the District has been provided with evidence that there is a legally binding instrument or State law or court order governing such matters as divorce, separation, or custody which provides to the contrary.

B. Without Prior Written Consent

1. PII or records of a student may be released to the following persons or organizations without the prior written consent of the eligible student or the student's parent:
 - a. Officials of schools, school systems, career centers, or public postsecondary educational institutions in which the student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent or student upon request.
 - b. Other school officials, including teachers within the educational institution or agency, who have a legitimate educational interest in the information contained in the records.
2. The United States Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, the Comptroller General of the United States, or State or local educational authorities who are authorized to receive such information subject to the conditions set forth in applicable Federal statutes and regulations of the United States Department of Education, or in applicable State statutes and rules of the State Board of Education.
3. While the disclosure of PII without consent is allowed under the audit exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of PII.
4. Any entity receiving PII pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, the entity must enter into a written agreement with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the PII will not be re-disclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to

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destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

- XV. Student records may be disclosed to a court of competent jurisdiction in compliance with an order of that court or the attorney of record in accordance with a lawfully issued subpoena, upon the condition that the student and the student's parents are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.
- XVI. If the District initiates legal action (a lawsuit) against a parent, or if the parent initiates legal action against the District. In such circumstances, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with legal action as the plaintiff or to defend itself.
- XVII. Record of Disclosures. A record of any requests or disclosures of PII of a student shall be maintained except for disclosures to the parent or eligible student; disclosure of directory information; or to any other school officials with a legitimate educational interest. The record of requests for disclosure shall include the following: the parties who have requested or obtained personally identifiable student information, the legitimate interests of the persons requesting or obtaining the information, and date parental/eligible student consent was obtained.
- XVIII. Disclosures for Health or Safety Emergencies. In the event of a health or safety emergency, disclosure of PII of a student may be made by school officials. Such emergency situations shall be declared in writing to the Superintendent by a recognized legal official with authority to declare such emergency. The declaration of a health or safety emergency shall include the need for specific personally identifiable student information, the time requirements for the information, and the parties to whom the information is disclosed who are responsible for utilizing the information to deal with the emergency.
- XIX. Transfer of Student Records. District, upon receiving a written request for another school, public or private, within or out of State, shall transfer within five (5) school days the records of the student.

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A. The records to be transferred shall include:

1. Category A and B (including disciplinary records with respect to suspension and expulsion) records as defined by Rule 6A-1.0955, F.A.C.
2. Verified reports of serious or recurrent behavior patterns, including substantive and transient threat management evaluations and intervention services; and
3. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by School District or charter school staff, as appropriate.
4. Non-threats as described in F.A.C. 6A-1.0955 must not be transferred with a student's educational record, unless one of the following conditions are met:
 - a. The parent of the student who was the subject of a non-threat finding requests that the record be retained in the student's file; or
 - b. The threat management team has made a determination that the non-threat finding must be retained in order to ensure the continued safety of the school community or to ensure the well-being of the student. Such determination and reasoning for maintaining the record must be documented with the non-threat finding. When this determination is made, the threat management team must re-evaluate the decision on an annual basis to determine if the record is no longer useful. The student's age and length of time since the original assessment must be considered in those evaluations.

- XX. Reporting of student database information shall comply with these safeguards.
- A. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;
 - B. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and
 - C. Data shall be protected from unauthorized use at all times.
- XXI. Social security numbers may be collected from students

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- A. To be used as student identification numbers as allowed by §1008.386, F.S. until the Department of Education has issued a student identification number;
 - B. To facilitate the processing of student scholarships, college admission and other applications; and
 - C. For other purposes when consent of the parent or adult student is granted.
- XXII. Required use of online educational services by students and parents. In order to protect a student's PII from potential misuse and in order to protect students from data mining or targeting for marketing or other commercial purposes, the Board requires the review and approval of any online educational service that students or their parents are required to use as part of a school activity (1) regardless of whether there is a written agreement governing student use, (2) whether or not the online educational service is free, and (3) even if the use of the online educational service is unique to specific classes or courses. The following requirements also apply to online educational services:
- A. The Superintendent is responsible for reviewing the online educational service's terms of service and privacy policy for compliance with State and Federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. 6501-6506, and F.S. 1002.22;
 - B. The Superintendent is responsible for the review and approval of online educational services that will be required for students to use;
 - C. Parents and eligible students will be notified via [] email [] any time they are required to use an online educational service that collects student PII;
 - D. If student PII will be collected by the online educational service, parents and eligible students will be provided notification regarding the information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure.
- XXIII. The Board will not utilize any online educational service that will share or sell a student's PII for commercial purposes without providing parents a means to either consent or disapprove.
- XXIV. If a student is required to use an online educational service, the Board will include on its website a description of the student PII that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure. The website will also include a link to the online educational service's terms of service and privacy policy, if publicly available.

