

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SCOPE OF THE SCHOOL DISTRICT

2.10\*

- I. The School Board is the governing body of the District and is responsible for the control, operation, and supervision organization, management, and administration of all public schools in the county pursuant to the provisions and minimum standards prescribed by Florida Statutes and State Board of Education rules, and may exercise any power except as expressly prohibited by the State Constitution or general law.
- II. The District school system is part of the state system of public education and includes all public schools, classes, and courses of instruction and all services and activities directly related to education in the District which are under the District school officials' directions.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.30, 1001.31, 1001.32(2), 1001.33,  
1001.41, 1001.42, 1001.43, F.S.

#### HISTORY:

ADOPTED: 08/21/01  
REVISION DATE(S):  
FORMERLY: 1.101

#### NOTES:

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### ORIENTATION OF BOARD MEMBERS

2.11

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

**STATUTORY AUTHORITY:**

1001.41, 1001.43(10)F.S.

**LAW(S) IMPLEMENTED:**

1001.4151(15), F.S.

**HISTORY:**

**ADOPTED: 08/21/01**  
**REVISION DATE(S): 02/23/06**  
**FORMERLY: 1.203**

**NOTES:**

**Policy Requires Annual Review (Every two (2) years or dates of newly elected Board members)**

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

**RESPONSIBILITIES AND AUTHORITY OF THE BOARD** **2.20**

- I. The vision of the School Board is to be a high functioning, effective team dedicated to providing governance and leadership to the Sarasota County school district.
  
- II. The School Board is responsible for the organization and oversight of the public schools of the District and is empowered to determine the policies necessary for the effective operation and the general improvement of the school system. The School Board is a public corporate entity and may take action only when the Board is meeting in official public session and a quorum is present. ~~Under special circumstances, an absent board member may participate in the meeting through the use of technology.~~ The School Board shall limit its action to establishing policy and to meeting the requirements prescribed by laws and rules of the State Board of Education. Individual members of the School Board have authority to take official action only when sitting as a member of the School Board in public session except when the School Board specifically authorizes the member to act. The School Board shall not be bound in any way by any action on the part of an individual board member or an employee except when such statement or action is in compliance with the public action of the School Board.
  
- III. ~~The Board shall annually set the salaries of board members as required by Florida Statutes.~~

Commented [AH1]: moved to 2.22

**STATUTORY AUTHORITY:** 1001.41; 1001.42, 1001.43(10) F.S.

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

**HISTORY:** Adopted: 08/21/01  
Revision Date(s): 09/16/03, 01/05/16  
Formerly: 1.203

**NOTES:**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### ORGANIZATION AND OFFICERS OF THE BOARD

2.21

- I. A chairperson and a vice-chairperson, ~~and such other officers as the Board may determine,~~ shall be elected annually by the School Board at its organizational meeting held in November. In an election year, the organizational meeting shall be held on the second Tuesday following the general election. If a vacancy occurs in the chairperson position, the School Board shall elect a chairperson at the next regular or special meeting.
- II. The chairperson shall preside at all School Board meetings, appoint committees, and perform such other duties as may be prescribed by law or by action of the School Board. The vice-chairperson shall preside in the absence of the chairperson and shall perform such other duties of the chairperson as required by circumstances. The chairperson and vice-chairperson shall be bonded in the manner prescribed by the State Board of Education.
- III. The Superintendent, as provided by law, shall be the secretary and executive officer of the School Board. At any organizational meeting, the Superintendent shall act as chairperson until the organization of the School Board is completed.

#### STATUTORY AUTHORITY:

1001.41, 1001.4243(10), F.S.

#### LAW(S) IMPLEMENTED:

100.041(3)(a), 1001.371, 1001.41, 1001.43(10),  
1001.48, 1001.51(1), F.S.

#### HISTORY:

ADOPTED: 08/21/01  
REVISION DATE(S): 10/01/13  
FORMERLY:

#### NOTES:

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### BOARD MEETINGS

2.22\*

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

- I. ~~The schedule for~~ Regular School Board meetings ~~for the succeeding calendar year~~ shall be established at the organizational meeting which is held in November ~~following the general election~~. ~~The A~~ regular meeting date may be changed by School Board action at any previous meeting, provided that each member is notified by letter or by distribution of the minutes showing a record of the change. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.
  - A. Special meetings shall be held ~~at the time designated~~ when called by the Superintendent, School Board chair, or ~~when called~~ by a majority of the School Board members ~~as specified in written notice pursuant to the procedure set forth in Florida Statutes~~.
  - B. Emergency meetings may be held at any time by the Superintendent either upon his/her initiative or upon the School Board chairperson's request. An emergency meeting may be called as quickly as complying with notification procedures; School Board members shall be given a tentative agenda during the notification.
    1. The Superintendent shall prepare and distribute an agenda prior to the emergency meeting.
    2. The agenda, the need for the emergency meeting, and the results of the emergency meeting shall be available to the public within twenty-four (24) hours of said meeting.
    3. Emergency meetings shall be conducted in the same manner as prescribed for regular and special meetings.
- II. Regular, special, and emergency meetings of the School Board shall be held in the regular Board meeting room, unless changed in the manner prescribed herein. As provided by Florida Statutes, any regular or special meeting may be held at any other appropriate public place within the District by giving prior public notice of at least forty-eight (48) hours. When such a meeting is scheduled or re-scheduled at a location other than the regular meeting place, the Superintendent shall take such action to give public notice as required by Florida Statutes.

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- III. All School Board meetings shall be conducted in accordance with Robert's Rules of Order.
- IV. Any item to be placed on the agenda of a regular School Board meeting shall be submitted, in writing, to the Superintendent's office no later than five o'clock (5:00 p.m.), eight (8) working days prior to the meeting at which consideration is desired. This rule shall not preclude the right of any citizen to address the School Board; however, except for good cause as provided herein, the School Board shall not take action on any substantive proposal until such matter has been formally placed on the School Board agenda. Copies of the agenda for regular meetings shall be made available at least seven (7) days prior to the scheduled meeting date to the public or other parties who have expressed a desire for such copy of the agenda. Copies of the agenda for a special meeting shall be prepared at least forty-eight (48) hours prior to such meeting. Once the agenda has been published, changes shall be made only for good cause as determined by the chair or a majority of the School Board. All agenda items on which action is deferred shall be listed on the next agenda under Unfinished Business unless a time certain is specified.
- V. Members of the public shall be given a reasonable opportunity to be heard before the School Board takes action on a matter. This requirement does not apply to (a) emergency situations affecting the public health, welfare, or safety, if compliance with this requirement would cause an unreasonable delay in the ability of the School Board to act; (b) an official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations; (c) a meeting exempt from Section 286.011; or (d) a meeting in which the School Board is acting in a quasi-judicial capacity.
- A. Citizens wishing to speak at a board meeting must complete a hearing of citizens' card and submit it to the administrative assistant. Each speaker will be called forward during the designated time on the agenda and will state his/her name.
- B. Each speaker shall be allowed a maximum of three (3) minutes on a topic unless time is extended by the Board.
- C. Speakers addressing the School Board shall not make remarks which are irrelevant to the business of the School Board or which are abusive, threatening, defamatory, obscene, profane, or otherwise of a disorderly nature, or play any CDs, DVDs, or any other audio or video recordings
- D. No speaker may yield his or her time to any other person.

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## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

E. ~~All agenda items on which action is deferred shall be listed on the next agenda under Unfinished Business unless a time certain is specified.~~

F. ~~The Superintendent shall either answer correspondence sent to the School Board or bring it to the School Board's attention at its next meeting by placing it on the agenda for information or School Board action.~~

Commented [AH1]: Is this desired?

- V. A majority shall constitute a quorum for any School Board meeting. No business shall be transacted unless a quorum is present. Unless a majority is present, no meeting can be convened. If a quorum is physically present, a School Board member may participate through the use of technology.
- VI. The vote shall be unanimous if all members audibly vote "yes" or otherwise indicate an affirmative vote. When a split vote occurs, the minutes shall show the vote of each member on the question. Each member who is present shall vote on each decision, ruling, or official act which is taken or adopted by the School Board, unless there is or appears to be a conflict of interest under the provisions of Florida Statutes. In such cases the member may abstain, but shall file a memorandum pursuant to requirements of Florida Statutes.
- VII. The official minutes of the School Board shall be kept as prescribed by Florida Statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any citizen desiring to examine the minutes.
- A. Only motions, resolutions, and the necessary information related thereto; the name of the person making the motion or submitting the resolution; the name of the person who seconds the motion; and the vote or action thereon shall be recorded.
- B. Any School Board member or Superintendent who wishes any of his/her statements to be recorded may request during the meeting that such become a part of the official minutes.
- C. Any other matter may be made part of the official minutes by direction of the chairman or by a majority of the School Board.
- D. Lengthy material such as, but not limited to, student assignments may be maintained in record books which are separate from, but supplemental to the basic record of minutes.

**CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

- VIII. The public shall be informed that it is unlawful to knowingly disrupt or interfere with a School Board meeting and that any such action may result in a misdemeanor offense of the second degree. This includes individuals who advise, counsel, or instruct students or School Board employees on techniques for disrupting a School Board meeting.
- IX. Members of the public shall not display signs, posters, or placards in the School Board meeting room. This shall not apply to materials deemed reasonably necessary by staff to make effective presentations to the School Board or by citizens while addressing the School Board when recognized during public comment.
- X. Workshops may be scheduled by the School Board as deemed appropriate. No formal action may be taken by the School Board during such workshops. Participation by citizens in a workshop requires prior invitation of the Superintendent and/or Chair.

