

CHAPTER 8.00 - AUXILIARY SERVICES

SAFETY

8.10*+

- I. The safety of pupils, employees and visitors shall be the responsibility of the authorized person in charge of each site owned or operated by the School Board. The supervisor of each site or facility shall cause to be established a safety committee which shall be responsible to identify, prevent and mitigate issues that pertain to safety, security, and emergency management issues and to advance for the promotion of a safety education and accident prevention program for that site. Committees shall meet a minimum of four times per year, preferably once per grading period.
- II. Schools shall cooperate with the police, sheriff's department, fire department and other agencies promoting safety education.
- III. To assist in carrying out the responsibilities for safety, each principal shall appoint a member of the staff as school safety coordinator.
- IV. No person shall bring on any School Board premises or have in his/her possession or in his/her vehicle on any School Board property, any firearm, weapon or destructive device unless such weapon is required as part of his/her regular job responsibilities and authorized by Florida Statute and School Board Policy.
- V. Nonmedical School District personnel shall not perform invasive medical services that require special medical knowledge, nursing judgment and nursing assessment, including but not limited to: sterile catheterization, nasogastric tube feedings, cleaning and maintaining a tracheostomy and deep suctioning of a tracheostomy. Nonmedical assistive personnel can perform health related services upon successful completion of child-specific training by a registered nurse. These procedures, which include but are not limited to clean intermittent catheterization, gastrostomy tube feedings, monitoring blood glucose and administering emergency injectable medications, must be monitored by a nurse. A registered nurse shall determine if nonmedical School District personnel shall be allowed to perform any other invasive medical services not listed above.
- VI. 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.
- VII. The Superintendent or designee shall require that hazardous conditions found on any School Board property be reported immediately and that reported hazards be investigated and corrected or removed, as appropriate.
- VIII. School alarm systems shall be monitored on a monthly basis or more frequently as needed. Any malfunction shall be reported for immediate repair.

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- IX. The Superintendent shall develop ~~and present to the Board for approval~~ appropriate emergency management and emergency preparedness plans. Emergency plans shall include notification procedures for weapon use and hostage situations, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.
- X. The District shall annually conduct a self-assessment of safety and security practices. Based upon this self-assessment and other concerns, if applicable, the Superintendent shall present appropriate recommendations to the School Board for increasing safety and security and the School Board shall take such actions as it deems necessary and appropriate to address safety and security in the District or at individual sites.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

~~316.644,~~ 773.06, 790.06, 790.115, 1001.43, 1006.062(3), 1006.07, F.S.

HISTORY:

ADOPTED: 08/21/01
REVISION DATE(S): 09/01/09, 06/17/14
FORMERLY:

NOTES:

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SAFETY PROGRAM

8.11

The Board recognizes the necessity of a comprehensive Risk Management Safety and Security Program designed to provide for the safety and health of its employees, students and the protection of its physical facilities and environment. This program shall ensure compliance with all applicable local, state and federal rules, regulations and procedures as they pertain to the safety and health of employees and students, and to the security of district facilities. The Code of Federal Regulations (CFR) as adopted by the state of Florida, for enforcement in all public sector employment locations, shall be strictly adhered to; in addition, the provisions relating to safety and health as contained in ~~Chapter 442.007~~, Florida Statutes.

This comprehensive program shall provide for the following:

- A. Safety, security and emergency management requirements for school sites, employees, students and visitors
- B. Loss prevention/safety training
- C. Work site safety inspections
- D. Reporting of hazards
- E. Work site safety committees
- F. Accident/incident reports
- G. Security
 - 1. Planning
 - 2. Security of personnel
 - 3. Security of facilities
 - 4. Monitoring
- H. Contractor safety requirements

STATUTORY AUTHORITY:

1001.42(6), F.S.

LAW(S) IMPLEMENTED:
1006.07, F.S.

~~316.614, 768.28(16),~~ 1006.062(3),

HISTORY:

Adopted: 8/21/01
Revision Date(s):
Formerly: New

NOTES:

Refer To: Bargaining Agreement – C. D. E.

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Risk Management – F.
Safety & Security – A. B. G. H.

KEY CONTROL/ACCESS TO BUILDINGS

8.111

I. ISSUING AUTHORITY:

The district's ~~Department of Public Safety School Safety, & Security & Emergency Management (SSEM) Department~~ will oversee district-wide work location keying systems. The management of all keys used in a work location shall be the responsibility of the work location supervisor adhering to district approved keying authorization levels. The Executive Director of ~~the Department of Public Safety School Safety, & Security & Emergency Management~~ or designee at the request of the school principal or authorized program administrator will approve and issue individual keys to personnel where a need for access to an area can be demonstrated. Requests for permanent issuance of keys shall be made only in those instances where an employee requires a key in order to carry out normal activities necessitated by the position he/she holds. The issuance of keys to new school or renovation projects will only be made at the time of substantial completion with sign off by the Construction Services Department and the ~~Department of Public Safety Safety, Security & Emergency Management Department of School Safety & Security~~. By definition of this policy electronic access control cards (proximity cards) are considered keys.

II. WHO IS AUTHORIZED TO SPECIFIC KEYS:

Access will be given only to the areas where need is clearly justified. Justification could include but not be limited to the following: work necessities, assigned office, assigned classroom/laboratory, and/or other areas of responsibility. The Executive Director of the Department of Public Safety Safety, Security & Emergency Management (SSEM) or his/her designee is the approving authority for key and access control proximity card assignments.

III. LOST OR STOLEN KEYS:

The person issued a key or proximity card shall be responsible for its safekeeping and shall pay for a duplicate key and/or proximity card if lost. Any person losing a key(s) or proximity card(s) must immediately notify their cost center administrator. Notification must be by telephone or in person. Duplicate or replacement keys/proximity cards shall be obtained only through the ~~Safety, Security & Emergency Management Department of Public Safety of School Safety & Security~~. The unauthorized duplication of keys otherwise is prohibited.

- A. Replacement Key/Proximity Card -Costs: Lost keys and proximity cards are subject to a replacement charge of \$10.00 per item-key for the 1st offense, \$20.00 per item for the 2nd offense, and \$30.00 per item for each subsequent offense.

IV. KEYS AND PROXIMITY CARDS -MAY NOT BE LEFT UNATTENDED OR

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LOANED:

All keys and proximity cards issued on a permanent basis should be retained at all times by the person to whom issued. Practices such as leaving keys and/or proximity cards on desks, loaning to others, etc. shall not be permitted.

V. ALARM POLICY:

During non-school hours, weekends, and other times when school building(s) are armed and secure, personnel assigned a proximity card, alarm code, master key, or key will be held accountable for the proper use of the security alarm system and the physical security of the building.

No employee shall cause a building to be unsecure, unarmed, or otherwise made unsafe via the improper use of a proximity card, alarm code, master key, or key.

Building alarms shall be activated/deactivated only as necessary and in accordance with approved school functions, events, and district guidelines. The Superintendent or his/her designee shall develop appropriate guidelines.

VI. TERMINATED EMPLOYEES:

Any person terminating employment with the district will immediately turn in all identification badges, proximity cards, alarm codes, and -keys to their cost center head or the appropriate Director.

VII. POLICY VIOLATION:

Any person(s) found to have violated this policy will be subject to disciplinary action and will not receive their final paycheck.-

STATUTORY AUTHORITY:

1001.41(2), 1001.4243(4), F.S.

LAW(S) IMPLEMENTED:

1001.43(4), F.S.

HISTORY:

**ADOPTED: 03/05/13
REVISION DATE(S):
FORMERLY: New**

NOTES:

TOXIC SUBSTANCES IN SCHOOL WORK AREAS

8.12+

The Superintendent shall develop and implement a program to ensure School Board employees are provided information concerning the nature of toxic substances which are used in the workplace. The program shall include, but not be limited to:

- I. Notification of School Board employees of where to direct requests for information on such substances;
- II. An orientation session, within thirty (30) days of employment, for all new School Board employees to advise them of any adverse health effects which may occur as a result of contact with toxic substances; and,
- III. Distribution of information regarding the use of any toxic substances in the dDistrict school system to the local fire department.

STATUTORY AUTHORITY:

1001.42, F.S.