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- XXV. Contracts or agreements with third-party vendors. All contracts or agreements executed by or on behalf of the Board with a third-party vendor or a third-party service provider must protect the privacy of education records and student PII contained therein. Any agreement that provides for the disclosure or use of student PII must:
- A. require compliance with FERPA, its implementing regulations, and F.S. 1002.22;
 - B. where applicable, require compliance with COPPA, 15 U.S.C. 6501-6506, and its implementing regulations; ensure that only the student PII necessary for the service being provided will be disclosed to the third party;
 - C. prohibit disclosure or re-disclosure of student PII unless one of the conditions set forth in F.A.C. 6A 1.0955(11)(b) has been met.
 - D. Contracts or agreements with a third-party vendor or third-party service provider may permit the disclosure of student PII to the third party only where one or more of the following conditions has been met:
 - 1. the disclosure is authorized by FERPA and 34 CFR §99.31;
 - 2. the disclosure is authorized by the Board's directory information provisions set forth in this policy and implemented in accordance with FERPA and 34 CFR §99.37; or
 - 3. the disclosure is authorized by written consent of an eligible student or parent. Consent must include, at a minimum, an explanation of who the student PII would be disclosed to, how it would be used, and whether re-disclosure is permitted. Any re-disclosure must meet the requirements of F.A.C. Rule 6A-1.0955(11)(b) and this policy.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 119.07(1), 119.071, 1001.43, 1001.52, 1002.22, 1002.221, 1002.222, 1002.72, 1003.25, 1008.386, 1014, et. Seq., F.S.; F.A.C. 6A-1.0955; 20 USC §1232 f, g, h, and i (34 CFR PART 99); P.L. 103-382 (34 CFR PAR 99); 20 USC 1400 et. seq., Individuals with Disabilities Act; Privacy Rights of Parents and Students – P.L. 90-247

HISTORY: **ADOPTED:** _____ **REVISION DATE(S):** _____ **FORMERLY:**

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ATHLETICS

5.80 option 2+

- I. Each school may establish a board of control for athletics to include the school principal, instructional staff members, the athletic director, and any other member deemed appropriate by the school principal.
- II. All District high schools and schools with middle grades shall be members of the Florida High School Athletic 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 School Board. Membership dues will be paid from the internal accounts of each respective school.
- III. Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a copy of the insurance card and a signed statement from the student's parent(s), as defined by Florida Statutes, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s) through the school, or the parent(s) may submit evidence that insurance has been provided through another source.
- IV. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s)/legal guardian(s) and a current physical examination as required by Florida High School Athletic Association being on file.
- V. Interscholastic Participation: To be eligible to participate in interscholastic extracurricular student activities, a student must:
 - A. Maintain a grade point average of 2.0 or above on a 4.0 scale, or its equivalent, in the previous semester or a cumulative grade point average of 2.0 or above on a 4.0 scale, or its equivalent, in the courses required by s. 1003.43(1).
 - B. Maintain satisfactory conduct and, if a student is convicted of, or is found to have committed, a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities is contingent upon established and published district school board policy.

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- VI. The Superintendent shall develop appropriate administrative procedures for the operation of the interscholastic athletics program. Such procedures should provide for the following safeguards:
- A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination as defined by Florida Statutes; and a parent/legal guardian shall report any past or current health problems along a physician's statement that any such problems have or are being treated and pose no threat to the student's participation. Physicals are valid for 365 days..
 - B. Any student wanting to participate in middle school and/or high school athletics must complete a mandatory Cardiology Report: Electrocardiogram (ECG) as a part of the student's athletic packet and must:
 - 1. Have a mandatory electrocardiogram (ECG) screening prior to participating in his/her first athletic sport in middle school and again prior to participating in his/her first athletic sport in high school; or
 - 2. Decline the electrocardiogram (ECG) screening each year of athletic participation. **** if mandatory to participate this should read:** Parents/students who decline the electrocardiogram (ECG) screening will not be permitted to participate in any athletic program.
 - C. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel who has determined the conditions under which the student may participate. Pursuant to F.S. 1006.20(2)(d), the District shall not be liable for any student with a health condition who has been authorized to play by the parent/legal guardian if the parent/legal guardian of the student objects in writing to the student undergoing a medical evaluation because such evaluation is contrary to his/her religious beliefs or practices.
 - D. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.
 - E. To minimize health and safety risks to student athletes and maintain ethical standards, school personnel, coaches should never dispense.

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supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

- F. The superintendent and school principal will require that sportsmanship, ethics, and integrity characterize the way the athletic program is conducted and the actions of students who participate.
- G. All documentation for Physicals (FHSAA Form EL2), FHSAA Consent and Release from Liability Certificate (FHSAA Form EL3) that covers concussions, sudden cardiac arrest, and heat related illnesses, the ECG screening Consent Form and Release of Liability will be maintained by the Athletic Director for seven (7) years.
- VII. FHSAA Form EL3 also provides information for parents and students on Sudden Cardiac Arrest and Heat related Illnesses. Additional Information on Exertional Heat Illness is available in School Board Policy 4.23.
- VIII. Pursuant to 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.
- IX. An automatic external defibrillator (AED) will be available for use, if needed, at every preseason and regular season interscholastic contest and at every FHSAA state championship series contest. Staff will be trained to use such equipment.
- X. All students shall be subject to all School Board rules and to the *Code of Student Conduct* while attending athletic events and practices.
- XI. In order for a student to be eligible to participate in interscholastic extracurricular student activities, he/she must meet all of the requirements established by the Florida High School Athletic Association consistent with Florida Statutes and maintain satisfactory conduct, as defined by the District *Code of Student Conduct*. If a student is convicted of an on- or off-campus felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities will be suspended for the balance of the school year.
- XII. A report of an alleged violation of this standard of conduct shall be submitted to the principal or his/her designee for investigation. If the principal or his/her designee determines that a violation has occurred, the student and his/her parent

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shall be notified in writing, of the suspension from school sponsored extracurricular activities.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

768.135, 1000.21, 1001.43, 1002.20, 1002.31,
1006.07, 1006.15, 1006.16, 1006.20, F.S.

HISTORY:

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

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APPOINTMENT OR EMPLOYMENT REQUIREMENTS

6.17*

Any person desiring employment shall file a completed application on the form provided by the Superintendent.