**STATUTORY AUTHORITY:** 1001.41, 1001.4243(10), F.S.

**LAW(S) IMPLEMENTED:** CHAPTER 112, 120.525, 120.53, 286.0105, 286.011, 286.0111, 286.0113, 286.0114, 286.012, 447.605, 877.13, 1001.32, 1001.37, 1001.372, 1001.41, 1001.42, 1001.43, 1006.145, F.S.

**HISTORY:** ADOPTED: 08/21/01  
REVISION DATE(S): 06/06/06, 02/01/10, 08/20/10, 11/16/10, 04/15/14  
FORMERLY: 1.101, 1.102, 1.206, 1.207

**NOTES:**



## CHAPTER 2.00 -SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SCHOOL BOARD RULES/POLICIES

2.23\*

As used in these rules, the term *rule* and *policy* shall have the same definition.

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

- I. Unless an emergency exists, any proposal relating to a rule amendment, the repeal of any rule, or the adoption of a new rule shall be presented in writing to the School Board ~~including a written explanation of the proposal.~~
  - A. The Superintendent shall give immediate and proper written notice to the public pursuant to the provisions of Florida Statutes, when the School Board has determined that it will give due consideration to the proposal for adoption, amendment, or repeal of a rule. The notice of a public hearing shall be advertised at least twenty eight (28) days prior to the date of the hearing. The notice shall include a brief and concise explanation of the proposed rule's purpose and effect, the estimate of economic impact to all individuals affected by the proposed rule or rule amendment, the specific legal authority for the School Board's action, and the location where the text of the proposed change may be obtained.
  - B. Any person who is ~~substantially~~ affected by a proposed rule, rule amendment, or the repeal of a rule, may within twenty-one (21) days following notice of intent to adopt, amend, or repeal such rule, file a written request with the School Board seeking ~~an administrative determination as to the validity of the proposed rule hearing on the proposed~~ action.
  - C. The Superintendent shall file immediately in his/her office a copy of any new rule, rule amendment, or repeal of rule adopted by the School Board; policy handbooks shall be amended accordingly.
  - D. Such rules shall become effective upon adoption by the School Board unless a time certain date is specified therein.
- II. Any person substantially affected by an existing School Board rule may petition the Division of Administrative Hearings, Florida Department of Administration, to conduct a hearing on the rule validity pursuant to Florida Statutes. Any hearing examiner's decision which is adverse to the School Board may, upon the School Board's appeal, be judicially reviewed. Any hearing examiner's decision which is adverse to the person substantially affected may, upon that person's appeal, be judicially reviewed.
- III. The School Board may determine that the public health, safety, or welfare is endangered and that immediate action is required to protect the public interest. When this occurs, the School Board, at any meeting in which a quorum is present, may adopt emergency rules, without complying with the waiting period as provided in section I. herein for public hearings and other similar requirements. The Superintendent shall properly record the

## CHAPTER 2.00 -SCHOOL BOARD GOVERNANCE AND ORGANIZATION

effective date for any such emergency rule. Any emergency rule shall not be valid in excess of ninety (90) days from the adoption or effective date.

IV. Any School Board employee, citizen, or agency may obtain information relating to the method for proposing a rule or may submit a rule proposal to the Superintendent's office.

V. A copy of the compiled rules shall be available for inspection in the Superintendent's office, ~~the principal's office, and in the library of any school. Additionally, a copy of the rules should be electronically available and on the School Board's website.~~

~~VI. Copies of the School Board rules shall be assigned to various positions within the District as determined by the Superintendent.~~

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

~~. A copy of the School Board rules manual shall be available to all staff members either in the principal's office or school library or on the District's web site. The school principal shall keep a hard copy compilation current.~~

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

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

XI.VII. ~~Any citizen~~Persons subject to regulation may appeal to petition the Board for a variation or waiver with regard to any policy. A public employee is not a person subject to regulation for the purpose of seeking a petition for a variance or waiver to a rule that affects that public employee in his or her capacity as a public employee. The appeal process shall be that a written request shall be made to the Superintendent who shall review the matter and present recommendations to resolve the problem at the next regular School Board meeting to which the item may be added as a part of the agenda. Except for request for emergency variances or waivers, within thirty (30) days after receipt of a petition for a variance or waiver, the Board shall review the petition and request submittal of all additional information that the Board is permitted by law to require. Within thirty (30) days after receipt of such additional information, the Board shall review it and may request only that information needed to clarify the additional information or to answer new questions raised by or directly related to the additional information. If the petitioner asserts that any request for additional information is not authorized by law or by policy of the Board, the Board shall proceed, at the petitioner's written request, to process the petition. The Board shall grant or deny a petition for variance or waiver within ninety (90) days after receipt of the original petition, the last

## CHAPTER 2.00 -SCHOOL BOARD GOVERNANCE AND ORGANIZATION

item of timely requested additional material, or the petitioner's written request to finish processing the petition.

**XII.VIII.** In cases where an appeal process has been developed for a specific policy, the appeal shall be made in accordance with that procedure.

**STATUTORY AUTHORITY:**

**1001.41(2), 1001.4243(6), F.S.**

**LAW(S) IMPLEMENTED:**

**120.52 - .72, 1001.43(10), F.S.**

**HISTORY:**

**ADOPTED: 08/21/01  
REVISION DATE(S): 11/02/05  
FORMERLY: 1.103**

**NOTES:**

## CHAPTER 2.00 -SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### COMPLIANCE WITH RULES OF SCHOOL BOARD

2.231

All rules adopted by the School Board, and included herein, shall be binding on all persons subject to the jurisdiction of the Board.

- I. Failure or refusal of an employee to carry out any duties and responsibilities assigned by rule or to adhere to terms, conditions, or requirements, imposed by rule shall be grounds for disciplinary action.
- II. Continued failure or continued refusal on the part of an employee to carry out any duties and responsibilities assigned by rule, or to adhere to terms, conditions, or requirements imposed by rule, shall constitute "gross insubordination" and "misconduct in office" and shall be grounds for suspension and/or dismissal.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, 1012.23, F.S.

#### LAWS IMPLEMENTED:

1001.42, 1001.43, F.S.

#### HISTORY:

ADOPTED: 08/21/03  
REVISION DATE(S):  
FORMERLY: 1.106

#### NOTES:

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### COLLECTIVE BARGAINING AGREEMENTS

2.24

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

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

**LAWS IMPLEMENTED:** 447.~~309(3)~~301; 1001.43, F.S.

**HISTORY:** ADOPTED: 8/21/02  
REVISION DATE(S):  
FORMERLY: NEW

**NOTES:**  
Refer to: Collective Bargaining Agreement

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SCHOOL BOARD ADOPTED PLANS

2.25+

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

These include, but are not limited to:

#### Administrative Services

1. Administrative Performance Appraisal Manual
- ~~2.~~ ~~Campaign for Excellence~~
- ~~3-2.~~ Critical Incident Plan Handbook
- ~~4-3.~~ District Copyright Guidelines
- ~~5-4.~~ District Five-year Work Plan
- ~~6-5.~~ District Master In-Service Plan
- ~~7-6.~~ Emergency Operation Plan
- ~~8-7.~~ Equity Procedures Manual
- ~~9-8.~~ Facilities Services Procedures Manual
- ~~10-9.~~ General Outline of Revenue and Meal Accountability Procedure
- ~~11-10.~~ Human Resources Management and Development Manual
- ~~12-11.~~ Human Resources Procedures Manual
- ~~13-12.~~ Job Description Manual
- ~~14-13.~~ Negotiated Collective Bargaining Agreements
- ~~15.~~ ~~Project Priority List~~
- ~~16-14.~~ Public Information Program
- ~~17-15.~~ Purchasing Book
- ~~18-16.~~ Records and Forms Management Manual
- ~~19-17.~~ School Bus Driver Blue Book
- ~~20-18.~~ School Plant Survey
- ~~21-19.~~ Teacher Performance Appraisal System Handbook
- ~~22-20.~~ Technology and Information Services Manual
- ~~23-21.~~ Technology Plan – Acceptable Use Guidelines

#### Instructional Services

1. After School Child Care Program Manual
2. Attendance Procedures Manual
3. Code of Student Conduct
4. District Disciplinary Procedures Manual
5. District Testing Procedures Manual
6. Dropout Prevention Plan
7. E.S.E. District Procedures
8. Five Year and Annual Comprehensive Plan for Vocational-Career,  
Technical and Adult Education

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

9. Instructional Materials Manual
10. Instructional Technology Plan
11. Limited-English Proficient (LEP) Plan
12. Pupil Progression Plan
13. Sarasota County 504 Procedures Manual
14. Sarasota County School Health Procedures Manual
15. ~~Sarasota County Technical Institute~~ Suncoast Technical College Catalog
16. ~~Sarasota County Technical Institute~~ Suncoast Technical College Handbook
17. Sarasota Occupational Exposure
18. School Handbooks
19. School Improvement Plans
20. Student Records manual
21. Volunteer Coordinators Handbook
22. Volunteer in the Classroom Handbook
23. Volunteer Screening Procedures Principals Packet

**STATUTORY AUTHORITY:**

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

**LAW(S) IMPLEMENTED:**

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

**HISTORY:**

**ADOPTED: 08/21/01  
REVISION DATE(S): 05/22/14  
FORMERLY: 2.25**

**NOTES:**

**Policy Requires Annual Review (Review dates on each service area and review for additions)**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### POLITICAL ACTIVITY ON SCHOOL BOARD GROUNDS

2.51

- I. Political posters shall not be displayed in schools.
- II. Political literature shall not be distributed in schools or on school property.
- III. Solicitations for votes or contributions shall not be conducted in schools or on school property.
- IV. Students shall not be required to distribute campaign literature.
- V. Employees shall refrain from participation in partisan politics on school property during the hours school is in session.
- VI. The restrictions placed on political activities of state, county and municipal employees by Chapter 104.31, Florida Statutes, shall be equally applicable to school system personnel.
- VII. If the school is to be used as a polling place, all requirements of law and these rules must be met.
- VIII. Nothing in this regulation shall be applicable to:
  - A. Student elections.
  - B. Dissemination of information relating to school district taxes or the need for construction bonds.
  - C. Discussion and study of political science and theory, current events, or presentations and debates of political issues as part of the established curriculum.
  - D. Political messages on personal vehicles which do not disrupt school operations.
  - E. Compliance with ~~Chapter 231.09~~Section 1002.4156, Florida Statutes, or any other provision of Florida law, related to the teaching of civil government, state history, and essentials of the United States Constitution.



**CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

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

**LAWS IMPLEMENTED:** **1001.41(41), 104.31, 106.15, 1001.42(2),  
1001.43(5), F.S.**

**HISTORY:** **Adopted: 02/12/02**  
**Revision Date(s): 05/07/02**  
**Formerly: 2.134**

**NOTES:**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY 2.26\*+

The School Board shall be responsible for school and student performance and for developing, approving, implementing, and maintaining a system of school improvement and education accountability designed to provide all students the opportunity to make adequate learning gains in each year of school pursuant to Florida Statutes and State Board of Education rules. The system shall establish the individual school as the unit for education accountability and shall conform with the provisions of planning and budgeting as required by Florida Statutes. School as used herein shall include each school-within-a-school, magnet school, self-contained educational alternative center, satellite center, and charter schools.

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

- I. School improvement plans which are adopted for each District K-12 school and a strategic plan for Suncoast Technical College.

Each District school shall annually develop and present to the Superintendent or designee, by the date set by the Superintendent, an individual school improvement plan for consideration by the School Board. The approved plan shall be implemented upon approval by the School Board.

- A. The plan shall be designed to achieve The State Education Goals and Student Performance Standards and shall be based on a needs assessment which includes an analysis of student achievement data and other school performance data conducted pursuant to data collection requirements in Florida Statutes.
- B. The plan shall address school progress, goals, indicators of student progress, strategies, and evaluation procedures including adequate measures of individual student performance. Specific school safety and discipline strategies and other academic-related issues may be included.
- C. The plan shall address issues relative to budget, training, instructional materials, technology, staffing, student support services, specific school safety and discipline strategies.
- D. The plan for each high school shall include strategies to improve student readiness for the public post-secondary level based on annual analysis of the feedback report data.
- E. The plan for each District school shall be approved annually and shall be implemented as a new, amended, or continued school improvement plan.
- F. The plan shall be developed by School Board employees in each District school in conjunction with the school advisory council.

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- G. Each school plan shall meet the requirements of Florida Statutes.
- II. An approval process.  
The District process for initial approval and subsequent annual approvals of school improvement plans shall provide for each school improvement plan to be reviewed and approved or disapproved by the School Board. ~~The Superintendent shall refer any disapproved school improvement plans to the Commissioner of Education.~~
- III. All schools receiving a grade of "D" or "F" will receive the assistance and follow all additional requirements established in Florida Statutes.
- ~~IV. A Disputed Resolution Process is to be used when the School Board declines to approve a school's improvement plan. In returning the plan to the school advisory council, the School Board shall state the elements within the plan found to be problematic and recommend changes. The school advisory council shall consider revising and resubmitting the plan based upon the school board's feedback. The School Board shall approve or disapprove the school improvement plan. If the plan still does not receive School Board approval, a mediator shall be identified to assist in resolution of the dispute.~~
- ~~A. The mediator shall be mutually agreed upon the School Board and the school advisory council.~~
- ~~B. Upon completion of the mediation process, the school advisory council shall submit a revised school improvement plan to the School Board for approval.~~
- ~~C. Should the School Board not approve the school improvement plan after exhausting this process, the Commissioner of Education shall be notified of the need for assistance. The school advisory council may also notify the Commissioner of Education.~~
- ~~V. A two-year (2) individualized assistance and intervention plan shall be prepared for schools in danger of not meeting state standards or making adequate progress, as defined in Florida Statutes and State Board of Education rules, in satisfying the goals and standards of their approved school improvement plan. A school that has been identified as being in performance grade category "D" is in danger of failing and must be provided assistance and intervention.~~
- ~~VI. The District notification procedures to the Commissioner of Education and the State Board of Education in the event that any school that has completed a two-year (2) individualized assistance and intervention plan without making adequate progress in satisfying the goals and standards of its approved school improvement plan.~~
- ~~VII. A communication program to inform the public about student performance and educational programs in District and school reports.~~
- ~~VIII. Funds for schools to develop and implement school improvement plans.~~

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- ~~IX. A reporting procedure to provide the Commissioner of Education with annual feedback on the progress of implementing and maintaining a system of school improvement and education accountability. Items specified in Florida Statutes shall be included in all feedback reports.~~
- ~~X. The Superintendent shall distribute to students' parent(s) or legal guardian, the Commissioner of Education's written report to the public, describing the current status of Florida's education system.~~
- ~~XI. The Superintendent, upon the school board's approval, may request waiver of any law, specified in Florida Statutes, or State Board of Education rules in order to facilitate innovative practices and to allow local selection of educational accountability. The request shall be directed to the Commissioner of Education and shall include a statement regarding performance standards for ensuring maximum accountability.~~
- ~~XII. Prior to each school year, the School Board shall decide whether to authorize the Superintendent to approve acceptable school thirty-hour plans for professional development submitted in accordance with the provisions of the collective bargaining agreement.~~

### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

### LAW(S) IMPLEMENTED:

24.121(5)(c), ~~1001.40,~~  
~~1001.42(18), 1001.43,~~ 1001.452, ~~1003.413,~~ 1008.25,  
1008.33, 1008.345, 1008.385, 1010.01, 1011.01, F.S.

### HISTORY:

ADOPTED: 08/21/01  
REVISION DATE(S): 04/05/05, 01/29/07, 12/11/07  
FORMERLY: 8.200

### NOTES:

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SPECIAL COMMITTEES OF THE SCHOOL BOARD

2.27

- I. Special committees may be appointed by the School Board Chairperson when deemed necessary. The duties of any such committee shall be outlined at the time of appointment; the committee shall be automatically dissolved when the School Board accepts the committee's final report. Each School Board member shall be notified of all committee meetings, but shall have no vote unless the member is serving as a committee member. All meetings of School Board committees shall be open to the public.
- II. All Special committees shall be advisory only with neither the School Board nor Superintendent bound by any report or recommendations issued by the committee. Special committees or individuals who serve on special committees shall take no action which is binding upon the School Board.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, 1001.43(5), (10)F.S.

#### LAWS IMPLEMENTED:

1001.41, 1001.43(5), (10), F.S.

#### HISTORY:

ADOPTED: 08/21/01  
REVISION DATE(S):  
FORMERLY: 1.208

#### NOTES:

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHEDULE FOR LEGAL ADVERTISEMENTS

2.28

- I. When required by law, ~~t~~The School Board shall inform the general public of certain actions through legal advertisements (e.g., Notices of Public Hearing, Invitation to Bid). Items of interest to the public ~~shall~~may also be advertised.
- II. Notifications to all appropriate agencies and individuals to amend, adopt, or repeal a School Board rule shall be given twenty-eight (28) days prior to the date of intended School Board action.
- III. Annually the tentative and final adopted budget shall be posted on the District's official website and advertised as required by law.

**STATUTORY AUTHORITY:**

**1001.41(2), 1001.4243(6), F.S.**

**LAW(S) IMPLEMENTED:**

**120.54, 1001.43(6), 1011.03, F.S.**

**HISTORY:**

**ADOPTED: 08/21/01**  
**REVISION DATE(S): 02/23/06, 02/15/11, 02/07/12**  
**FORMERLY: NEW**

**NOTES:**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SCHOOL ADVISORY COUNCILS

2.30+

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

- I. Name of Council - Each school advisory council shall include in its name the words *school advisory council*.
- II. Composition and Selection of Councils - Council members shall include the school principal and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives.
  - A. Members shall be representative of the ethnic, racial, and economic community served by the ~~council~~school.
  - B. Student representation shall be required for school advisory councils established at ~~vocational technical centers~~the technical college, and high schools, ~~and middle schools~~. Student representation shall not be required for school advisory councils serving elementary-middle schools, however it is permitted.
  - C. The term *education support employees* as used herein shall refer to any person who is employed by a school for twenty (20) or more hours during a normal working week and who does not meet the definition of instructional or administrative personnel pursuant to Florida Statutes.
  - D. The term *teacher* as used herein shall include classroom teachers, certified student services personnel, and media specialists.
  - E. A majority of members must be persons who are not employed ~~at the School~~by the school district.
  - F. *Appropriately balanced* as used herein shall mean a proportionate number of council members considering each peer group being represented on the council. The size of the school advisory council and the ratio of representatives among the peer groups, excluding the school principal, shall be set forth in the operational guidelines establishing procedures adopted by each school advisory council.