LAW(S) IMPLEMENTED:

**1001.43, ~~1013.49~~, F.S.
~~20 CFR 1910.1200~~**

HISTORY:

**ADOPTED: 8/21/01
REVISION DATE(S): 6/16/09
FORMERLY: 2.127**

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INFECTION CONTROL GUIDELINES

8.13

School Board employees who handle students' body secretions shall adhere to the following procedures which emphasize avoidance of direct contact of employees' skin and mucous membranes with blood and other body secretions or wastes of persons who may have a communicable disease according to the Sarasota OSHA Compliance Manual:

- I. Rubber or latex gloves shall be worn and discarded after one (1) use;
- II. Body secretions or blood shall be removed by using a freshly prepared disinfectant solution as prescribed in approved ~~d~~District operating procedures. All soiled surfaces shall be cleaned with this mixture by using disposable towels, whenever possible. Any substitute disinfectant solution shall be approved by the appropriate ~~d~~District administrator;
- III. All soiled articles shall be disinfected ~~and~~or discarded in red bags pursuant to approved guidelines;
- IV. Mops and other cleaning implements shall be thoroughly rinsed in the disinfectant solution; and,
- V. Hands shall be washed thoroughly with soap and water after removing gloves or if bare hands accidentally contact any body secretions.

~~V~~.VI. Potential exposures should be reported to the OSHA Coordinator and Risk Management Department.

STATUTORY AUTHORITY: 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1012.23, F.S.

STATE DEPARTMENT OF HEALTH RULE(S): 64E-16

HISTORY: **ADOPTED: 08/21/01**
REVISION DATE(S):
FORMERLY: NEW

NOTES:

Refer To: Sarasota County Schools Health Manual, Infections Control Chapter

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INSPECTIONS

8.14*

All school buildings shall be inspected at least once during each school fiscal year by a person who is certified by the designated state agency. Such inspection shall be conducted to determine compliance with State Board of Education rules and shall include, but not be limited to, wiring, plumbing, structural parts, safety hazards, and general repair needs. A copy of such inspection report(s) shall be submitted to the principal, ~~Superintendent, and School Board.~~

STATUTORY AUTHORITY:

1001.42(11), 1001.43(4), F.S.

LAW(S) IMPLEMENTED:

404.056, 1001.42(11), 1001.43(4), 1013.12, ~~1013.42,~~ F.S.

HISTORY:

ADOPTED: 08/21/01
REVISION DATE(S): 06/07/05
FORMERLY: 6.153

NOTES:

Refer To: Facilities Services Procedure Manual

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FACILITY FIRE SAFETY INSPECTION

8.15*

~~When~~ If an authorized agent under the Florida Fire Prevention Code conducts a fire safety inspection as authorized in Florida Statutes, and ~~it is determined~~ determines that a serious fire safety hazard exists which poses an immediate danger to the public health safety, or welfare, the authorized agent and Superintendent are permitted to issue a joint order to vacate the facility in question, which order shall be effective immediately. The Superintendent shall immediately notify the School Board members about such an order.

STATUTORY AUTHORITY:

1001.42(11), 1001.43(4), F.S.

LAW(S) IMPLEMENTED: 125.56, Chapter 633, 1001.42(11), 1001.43(4), 1013.12, F.S.

HISTORY:

ADOPTED: 08/21/01

REVISION DATE(S):

FORMERLY: New

NOTES:

Refer To: Facilities Services Procedure Manual

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EMERGENCY DRILLS

8.16*+

- I. The Principal shall hold emergency evacuation and other emergency procedures drills during each semester in accordance with State Board of Education rules and district procedures, with the first drill being held within the first five (5) days of the school term. A written report of each emergency drill shall be sent to the District Safety & Security Office Executive Director of the Safety, Security & Emergency Management, Department of Public Safety.
- II. The principal and instructional and non-instructional school staff members shall develop a comprehensive emergency evacuation and lockdown response plan for such emergencies as fire, bomb threats, active shooter or other armed threats, hostage situations, 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. A copy of the approved district Site Emergency Plan shall be posted and readily available in each instructional area.
- IV. The principal shall plan and assign to staff members the responsibility of the prompt and orderly evacuation and lockdown of school buildings.
- V. The principal shall identify and report to the Executive Director of the Department of Public Safety, & Security & Emergency Management hazardous areas requiring corrective measures. The Executive Director of the Department of Public Safety, & Security & Emergency Management shall be responsible for informing the Superintendent of the principal's report.
- VI. 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 drills.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

1001.43; 1006.07, F.S.

HISTORY:

ADOPTED: 8/21/01
REVISION DATE(S): 06/17/14
FORMERLY: 2.113

NOTES:

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EMERGENCY DISASTER

8.17*+

In the event of an emergency disaster, appropriate school centers shall be available for use as emergency shelters. If it is predicted that a storm or hurricane will hit in or near this geographical area, each school building principal shall be available in order to make the school plant for which he / she is responsible available as an emergency shelter. The principal or designee is the "Shelter Manager" and is responsible for all aspects of the shelter.

- I. Each school ~~building~~-principal shall provide an emergency disaster plan for his / her school in the event of a hurricane, tornado, or other civil defense emergency. Relevant portions of ~~the~~ this plan shall be printed and posted in all classrooms, and the plan shall be made available to all concerned parents and the school faculty.
- II. The District shall cooperate with the Office of Emergency Management or other designated emergency management coordinating groups.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43; 1013.10, F.S.

HISTORY:

**Adopted: 8/21/01
Revision Date(s):
Formerly: 6.508**

NOTES:

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EMERGENCY CLOSING OF SCHOOLS

8.18

In case of an emergency, the Superintendent / designee is authorized to close any school or all schools and to dismiss a school(s) prior to the regular daily dismissal hour. ~~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 early dismissal made by the principal shall be reported immediately to the Superintendent's office and the Executive Director of the Department of Public Safety, Security & Emergency Management with a statement describing the reasons for early dismissal. ~~Such~~ Any emergency closing will be reported shall be submitted to the School Board ~~at its next regular meeting unless a special meeting is held relating to the emergency as quickly as possible with the reasons therefore.~~

- A. In a declared state of emergency, control of students shall be maintained by school personnel until these students are released from school or in the case of transported students, until they depart from the school bus.
- B. The principal shall cooperate with emergency preparedness authorities and the School Board's Department of Public Safety, Security and Emergency Management during a natural or man-made disaster. If a riot or similar situation occurs, the principal shall cooperate with the law enforcement authorities and the School Board's Department of Public Safety, Security and Emergency Management.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1001.51, F.S.

HISTORY:

ADOPTED: 08/21/01
REVISION DATE(S):
FORMERLY: New

NOTES:

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SECURITY PLAN

8.19+

- I. All District schools shall develop and implement a school safety, security and emergency management program to be in effect during school operating hours. ~~The security~~This program shall be consistent with provisions in Florida Statutes and State Board of Education rules.
- II. Safety, Security and Emergency Management plans may provide for security trailers to be located on school property.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1006.07 F.S.

~~STATE BOARD OF EDUCATION RULE:~~

~~6A-1.0403~~

HISTORY:

ADOPTED: 8/21/01
REVISION DATE(S):
FORMERLY: New

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PREVENTIVE MAINTENANCE

8.20

The Board shall strive to provide well-maintained schools and facilities which are safe from hazards, are sanitary, are properly equipped and adequately lighted and ventilated. The Superintendent shall be responsible for maintenance and upkeep of school plants.

The principal shall report, in writing, to the Facilities Department any needed repairs to any buildings or the grounds. Any emergency repairs shall be reported to the Department by telephone and confirmed in writing.

STATUTORY AUTHORITY:

1001.42(11), 1001.43(4) F.S.

LAW(S) IMPLEMENTED:

1001.42(11), 1001.43(4), F.S.

HISTORY:

**ADOPTED: 8/21/01
REVISION DATE(S):
FORMERLY: New**

NOTES:

~~Requires Annual Review: Before July 1~~

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SANITATION

8.21

The school principal or work site supervisor or designee shall be responsible for maintaining satisfactory standards of sanitation and housekeeping. A formal inspection of all buildings under his/her supervision shall be made at least once each month including all toilet areas, food service areas, storage rooms, and other student or staff occupied areas.

STATUTORY AUTHORITY: ~~1001.41, 1001.42(11), 1001.43(4), F.S.~~

LAW(S) IMPLEMENTED: 1001.42(11), 1001.43(4), F.S.