I. Qualifications

- A. Must be of good moral character.
- B. Must have attained the age of eighteen (18) years with the exception of students employed by the Board.
- C. Must not be ineligible for employment under 1012.315, F.S., if applying for an instructional, administrative or any other position requiring direct contact with students.

II. Certificate Requirements

Each applicant for an instructional or a certificated administrative position shall hold a certificate, have a receipt from the Florida Department of Education acknowledging that an application has been filed and that issuance of the certificate is pending, or have the proper license to perform services.

- A. To be considered for a position, an applicant shall be duly qualified for that position in accordance with state law, regulations of the Florida Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the annual contract of employment as approved by the School Board.

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- B. Any person not holding a valid Florida certificate at the time of employment shall be required, upon initial employment, to make application to the Florida Department of Education for such a certificate, through the Personnel Services office of the District. When such certificate is received, it must be filed with the office of the Superintendent. If the Department of Education declines to issue a certificate, the person's employment shall be terminated immediately. Failure to file such certificate, except for good cause as determined by the Superintendent, shall result in the termination of employment.

III. Interviews and Appointments

- A. Interview teams, including those with community representatives, shall reasonably reflect the District's diverse racial, ethnic, and gender composition.
- B. The Superintendent or designee shall monitor and ensure that appointments and assignments are consistent with the District's intent of maintaining a diverse work force.

IV. Driving Record

- A. The driving record of each applicant for the position of school bus operator or for any position that would require the person to drive a School Board vehicle shall be reviewed to determine if the record contains any infractions of the driving code that would make the applicant unqualified for the position in accordance with the District safe driver plan.
- B. The driving record of each current school bus operator shall be reviewed prior to the first day of the fall semester and periodically during the school year to determine if the record contains any infractions of the driving code that would

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make the operator unqualified for the position in accordance with the District safe driver plan. The driving record of any employee who is required to drive a School Board vehicle shall also be reviewed periodically during the year to determine whether the employee may continue in the position.

V. Initial Employment

- A. Any offer of employment with the School District is conditioned on submission of fingerprints and photograph as required by Florida Statute and a background investigation by the Superintendent or designee and District Criminal Background Check (CBC) committee. After a job offer, but prior to beginning employment with the District, all candidates for all positions must undergo a criminal and employment background check (including verification of work authorization status through the E-Verify system) to determine suitability for employment. The application for employment shall inform applicants they are subject to criminal background checks and advise applicants that failure to be truthful on the application about prior criminal history will be grounds for ineligibility or dismissal from employment.
- B. As a condition of employment and prior to beginning work, an applicant who has received a conditional job offer must undergo background screening as required by Florida Statute by filing a complete set of fingerprints and photograph taken by an authorized law enforcement officer or an employee of the District trained to take fingerprints. The fingerprints and photograph shall be submitted to the Care Provider Background Screening Clearinghouse (Clearinghouse), the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). The applicant shall be required to pay for full costs of processing at the time of fingerprinting.
- C. A Criminal Background Check (CBC) committee shall be established to review the criminal history of all persons nominated for initial employment. The CBC committee shall obtain criminal background information for

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applicants through requests to the Care Provider Background Screening Clearing House (Clearinghouse), Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). The CBC committee shall include, but not be limited to, the Director of Personnel Services, the District EEO Officer, and a representative of the County Sheriff's Department.

- D. When the fingerprint or background check reports are returned, the committee shall review both the application and the report(s) concerning the individual. The CBC committee will compare the information provided by the new employee with the information received from the FDLE Clearinghouse, and/or the FBI pursuant to Florida Statute.
- E. The Superintendent or designee shall conduct employment history checks of applicants for instructional, administrative or any other positions requiring direct contact with students. The employment history check shall include, but not be limited to, screening through the use of educator screening tools described in law and contact with each previous employer. All findings shall be documented. If the Superintendent is unable to contact a previous employer, he/she shall document all efforts to contact the previous employer. For all other applicants, the CBC committee or its designee shall contact or attempt to contact all prior employers for a minimum of the past ten (10) years and all private or public educational institutions by which the applicant was previously employed while age eighteen (18) or older. The committee shall document all attempts to contact previous employers.
- F. No applicant who has received a conditional job offer shall begin work before his/her fingerprints and photograph are processed, the criminal and preemployment investigation is completed, and a determination is rendered as to suitability for employment.
- G. Based upon the facts of an application, criminal background check or other valid or reliable data sources, applicants who are, or have been convicted

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of certain serious offenses may be denied employment by the School District. As used in this section the term conviction is defined as a finding of guilt, a plea of guilty, or a plea of *nolo contendere*, or a verdict of guilty. The withholding of adjudication or the entry of an order sealing or expunging the record requiring a pre-trial intervention or pre-trial diversion shall not be considered an exception to this section. Other information derived from the pre-employment investigation, which indicates the applicant may not be suitable for employment by the School District, may be grounds for denying employment to an applicant.

- H. An applicant shall be disqualified from employment in any position requiring direct contact with students if he/she is ineligible for employment under 1012.315, F.S.
- I. Any instructional or noninstructional persons under contract to the School District to operate student programs, student teacher, persons participating in short-term teacher assistance experiences or field experiences who have district contact with students must meet the requirements of Section V.A., B., E, and F. Such persons may not be in direct contact with students if ineligible under 1012.315, F.S.