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- III. Selection of Council Members - New council members shall be elected by their respective peer group, except for business and community representatives and the school principal.
- A. The following council members shall be elected in a fair and equitable manner as determined by their respective peer group and as set forth in the operational guidelines of the school advisory council.
1. A teacher(s) shall be elected by teachers;
  2. An education support employee(s) shall be elected by education support employees;
  3. A student(s), when appropriate, shall be elected by students; and,
  4. A parent(s) shall be elected by parents as defined by Florida Statutes.
- B. The school advisory council shall select business and community member(s) to serve on the school advisory council after reviewing the list of nominees prepared by the school principal.
1. Business and community representatives shall be selected initially through a nomination and selection process facilitated by the school principal of each school advisory council.
    - a. The school principal shall seek candidates who are interested in making a commitment to participate on the school advisory council by representing businesses and the community.
    - b. Letters, newsletters, or other media releases shall be used by the school principal to seek candidates.
    - c. The school principal shall prepare a list of individuals seeking nomination to the school advisory council and shall present the list to the school advisory council for selecting the business and community representative(s).
  2. Subsequent to the initial selection as described in section II.B.1. herein, the operational guidelines of the school advisory council shall set forth procedures for nominating business and community representatives to serve on the school advisory council.
- C. The principal shall submit the list of council members to the Superintendent or his/her designee for review of each member and a description of how the council represents the ethnic, racial, and economic community served by the school. The membership list shall include the name of each council member, the peer group represented, and a description of how the council membership reflects the ethnic, racial, and economic community served by the school.



## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- D. The principal shall submit nominations to fill school advisory council vacancies as they occur throughout the school year using the process specified above.
- IV. Confirmation of the School Advisory Council - The Superintendent shall submit to the School Board for review and approval the membership list for each school advisory council in the District. The School Board shall determine if a school advisory council meets criteria specified in section II. herein; additional members shall be appointed by the School Board when it is required to achieve the proper representation on the school advisory council.
- V. Responsibilities of Councils – Each school advisory council shall:
- A. Review the results of any needs assessments conducted at the school.
  - B. Assist in the development of the school improvement plan and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, and strategies and evaluation procedures to measure student performance. The school advisory council shall be the final decision-making body at the school relating to school improvement.
  - C. Notify and request assistance from the School Board when the school fails to make adequate progress on the overall plan.
  - D. Report progress in meeting the goals of the school improvement plan. A mid-year review and end-of-year report shall affirm the satisfactory implementation of the plan.
  - E. Monitor students' and the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and strategies and evaluation procedures which are selected to measure student performance. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of students and educational programs, and progress in accomplishing the school goals.
  - F. Make recommendations on the accumulation and reporting of data that is beneficial to parents.
  - G. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
  - H. Provide input on the school's annual budget and the use of school improvement funds, and shall assist in the preparation of the school budget.
  - I. Act as a liaison between the school and the community.

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- J. Assist in the preparation of the feedback report to the Commissioner of Education as required by and pursuant to Florida Statutes.
  - K. Identify other duties and functions of the school advisory council.
- VI. Operation of Council - Operational bylaws shall be established and adopted by members of the school advisory council. The bylaws will state the duties and functions of the council, establish the membership term for each peer group, and specify the proportionate number of council members for each peer group for the purpose of achieving an appropriately balanced council. The District School Board may review all proposed bylaws of a school advisory council.
- A. The bylaws shall establish procedures for:
    - 1. Electing council members and the nomination process for selecting business and community representatives.
    - 2. Electing officers, including a chairperson, vice-chairperson, and recording secretary, and determine the term of office for each position.
    - 3. Requiring a quorum to be present before a vote may be taken by the school advisory council. a-A majority of the membership of the council constitutes a quorum.
    - 4. Requiring at least three ~~(3)~~ days' ~~(3)~~ advanced notice in writing to all members of the advisory council of any matter that is scheduled to come before the council for a vote.
    - 5. Scheduling meetings when parents, students, teachers, businesspersons, and members of the community can attend.
    - 6. Replacing any member who has two unexcused consecutive absences from a school advisory council meeting that is noticed according to the procedures in the bylaws.
    - 7. Recording minutes of meetings.
  - B. Regular meetings shall be held. The council shall determine the date, time, and place of the meetings.
  - C. The agenda or a statement of the general subject matter shall be advertised to the school community at least ~~forty eight (48) hours~~ ten days in advance of the scheduled meeting.
  - D. All meetings shall be open, public, and subject to Chapter 286, Florida Statutes.
  - E. The school advisory council shall be subject to maintaining records pursuant to ~~Article 1, Section 24, and Article XII, Section 20, of the Florida Constitution~~ Florida law.

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- F. School improvement plans of the terms or conditions in negotiated agreement(s) shall be subject to the approval of the Board and Bargaining Agent.
- G. The District School Board shall maintain a record of minutes of council meetings.

**STATUTORY AUTHORITY:** 1001.41, 1001.42(19), 1001.4243(5), F.S.

**LAW(S) IMPLEMENTED:** ~~1000.21~~, 1001.42(19), 1001.43(5), 1001.452, 1008.345, 1012.01, F.S.

**HISTORY:**

**ADOPTED:** 08/21/03  
**REVISION DATE(S):** 12/06/05, 3/20/07  
**FORMERLY:** 8.200

**NOTES:**

## CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### FAMILY AND SCHOOL PARTNERSHIP FOR STUDENT ACHIEVEMENT

2.261\*

- I. The School District and each school principal are encouraged to strengthen family involvement and family empowerment in the school. The District will coordinate and integrate parental involvement strategies with school improvement, Title I, Title II, Title IV, Title VI, Community Involvement Programs, Business Partnerships, and other community involvement activities.
- II. The District will provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective and comprehensive parent involvement programs, based on the National Standards for Parent/Family Involvement Programs, which include:
  - A. Communication between home and school is regular, two-way and meaningful.
  - B. Responsible parenting is promoted and supported.
  - C. Parents play an integral role in assisting student learning.
  - D. Parents are welcome in school and their support and assistance are sought.
  - E. Parents are full partners in the decisions that affect children and families.
  - F. Community resources are utilized to strengthen school programs, family practices and student learning.
- III. The District will communicate parental choices and responsibilities to parents.
- IV. The District will provide professional development opportunities for staff members to enhance understanding of effective parent involvement strategies through the District professional development plan.
- V. The district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy.
  - A. To determine the effectiveness in increasing parent participation;
  - B. To identify barriers to greater parent participation; and
  - C. To report the findings to the State Board of Education.
- VI. The District will use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, the parent involvement policies.

#### STATUTORY AUTHORITY:

1001.41, 1001.42(17), F.S.

#### LAW(S) IMPLEMENTED:

1001.42(17), 1001.51, 1001.54, 1002.20, 1002.23,

**CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

**1003.33, 1006.07, 1008.25, 1012.98 F.S.**

**HISTORY:**

**ADOPTED: 01/17/06**

**REVISION DATE(S):**

**FORMERLY: NEW**

**NOTES:**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### LEGAL COUNSEL - BOARD

2.40

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

**STATUTORY AUTHORITY:** 1001.41, 1001.4243(10), F.S.

**LAWS IMPLEMENTED:** 1001.41, 1001.43(10), ~~1012.26~~, F.S.

**HISTORY:** ADOPTED: 08/21/01  
REVISION DATE(S):  
FORMERLY: 1.209

**NOTES:**  
Policy Requires Annual Review (Contract with attorney unless contract is written for more than one (1) year).

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### LEGAL COUNSEL - SUPERINTENDENT

2.41

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

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

**LAWS IMPLEMENTED:** 1001.43, 1012.26, F.S.

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

**NOTES:**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### LEGAL SERVICES FOR EMPLOYEES

2.42

The School Board ~~shall~~may provide legal services for any School Board member or employee who is sued for any action arising out of or in the course of employment by the District.

Legal services for School Board employees ~~shall~~may be provided only upon the Superintendent's determination that the employee was at the assigned place of duty and was not guilty of willful neglect of duty, gross negligence, or improper conduct.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

**HISTORY:**

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

**NOTES:**



## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### PARTICIPATION IN ACTIVITIES

2.50

Each member of the Board is encouraged to participate in the activities and programs conducted by state, regional and national associations of the School Board. The Superintendent shall include an amount in each proposed annual budget to cover expenses to support the participation of individual School Board Members in activities and programs conducted by the state and other organizations.

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

**LAW(S) IMPLEMENTED:** 1001.41, 1001.43(10), F.S.

**HISTORY:** ADOPTED: 08/21/01  
REVISION DATE(S): 06/06/06  
FORMERLY: 1.205

**NOTES:**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### POLITICAL ACTIVITY ON SCHOOL BOARD GROUNDS

2.51

- I. Political posters shall not be displayed in schools.
- II. Political literature shall not be distributed in schools or on school property.
- III. Solicitations for votes or contributions shall not be conducted in schools or on school property.
- IV. Students shall not be required to distribute campaign literature.
- V. Employees shall refrain from participation in partisan politics on school property during the hours school is in session.
- VI. The restrictions placed on political activities of state, county and municipal employees by Chapter 104.31, Florida Statutes, shall be equally applicable to school system personnel.
- VII. If the school is to be used as a polling place, all requirements of law and these rules must be met.
- VIII. Nothing in this regulation shall be applicable to:
  - A. Student elections.
  - B. Dissemination of information relating to school district taxes or the need for construction bonds.
  - C. Discussion and study of political science and theory, current events, or presentations and debates of political issues as part of the established curriculum.
  - D. Political messages on personal vehicles which do not disrupt school operations.
  - E. Compliance with ~~Chapter 231.09~~Section 1002.4156, Florida Statutes, or any other provision of Florida law, related to the teaching of civil government, state history, and essentials of the United States Constitution.

**CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

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

**LAWS IMPLEMENTED:** **1001.41(41), 104.31, 106.15, 1001.42(2),  
1001.43(5), F.S.**

**HISTORY:** **Adopted: 02/12/02**  
**Revision Date(s): 05/07/02**  
**Formerly: 2.134**

**NOTES:**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### PROGRAM OF AWARDS

2.60\*+

The Superintendent shall establish a program of awards for approval by the School Board.