HISTORY:
ADOPTED: 8/21/01
REVISION DATE(S):
FORMERLY: New

NOTES:
~~Requires Annual Review: Before July 1~~

VANDALISM AND MALACIOUS MISCHIEF

8.22

The principal or designee shall report any vandalism immediately to the Superintendent and to the proper law enforcement agency giving all available information. Principals or their designees shall work with the Department of Public Safety, Security & Emergency Management to identify, prevent, and mitigate incidents of vandalism and malicious mischief.

- I. A student who willfully damages school property shall be properly disciplined and his/her parent(s), as defined by Florida Statutes, if the student is a minor, shall be requested, in writing, to restore or to replace any damaged property in accordance with the true value as determined by the principal, the responsible District department head, or in extreme cases the Superintendent and/or School Board. Expenses associated with repair, replacement and restoration costs shall —be included in any/all reimbursements. In extreme cases of vandalism, a student shall be subject to suspension or expulsion from school under the charge of serious misconduct. The Code of Student Conduct shall identify disciplinary procedures for students who abuse school property. An adult student involved in the destruction of school property shall be held solely responsible for the damages.
- II. A civil action against the student's parent(s) may be instituted by the School Board in an appropriate action to recover damages in an amount not to exceed the limit prescribed by Florida Statutes if vandalism or theft of school property is known to have been committed by a minor and the parent(s) refuses to restore or replace the property.
- III. In any case of willful or negligent damage to school property by a person other than a student, the user or the person responsible for the damage shall replace the property or pay the damages in accordance with the true value as determined by the Superintendent.
- IV. Each organization which is granted a permit for the use of public property shall be responsible for any damage to the buildings, equipment, or grounds beyond that which would be considered normal wear and tear and shall pay for any such damage in accordance with the true value as determined by the Superintendent. Failure to comply with a request for payment of such assessed damages shall result in the individual, group, or organization being ineligible for further use of school property and such legal action as the School Board deems proper to recover the amount of damages.

STATUTORY AUTHORITY:**1001.42(11), 1001.43(4), F. S.****LAWS IMPLEMENTED: 741.24, 806.13, ~~4000.21~~, 1001.41(4), 1001.43(4), 1013.10, F.S.****HISTORY:****ADOPTED: 8/21/01
REVISION DATE(S): 01/16/07
FORMERLY: 6.505**

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Use of Unmanned Aerial Systems in School Settings

8.23

- I. The Sarasota County School District has established that safety for students, employees, and visitors is a high priority of the district. Technology-based (and other) innovations must be monitored and regulated to retain and monitor a high level of safety for all persons throughout the district, including instructional settings.
- II. The use of unmanned aerial systems in district schools or on or above district property which are not in compliance with established procedures are prohibited. For the purposes of this policy, an unmanned aerial system is any aircraft without a human pilot aboard the device.
- III. The Department of ~~Public Safety, and Security & Emergency Management~~ shall develop, ~~and oversee, and approve~~ procedures related to the use of unmanned aerial systems in district schools or on or above district property.

STATUTORY AUTHORITY: [1001.41\(2\), 1001.42\(11\), 1001.43\(4\)](#) F.S.

LAWS IMPLEMENTED: [1001.42\(11\), 1001.43\(4\),](#) F.S.

HISTORY:

ADOPTED: 07/19/16
REVISION DATE(S):
FORMERLY: NEW

NOTES:

Refer to: Procedures and Operational Checklist

PURPOSE AND FUNCTIONS OF THE TRANSPORTATION PROGRAM

8.30

- I. The transportation program shall be administered to provide safe and efficient services at the lowest possible cost. Transportation funds shall be used primarily to provide transportation of students to and from the nearest appropriate school as determined by the School Board and in accordance with Florida Statutes.
- II. The Superintendent or designee shall be responsible for supervising, administering, investigating, and resolving problems of the District's transportation system. This shall include determination that all School Board employees involved with the transportation system are knowledgeable of applicable Florida Statutes and State Board of Education rules.
- III. The District may implement a safe driver toll-free hotline or web-based communication that motorists or other persons may use to report improper driving or operation by a school bus driver. Reports of observed driving violations shall be investigated.
- III. The District shall provide for reciprocal policies and agreements related to transportation services with adjacent districts.
- IV. The Superintendent or designee shall develop a handbook which sets forth guidelines, responsibilities, directions and procedures for the District's transportation system. The handbooks and modifications to it shall be subject to School Board approval.

STATUTORY AUTHORITY: 1001.41(2), 1001.42(10), F.S.

LAWS IMPLEMENTED: 1001.42(10), 1001.43, 1006.21, 1006.22, 1006.23, 1011.68, 1012.45, F.S.

STATE BOARD OF EDUCATION RULE: 6A-3.0171

HISTORY: ADOPTED: 8/21/01
REVISION DATE(S): 09/01/09, 07/19/16
FORMERLY: 6.301

NOTES:
Refer To: **Bus Driver Advisories and Rules**

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STUDENT TRANSPORTATION

8.31*

The Board shall provide transportation for every student who should attend school and who lives more than a reasonable walking distance from the school to which he is assigned. A reasonable walking distance shall be defined as two (2) miles from the school by the nearest traveled route.

- I. Exceptions may be made in the case where a child ~~is handicapped~~ has an IEP or 504 plan providing for transportation, or when it has been determined that the nearest route taken will be extremely unsafe for the child to walk due to the traffic, natural hazards, or other peculiar circumstance.
- II. Determination of such unsafe conditions shall be the responsibility of the Superintendent upon the consideration of findings of the ~~supervisor~~ Director of ~~T~~ransportation in cooperation with the bus operator, and recommendations of school administration, law enforcement agencies, or local safety groups.
- III. When it is impractical to provide bus transportation for reasons of isolation from regular school bus routes to the school of assignment, a parent, as defined by Florida Statutes, aide, or other person transporting the student may be authorized by the Board to be reimbursed at the rate provided by law.
- IV. 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:

1001.41(2), 1001.42(10), F.S.

LAWS IMPLEMENTED:

1001.42(10), 1001.43; 1006.21; 1006.23;
1011.68, F.S.

STATE BOARD OF EDUCATION RULE:

6A-3.001; 6A-3.0171

HISTORY:

ADOPTED: 08/21/01
REVISION DATE(s): 01/12/07
FORMERLY: 6.302

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TRANSPORTATION LIABILITY

8.311*

~~The Superintendent is directed to ensure that School Board liability is protected when transporting students and persons other than students to events or activities in which the School Board or school has agreed to participate or co-sponsor.~~

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

~~LAW(S) IMPLEMENTED: 1001.43, 1006.21, 1006.24, F.S.~~

~~HISTORY: ADOPTED: 6/7/05~~

~~REVISION DATE(S):~~

~~FORMERLY: NEW~~

NOTES:

- I. Designation of Bus Routes. The School Board shall delegate to the Superintendent the authority to designate the route to be traveled regularly by each school bus. Each such route shall meet the following requirements:
 - A. The route shall be planned, scheduled, and adjusted to the capacity of the bus to serve students whose homes are beyond a reasonable walking distance from the school center to which they are assigned, except as otherwise provided by Florida Statutes and State Board of Education rules. The routing and scheduling of buses shall be planned to eliminate the necessity for students to stand while the bus is in motion. In emergency situations where the number of transported students in a bus exceeds the rated seating capacity, the bus shall proceed at such a reduced rate of speed to maximize students' safety.
 - B. Designated school bus routes shall be restricted to those areas where road conditions, bridge capacities, and the number of transported students allow such service to be economically feasible and practicable.
 - C. A route shall not be extended for the purpose of accommodating students whose homes are within a reasonable walking distance by a shorter or more economical route which is available to serve the students.
 - D. School bus routes shall, insofar as possible, be restricted to main routes and county-maintained roads.
 - E. A suitable turning area shall be available for any route requiring a bus to be turned around.
 - F. Only one (1) bus shall be assigned students on any given route unless the school schedules necessitate a dual assignment of buses.
 - G. Student loading and unloading stops shall be established at least within 1.5 miles of an eligible rider's home ~~apart; provided, however, stops may be closer than 1.5 miles when students' safety and welfare is involved.~~
 - H. The location of each bus stop will conform to the requirements of Florida Statutes.
- II. Spur Routes. A spur route shall exist only when an extremely hazardous condition is present, requiring the bus to deviate from the main trunk.
- III. Change in Routes. School bus drivers shall not discontinue stops, begin new stops, or otherwise change a route without prior approval of the Superintendent or designee.