VI. Current Employees

- A. Whenever a personnel investigation of a complaint against an employee is required, a criminal background check may be conducted as part of the investigation.
- B. Instructional personnel shall be removed from the classroom within 24 hours of the District being notified by law enforcement or a self-reporting by the employee of the employee being arrested for a felony offense or for a misdemeanor offense listed in s. 435.04(2), to determine the potential impact on the student health, safety and welfare.

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- C. Instructional personnel and administrative personnel must self-report within 48 hours to the Superintendent or his/her designee any arrest for a felony offense or for a misdemeanor offense listed in s.435.04(2). The self-reporting is not considered an admission of guilt.
- D. Instructional and administrative personnel must self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pre-trial diversion program, or entering a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment.
- E. If it is discovered during the period of employment that a regular employee has a prior criminal record and that the employee was requested to provide this information at the time of hire, but did not do so, the employee may be subject to disciplinary action, including dismissal for submitting false information on the employment application, or otherwise having misled the District.
- F. If it is discovered during the period of employment that an employee has a prior criminal record and no falsification of an application nor attempt to mislead occurred, the record shall be reviewed by the CBC committee. The committee shall consider all information, including any mitigating conditions, and report findings of fact, possible mitigating circumstances and recommendations for action to the Superintendent. The employee shall have the opportunity to respond in writing to the findings and recommendation. The Superintendent shall review the record, recommendation, and response before taking appropriate action. Appeal of the Superintendent's action shall follow collective bargaining agreements or School Board policy, as appropriate.
- G. Instructional personnel and noninstructional or contractual personnel who have direct contact with students or have access to or control of school funds must meet the screening requirements described in law every five (5) years in accordance with the statutory re-screening schedules. An employee with a break in service of more than 90 days from a position that requires screening, must be re-screened if the employee is returning to a position that requires screening. Personnel whose fingerprints have not been maintained by the Department of Law Enforcement are required to be re-fingerprinted.

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- H. An employee whose criminal record after employment would disqualify him/her from employment shall be subject to disciplinary action up to and including termination.

VII. Acceptance of Appointment

Failure to signify acceptance of appointment within ten (10) days after receipt of the official notice of appointment shall be considered a rejection of the offer and the position shall be declared vacant.

VIII. Reconsideration and Appeal

- A. Applicants who have been denied employment, and probationary employees who have been denied permanent employment, on the basis of their criminal record, drug screening and/or background check, may request reconsideration by the CBC committee only if they present new information not previously available to the committee.
- B. Applicants who have been denied employment, and probationary employees who have denied permanent employment, because of their criminal record and/or background check, may appeal to the Superintendent. Applicants and probationary employees shall receive written notice of the right to appeal the decision by the CBC committee to the Superintendent. Their appeal must be in writing and may respond to the findings and decision of the CBC committee. If new information is to be submitted, the applicant must first request reconsideration by the CBC Committee. The Superintendent's decision shall be final.

- IX. The District shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity so as to ensure equal employment opportunity. Neither the District nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws.

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Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

288.061, 381.0056, 435.12, 448.095,
1001.42, 1001.43, 1012.01, 1012.22, 1012.27,
1012.315, 1012.32, 1012.39, 1012.465,
1012.55, 1012.56, 1012.799 F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-3.0141

HISTORY:

ADOPTED: _____

REVISION DATE(S): _____

FORMERLY: _____

CERTIFICATION OF ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL

6.20*

No person shall be employed or continued in employment if he/she does not hold or is ineligible to hold a Florida Educator's Certificate, a local certificate, or a certificate issued by a Florida school district that has a reciprocal agreement with the School District or holds a professional license. However, a person may be employed under emergency conditions, pursuant to Florida Statutes, or may qualify as noncertificated instructional personnel pursuant to School Board rule. The staff member shall be responsible for maintaining a valid certificate. The staff member shall register his/her certificate and each certificate re-issuance or renewal in the District office as soon as the Department of Education issues the new validity period on the certificate.

- I. The Superintendent shall designate a certification contact person to work directly with the Bureau of Educator Certification, Florida Department of Education, to assist personnel with certification issues.
 - A. If an individual employed by the District does not achieve a passing score on any subtest of the general knowledge examination, the District must provide information regarding the availability of state-level and district level supports and instruction to assist in achieving a passing score.
 - B. Information must include state-level test information guides, school district test preparation resources and preparation courses offered.

- 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 rule. All persons applying for employment are governed by the law and rules in effect at the time of application for issuance of the initial certificate or employment, provided that continuity of certificates or employment is maintained.

- 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 ** County Public Schools Certificates. Such certificates establish eligibility for employment, but do not confer a right to employment.
 - A. The School Board defines an adjunct educator as a teacher who has expertise in the subject area to be taught. A teacher shall be considered to have expertise in the subject area to be taught if the teacher demonstrates sufficient subject area mastery through passage of a subject area test. The district is permitted to issue adjunct certificates to qualified applicants.
 - B. Adjunct certificate holders should be used primarily to enhance the diversity of course offerings offered to all students.

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- C. Adjunct teaching certificates issued for full time teaching positions are valid for no more than three (3) years and are nonrenewable.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1011.60, 1012.24, 1012.54, 1012.55,
1012.56, 1012.57, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0501, 6A-1.0502, 6A-1.0503

HISTORY: **ADOPTED:** _____ **REVISION DATE(S):** _____ **FORMERLY:**

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RECORDS AND REPORTS

6.31*

All School Board employees shall faithfully and accurately maintain records and file reports as may be required by Florida Statutes, State Board of Education rules, and School Board rules, or as the Superintendent may deem necessary for the effective administration of the District school system. Such records and reports shall include:

- A. any determination to withhold from a parent information regarding the provision of any services to support mental, physical, or emotional well-being of the parent's minor child. Any such determination must be based solely on child-specific information personally known to the school personnel and documented and approved by the school principal or designee. The determination must be annually reviewed and re-determined.
- B. student attendance, property inventory, personnel, school funds and other types of information.

Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time. The Superintendent may withhold any salary warrants until the required report is submitted in acceptable form. School Board employees who resign shall receive the final salary warrant when all reports are current and officially checked.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1012.22, 1012.53, F.S.

HISTORY:

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

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

6.143*+

The Superintendent is authorized to develop a procedural manual for the employment of nondegreed vocational and adult instructional personnel which is entitled Qualifications for Employment of Nondegreed Full Time and Part-time Vocational, Part-time Adult Instructional Personnel, and fine and performing arts instructors per Florida Statutes. These procedures shall be consistent with Florida Statutes and shall be approved by the School Board. The manual shall be published and made available to persons who are seeking employment as nondegreed vocational, adult education, or fine and performing arts instructors.

- I. Qualifications must include, but are not limited to the requirements:
- A. The teacher must submit a complete set of fingerprints in the same manner as required by s. 1012.32;
 - B. The teacher must submit documentation of education and successful experience, including documentation of:
 - 1. A high school diploma or the equivalent;
 - 2. Completion of 3 years of full time successful experience or the equivalent of part-time experience in the teaching specification area.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

**1001.43, 1012.32,
1012.36, 1012.39, F.S.**

HISTORY: ADOPTED: _____ REVISION DATE(S): _____

FORMERLY:

CHAPTER 7.00 - BUSINESS SERVICES

GRANT MANAGEMENT

7.25*+

- I. The Superintendent shall seek grant funds to expand the financial capabilities of the District and provide additional resources to enhance educational opportunities and to support student learning and performance.
- II. All grant monies awarded to the District shall be used in accordance with applicable federal and state laws and rules, grantor rules, and School Board policies.
- III. For projects utilizing federal funds, the District shall adhere to the requirements of OMB Uniform Administrative Requirements Uniform Grant Guidance (UGG). In the event that state requirements are more stringent than federal requirements, state mandates shall be followed.
- IV. The Superintendent shall review grant opportunities, authorize the development of proposals and develop procedures for grant administration that include but are not limited to:
 - A. Application process for grant funds including School Board approval;
 - B. Procurement of materials and equipment;
 - C. Standard of conduct including conflict of interest;
 - D. Property control;
 - E. Cash management;
 - F. Record maintenance;
 - G. Financial reporting;
 - H. Protection of personally identifiable information; and
 - I. Internal evaluation of accomplishments as related to program goals.

CHAPTER 7.00 - BUSINESS SERVICES

V. Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, and grantor rules and regulations, including the terms and conditions of the Federal awards, and School District policies and procedures.
- B. The Superintendent and/or Board Chairman are authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.
- C. Written amendments that change the original scope of the grant shall be promptly presented to the Board for approval.
- D. Employee positions established through using grant funding shall terminate when the related grant funding ceases.
- E. The department handling each grant will confirm closure of all grants to the Superintendent.
- F. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. Each draw of Federal monies shall be aligned with the District's payment progress (whether reimbursement, cash advance, or a combination). When funds are permitted to be drawn in advance, all draws will be equal in magnitude as closely as administratively feasible, to the magnitude of the related program expenditures. When restricted, such monies will be used to supplement programs and funding and not to supplant or replace existing programming or current funding.

VI. Financial Management

The financial management of grant funds shall follow all applicable Federal, State, local and grantor rules, regulations, and assurances, as well as District policies and administrative procedures.

The District shall provide for the following:

- A. Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification

CHAPTER 7.00 - BUSINESS SERVICES

number and year, name of the Federal agency and name of the pass-through entity, as applicable.

- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.
- C. Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to the Federal awards and be supported by source documentation including the:
 - 1. authorizations
 - 2. obligations
 - 3. unobligated balances
 - 4. assets
 - 5. expenditures
 - 6. income and interest
- D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes. The District must:
 - 1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
 - 2. comply with Federal statutes, regulations, and the terms and conditions of the Federal award;
 - 3. evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of the Federal award;
 - 4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
 - 5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.
- E. Comparison of expenditures with budget amounts for each Federal award.

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- F. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.
- G. Recordkeeping and written procedures to the extent required as may be required by Federal, State, local and grantor rules, and regulations pertaining to the grant award and accountability, including, but not limited to, the following areas:
 - 1. cash management
 - 2. allowability
 - 3. conflict of interest
 - 4. procurement
 - 5. equipment management
 - 6. conducting technical evaluations of proposals and selecting recipients
 - 7. compensation and fringe benefits
 - 8. travel
 - a. Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. The travel authorization paid for with Federal funds must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.
 - b. Transportation costs incurred for freight, express, cartage, postage, and other transportation services relating either to goods purchased, in process, or delivered under the grant are allowable. Costs that are readily identified with the items involved may be charged directly as transportation costs or added to the cost of such items. Outbound freight, if reimbursable under the terms and conditions of the Federal award, should be treated as a direct cost. When identification with the materials received cannot readily be made, inbound transportation cost may be charged to the appropriate in-

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direct cost accounts if the non-Federal entity follows a consistent, equitable procedure in this respect.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1001.51, 1008.385, 1010.01, F.S.