- I. Individuals who are eligible for receiving an award shall include:
  - A. Employees with long and meritorious service or distinguished service in the performance of duty.
  - B. Students who have excelled in scholarship, athletics, music, subject matter areas, citizenship, attendance, and any other areas recommended by the Superintendent and approved by the School Board.
  - C. School volunteers or advisory council members who have contributed outstanding and meritorious service.
- II. The criteria for awards granted at individual schools shall be established by the principal and the instructional staff, ~~and shall be submitted in writing to the Superintendent.~~
- III. The criteria for awards distributed at the District level shall be developed by the Superintendent with the assistance of representatives of the supervisory, administrative, instructional, and non-instructional staffs.
- IV. Nonmonetary awards may be in the form of a certificate, plaque, ribbon, photograph, medal, trophy, or any appropriate award.
- V. Monetary awards shall be limited to persons who propose procedures or ideas adopted by the Board which will result in eliminating or reducing School Board expenditures or improving district or school center operations. The amount of a monetary award shall be established by the School Board pursuant to Florida Statutes.
- VI. An Academic Scholarship Signing Day shall be established to recognize outstanding academic achievement.

**STATUTORY AUTHORITY:** 1001.41, ~~1001.42~~, 1012.22(1)(g) F.S.

**LAW(S) IMPLEMENTED:** 1001.43~~(11)~~, 1012.22(1)(g), F.S.

**HISTORY:** **ADOPTED:** 09/16/03  
**REVISION DATE(S):** 2/15/11  
**FORMERLY:** New

**NOTES:**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### EMPLOYEE SUGGESTION PROGRAM

2.61

The School Board recognizes employee involvement generates great ideas and helps employees develop skills that enhance their value to the organization. The Employee Suggestion Program the "Sarasota Schools Ideas Program" is intended to support and recognize employees' contributions.

- I. The goal of this program is to improve the quality of the school district by:
  - A. Reducing or eliminating School Board expenditures and/or improving of school district operations
  - B. Providing incentives or awards pursuant to Florida Statutes 1012.22(1)(g).
- II. The Superintendent, or his/her designee, is authorized to administer the program.
- III. Monetary awards shall be limited to full-time and part-time District employees who propose procedures or ideas adopted by the Board which will result in eliminating or reducing district school board expenditures or improving district or school operations.
- IV. Non-monetary awards shall include, but are not limited to, certificates, plaques, medals, ribbons, and photographs.
- V. The School Board may expend funds for such recognition and awards. No award granted under this paragraph shall exceed \$2,000 or 10 percent of the first year's gross savings, whichever is greater.

**STATUTORY AUTHORITY:**

**1012.22(1)(g) F.S.**

**LAWS IMPLEMENTED:**

**1012.22(1)(g) F.S.**

**HISTORY:**

**ADOPTED: 02/05/05  
REVISION DATE(S):  
FORMERLY: NEW**

**NOTES:**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### BULLYING AND HARASSMENT

2.70\*

#### I. Statement Prohibiting Bullying and Harassment

A. It is the policy of the Sarasota County School ~~District-Board~~ that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The ~~District~~ School Board will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited and disciplinary action will be taken. Any reference to "bullying" includes cyberbullying, whether or not specifically stated.

B. ~~The District upholds that b~~Bullying or harassment of any student or school employee is prohibited

- during any education program or activity conducted by a public K- 12 educational institution;
- during any school-related or school-sponsored program or activity;
- on a school bus of a public K-12 educational institution;
- through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K- 12 education institution; or
- through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school or department. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program.

#### II. Definitions

A. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to

- teasing;
- social exclusion;

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- threat;
  - intimidation;
  - stalking;
  - physical violence;
  - theft;
  - sexual, religious, or racial harassment;
  - public or private humiliation; or
  - destruction of property.
- B. Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.
- C. Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that
- places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
  - has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
  - has the effect of substantially disrupting the orderly operation of a school.
- D. Bullying and harassment also encompass
1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
  2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- incitement or coercion;
  - accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; and/or
  - acting in a manner that has an effect substantially similar to the effect of bullying or harassment.
- E. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- III. Behavior Standards
- A. The Sarasota County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
- B. The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment.
- IV. Consequences
- A. Committing an act of bullying or harassment
1. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
  2. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
  3. Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or



## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

harassment shall be determined in accordance with District policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate.

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

### B. Wrongful and intentional accusation of an act of bullying or harassment

1. Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
2. Consequences and appropriate remedial action for a school employee found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined in accordance with District policies, procedures, and agreements.
3. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

### V. Reporting an Act of Bullying or Harassment

- A. At each school or department, the principal or department head, or designee shall be responsible for receiving complaints alleging violations of this policy.
- B. All school district employees are required to report alleged violations of this policy to the principal or cost center head, or his/her designee.
- C. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.
- D. The principal or department head of each school or department in the District shall establish and prominently publicize to staff, students, staff, volunteers, and parents/legal guardians, how a report of bullying or

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

harassment may be filed either in person or anonymously and how this report will be acted upon.

- E. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.
  - F. A school district employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.
  - G. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.
  - H. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).
  - I. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.
- VI. Investigation of a Report of Bullying or Harassment
- A. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and shall begin with a report of such an act. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or harassment allegedly committed against a child while the child is in route to or from school aboard a school bus or at a school bus stop.
  - B. The principal or department head or his/her designee shall select an individual(s), employed by the school district and trained in investigative procedures, to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.
  - C. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
  - D. The investigator shall collect and evaluate the facts including but not limited to:

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- description of incident(s) including nature of the behavior;
  - context in which the alleged incident(s) occurred;
  - how often the conduct occurred;
  - whether there were past incidents or past continuing patterns of behavior;
  - the relationship between the parties involved;
  - the characteristics of parties involved, *i.e.*, grade, age;
  - the identity and number of individuals who participated in bullying or harassing behavior;
  - where the alleged incident(s) occurred;
  - whether the conduct adversely affected the student's education or educational environment, or an employee's ability to perform his/her duties;
  - whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
  - the date, time, and method in which the parents/legal guardians of all parties involved were contacted.
- E. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include
- recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
  - a written final report to the principal.
- F. The investigation shall be completed within maximum of ten (10) school days shall be the limit for from the initial filing of incidents and completion of the investigative procedural steps the complaint unless otherwise specifically extended by the principal or cost center head for good cause.
- G. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment and the investigative procedures that follow.
- VII. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District
- A. The principal or department head or his/her designee will assign an individual(s) who is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.
- B. The trained investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District.

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

1. If it is within the scope of the District, a thorough investigation shall be conducted.
  2. If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.
  3. If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents/legal guardians of all students involved.
- C. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated.

### VIII. Notification to Parents/Guardians of Incidents of Bullying or Harassment

- A. Immediate notification to the parents/legal guardians of a victim of bullying or harassment.
1. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
  2. If the bullying or harassment incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform the parents/legal guardian of the victim(s) involved in the bullying or harassment incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states “. . . a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”
- B. Immediate notification to the parents/legal guardians of the perpetrator of an act bullying or harassment.

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

### C. Notification to local agencies where criminal charges may be pursued.

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

## IX. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling

When bullying or harassment is suspected or when a bullying or harassment incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents/guardians.

A. The teacher, parent/legal guardian, or employee may request informal consultation with school district staff (specialty staff, *e.g.*, school counselor, school psychologist) or Human Resources Department to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents or legal guardian are included.

B. School personnel or the parent/legal guardian may refer a student to the school intervention team or equivalent school-based team with a problem-solving focus for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the intervention team.

C. If a formal discipline report or formal complaint is made regarding a student, the principal must refer the student(s) to the school intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.

D. A school-based component to address intervention and assistance shall be utilized by the intervention team. The intervention team may recommend

- counseling and support to address the needs of the victims of bullying or harassment;
- research-based counseling or interventions to address the behavior of the students who bully and harass others, *e.g.*, empathy training, anger management; and/or
- research-based counseling or interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

## X. Reporting Incidents of Bullying and Harassment

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- A. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. The report shall also include, in a separate section, each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents. The report shall list the approved coding for bullying (BUL), harassment (HAR), unsubstantiated bullying (UBL), and unsubstantiated harassment (UHR).
- B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment as an incident code as well as bullying-related as a related element code.
1. SESIR Definitions
    - a. Bullying – Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.
    - b. Harassment – Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.
  2. Bullying and/or harassment incidents shall be reported in SESIR with the bullying or harassment code.
  3. If the bullying/harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code and the bullying-related code. Such incidents are:
    - a. Alcohol
    - b. Arson
    - c. Battery
    - d. Breaking and Entering
    - e. Disruption on Campus
    - f. Drug Sale/Distribution Excluding Alcohol
    - g. Drug Sale/Possession Excluding Alcohol

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- h. Fighting
- i. Homicide
- j. Kidnapping
- k. Larceny/Theft
- l. Robbery
- m. Sexual Battery
- n. Sexual Harassment
- o. Sexual Offenses
- p. Threat/Intimidation
- q. Trespassing
- r. Tobacco
- s. Vandalism
- t. Weapons Possession
- u. Other Major (Other major incidents that do not fit within the other definitions)

- C. Discipline and referral data shall be recorded in Student Discipline/Referral Action Report and Automated Student Information System.
  - D. The District shall provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Survey 5 from Education Information and Accountability Services, and at designated dates provided by the Department.
  - E. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race, or disability shall include the incident basis. Victims of these offenses shall also have the incident basis (sex, race, or disability) noted in their student records.
- XI. Instruction on Identifying, Preventing, and Responding to Bullying or Harassment
- A. The District shall ensure that schools and departments sustain healthy, positive, and safe learning environments for all students and work environments for staff. It is committed to maintain a social climate and social norms in all schools that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers; administrators; counselors; school nurses; other nonteaching staff such as bus drivers, custodians, cafeteria workers; school librarians; parents/legal guardians; and students.
  - B. All district staff, students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying and harassment. The instruction shall include

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

evidence-based methods of preventing bullying and harassment as well as how to effectively identify and respond to bullying or harassment in schools.