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IV Other Provisions. Students who are approved to attend a ~~d~~District school which is not located in their assigned attendance area shall be ineligible for transportation provided by the School Board except as otherwise permitted by the School Board rule.

STATUTORY AUTHORITY: 1001.41(2), 1001.42(10), F. S.

LAWS IMPLEMENTED: ~~947.1405,~~ 1001.42(10), 1001.43, 1006.21, F.S.

STATE BOARD OF EDUCATION RULE: 6A-3.0171

HISTORY: ADOPTED: 08/21/01
REVISION DATE(S): 04/10/07
FORMERLY: 6.304, 6.319

NOTES:

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BUS EMERGENCY EVACUATION DRILLS

8.33*

- I. The Superintendent or designee shall instruct bus operators in the procedures to be followed while conducting a bus emergency evacuation drill. Initial instruction for bus operators shall be provided prior to transporting students during the first six (6) weeks of school for students.
- II. The Superintendent or designee shall direct that each bus serving a school conduct an emergency evacuation drill during the first six (6) weeks of each semester.
 - A. The ~~member~~ Director of the ~~T~~transportation ~~D~~department or his/her designee or the principal shall inform the bus operators as to the day on which any practice emergency evacuation drill is to be conducted. The bus operator and appropriate supervisor shall hold the drill as directed, and the transportation staff or principal shall record the process.
 - B. A practice emergency evacuation drill shall be held at a point in ~~—~~which the least possible danger exists from traffic.
 - C. Any bus operator serving more than one (1) school shall report for instruction to the school as determined by the transportation department.
 - D. The record of the drill shall be filed in the appropriate ~~d~~District office.
- ~~III. — All transportation students shall be provided instruction on safe practices on and off the bus during the first six (6) weeks of the first semester of the school year.~~

STATUTORY AUTHORITY:

1001.41(2), 1001.42(10), F.S.

LAW(S) IMPLEMENTED:

1001.43, 1006.21, 1006.22, F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-3.0171

HISTORY:

ADOPTED: 8/21/01
REVISION DATE(S): 01/12/07, 06/16/09
FORMERLY: 6.315

NOTES:

Refer To: Policy 8.30 Purpose and Functions of the Transportation Program
Procedures for the Bus Driver Advisories and Rules

CHAPTER 8.00 - AUXILIARY SERVICES

INSTRUCTION IN BUS SAFETY

8.34*

Each school principal or designee shall provide instruction at least twice each year for all transported students in safe practices to board and depart from the school bus including emergency evacuations. Initial instruction shall be given during the first twenty (20) days of the school year and the second period of instruction shall be given during the first two (2) weeks of the second semester. The principal and his / her instructional staff members shall determine the most effective and practical manner in which to provide such instruction.

STATUTORY AUTHORITY:

~~1006.21~~F.S.

1001.41(2), 1001.42(10)

LAWS IMPLEMENTED:

1006.22, ~~1006.28~~; F.S.

1001.43, 1006.21,

STATE BOARD OF EDUCATION RULE:

6A-3.0171

HISTORY:

Adopted: 08/21/01
Revision Date(s):
Formerly: 6.316

NOTES:

Refer To: Policy 8.30 Purpose and Functions of the Transportation Program
Procedures for the Bus Driver Advisories and Rules

CHAPTER 8.00 - AUXILIARY SERVICES

EXITING THE SCHOOL BUS

8.35

No student shall leave the school bus on his/her way to or from school without the student's parent(s), as defined by Florida Statutes and the principal or designee's written authorization, except at the customary destination of the bus which shall be either the school or the assigned stop.

STATUTORY AUTHORITY:

1001.42(10), F.S.

LAW(S) IMPLEMENTED:

~~1001.21~~, 1006.21, 1006.22, F.S.

STATE BOARD OF EDUCATION RULE:

6A-3.0171

HISTORY:

**ADOPTED: 08/21/01
REVISION DATE(S): 01/12/07
FORMERLY: NEW**

NOTES:

CHAPTER 8.00 - AUXILIARY SERVICES

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

8.36*

- I. The Board will normally use school buses, as defined in Florida Statutes, for all regular transportation of students, prekindergarten through grade 12. *Regular transportation or regular use* means to and from school or school-related activities which are part of a scheduled series or sequence of events to the same location. Regular transportation of students in motor vehicles other than school buses may occur only under the following conditions:
 - A. When transportation is for a physically handicapped or isolated student and the Board has entered into a written agreement for the transportation of the student.
 - B. When the transportation is part of a comprehensive contract for a specialized educational program between the Board and a service provider for instruction, transportation and other services.
 - C. When the transportation is provided through a public transit system.
 - D. When transportation is for trips to and from school sites or agricultural education sites.
 - E. When transportation is for trips to and from agriculture related events or competitions.
- II. Except as provided in section I., the transportation of students in private vehicles may be authorized by the principal on a case-by-case basis only under the following conditions:
 - A. When a student is ill or injured and must be taken home or to a medical treatment facility under nonemergency circumstances and
 1. The school has been unable to contact the student's parent, as defined by Florida Statutes, or the parent, or responsible adult designated by the parent is not available to provide the transportation;
 2. Proper adult supervision of the student is available at the location to which the student is being transported;
 3. The transportation is approved by the school principal or designee; and
 4. If the school has been unable to contact the parent prior to the transportation, the school continues to attempt to contact the parent until the school is able to notify the parent of the transportation and the circumstances.
 - B. When the transportation is in connection with a school function or event in which the school has undertaken to participate and
 1. The function is a single event which is not part of a scheduled series or sequence of events to the same location, such as, but not limited to, a field trip, recreational outing, a competitive or cooperative event, or an event connected to an educational program; and

CHAPTER 8.00 - AUXILIARY SERVICES

2. Transportation is not available, as a practical matter, using a school bus or school board passenger car; and
 3. Each student's parent is notified in writing about the transportation arrangement and gives written consent before a student is transported in a private vehicle.
- C. When ~~b~~Board employees are required to use their own vehicle to perform duties of employment, and such duties include the occasional transportation of students.
- III. A private vehicle used to transport students shall be a passenger car or multipurpose passenger vehicle or truck, as defined by federal law, designed to transport fewer than ten (10) students.
 - IV. Any private vehicles used to transport students under this policy shall be currently registered in the ~~S~~state of Florida, be insured for personal injury protection and property damage liability in at least the minimum amounts required by law, and be in good working order. A person wishing to transport students in a private vehicle will request approval by submitting his/her driver's license, vehicle registration and insurance identification card, to the principal in a reasonable amount of time before the planned travel. The principal will examine the driver's license, vehicle registration and insurance card, and may, in his or her discretion, give approval for the transportation of students in the private vehicles as requested
 - V. A driver who is transporting students under the provisions of this policy shall adhere to Florida laws and regulations related to driving including the Florida Ban on Texting While Driving Law.
 - VI. Student transportation in private vehicles may only be authorized for trips within the ~~S~~state of Florida. When transportation is authorized in a private vehicle, students may only be transported in designated seating positions and shall be required to use the occupant crash protection system provided by the vehicle manufacturer. A student who is transported to an activity in a private vehicle approved under this policy shall return from the activity in the same vehicle, unless the student is released to his/her parent.
 - VII. Employees will be covered by the Board's liability program when they are transporting students as part of their assigned or related duties. Benefits due from private vehicle insurance will be primary, except for workers' compensation, in accordance with state law.
 - VIII. Notwithstanding any other provision of this policy, in an emergency situation which constitutes an imminent threat to student health or safety, school personnel may take whatever action is necessary under the circumstances to protect students.
 - IX. Notwithstanding any other provision of this policy, a student's parents are responsible for the transportation of students to and from extracurricular activities, including athletic events and practices, unless the school principal and athletic director determine the school will provide transportation. Factors such as the number of students involved and the proximity of the event will be among the factors considered when making such determination. School personnel are not permitted to assist in arranging for or providing

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transportation when the school does not provide transportation and the school district has no liability when transportation is not provided by the school.

STATUTORY AUTHORITY: 1001.42(10), 1001.43(9), F.S.

LAW(S) IMPLEMENTED: 316.305, ~~4000.21~~, 1006.21, 1006.22, 1006.24, F.S.