2 CFR 200, 20 USC 7906

HISTORY:

ADOPTED: _____

REVISION DATE(S): _____

FORMERLY: NEW

CHAPTER 7.00 - BUSINESS SERVICES

SCHOOL FOOD SERVICE PROCUREMENT POLICY AND FUNDS 7.31*+

The School Board adopts the following Procurement Policy that will govern all purchasing activities related to any aspect of the National School Lunch and Breakfast Programs. This policy provides guidance to school personnel and vendors on acceptable and required procurement practices. The Superintendent shall develop written procedures for conducting the District's Food Service Program(s) and include purchasing thresholds to ensure compliance with all federal, state, and local procurement policies. The School Board recognizes the importance of complying with the procurement rules, regulations, and policies set forth in 7 CFR 210, 2 CFR 200, and Chapter 5P-2, Florida Administrative Code. As required by 7 CFR 210 and 2CFR 200 the School Board incorporates the following elements:

- I. Buy American. The School District adheres to 7 CFR 210.21(d) and USDA Policy Memo SP 38-2017 to ensure compliance with the Buy American provision requiring the District to purchase, to the maximum extent practicable, domestic commodities or products. This Buy American provision supports the mission of the Child Nutrition Programs, which is to serve children nutritious meals and support American agriculture.
 - A. There are two limited exceptions when non-domestic foods may be purchased. These exceptions, as determined by the District, are:
 1. The food or food product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality; or
 2. Competitive bids reveal the cost of a United States food or food product is significantly higher than the non-domestic product.
 - B. In the event a non-domestic agricultural product is to be provided, the vendor must obtain advanced, written approval to use the product from the District.
- II. Comparability. To ensure true competition takes place, the District will maintain reasonable product specifications adequately describing the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles.

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- III. Competition. It is the goal of the District to ensure its goods and services are procured in an openly competitive manner. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.
- IV. Unnecessary and Duplicative Items. The District strives to avoid unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. When appropriate, an analysis is made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- V. Documentation. The District will maintain all procurement records and any other significant materials to detail the history of all procurement efforts for the current year and the preceding five years. At a minimum, the following documents will be maintained:
 - A. Written rationale for the method of procurement;
 - B. A copy of the original solicitation, including informal requests for quotes;
 - C. Proof of public announcement, if applicable;
 - D. All questions received from potential vendors;
 - E. All answers provided to potential vendors;
 - F. Proof of public posting of questions and answers, if applicable;
 - G. All quotes, bids, and proposals received from potential vendors;
 - H. Proof of the public bid opening, if applicable;
 - I. All quote comparisons, bid tabulations, and proposal evaluations; including all determinations for responsible and responsive vendors and all disqualifications of potential vendors.
 - J. The basis for vendor selection;
 - K. Any resulting contracts, including all amendments;
 - L. All receipts, invoices, and records of payment; and
 - M. Any claims of vendor noncompliance with a contract.
- VI. Code of Conduct. This program is governed by the District's Code of Conduct, and applies to all personnel, employees, directors, agents, officers, volunteers, or any

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person(s) acting in any capacity concerning procurement for the food service program(s).

- VII. Procurement Review Process. On an annual basis an internal program review will be conducted by a staff person who is not associated with the food service procurement process. This review is be summarized in written form and kept with the other required program documentation.
- VIII. Contract Administration. Purchases are checked or verified by designated staff to assure that all goods and services are received, and prices verified. All invoices and receipts are signed, dated, and maintained in the documentation file.
- IX. Small, Minority, Women owned Business and Labor Surplus. The District has taken steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used, when possible, as required in 2 CFR 200.321 and F.S. 287.057. These steps include:
 - A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - B. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - D. Establishing delivery schedules, where the requirement permits, to encourage participation by small and minority businesses, and women's business enterprises; and
 - E. Using the services and assistance, as appropriate, of such organizations as the U.S. Small Business Administration and the Florida Department of Management Services' Office of Supplier Diversity's MyFloridaMarketPlace Certified Vendor Directory.

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- X. Food Service Director Duties. The Food Service Director or authorized staff member(s) shall:
- A. To work with staff and students in developing acceptable menus for breakfast and lunch.
 - B. To keep program menus up to date by testing and using new products and seeking feedback from staff and program participants.
 - C. To conduct a cost analysis for any goods or services anticipated to determine the total annual expenditure so the correct procurement method will be followed.
 - D. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week, or month).
 - E. To place and confirm orders with vendors or make plans to purchase the required items.
 - F. To follow all applicable federal, state, and local procurement policies or ensure that all applicable federal, state, and local procurement policies are followed when purchasing is conducted by a procurement agent.
 - G. To work with vendors on a fair and equal basis.
 - H. To conduct an in-house procurement review once per year to ensure program compliance and to seek guidance or technical assistance when necessary.
 - I. To submit Capital Expenditure Requests to FDACS prior to any capital expenses being paid and equipment purchases being made when over \$10,000 per unit.

School food service funds shall be considered part of the District School Fund and shall be subject to all requirements applicable to the District School Fund such as budgeting, accounting, reporting, and purchasing.

- XI. Daily deposits of school food service funds shall be made by authorized personnel in a bank(s) designated by the School Board.

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- XII. Revenue from the sale of all items handled by the Food Service Department shall be considered school food service income. This includes income from sale of cans, bottles, jars, rice bags, swill, and similar items. Such funds shall not be expended as cash.
- XIII. All payments from school food service funds shall be made by check or wire transfer.
- XIV. School food service funds shall be used only to pay regular operating costs.
- XV. Any loss of records, cash, or supplies through theft or otherwise shall be reported immediately to the Superintendent's office. Such losses shall be itemized and a copy of the report submitted with the regular reports.
- XVI. Funds shall be collected and expended in compliance with United States Department of Agriculture regulations.
- XVII. The Board shall annually adopt prices charged to students and adults who participate in the food services program.
- XVIII. ~~The Superintendent shall develop written procedures for conducting the District's food services program.~~

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

287.057, 570.981, 1001.43, 1010.05, 1010.20, F.S.