- C. The District shall establish a list of programs that provide instruction to students, parents, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying and harassment including instruction on recognizing behaviors that lead to bullying and harassment and taking appropriate preventive action based on those observations. The list of authorized programs shall be available at each school, District offices, and on the District website.

### XII. Reporting to a Victim's Parents/Legal Guardians the Legal Actions Taken to Protect the Victim.

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

### XIII. Publicizing the Policy

- A. At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of ~~a student of the District's student safety and violence prevention~~this policy.
- B. Each District school shall provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks and ~~through~~may use other reasonable means ~~to do so including student assemblies, staff meetings, and displaying posters and signs.~~
- ~~C. The Superintendent shall also make all contractors contracting with the District aware of this policy.~~
- ~~D. Each school principal and department head shall develop an annual process for discussing the school district policy on bullying and harassment with students and staff in a student assembly, staff meeting, or other reasonable format.~~
- ~~F.C. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.~~



## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### XIV. Review of Policy

- A. The District shall involve students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies in the process of adopting and revising bullying and harassment policy.
- B. Bullying and harassment policy review shall be ongoing and integrated with each school's curriculum, discipline policies, and violence prevention efforts. The District shall meet all legal requirements for policy review.

#### STATUTORY AUTHORITY:

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

#### LAW(S) IMPLEMENTED:

~~815.03~~, 1001.43, 1003.04, 1003.31, 1003.32,  
1006.07, 1006.08, 1006.09, 1006.10, 1006.147, F.S.  
20 USC 1232g

#### HISTORY:

**ADOPTED: 12/9/08**  
**REVISION DATE(S): 06/17/14, 08/02/16**  
**FORMERLY: 5.323\***

#### NOTES:

## 2.00 – School Board Governance and Organization

### HAZING

2.701\*+

The Sarasota County School District shall not tolerate hazing of any form. Conduct that constitutes hazing, as defined herein, is prohibited. The District expects students to conduct themselves appropriately for their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and the educational purpose underlying all school activities.

#### I. Definition of Hazing

Hazing means any action or situation ~~endangering that endangers~~ the mental or physical health or safety of a student at a school with any of grades six (6) through twelve (12) for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a school with any of grades six (6) through twelve (12). Hazing ~~shall include~~s, but is not limited to,

- A. Pressuring, coercing, or forcing a student into violating state or federal law; consuming any food, liquor, drug, or other substance; or participating in physical activity that could adversely affect the health or safety of the student.
- B. Any brutality of a physical nature such as beating, whipping, branding, or exposure to the elements.

#### II. Reporting an Act of Hazing

- A. At each school with any of grades six (6) through twelve (12), the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.
- B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.
- C. All other members of the school community, including students, parents as defined by Florida Statutes, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.
- D. The principal of each school that includes any of grades six (6) through twelve (12) in the District shall establish and prominently publicize to students, staff, volunteers, and parents, how a report of hazing may be filed either in person or anonymously and how this report will be acted upon.
- E. The victim of hazing, anyone who witnessed the hazing, and anyone who has credible information that an act of hazing has taken place may file a report of hazing.
- F. A school employee, school volunteer, student, parent or other person who promptly reports in good faith an act of hazing to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

## 2.00 – School Board Governance and Organization

- G. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.
- H. Any written or oral reporting of an act of hazing shall be considered an official means of reporting such act(s).
- I. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

### III. Investigation of a Report of Hazing

- A. The investigation of a reported act of hazing is deemed to be a school-related activity and shall begin with a report of such an act.
- B. The principal or designee shall select an individual(s), employed by the school and trained in investigative procedures, to initiate the investigation. The person may not be the accused perpetrator or victim.
- C. Documented interviews of the victim, alleged perpetrator(s), and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- D. The investigator shall collect and evaluate the facts including but not limited to:
  - 1. Description of incident(s) including nature of the behavior;
  - 2. Context in which the alleged incident(s) occurred;
  - 3. How often the conduct occurred;
  - 4. Whether there were past incidents or past continuing patterns of behavior;
  - 5. The relationship between the parties involved;
  - 6. The characteristics of parties involved, *i.e.*, grade, age;
  - 7. The identity and number of individuals who participated in hazing;
  - 8. Where the alleged incident(s) occurred;
  - 9. Whether the conduct adversely affected the student's/students' health or safety;
  - 10. The date, time, and method in which the parents of all parties involved were contacted.
- E. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include:
  - 1. Recommended remedial steps necessary to stop the hazing; and
  - 2. A written final report to the principal.
- F. The investigation shall be completed within ten (10) school days from the filing of the complaint unless otherwise specifically extended by the principal or cost center head for good cause. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
- G. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of hazing and the investigative procedures that follow.

## 2.00 – School Board Governance and Organization

- IV. Investigation to Determine Whether a Reported Act of Hazing is Within the Scope of the District
- A. The principal or designee will assign an individual(s) who is trained in investigative procedures to initiate an investigation of whether an act of hazing is within the scope of the School District.
  - B. The trained investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of hazing falls within the scope of the District.
    - 1. If it is within the scope of the District, a thorough investigation shall be conducted.
    - 2. If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.
    - 3. If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents of all students involved.
- V. Notification to Parents of Incidents of Hazing
- A. Immediate notification to the parents of a victim of hazing.  
The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of hazing as defined by this policy to the parent(s) of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
  - B. Immediate notification to the parents of the perpetrator of an act of hazing.  
The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of hazing as defined by this policy to the parents of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
  - C. Notification to local agencies where criminal charges may be pursued.  
Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator(s), all appropriate local law enforcement agencies will be notified by telephone and/or in writing.
- VI. Referral of Victims and Perpetrators of Hazing for Counseling  
When hazing is suspected or when a hazing incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents.
- A. The teacher or parent may request informal consultation with school staff, e.g., school counselor, school psychologist, to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents are included.

## 2.00 – School Board Governance and Organization

- B. School personnel or the parent may refer a student to the school intervention team for consideration of appropriate services. Parental involvement shall be required when the student is referred to the intervention team.
- C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. Parental involvement shall be required.
- D. The intervention team may recommend
  - 1. Counseling and support to address the needs of the victims of hazing;
  - 2. Research-based counseling or interventions to address the behavior of the students who haze others; and/or
  - 3. Research-based counseling or interventions which include assistance and support provided to parents, if deemed necessary or appropriate.

### VII. Disciplinary Action

If the incident is determined to be within the scope of the District, disciplinary action will be consistent with the *Code of Student Conduct*.

### VIII. Reporting Incidents of Hazing

- A. Incidents of hazing shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of hazing and the resulting consequences, including discipline and referrals. The report shall also include each reported incident of hazing that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.
- B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data to report hazing incidents.
- B-C. A school with any of grades 9 through 12 must report an alleged act of hazing to a local law enforcement agency if the alleged act meets the criteria established in Section 1006.135(3), Florida Statutes.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

~~1000.21~~, 1001.41, 1001.42, 1001.43, 1001.51,  
1001.54, 1003.04, 1003.31, 1003.32, 1006.07,  
1006.08, 1006.09, 1006.10, 1006.135, F.S.  
20 USC 1232g

#### HISTORY:

ADOPTED: 10/06/15  
REVISION DATE(S):  
FORMERLY: NEW

#### NOTES:

- I. The School Board seeks to provide an educational environment free of discrimination and harassment on the basis of race, color, religion, gender, ethnic or national origin, genetic information, age, disability, marital status, or sexual orientation. No student must tolerate such discrimination or harassment. The following are examples of prohibited harassment.
  - A. Harassment includes

Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, color, religion, gender, ethnic or national origin, genetic information, age, disability, marital status, or sexual orientation which has the purpose or effect of creating an intimidating, hostile or offensive educational environment; has the purpose or effect of unreasonably interfering with the individual's school performance or participation; or otherwise adversely affects an individual's educational opportunities.
  - B. Sexual Harassment includes
    1. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational opportunities; submission to or rejection of such conduct is used as a basis for educational decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.
    2. The denial of or the provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment, on the basis of sexual advances or requests for sexual favors.
- II. Any student who experiences discrimination or any such harassment should report it immediately pursuant to the *Equity Procedures for Students Manual*. The initiation of any discrimination or harassment complaint made in good faith by a student, or the involvement of any parties who assist in good faith with an investigation, will not be used as a basis for retaliation or actions that adversely affect the parties' standing in the School District.
- III. It is understood that harassment or discrimination based on a student's race, color, religion, gender, ethnic or national origin, genetic information, age, disability, marital status, or sexual orientation is a violation of state and federal laws and a breach of the School Board's *Code of Student Conduct*, which shall be grounds

## CHAPTER 2:00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

for disciplinary action including but not limited to in-school suspension, out-of-school suspension, expulsion, or other disciplinary action and may also result in criminal penalties.

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

**LAW(S) IMPLEMENTED:** **1000.05, 1001.43, F.S.**  
**~~P.L. 110-233~~**

**STATE BOARD OF EDUCATION RULE(S):** **6A-19.001 et seq.**

**HISTORY:** **ADOPTED: 08/21/01**  
**REVISION DATE(S): 04/07/09**  
**FORMERLY: 2.120**

**NOTES:**  
Refer To: Equity Procedures for Students Manual

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### POLICY AGAINST DISCRIMINATION – EMPLOYEES/APPLICANTS 2.72

- I. The School Board seeks to provide a work environment free of discrimination and harassment on the basis of race, color, religion, gender, ethnic or national origin, genetic information, age, disability, marital status, or sexual orientation. No employee/applicant must tolerate such discrimination or harassment. The following are examples of prohibited harassment:
  - A. Harassment includes

Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, color, religion, gender, ethnic or national origin, genetic information, age, disability, marital status, or sexual orientation which has the purpose or effect of creating an intimidating, hostile or offensive work environment; has the purpose or effect of unreasonably interfering with the individual's job performance or participation; or otherwise adversely affects an individual's job opportunities.
  - B. Sexual Harassment includes
    1. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an employee's job opportunities; submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's job performance or creating an intimidating, hostile or offensive work environment.
    2. The denial of or the provision of aid, benefits, promotions, rewards, employment, faculty assistance, services, or treatment, on the basis of sexual advances or requests for sexual favors.
- II. Any employee/applicant who experiences discrimination or any such harassment should report it immediately pursuant to the Board's procedures.
- III. Equal Opportunity Employment Policy Statement
  - A. The policies and administrative regulations of The School Board of Sarasota County, Florida, have traditionally sought to attain ideal conditions of Equal Employment Opportunity. These policies and regulations shall be amended where necessary to ensure full compliance with the letter and the spirit of the law, and apply to both sexes in all instructional and non-instructional positions. The policy is to select employees/applicants as needed on the basis of merit, training, and experience. There shall be no discrimination against any applicant or employee on the basis of race, color, religion, gender, ethnic or national origin, genetic information, age, disability, marital



## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

status, or sexual orientation except when it is necessary to meet a bona fide occupational requirement. The School Board of Sarasota County, Florida, shall take all necessary action to comply with State and Federal laws prohibiting discrimination in employment. We do this to reaffirm our commitment to Equal Employment Opportunity and to refine our implementation of existing policies as they apply to recruitment, hiring, training, promotion, personnel management practices, and collective bargaining agreements.

- B. The specific purpose of the Equal Opportunity Employment Policy statement is
1. To ensure Equal Opportunity in all personnel policies, practices and collective bargaining agreements through the identification and elimination of any existing discriminatory policies and/or practices.
  2. To design and implement continuing internal assessment, reporting and modification procedures for evaluating the effectiveness of the Equal Opportunity Employment Plan.
  3. To develop employee/applicant training programs to assist employees/applicants in complying with the plan and in achieving new competencies.
  4. To establish procedures within a complaint process for prompt processing of individual or group charges.
  5. To provide for the publication and dissemination, internally and externally, of the Equal Opportunity Employment Plan.
- IV. It is understood that harassment or discrimination based on an employee's/applicant's race, color, religion, gender, ethnic or national origin, genetic information, age, disability, marital status, or sexual orientation is a violation of state and federal laws and a breach of the School Board's Equal Opportunity Employment Policy, which shall be grounds for disciplinary action including but not limited to discharge.

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

**LAWS IMPLEMENTED:** 760.01 *et seq.*, 1000.05, 1001.41, 1001.42, 1001.43, F.S.  
P.L. 110-233

**STATE BOARD OF EDUCATION RULE:** 6A-19.001 *et seq.*

**HISTORY:** **ADOPTED: 08/21/01**  
**REVISION DATE(S): 04/07/09**  
**FORMERLY: 2.120**

**NOTES:**  
Refer To: Equity Procedures for Employees Manual

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### REPORTING CHILD ABUSE

2.80

#### I. Definitions of Child Abuse, Abandonment or Neglect

- A. *Abuse* means any willful or threatened act that results in any physical, mental or sexual abuse, injury or harm that causes, or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.
- B. *Abandonment* means a situation in which the parent or legal custodian of a child, or in absence of the parent or legal custodian, the care giver responsible for the child's welfare, while being able, has made no significant contribution to the child's care and maintenance or has failed to establish or maintain a substantial and positive relationship with the child, or both, makes no provision for the child's support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations.
- C. *Neglect* occurs when a child is deprived of or is allowed to be deprived of, necessary food, clothing, shelter or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or in danger of being significantly impaired. The foregoing circumstances shall not be considered neglect if caused primarily by financial inability, unless actual services for relief have been offered and rejected. A parent or legal custodian legitimately practicing religious beliefs in accordance with a recognized church or religious organization who thereby does not provide specific medical treatment for a child shall not, for that reason alone, be considered a negligent parent or legal custodian.

#### II. Prohibition Against Child Abuse, Abandonment or Neglect

The School Board strongly prohibits any action or omission constituting child abuse, neglect, or abandonment by any of its employees, agents, volunteers, or by other persons affiliated in any way with the School District. Further, all employees, agents, and volunteers of the School District must comply with Florida law requiring reporting of child abuse, neglect, or abandonment.

#### III. Notification of Responsibility

- A. A notice providing the following information shall be posted in a prominent place in a clearly visible location in a public area of each school:
1. All employees of the District have the responsibility to report all actual and suspected cases of child abuse, abandonment or neglect; immunity from liability if they report such cases in good faith; and the responsibility to comply with child protective investigations and all other provisions of law related to child abuse, abandonment or neglect.
  2. Statewide toll-free telephone number for the central abuse hotline.
  3. Instructions for calling 911 for emergencies.

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

4. Directions for accessing the Department of Children and Families website for additional information on reporting abuse, neglect, and exploitation.

B. The information must be in English and Spanish, in large print, on an 11" by 17" sheet and posted at student eye level.

### IV. Requirements for Reporting Child Abuse, Abandonment or Neglect

~~A.~~ Florida Statute requires that any person, who knows, or has reasonable cause to suspect, (1) that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, or (2) that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, or (3) that a child is abused by an adult other than a parent, legal custodian, caregiver, or toher person responsible for the child's welfare shall report such knowledge or suspicion to the Department of Children and Family Services, including, but not limited to, any:

~~0.~~ Physician, osteopathic physician, medical examiner, chiropractic physician, nurse, or hospital personnel engaged in the admission, examination, care or treatment of persons;

~~0.~~ Health or mental health professional other than one listed in 1.;

~~0.~~ Practitioner who relies solely on spiritual means for healing;

~~0.~~ School teacher or other school official or personnel;

~~0.~~ Social worker, day care center worker, or other professional child care, foster care, residential, or institutional worker; or

~~G.A.~~ Law enforcement officer or judge who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, shall report such knowledge or suspicion to the Department of Children and Family Services.

~~H.B.~~ Each report of known or suspected child abuse, abandonment, or neglect shall be made immediately to the Department of Children and Family Service's abuse hotline, on the single statewide toll-free telephone number or website. The teacher or staff member is required to contact the principal, a school designee, district office or support person to let them know the case has been reported.

~~I.C.~~ Certain rReporters in the categories specified in A. abovespecified in Florida Statutes, including teachers and other school officials and personnel, will be required to provide their names to hotline staff. The extent of confidentiality of the reporter's name, with respect to the Department's records, is governed by Florida Statute.

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## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

J.D. In accordance with state law, the Department of Children and Family Services, in conjunction with applicable law enforcement agencies, are responsible for investigating allegations of child abuse, abandonment, or neglect.

### K.E. Complaint Against School District Employee, Volunteer or Agent

1. If a complaint is made against a School District employee, volunteer, agent or other person affiliated with the School District which, if true, would constitute child abuse, neglect or abandonment by that person, that complaint shall be immediately forwarded to the Superintendent. The Superintendent shall forward the complaint to the Department of Children and Family Services for investigation as provided by statute. The person accused of child abuse, abandonment or neglect shall be suspended or reassigned from duties involving interaction with children pending investigation of the allegations. If the allegations are substantiated by the Department of Children and Family Services, the Superintendent shall take appropriate disciplinary action. School District staff shall in good faith cooperate with, and participate only as directed by, the Department of Children and Family Services and law enforcement during the investigation, and with respect to any subsequent criminal proceedings.
2. Each school shall post in a prominent place at the school site and on each school's website the policies and procedures for reporting alleged misconduct by an instructional employee or school administrator which affects the health, safety or welfare of a student. The notice shall include the person to whom the misconduct should be reported and the penalties that will be imposed on instructional or school administrative staff who fail to report alleged or actual child abuse or misconduct.

L.F. When a report of child abuse, neglect or abandonment has been made to the Department of Children and Family Services or law enforcement agencies, a teacher, staff member, volunteer or agent should not take it upon himself/herself to interview the child, talk with the suspected abuser, discuss the allegations with other potential witnesses or otherwise investigate the case. Nor should a teacher, staff member, volunteer or agent divulge information relating to the complaint to persons other than school officials, the Child Protection Team, the Department of Children and Family Services, law enforcement, the State Attorney or other court designee. If a parent, caregiver, or legal guardian desires information related to a complaint of child abuse, that person should be directed to contact the Department of Children and Family Services and/or the applicable local law enforcement agency.

M.G. Florida Statute provides that a person required by state law to report child abuse, abandonment, or neglect, but who willingly and knowingly fails to do so, or prevents another from doing so, or who knowingly and willfully makes a false report of child abuse, abandonment, or neglect, or who advises another to make a false report is guilty of a first degree misdemeanor or commits a felony of the third degree. ~~Likewise, knowingly and willingly filing a false report of child abuse, neglect, or abandonment or advising another to do so constitutes a third degree misdemeanor.~~

**CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

**N.H.** Child Abuse Prevention Training for School District employees, staff, volunteers shall be provided in compliance with and as specified in Florida Statute.