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

HISTORY: ADOPTED: 08/21/01
REVISION DATE(S): 07/21/09, 04/15/14
FORMERLY: 6.303

NOTES:

CHAPTER 8.00 - AUXILIARY SERVICES

SEAT BELTS

8.37

- I. The operator and each passenger of a motor vehicle who are conducting School Board business or a school-related activity shall be restrained by a safety belt when the vehicle is in operation. This provision is applicable to all vehicles as defined in Florida Statutes, except for the following:
 - A. A school bus purchased prior to January 1, 2001;
 - B. A bus used for transportation of persons for compensation;
 - C. A farm tractor or implement of husbandry;
 - D. A truck ~~of net having a gross vehicle~~ weight rating of more than ~~five thousand (5,000)~~ 26,000 pounds; and,
 - E. A motorcycle, moped, or bicycle.
- II. A school bus purchased new after December 31, 2000 must be equipped with safety belts or other federally approved restraint system if used for pre-K to grade 12 students. Each passenger shall wear a seatbelt when the bus is in operation.
- III. The number of passengers of a vehicle shall not exceed the number of safety belts which were installed by the manufacturer.
- IV. School bus operators shall wear a seat belt when operating a school bus.

STATUTORY AUTHORITY:

1001.41(2), 1001.42(10), F.S.

LAW(S) IMPLEMENTED:

**316.003, 316.614, 316.6145,
316.6146, 1001.43, 1006.22, F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-3.0171

HISTORY:

**ADOPTED: 08/21/01
REVISION DATE(S): 02/15/05, 07/24/12
FORMERLY: NEW**

NOTES:

CHAPTER 8.00 - AUXILIARY SERVICES

AUTOMOTIVE EQUIPMENT

8.38

All automotive equipment owned by the School Board shall be assigned to the Superintendent or designee for proper care and maintenance.

- I. Automotive equipment shall be used exclusively for school business. It shall not be used for unauthorized purposes.
 - A. The Superintendent shall report any unauthorized equipment usage to the School Board.
 - B. Violation of this rule shall be cause for disciplinary action.
- II. School District vehicles shall be operated by appropriately licensed drivers who shall adhere to Florida laws and regulations related to driving including the Florida Ban on Texting While Driving Law.
- III. Failure of the operator to notify the Transportation Supervisor as to any mechanical defect of any piece of automotive equipment may be cause for disciplinary action by the School Board.
- IV. All mechanical defects of equipment, where repairs are needed, shall be the Superintendent's or designee's responsibility and repairs shall be made immediately; provided that the vehicle may be withdrawn from use by the Superintendent until the repairs are made. The School Board shall not assume any financial responsibility for purchases or contract for repairs unless prior approval is obtained from the Superintendent or designee.
- V. The Director of Transportation Supervisor shall determine that all equipment is inspected at regular intervals. The equipment shall be placed in the dDistrict's garages for repairs or service if needed.
- VI. Under no conditions shall equipment be repaired by a private shop or private individual without approval of the Superintendent or Director of Transportation Supervisor.
- VII. The person who is assigned a vehicle on a full time basis shall be responsible for delivering the vehicle to the dDistrict's garage for inspection as prescribed by the Director of Transportation Supervisor.

STATUTORY AUTHORITY: 1001.41(2), 1001.4243(9), F.S.

LAW(S) IMPLEMENTED: 316.305, 1001.43(9), 1006.21, 1006.22, F.S.

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

HISTORY: ADOPTED: 08/21/01
REVISION DATE(S): 4/15/14
FORMERLY: New

NOTES:

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Vehicle Maintenance Program

8.39

- I. All transportation equipment shall be maintained in safe operating condition. The Director of Transportation shall be responsible for a planned program of maintenance to keep all vehicles running safely and efficiently. This program shall include:
 - A. Instructing bus operators in methods of anticipating and noting maintenance problems.
 - B. Inspecting and servicing all vehicles as prescribed in State Board of Education rules on a periodic basis.
 - C. Maintaining service and repair records on each vehicle as required by State Board of Education rules. A checklist shall be devised for use in recording the results of the safety inspection.
 - D. Planning and scheduling preventive maintenance, through major overhaul and repair of all equipment.
 - E. Training through in-service activities for apprentice mechanics.
- II. The mechanical condition of each school bus shall be determined at least once each thirty (30) working days that the bus is in operation. Any school bus which does not comply with the requirements of Florida Statutes and State Board of Education rules shall be withdrawn immediately from use until it meets such requirements.
- III. Only sSchool bBoard or government-owned vehicles may be repaired or serviced in the school bus garage.
- IV. The School Board shall maintain appropriate school bus replacement programs to assure appropriate maintenance of the bus fleet.

STATUTORY AUTHORITY: [1001.41\(2\)](#), [1001.42\(10\)](#), [1001.43\(9\)](#), F.S.

LAWS IMPLEMENTED: [1006.21](#); [1006.22](#); [1006.25](#), F.S.

STATE BOARD OF EDUCATION RULE: [6A-3.0171](#)

History:

ADOPTED: 08/21/01
REVISION DATE(s): 02/15/05
FORMERLY: 6.314; 6.321

NOTES:

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VEHICLE/SCHOOL BUS IDLING

8.391

- I. Applicability. This rule applies to any heavy-duty diesel engine powered motor vehicle, including all school buses, and all gas powered vehicles, commonly referred to as white fleet.
- II. Requirements. Operators of vehicles described in (1) above are prohibited from idling for more than five (5) consecutive minutes. Idling is the continuous operation of a vehicle's main drive engine while the vehicle is stopped.
- III. Exemptions.
 - A. To idling while stopped in traffic conditions over which the driver has no control, including being stopped for an official traffic control device or sign, in a line of traffic, at a railroad crossing, at a construction zone, or at the direction of law enforcement;
 - B. To idling of buses 10 minutes prior to passenger loading and when passengers are onboard if needed for passenger comfort;
 - C. If idling is necessary for a police, fire, ambulance, public safety, or other vehicle being used in an emergency or training capacity;
 - D. If idling is necessary to verify that the vehicle is in safe operating condition as required by law and that all equipment is in good working order, either as part of a daily vehicle inspection or as otherwise needed, provided that engine idling is mandatory for such verification;
 - E. If idling is necessary to accomplish work for which the vehicle was designed, other than transporting goods or people, for example: operating a lift, crane, pump, drill, hoist, mixer, or other auxiliary equipment other than a heater or air conditioner;
 - F. If idling is necessary to operate defrosters, heaters, air conditions, or other equipment to prevent a safety or health emergency, but not solely for the comfort of the driver.

STATUTORY AUTHORITY: 1001.41(2), 1001.42(10), F.S.

LAW(S) IMPLEMENTED: 403.061, 1001.42(10), 1001.43, F.S.

~~**DEPARTMENT OF ENVIRONMENTAL PROTECTION RULE(S):** 62-285.420~~

HISTORY: ADOPTED: 10/21/08
REVISION DATE(S): 6/16/09
FORMERLY: NEW

NOTES:

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GENERAL FOOD AND NUTRITION SERVICES

8.40*+

- I. The Food and Nutrition Services Department shall operate according to requirements set forth in Florida Statutes, and State Department of Agriculture and Consumer Services rules. The Food and Nutrition Services shall include the federally reimbursed lunch program, ala carte food, beverage offerings, and sale of food and beverage items offered to students at all school facilities during the school day and includes the federally reimbursed breakfast program
- II. The Food and Nutrition Services Department shall be an integral part of the District's educational program, offering nutritional and educational opportunities to students.
- III. Foods and beverages available in schools shall be only those which meet the nutritional needs of students and contribute to the development of desirable health habits.
- IV. ~~Foods of minimal nutritional value may be sold in secondary schools only, with the approval of the school board, one (1) hour following the close of the last lunch period. No competitive foods may be sold from midnight before the school day until 30 minutes after the last lunch period. Any food sold 30 minutes after the last lunch period until 30 minutes after the end of the day must meet the USDA's Smart Snack guidelines.~~ The Sschool Bboard may allow the sale of carbonated beverages to students in high schools by a school activity or organization authorized by the principal at all times if a beverage of one hundred (100) percent fruit juice is sold at each location where carbonated beverages are sold. However, carbonated beverages may not be sold where breakfast or lunch is being eaten or served.
- V. The Food and Nutrition Services Department shall meet the standards for Food Service and Sanitation and Safety as provided by the Florida State Board of Health and Florida State Department of Agriculture and Consumer Services.
- VI. School Food and Nutrition Services' funds shall not be considered or treated as internal funds of the local school, but shall be a part of the district school funds. School Food and Nutrition Services' funds shall be subject to all the requirements applicable to the district fund such as budgeting, accounting, reporting, and purchasing and such additional requirements as set forth in the written procedures manual authorized in this policy.
- VII. USDA commodities shall be acquired, stored, and utilized in accordance with United States Department of Agriculture and related State Department of Agriculture and Consumer Services rules.
- VIII. The Superintendent or designee shall develop a written procedures manual to govern Food and Nutrition Services' programs.