7 CFR 210; 2 CFR 200

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STATE BOARD OF EDUCATION RULE(S):

6A-1.001, 6A-1.012, 6A-1.087

STATE DEPARTMENT OF AGRICULTURE

AND CONSUMER SERVICES RULE(S):

5P-1.003

HISTORY:

ADOPTED: _____

REVISION DATE(S): _____

FORMERLY:

CHAPTER 8.00 - AUXILIARY SERVICES

SAFETY

8.10*+

- I. The principal shall cooperate with the Police Department, the Highway Patrol, and the County Sheriff's Department in providing safe conditions for students. School safety patrol units are encouraged.
- II. The principal, bus drivers, teachers, school food service personnel, and custodians shall strive to protect the physical welfare of each student.
- III. The principal shall remove hazards where possible and shall report in writing to the Superintendent all other known hazards. Barbed wire shall not be used on school grounds except by the School Board's authorization.
- IV. Students shall be given information which encourages compliance with the safety belt usage law by means of appropriate courses such as driver education, health, and safety.
- V. A child under the age of sixteen (16) shall wear appropriate headgear as required by law for any equine activity on a public school site. Students shall wear appropriate headgear when participating in an off campus, school sponsored equine activity as required by law.
- VI. The District shall annually conduct a self-assessment of safety and security practices. Based upon this self assessment and other concerns, if applicable, the Superintendent shall present appropriate recommendations to the School Board for increasing safety and security and the School Board shall take such actions as it deems necessary and appropriate to address safety and security in the District or at individual sites.
- VII. School Environmental Safety
 - A. Incident Reporting. The Superintendent shall develop and implement procedures for timely and accurate reporting of incidents related to school safety and discipline and shall provide training to appropriate personnel in accordance with law and State Board of education rules.
 - i. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data to report the 26 incidents of crime, violence and disruptive behaviors that occur on school grounds, on school transportation, and at off-campus, school sponsored events to the Department Of Education.

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- ii. The Superintendent will annually report to the Department of Education the number of involuntary examinations, as defined in section 394.455, F.S., that were initiated at a school, on school transportation, or at a school-sponsored activity.
 - iii. The Superintendent must certify to the Department of Education that the requirements for timely and accurate reporting of SESIR incidents has been met.
- B. School principals must ensure that all persons at the school level responsible for documenting SESIR information participate in the on-line training offered by the Department and ensure that SESIR data is accurately and timely reported.
- C. The school district, the administrative personnel and instructional personnel shall comply with all statutory school safety requirements. Anyone aware of any violations of the school safety requirements must report the violation to the school principal. The school principal shall report the violation to the school safety specialist no later than the next business day after receiving the report. If the school principal is in violation of the school safety requirements, the report must be made directly to the Superintendent.
- i. Administrative or instructional personnel who knowingly violate the school safety requirements are subject to progressive discipline as outlined by school board policy and procedures.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

316.614, 773.06, 1001.43, 1006.062(3), 1006.07, F.S.

HISTORY:

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

CHAPTER 8.00 - AUXILIARY SERVICES

EMERGENCY EVACUATION DRILLS

8.16*

- I. The schools shall conduct six (6) emergency drills every school year that are non-concurrent with fire drills. One emergency drill must take place within the first ten (10) days of the beginning of the school year, and the remaining drills must take place at least every forty-five (45) days that school is in session. Four (4) of the six (6) emergency drills must address active threats. The remaining two (2) drills must address other emergency events, such as severe weather, natural disasters, hazardous materials, or reunification. An after-action report of each emergency drill and fire drill shall be prepared and sent to the District school safety specialist for review.
 - A. Accommodations for drills conducted at exceptional student education centers may be provided.
- II. The Principal and instructional and non-instructional school staff members shall develop a base emergency exit and cover plan for such emergencies as fire, bomb threats, foul weather and national emergencies, designed to familiarize the occupants with all means of exit and appropriate cover areas for emergencies. Special emergency exits that are not generally used during the normal occupancy of the building shall be carefully detailed and outlined. Diagrams shall be posted in each student occupied area clearly indicating fire exits and alternate evacuation routes.
- III. The Principal shall plan and assign to staff members the responsibility of the prompt and orderly evacuation of school buildings.
- IV. The Principal shall identify and report to the Superintendent hazardous areas requiring corrective measures. The Superintendent shall be responsible for informing the School Board of the Principal's report.
- V. The Superintendent shall make available to each principal a copy of State Board of Education rules and any amendments adopted by the State Board of Education relating to emergency evacuation drills.

STATUTORY AUTHORITY:

1001.42, F.S.

LAW(S) IMPLEMENTED:

404.056, 1001.43, 1013.12, F.S.

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

HISTORY: ADOPTED: _____

REVISION DATE(S): _____

FORMERLY:

©NEFEC

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PAEC 8.16*

Revised: 09/13/23

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STUDENT TRANSPORTATION

8.31*

Each student who is transported shall be entitled to free transportation provided he/she abides by the rules of safety and behavior necessary to operate the District's transportation system. Serious infraction of these rules may result in the loss of the student's privilege. The student's parent(s), as defined by Florida Statutes, shall be responsible for making sure the student abides by the rules or for providing the student's transportation. Suspension from a bus shall not affect the attendance laws and rules.