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

**LAW(S) IMPLEMENTED:** ~~39.0015~~, 39.01, 39.201, 39.202, 39.203, 39.205, 39.206, 1001.43, 1006.061, F.S.

**HISTORY:** **ADOPTED: 08/02/05**  
**REVISION DATE(S): 09/06/05, 07/19/16**  
**FORMERLY: NEW**

**NOTES:**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### UNLAWFUL DISCRIMINATION PROHIBITED

2.81+

- I. No person shall, on the basis of race, color, religion, gender, sexual orientation, age, ethnic or national origin, genetic information, marital status, disability if otherwise qualified, or on the basis of the use of a language other than English by Limited English Proficient (LEP) students, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.
- II. The School Board shall comply with the Americans with Disabilities Act of 1990 (ADA). This law makes it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his/her job with reasonable accommodations.
- III. The Superintendent shall develop complaint procedures to be followed by anyone alleging unlawful discrimination.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1000.05, ~~1000.21~~, 1001.43, 1012.22, F.S.  
34 CFR 200.43(C), 42 USC 12101 *et seq.*  
P.L. 110-233,

#### STATE BOARD OF EDUCATION RULE(S):

6A-19.001 *et seq.*

#### HISTORY:

ADOPTED: 08/21/01  
REVISION DATE(S): 11/06/01; 04/07/09  
FORMERLY: 2.120, 7.105, 2.81

#### NOTES:

Refer To: Equity Procedures Manual  
Policy Requires Annual Review

**TOBACCO USE IN DISTRICT FACILITIES**

**2.90**

The Sarasota County School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, parents, visitors, and school facilities; therefore the School Board prohibits the use of any form of tobacco products in any area utilized by students or designated for student activities. Additionally, and in accord with law and other governing regulations, the Board prohibits the use of tobacco products in any form in school buses, district-owned vehicles, and in any portion of any building or property owned by, or leased to, the board. Employees, visitors, volunteers, and contractors must comply with this policy at all times, whether on or off district property.

For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including cigars, cigarettes, pipes, chewing tobacco, snuff, or any other matter or substances that contain tobacco, and the possession of papers used to roll cigarettes. The “use of tobacco” shall also include the use of electronic, vapor, look alike, clove, hookah or any other substitute form of cigarettes or smoking devices.

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

**LAW(S) IMPLEMENTED:** **386.201 – 386.209, 1001.43, F.S.**

**HISTORY:** **ADOPTED: 08/21/01**  
**REVISION DATE(S): 07/22/14, 06/06/17**  
**FORMERLY: 2.122**

**NOTES:**

**WELLNESS PROGRAM**

**2.95\*+**

**I. Philosophy and Commitment**

Sarasota County Schools believes that children and youth who begin each day as healthy individuals can learn more effectively and are more likely to complete their formal education. Sarasota County Schools is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. All students in the Sarasota County School District shall possess the knowledge and skills necessary to make nutritious food choices and to enjoy physical activity choices for a lifetime.

The School Board adopts this Wellness Policy establishing guidelines and goals for nutrition, physical activity, student wellness, and a plan for implementation. This plan is designed to effectively utilize school and community resources and to equitably serve the wellness needs of students.

This policy serves as a tool for establishing healthy school nutrition environments in the Sarasota County School District. This policy establishes guidelines and techniques for promoting a well-rounded approach to health, nutrition, and overall student wellness that is sensitive to individual and community needs.

**II. Rationale**

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. According to the School Health Guidelines to Promote Healthy Eating and Physical Activity published by the Center for the Disease Control, healthy eating and physical activity, essential for healthy weight, are also linked to reduced risk for many chronic diseases, including Type 2 diabetes mellitus, heart disease, and cancer (School Health Guidelines, 5). Schools have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school (Association between School Based Physical Activity, 8-9). Staff wellness is also an integral part of a healthy school environment, since school staff can serve as daily role models for healthy behaviors.

Sarasota County Schools acknowledge that:

- A. Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive.
- B. Good health fosters student attendance and education.



## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- C. Obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity (School Health Guidelines, 5).
- D. Heart disease, cancer, stroke and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, which include unhealthy eating habits, physical inactivity and obesity, often are established in childhood.
- E. School districts around the country are facing significant fiscal and scheduling constraints.
- F. Community participation is essential to the development and implementation of successful school wellness policies.

Therefore, it is the commitment of Sarasota County that:

- G. The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- H. Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- I. Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- J. All schools in our district will participate in the School Breakfast Program, and the National School Lunch Program, and qualifying schools will participate in the After-School Snacks Program, and the Summer Food Service Program.
- K. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs.

### III. Nutrition Education

- A. Nutrition education is provided to students through a planned, sequential curriculum via a variety of outlets including classroom, cafeteria, and after school programs.

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- B. Nutrition education involves the sharing of information with families and the community through menus, newsletters, the Food and Nutrition Services website, parent meetings and other—district-wide wellness activities. Information will also be shared via social media.

### IV. Nutrition Guidelines for All Foods on Campus

- A. Food choices reflect good nutrition, appropriate food choices, and food safety for students and staff contributing to the development of overall health and well-being.
- B. All foods and beverages sold or served on campus, including the sales of competitive foods, vending machine food options, and foods of minimal nutritional value shall comply with nutrition standards and requirements established by federal, state, and local laws/regulations.
- C. Guidelines for reimbursable school meals are not less restrictive than regulations and guidelines issued by the United States Department of Agriculture (USDA).
- D. School meals are made accessible to all students through a variety of meal delivery strategies and time periods.
- E. Eligible students are encouraged to participate in the free and reduced price meal program and provided appropriate materials to apply for such benefits.
- F. Summer nutrition programs are offered and remain consistent with Florida Statutes and standards established by the United States Department of Agriculture.
- G. Guidelines are established and provided to all school-sites for snacks and other foods used for celebrations, school sponsored events and fundraising activities.
- H. Low-fat and fat-free milk, a variety of fruits and vegetables and whole grain products are emphasized in menu development.
- I. Fresh foods are emphasized through the utilization of agriculture programs, including Farm to School, and the Fresh Fruit and Vegetable Program.

### V. Physical Activity **Goals**

- A. Physical education programs are taught by certified physical education teachers who emphasize physical fitness and healthy lifestyles.
- B. Physical education curriculum incorporates the following:
  - 1. Promotion of positive attitudes toward wellness and physical activity

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### 2. Safety guidelines

#### ~~Safety guidelines~~

2. Responsible behavior in physical activity settings
  3. Appreciation for a variety of physical activities
  4. Understanding of the relationship between physical activity and wellness
  5. Personal physical fitness goal setting
- C. Opportunities for physical activity may be scheduled before, during and after the school day to provide opportunities for participation by all students.
- D. Schools encourage families and the community to promote and participate in programs which support physical activity, such as Health Fairs, ~~and the~~ "Walking School Bus," mile clubs, and school sponsored runs.
- E. Physical activity participation is not used as a punishment or reward.
- F. Adequate equipment is available for all students, regardless of disabilities or impairments, to participate in physical education.
- VI. Other School-Based Activities
- A. Local Wellness Policy goals are considered in planning school-based activities.
  - B. After-school programs encourage healthy snacking and physical activity.
  - C. Facilities are made available to the community to promote wellness related activities (in compliance with School Board Rule 9.30).
  - D. Collaboration with community agencies and organizations to promote wellness activities in the community is encouraged.
  - E. Opportunities for students, staff, and the community focused on wellness are demonstrated by offering health focused activities and events on school campuses which may include health screenings, run clubs and field days.
- VII. Wellness Implementation Strategy
- A. A Wellness Contact(s) at each school site is/are designated to ~~manage and coordinate~~ assist with the implementation of the Local Wellness Policy.
  - B. A Wellness Steering Committee is established and consists of representatives from the School Health Advisory Committee and the Nutrition Review Committee.

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- C. The Wellness Steering Committee conducts on-going assessments of current nutrition guidelines and activities, nutrition education, physical activity, involvement of students, and other wellness related topics.
- D. The Wellness Steering Committee works with staff to provide a comprehensive wellness program based on the adopted goals and results of the initial assessment. The program will be continuously evaluated and updated.
- E. The Wellness Program shall meet the requirements of the National School Lunch Act, the Child Nutrition Act of 1966, revised 2004, and the Healthy Hunger Free Kids act of 2010.
- F. The Wellness Program will adhere to the "Sarasota County Schools Wellness Procedures Manual."

### VIII. Implementation

- 1. Prepare and submit an annual report to the School Board regarding progress toward implementation of the school wellness policy and recommendations for revisions to the policy, as necessary.
- 2. Conduct a review of the progress toward school wellness policy goals each year to identify areas for improvement.
- 3. The Nutrition Review Subcommittee will meet as needed to meet the United States Department of Agriculture (USDA) guidelines.

### References:

- 1. Centers for Disease Control and Prevention. *School Health Guidelines to Promote Healthy Eating and Physical Activity*: MMWR 2011; 60 (No. RR-5):5, 11-12
- 2. Centers for Disease Control and Prevention. *The association between school based physical activity, including physical education, and academic performance*. Atlanta, GA: U.S. Department of Health and Human Services; 2010. (8-9)

### STATUTORY AUTHORITY:

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

**CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

**LAW(S) IMPLEMENTED: CHILD NUTRITION ACT OF 1966 (42 USC 1771 et seq.)  
NATIONAL SCHOOL LUNCH ACT (42 USC 1751 et seq.)  
RICHARD B. RUSSELL NATIONAL SCHOOL LUNCH ACT,  
P.L. 108 265, SECTION 204  
570.981, 570.982, 1001.43, 1003.42, 1003.453, 1003.455, 1003.46, F.S.**

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

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

**HISTORY:**

**ADOPTED: 06/06/06  
REVISION DATE(S): 01/08/12, 10/15/13  
FORMERLY: NEW**

**NOTES:**