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STATUTORY AUTHORITY: 595.405(1), 1001.41(2), 1001.42, F.S.

LAW(S) IMPLEMENTED: ~~570.98, 570.981~~595.405., 1001.4142(16), F.S.

**STATE DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES RULE(S):** 5P-1.001, 5P-1.002, 5P-1.003, 5P-1.005

HISTORY: **ADOPTED: 08/21/01**
REVISION DATE(S): 08/22/04, 01/12/07, 10/01/13
FORMERLY: 6.401

NOTES:
**Please Refer To: District Procedure 8.40(7) – Distribution and Use of
Commodities**

CHAPTER 8.00: AUXILIARY SERVICES

MEAL PATTERNS

8.41*

All schools with grades K-12 shall participate in the National School Lunch Program and shall serve student lunches according to meal patterns established by the United States Department of Agriculture. Schools may participate in the National School Breakfast Program; breakfast shall be served to students according to meal patterns established by the United States Department of Agriculture.

STATUTORY AUTHORITY:

595.405(1), 1001.42(16), 1001.43, F.S.

LAW(S) IMPLEMENTED:

595.403, 570.981, 595.405, F.S.

**STATE DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES RULE(S):**

5P-1.001, 5P-1.002, 5P-1.003

HISTORY:

ADOPTED: 08/21/01

REVISION DATE(S): _____

FORMERLY: NEW

NOTES:

CHAPTER 8.00 - AUXILIARY SERVICES

FREE AND REDUCED PRICE MEALS

8.42*

Free or reduced price meals shall be served to all students who are unable to pay the full price of meals and who qualify based on eligibility criteria established by the United States Department of Agriculture approved by the School Board.

- I. The Income Eligibility Guidelines for free or reduced price meals shall be in accordance with the scales provided by the Florida Department of Agriculture and Consumer Services based upon income guidelines prescribed by the United States Secretary of Agriculture.
- II. Eligibility criteria shall be applicable to all dDistrict schools and shall provide that all students from a family meeting the eligibility criteria and attending any dDistrict school are offered the same benefits.
- III. Procedures for implementing the free and reduced price meal services shall be reviewed annually and shall be in accordance with procedures and guidelines published by the Florida Department of Agriculture and Consumer Services and the United States Department of Agriculture.

STATUTORY AUTHORITY:

595.405(1), 1001.42(16), ~~1001.43~~, F.S.

LAW(S) IMPLEMENTED:

~~570.98, 570.981~~595.405, F.S.

**STATE DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES RULE(S):**

5P-1.004

HISTORY:

**ADOPTED: 08/21/01
REVISION DATE(S): 10/1/13
FORMERLY: 6.402, 6.404**

NOTES:

CHAPTER 8.00 - AUXILIARY SERVICES

SALE PRICES OF MEALS

8.43

- I. Student Meals: The Board shall ~~establish~~ approve sale prices for all student meals served under the National School Lunch Program. Each student, unless qualified for a free or reduced meal, shall pay the full price for each meal.
- II. Adult Meals: The Board shall ~~establish~~ approve sale prices for all adult meals served in conjunction with the National School Lunch Program. The price shall include, as a minimum, the full price charged to students, the amount of federal reimbursement, the average value of commodities per meal, and Florida sale tax. The following additional provisions shall apply to adult meals:
 - A. Full-time, part-time, and substitute Food and Nutrition Services' employees shall receive meals as part of their compensation.
 - B. All other School Board employees shall pay the established adult price for the meal in cash.
- III. No meal or meals may be sold to an adult on a credit basis. No meal or parts of meals may be provided for free to an adult except as provided in this policy.

STATUTORY AUTHORITY:

595.405(1), 1001.41, 1001.42(16), F.S.

LAWS IMPLEMENTED:

595.405, 1001.42(16), 1001.43, F.S.

HISTORY:

ADOPTED: 08/21/01
REVISION DATE(S):
FORMERLY: 6.404

NOTES:

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SUMMER NUTRITION PROGRAM

8.44+

- I. The District shall develop a plan to sponsor a summer nutrition program. One (1) site shall be within five (5) miles of an ~~elementary~~ school that serves any combination of grades kindergarten through 5 at which fifty percent (50%) of the students qualify for free or reduced price school meals and shall operate for thirty-five (35) ~~consecutive~~ days between the end of the school year and the beginning of the next school year. The remaining sites shall be within ten (10) miles of each ~~elementary~~ school that serves any combination of grades kindergarten through 5 at which fifty percent (50%) of the students qualify for free or reduced price school meals. The Superintendent may collaborate with governmental agencies and not-for-profit entities in implementing this plan.

- II. The School Board may seek an exemption from sponsoring a summer nutrition program as provided by law. Annually the School Board shall reconsider the decision to be exempt from providing a summer nutrition program. The School Board shall notify the commissioner within ten (10) days of the decision to continue the exemption.

STATUTORY AUTHORITY: ~~1001.41, 595.405(1)~~ 1001.42(16), F.S.

LAW(S) IMPLEMENTED: ~~570.981, 570.982, 595.405, 595.407,~~ 1001.4342(16), F.S.

**STATE DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES RULE(S):** 5P-1.001, 5P-1.003

HISTORY: **ADOPTED: 05/02/06**
REVISION DATE(S): 11/05/13
FORMERLY: NEW

NOTES:

SCHOOL CONSTRUCTION BIDS PROCEDURES

8.50

- I. All applicable laws, State Board of Education rules, and School Board rules shall be observed in school construction bid procedures.
- II. Invitation to bid shall contain the information required by State Board rules and needed by the prospective bidders, including:
 - A. Project name and name of ~~b~~Board;
 - B. Location of the project;
 - C. Brief statement describing the work;
 - D. Date, time and place of bid opening;
 - E. From whom and when contract documents are available; and
 - F. Other information for bidders; bid security, insurance, plan deposit and Board's intention to waive technicalities.
- III. Construction Bids
 - A. The bid time and date shall be determined by the ~~Executive~~ Director of Construction Services.
 - B. Bids shall be opened at the time designated in the invitation to bid. At the designated time, the Superintendent or his designee shall ask if all bids are in. No other bids shall be accepted and no bid may be withdrawn after the deadline. Negligence on the part of the bidder in preparing the bid shall confer no right for withdrawal after the time for opening of bids. Bids by telegram shall not be accepted nor shall any other type of bid be accepted which cannot be classified as a sealed bid. Bids received by mail shall be stamped with the time and date received by the Superintendent or his designee.
 - C. Bids shall be opened, read aloud, and tabulated in the presence of all persons present.
 - D. Each bid in excess of one hundred thousand dollars (\$100,000.00) shall be accompanied by a bid bond, a certified check, or a cashier's check in an amount equal to five percent (5%) of the total amount of the bid. Failure to include such bond shall automatically disqualify the bid from further consideration.
 - E. The Board reserves the right to reject all bids received and may, at its discretion, readvertise, calling for new bids. Unless all bids are rejected by

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the Board ~~for valid reasons~~, the contract shall be awarded to the lowest responsible bidder meeting all requirements and specifications. However, if after taking all deductive alternatives, the lowest responsible bidder exceeds the construction budget established at the time of Phase III submittal, the Board may declare an emergency. Upon setting forth the reasons why an emergency exists, the Board may negotiate the construction contract or modify the contract, including the specifications, with the lowest responsible bidder. Any declaration of an emergency shall be in accordance with the criteria prescribed by rules of the State Board of Education.