- I. Any student who resides two (2) or more miles from his/her designated school by the most direct traveled route is eligible to ride the school bus to and from that school. These students shall be reported for funding purposes. Under the following conditions, students who reside within two (2) miles of the designated school may be eligible to ride the school bus.
 - A. Special authorization is granted by the School Board.
 - B. An exceptional student not requiring special care may ride a school bus regardless of distance from home to school upon furnishing a statement from the supervisor of exceptional students certifying that the student is handicapped and is unable to walk to school.
- II. A student who is eligible for transportation and resides beyond the accessibility of a school bus may be provided transportation by payment from the School Board to the parent(s) for use of a private automobile or other conveyance for this purpose.
- III. The School Board may cooperate with other school districts to provide transportation for students.
 - A. When it is practical to extend a school bus route to serve any territory located in another school district, the School Board shall enter into an agreement with the School Board of the other district to provide transportation services to students residing in the adjacent school district. Any such agreement shall be recorded in the official School Board minutes of each school board. The agreement shall state in detail the responsibility of each school board for operating the school bus and maintaining a daily schedule.

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- B. Whenever a school bus crosses a school district line, all rules of the School Board shall apply to students transported by the said school board unless otherwise stated in the agreement between the school boards.
- IV. Only a student who is regularly enrolled as a transported student and whose name appears on the bus driver's handbook for that bus shall be permitted to ride such bus while it is being operated on a regular school bus route except upon the written request of the Transportation Supervisor. Such approval may be granted only when the student's welfare is involved due to an emergency condition in the home. When an emergency condition exceeds five (5) school days, the Superintendent's approval shall be required. Approval shall not be allowed for:
 - A. Student visitation, unless duly authorized; and,
 - B. A student to obtain transportation to his/her regular place of employment.
- V. No person shall be eligible for transportation on a field trip or extracurricular school trip unless he/she is authorized by the principal or designee.
- VI. Any person who boards, enters, or remains upon a school bus without authorization will be subject to immediate arrest and prosecuted provided there was sufficient notice of the trespass. Sufficient notice includes a clearly posted sign on the bus, or a verbal warning given by the school bus operator, the principal, a school district employee or law enforcement personnel.
- VII. Maximum regard for the safety of students and due consideration for the protection of health of all students transported shall be primary requirements in the routing of buses, establishing student stops, appointing drivers, and in providing and operating transportation equipment.
- VIII. A student who arrives early or remains late because of transportation service shall be under school supervision at all times and shall, if practicable, have a planned schedule of activities. The principal shall be responsible for providing such supervision.
- IX. Each route shall be planned and adjusted as nearly as possible to the bus capacity. Travel each morning and afternoon shall be considered in planning and establishing bus routes and shall not exceed fifty (50) minutes for elementary students and sixty (60) minutes for secondary students when practical.

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- X. Periodically student transportation routes and student walking conditions shall be reviewed to determine if hazardous conditions exist. Appropriate requests for designation of hazardous conditions shall be provided as required by state law or State Board of Education rules.

STATUTORY AUTHORITY:

1001.42, F.S.

LAW(S) IMPLEMENTED:

810.097, 1000.21, 1006.21,
1006.22,
1006.23, 1011.68, F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-3.001, 6A-3.0171

HISTORY:

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

CHANGE ORDERS

8.52*+

The Superintendent is authorized to approve and execute any construction contract Change Order which will decrease the construction contract amount or which will increase the construction contract amount by twenty-five thousand dollars (\$25,000.00) or less, provided the approval is in the best interest of the Board. To assure that the board receives quality work and maximum value, changes in the work shall be placed out for bid whenever practical or feasible. Each approval shall be reported by the Superintendent to the Board and entered in the official minutes at the next regular Board meeting.

- I. All requested change orders must be in writing and must be approved in writing before the work is done. If a price quote is received from the school district's contractor for a change order requested or issued by the district for construction services and the price quote conforms to all statutory requirements and contractual requirements for the project, the district must approve or deny the price quote and send written notice of the decision to the contractor within 35 days after receiving the quote. The denial notice must specify the alleged deficiencies in the price quote and the actions necessary to remedy the deficiencies. If the District fails to provide the contractor with a notice, the change order and price are deemed approved and the district must pay the contractor the amount stated in the price quote upon completion of the change order.
- II. 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 twenty-five thousand dollars (\$25,000.00).
- III. With all requested Change Orders the Contractor shall provide, prior to commencing the work involved, accurate cost data in sufficient detail to enable any Architect or Engineer to evaluate and confirm its accuracy and the fair market value of all labor, materials, equipment, and incidentals required to accomplish the change.
- IV. With all requested Change Orders, the Architect of Record for the Project shall certify in writing to the Superintendent and the Board that the cost of the requested change is fair, reasonable, and in proper proportion to the cost of the original work of the contract and shall recommend action thereon.
- V. The cumulative total of all approved Change Orders on any project shall not increase the original construction contract amount by more than eight percent (8%) or \$100,000, whichever is less, without prior Board approval.
- VI. The Director of Facilities shall serve in the Superintendent's capacity for Change Order authorization whenever the Superintendent is absent or is ill. It is the intent of the Board that this provision be used sparingly. When construction changes can wait for the Superintendent's return, without undue harm or project delay, the approval shall wait for the Superintendent's personal review and signature.
- VII. 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.

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VIII. ~~All Change Orders shall be in compliance with Florida Statutes; Florida Department of Education publication titled "State Requirements for Educational Facilities, 1994" or any successor statute or rule.~~

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1013.48, 218.755 F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-2.0010

HISTORY:

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