- F. The School Board shall approve all subcontractors. When a construction contract has been awarded to a contractor on the basis of proper bids, payments on that contract shall be made on a monthly basis in an amount approved by the architect. This amount shall always incorporate prior to substantial completion a ten percent (10%) retainage. Upon final completion of the construction, the final payment will be made only on the approval of the ~~Executive~~ Director of Construction Services after proper inspection of the facilities.
- IV. The specifications for construction bids may not be written so as to limit any purchase of systems or materials to a specific brand or a single source of supply, unless:
- A. The Board, after consideration of all available alternative materials and systems, determines that the specifications of a sole material or system is justifiable, based upon its cost or interchangeability;
 - B. The sole source specifications have been recommended by the architect or engineer of record; and
 - C. The Board's justifications are documented in writing, in the project file.

STATUTORY AUTHORITY: 1001.42(11), F.S.

LAWS IMPLEMENTED: 255.04, 255.05, 287.055, 287.057, 1001.42(11), 1001.43(4), 1013.46-45 - .48, F.S.

HISTORY **ADOPTED: 08/21/01**
REVISION DATE(S): 02/01/10
FORMERLY: 6.103

NOTES:

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CONSTRUCTION CHANGE DIRECTIVES

8.502

The Director of Construction Services is authorized to use Construction Change Directives (CCDs) modifying General Contractor agreements subject to the following limitations:

1. The issuance of the directive is necessary, in the judgment of the Director, to prevent a delay in the project which would have a negative fiscal effect upon the Board;
2. It does not cause the overall construction project to exceed the Board-approved budget; and,
3. It does not exceed fifteen percent (15%) of the said General Contract or one hundred thousand dollars (\$100,000.00), whichever is smaller.

Upon issuance of a CCD by the Director of Construction Services, the Director shall submit a written report to the Superintendent summarizing the necessity for the CCD. The Superintendent shall notify the School Board of all CCD's issued. Subsequent to the issuance of a CCD, the Director of Construction Services shall submit a construction change order to the School Board for ~~ratification~~ information.

STATUTORY AUTHORITY:

~~1001.41~~, 1001.42(11), F.S.

LAW(S) IMPLEMENTED:

1001.42(11), 1001.43(4), 1013.48, F.S.

HISTORY:

ADOPTED: 08/21/01
REVISION DATE(S):
FORMERLY: 6.103-2

NOTES:

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RENOVATIONS, REMODELING, OR ADDITIONS OF FACILITIES BY BOOSTER CLUBS, PTA'S OR OTHER SCHOOL AFFILIATED GROUPS 8.51

- ~~I. The Superintendent when recommending the preliminary school budget, or any amendments thereto relating to capital outlay projects may, after evaluation, recommend to the School Board that suitable projects costing one hundred thousand dollars (\$100,000.00) or less be provided on a day labor basis. In addition, the Superintendent may recommend any projects authorized by the School Board and costing over one hundred thousand dollars (\$100,000.00), but less than two hundred thousand dollars (\$200,000.00), be completed on a day labor basis when no acceptable bid has been received.~~
- ~~II.1.~~ Parent groups, school staff and civic associations often raise funds to make improvements to various ~~s~~School ~~b~~Board facilities. Such changes are regulated by building codes, Florida State Department of Education rules, School Board rules, district Construction Guidelines, and Florida Statutes. In addition, these changes often have cost implications on maintenance, energy usage and inhibitions to future site construction. The change or addition always poses questions regarding The School BBoard's liability for the facilities as any deviation from State Regulations would be a factor in a damage suit, if the change in facility was related to a personal injury.
- ~~II.1.~~ When a project is being considered at any existing facility, the following procedures shall be followed:
- A. A description of the proposed project, including an approximation of the expected cost, the fund-raising timeline, and the project execution timeline shall be submitted to the school principal for review and approval.
 - B. Full funding for the design costs, construction and any other related costs must be identified.
 - C. If the principal is in agreement, he / she shall submit the request through the Facility Manager to the Capital Projects Team [CPT] for coordination.
 - 1. If the project requires funding from the District, CPT will consult with the Director of Finance to determine feasibility and availability of funds.
 - 2. Should a booster club, PTA, or other school affiliated group be supplying the funds, the Superintendent must be informed.
 - 3. All projects must comply with the Florida Building Code, State Requirements for Educational Facilities, School Board rules, district Construction Guidelines, and Florida Statutes.
 - 4. If the project will affect the student capacity of the school, approval of the Superintendent is required.

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- D. Prior to an installation or construction, a detailed design must be submitted to the Construction Department. The content of this request shall include a detailed project description and a statement regarding the method of funding. Plans and / or specifications shall be reviewed by the Facilities, Technology, Safety & Security, Construction and other affected departments.
1. Plans and specifications must be submitted for review for compliance with State Laws, applicable permits and accessed for the impact upon the maintenance and energy usage of the facilities and inhibitions to future site construction. Project timelines must anticipate a sixty (60) day review and authorization period to enable the plans and specifications to be reviewed by the affected departments and for subsequent approval of the Superintendent or School Board.
 2. Upon approval, the project shall contain a work schedule to facilitate inspections by the Construction Department.
 3. Projects funded entirely by booster clubs, PTA or other school affiliated groups, may be managed by the "respective" group during the bid/proposal/construction process. The School Board encourages "good governance" practices including competitive pricing submitted in sealed envelopes, opened at a designated time ~~publically~~publicly in the presence of at least the school principal, the president of the parent group, a representative of the purchasing department, construction department, or facilities department, and the designing architect/engineer, if applicable.
- E. In the event the project's construction cost is expected to exceed fifty thousand dollars (\$50,000.00), impact the structure or exiting discharge, impact a life safety or other system, or in the sole discretion of the ~~s~~School ~~d~~District be sufficiently complicated to merit professional support, a registered architect/registered professional engineer must be engaged to design, prepare, and "~~s~~Seal" the necessary construction documents in accordance with State Law and permitting requirements.
- F. When compliance with the aforementioned requirements has been established, PTA, booster club, or other school affiliated group will receive written authorization to proceed from the Director of Construction.
1. If the project is in part funded by the School District, the supporting group will then submit a check to the School Board to cover all costs. All such projects will be overseen by a Project Manager.
 2. If the project is fully funded by the sponsoring organization, a liaison will be assigned to support the project.
- G. All inspections shall be made by the Construction Department's Permitting Division.

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- H. Upon completion, the project will be processed for acceptance by the School Board at one of its regularly scheduled meetings.

STATUTORY AUTHORITY: 1001.41(2), 1001.42(11), F.S.

LAW(S) IMPLEMENTED: 1001.43(4),(5), ~~1013.04~~, 1013.35, 1013.45, F.S.

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

HISTORY: ADOPTED: 08/21/01
REVISION DATE(S): 02/15/11
FORMERLY: 6.206

NOTES:

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CONSTRUCTION CHANGE ORDERS

8.52

The Director of Construction Services is authorized to approve Construction Change Orders modifying ~~g~~General contractor agreements subject to the following limitations:

- I. Change orders totaling \$50,000 or less shall be approved by the Director ~~or of~~ Construction and submitted to the board for ~~ratification~~notification;
- II. Change orders in excess of \$50,000 shall be submitted to the board for approval.

STATUTORY AUTHORITY: ~~4001.41,~~ 1001.42(11), 1013.48 F.S.

LAW(S) IMPLEMENTED: 1001.42(11), 1001.43(4), 1013.48, F.S.

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

HISTORY: **ADOPTED: 08/21/01**
REVISION DATE(S): _____
FORMERLY: 6.103-2, 6.514

NOTES:

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IMPROVEMENTS TO SCHOOL PLANTS AND GROUNDS

8.53

Any group, including the parent-teacher organization, which desires to improve the school site, to add facilities, or to install equipment, shall submit a written proposal to the principal who shall forward to the Superintendent and Director of Construction for approval. Any such improvement or addition shall become the property of the School Board. Permanent structures shall have utilitarian value in the operation of the school or may be erected in memory of some individual or group that has been associated with the school either as a student or School Board employee or an organization which has made some outstanding contribution to the school or District school system.

- I. Articles of equipment donated to schools by individuals, groups, or organizations may be accepted if they contribute to the operation of the school program. Donors shall be notified that the title of this gift be in the name of the School Board.
- II. All property, acquired, moved, or transferred which require alterations to the buildings or grounds for utilization of the facilities, shall be submitted for the Superintendent or designee's approval or disapproval. The request shall include a description and method of financing the property. Any agreement in which District funds are to supplement installation shall require prior written approval. All installations, including air conditioners, shall be in compliance with the overall plan for the building and its maintenance.

STATUTORY AUTHORITY:

1001.41(2), 1001.42(11), F.S.

LAW(S) IMPLEMENTED: 1001.42(11), 1001.43(4), 1013.37, 1013.371, ~~1013.372~~, F.S.

HISTORY:

ADOPTED: 08/21/01
REVISION DATE(S): _____
FORMERLY: 6.503, 6.507

NOTES:

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SCHOOL FACILITIES USAGE FOR CHILD CARE

8.54+

School facilities may be used for supervised programs of before-school and after-school child care for school age children of the school district during times in which the facilities are not needed for regular school programs.

The Superintendent shall develop procedures to implement this policy.

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

LAW(S) IMPLEMENTED: ~~1001.41~~, 1001.43(5), F.S.

HISTORY: ADOPTED: 08/21/01
REVISION DATE(S): _____
FORMERLY: 7.413

NOTES:
Refer To: Procedure 8.54 – School Facilities Usage for Childcare
Agreements With Providers

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DESIGNATION OF SCHOOL FACILITIES

8.55

- I. The name of each newly constructed school facility shall be designated by the School Board. Names will be selected from:
 - a. The street or road on which the facility is located;
 - b. The city in which the facility is located;
 - c. Another geographical location; or,
 - d. The school building may be named in memory or in honor of a person who has made a significant contribution to our county, state, or nation.
- II. Each new facility shall have a plaque placed on the facility bearing the name of the facility. The plaque shall also contain the names of the Superintendent and board members holding office at the time the construction contract is approved by the board, the name of the architect, and the name of the contractor.
- III. In those instances where a donor/contributor provides significant financial contributions and/or resources, the board may choose to have a school board facility, or portion thereof, named or renamed in honor of the donor.

STATUTORY AUTHORITY:

1001.41(2), 1001.4243(4), F.S.

LAW(S) IMPLEMENTED:

~~1001.41~~, 1001.43(4), F.S.

HISTORY:

ADOPTED: 08/21/01
REVISION DATE(S): _____
FORMERLY: 6.504

NOTES:

TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

8.60+

- I. The District shall develop ~~a~~ comprehensive telecommunications ~~plan-guidelines and procedures~~ for administrative and instructional purposes. The ~~plan-guidelines and procedures~~ shall advance and promote public education consistent with technology advances and availability of resources. To the extent feasible, ~~it they~~ shall promote, access, collaboration, and information sharing between and among schools, ~~d~~District offices, and the global community.

- II. The use of Internet or other electronic communication networks by teachers, staff, and students is encouraged. Because such networks may contain inappropriate materials or may be inappropriately used or accessed, the Superintendent or designee shall develop acceptable use guidelines relating to access and use of such networks through school equipment or facilities.

- ~~III. The District recognizes the use of social media for communication and e-learning; however, only those networks sponsored by the District may be used for classroom instruction or school sponsored activities without prior written approval of the Superintendent.~~

- ~~IV.III.~~ Sexting shall be prohibited. All acts of alleged sexting shall be reported to the appropriate legal authority.

- ~~V.IV.~~ Such The acceptable use guidelines shall be broadly distributed and/or posted in appropriate locations. ~~Such-The~~ guidelines shall address computer room access; sale of computer services; acceptable use; proper etiquette; security; vandalism; harassment; and supervision of student use by staff. Any user violating ~~such the~~ guidelines shall be subject to denial of school-based access and such other legal or disciplinary actions as are appropriate to the violation.

STATUTORY AUTHORITY: 1001.41(2), 1001.42(6), 1001.43(1),(9), F.S.

LAW(S) IMPLEMENTED: 1001.42(6),(8),1001.43(1),(9), F.S.

HISTORY: **ADOPTED: 08/21/01**
REVISION DATE(S): 02/07/12, 07/24/12
FORMERLY: NEW

NOTES:
Refer To: Technology Plan—Acceptable Use Guidelines

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RECORDS RETENTION AND DISPOSAL

8.80+

- I. The School Board shall establish and maintain a system for the retention and destruction of ~~d~~District school records in order to reduce the space required for record storage and to permit the Superintendent to administer the affairs of the ~~d~~District more efficiently.
- II. Pursuant to public records laws and rules of the Florida Department of State, the ~~Management Information Services office~~Superintendent shall, via Records Management, follow the develop a records retention schedules established by the Florida Department of State for each records series of or type of record, including teacher's records on each student's grade and attendance.
- III. Records which are designated as permanent in Florida Statutes, and by the ~~Division of Archives, History and the Bureau Of Archives~~Florida Department of State Division of Library and Information Services Records Management, and Records Management of the Florida Department of State, and those selected by the School Board or Superintendent as having permanent value, may be destroyed after being photographed, imaged, or reproduced, ~~or stored.~~ provided applicable audits have been completed for the period covering the dates of said records. ~~Photographs or micro-photographs,~~ Documents, in the form of film, electronic media, or prints made in compliance with this rule, shall have the same force and effect as the originals and shall be treated as originals for the purpose of admissibility in evidence.
- IV. After complying with the provisions of Florida Statutes, the Superintendent or his/her designee is authorized, at his ~~/~~ her discretion, to destroy general correspondence over three (3) years old and other records, papers, and documents over three (3) years old which are on pursuant to the retention schedule approved by the Division of ~~Archives~~Library and Information Services, provided such records do not serve as an agreement or understanding or have value as permanent records. ~~However, commodity records are to be maintained five (5) years.~~

STATUTORY AUTHORITY:

1001.41, 1001.42(13), F.S.

LAW(S) IMPLEMENTED:

119.01, 257.3736, 1001.4342(13), 1001.52, F.S.

HISTORY:

ADOPTED: 08/21/01
REVISION DATE(S): 9/20/05
FORMERLY: 2.121, 6.212

NOTES:

Refer To: Records and Forms Management Manual

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REPORTS AND FORMS MANAGEMENT COMMITTEE

8.81*

~~The School Board shall establish and maintain a reports and forms management control system committee to ensure that forms are prepared in a logical and uncomplicated format and efficiently handle data, thus resulting in a reduction of duplication in the collection of data and ensuring that reports contain accurate data.~~

I. Forms Management Control System

- A. A Forms Management Control System Committee (Data Collection Review Committee, "DCRC") shall be established and implemented under the direction of the Superintendent to facilitate compliance with the relemaking procedures of Sections 1008.385 and 1001.41, Florida Statutes, and to provide efficient, timely, accurate, and valid information and data gathering. Pursuant to Section 1008.385, Florida Statutes, the DCRC shall be comprised of administrative and instructional staff with a majority of the DCRC consisting of instructional staff. The district School Board shall appoint administrative committee members and instructional members shall be appointed by the collective bargaining agent.
- B. The DCRC, working in conjunction with Records Management, shall periodically recommend any revised procedures for eliminating, reducing, or consolidating paperwork and data collection requirements.
- C. An annual report describing activities and findings shall be submitted to the School Board by the DCRC.

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II Forms

- A. An official "form" is defined as any data collection activity which originates from any office within the school system which is to be completed by other divisions, other departments, staff, students, parents, or the community.
- B. Regardless of published format, all documents or forms meeting the definition of a form are subject to review and approval by the DCRC. All forms shall be in compliance with applicable Florida Law.
- C. Any new or revised form shall be submitted to the DCRC for review. In the event a form is updated for any reason, no previous versions of the form shall be used and any such previous versions of the form shall be disposed of pursuant to state retention schedules.
- D. Each approved form shall be assigned a unique identification number and include a date of issue or revision. A reference to the specific statutory authority, law, and/or Board policy governing the initiation of the form shall accompany each form request. All records shall be maintained by Records Management. Any form meeting the criteria of an approved official form without a unique identification number or issue date shall not be used.
- I. E. The official forms index for all approved forms will be maintained in the district forms repository on the district's SharePoint intranet site. Any form not maintained in the repository shall not be used.

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STATUTORY AUTHORITY:

1001.41(2), 1001.43(9), F.S.

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LAWS IMPLEMENTED:

[1001.43\(9\)](#), 1008.385, F.S.

HISTORY:

ADOPTED: 08/06/02, 01/29/07

REVISION DATE:

FORMERLY: 2.118

NOTES: