

Policy 3.10

CHAPTER 3.00 - SCHOOL ADMINISTRATION

ADMINISTRATIVE ORGANIZATION

3.10*

The administrative head of each school is the school principal. The District also appoints assistant principals to the schools as needed.

The District staff exists to give support and direction to the schools. The Superintendent is assisted in this responsibility by administrators on staff in the positions established by the School Board which may include associate superintendent, assistant superintendent, executive directors, directors, supervisors and other district level administrators.

The current organizational chart is found in the adopted annual budget document.

STATUTORY AUTHORITY: 1001.41(2); 1001.42(5), 1001.43(11), F.S.

LAWS IMPLEMENTED: ~~120.53~~, 1001.42, 1001.43, 1001.54, 1012.27, 1012.28~~1013.43~~, F.S.

HISTORY:

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

NOTES:

~~—Policy Requires Annual Review (Update based on annual budget)~~

Policy 3.11

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SCHOOLS-WITHIN-A-SCHOOL

3.11

Each school that does not meet the definition of a small school as defined by Florida Statutes shall subdivide into Schools-within-a-school as required by Statutes.

STATUTORY AUTHORITY: 1001.41(2), 1001.42(4), (22) F.S.

LAWS IMPLEMENTED: 1001.42(22), ~~1001.43~~, 1003.02(4), ~~1013.43(2)~~, F.S.

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

NOTES:

Policy 3.20

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RESPONSIBILITIES OF SUPERINTENDENT

3.20

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

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**1001.32, 1001.33, 1001.42, 1001.43,
1001.49, 1001.51, F.S.**

HISTORY:

**ADOPTED: 08/21/01
REVISION DATE(S):
FORMERLY: 1.301, 2.126**

NOTES:

Policy 3.201

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SUPERINTENDENT'S CONTRACT, COMPENSATION AND BENEFITS

3.201

The Superintendent's appointment by the Board shall be secured through a written contract which will state all pertinent conditions of employment. The contract will meet the requirements of Florida law and will protect the rights of both the Board and the Superintendent. The contract will cover the terms of appointment, general responsibilities, professional activities, evaluation, salary, vacation, leave arrangements, and other benefits.

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

LAWS IMPLEMENTED: **1001.43, 1001.50, F.S.**

HISTORY: **ADOPTED: 08/21/01**
REVISION DATE(S):
FORMERLY: 1.306

NOTES:

Policy 3.202

CHAPTER 3.00 - SCHOOL ADMINISTRATION

EVALUATION OF THE SUPERINTENDENT

3.202

The Board shall evaluate and assess the performance of the Superintendent ~~per as~~
provided in his/her contract.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43, 1001.50, F.S.

HISTORY: ADOPTED: 08/21/01
REVISION DATE(S):
FORMERLY: 1.305

NOTES:

Policy 3.21

DIRECTIVES, PROCEDURES, AND ADMINISTRATIVE MANUALS 3.21

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

STATUTORY AUTHORITY: **1001.41(2), 1006.21(17), F.S.**

LAWS IMPLEMENTED: **1001.43(10); 1001.51, F.S.**

HISTORY: **Adopted: 08/21/01**
Revision Date(S):
Formerly: 1.302

NOTES:

Policy 3.22

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OPENING AND CLOSING OF SCHOOLS

3.22*

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

~~**STATE BOARD OF EDUCATION RULE(S):** 6A-1.045111~~

HISTORY: ADOPTED: 08/21/01
REVISION DATE(S): 10/25/11, 2/7/12
FORMERLY:

NOTES:
~~Policy Requires Annual Review: (at budget time for opening and closing times)~~

Policy 3.23

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EMERGENCIES

3.23

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

II. In case of an emergency, the Superintendent may close any school or all schools. The members of the School Board shall be informed immediately of any event or condition which requires the closing of a school or the schools of the District, and, where the public interest requires Board action, the Superintendent shall call a special meeting of the Board.
When an emergency exists affecting the health, safety, or welfare of the students, the principal may dismiss the school. Any such early dismissal shall be reported immediately by the Superintendent to the School Board together with the reasons therefore.

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

<u>Emergency Response Agency</u>	<u>Type of Emergency</u>
Sarasota County Emergency Management	All Hazards
Sarasota County Sheriff	All Hazards
City of Sarasota Police	All Hazards
City of Venice Police	All Hazards
City of North Port Police	All Hazards
Sarasota County Fire Department	All Hazards
City of North Port Fire Department	All Hazards
City of Venice Fire Department	All Hazards
Nokemis Fire Department	All Hazards
Domestic Security Task Force, Region 6	All Hazards

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.33, 1001.43(7), 1001.51, 1006.07, F.S.

HISTORY: ADOPTED: 08/21/01
REVISION DATE(S): 06/17/14
FORMERLY: 1.303, 2.105

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NOTES:

Policy 3.25

CHAPTER 3.00 – SCHOOL ADMINISTRATION

AUTOMATIC EXTERNAL DEFIBRILLATORS

3.25+

- I. The School Board authorizes the use of an automatic external defibrillator (AED) in a perceived cardiac medical emergency at district worksites.
- II. A minimum of three people at each worksite shall be trained to use the AED. Training shall include a course in cardiopulmonary resuscitation (CPR) and demonstrated proficiency in the use of an AED.
- III. Each worksite shall have an operational AED. The device shall be readily available for use. The ~~location of the device shall be registered with the~~ local emergency medical services medical director shall be notified of the location of the device. ~~Signs designating AED locations will be posted at each worksite.~~
- IV. The Superintendent or designee shall develop procedures to implement this policy. The procedures shall be reviewed and approved by the Sarasota School Health Advisory Council.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

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

HISTORY:

**ADOPTED: 12/09/08
REVISION DATE(S):
FORMERLY: NEW**

NOTE:

Policy 3.30

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RESPONSIBILITIES OF PRINCIPALS

3.30

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

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

1001.32(4), 1001.43, 1001.54, 1006.09, F.S.

HISTORY:

ADOPTED: 08/21/01
REVISION DATE(S):
FORMERLY: 7.101, 7.315

NOTES:

Policy 3.40

CAMPUS DISORDERS AND TRESPASSING

3.40

- I. All individuals entering a school campus who are not a student in good standing, a teacher, or an employee of the school board assigned to the school shall be required to first register at the school office and obtain a visitor's pass or otherwise receive permission for access to school grounds. Prior to leaving the school grounds any person registered as a visitor shall notify the school office of their departure.
- II. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds or school sponsored events regardless of the location.
- III. This policy shall apply not only during school hours, but at any time students in good standing, teachers, employees and other such persons are on the school campus or school grounds, and shall also apply for all school activities which are held after school hours.
- IV. Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to register at the office or leave immediately by any staff member. Each principal shall keep a log of ~~all such incidents which shall provide the name of the persons~~ asked to leave and other pertinent information. This information shall be immediately shared with the Department of Safety, Security and Emergency Management. If said person shall again be seen upon the school campus, school grounds, or school sponsored events, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.
- V. Individuals who enter school board property and create a disturbance or refuse to leave the property when asked by the principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The principal shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school grounds and take appropriate action to have the offender punished as prescribed by law. The director/executive director shall be notified immediately of any such action and shall be responsible for informing the superintendent.
- VI. No person, except law enforcement officers, may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school-sponsored events. School administrators will transfer any weapon, illegal substance, or dangerous substance to law enforcement as soon as practical.

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STATUTORY AUTHORITY: 1001.41, 1001.42, 1001.43(5), F.S.

LAWS IMPLEMENTED: ~~316.6148~~10.097, 1001.372(3), 1001.43(5), 1001.51,
1006.07, 1006.062, 1006.145, 1006.21, ~~1013.03~~, F.S.

HISTORY: ADOPTED: 08/21/01
REVISION DATE(S): 10/07/03
FORMERLY: NEW

NOTES:

Policy 3.41

DISRUPTIONS AT SCHOOL BOARD FUNCTIONS

3.41

No person shall knowingly disrupt or interfere with a School Board function. This includes persons who knowingly advise, counsel, or instruct any ~~student or School Board employee person~~ to disrupt any function or activity. The School Board chairperson may order the removal from a public meeting held by the School Board of any person interfering with the expeditious or orderly process of the meeting if the chairperson has first issued a warning that continued interference with the orderly processes of the meeting will result in removal. ~~Superintendent, or designee shall inform a person who is disrupting or interfering with a School Board function or activity that he / she may be found guilty of a second degree misdemeanor.~~ Any The person causing a disruption to any other school function shall be advised to immediately leave the school premises or facility where the function is being conducted.

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

STATUTORY AUTHORITY: 1001.41(2), 1001.42(15), 1001.43(10), F.S.

LAWS IMPLEMENTED: 1001.372(3), 1001.43(10), 1006.145, F.S.

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

NOTES:

Policy 3.42

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

3.42

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

- I. All principals are hereby directed to advise an individual who has an alcoholic beverage in his/her possession to leave the school premises immediately.
- II. Any person having purchased an admission ticket to a school event shall forfeit his/her rights under this rule by having an alcoholic beverage in his/her possession at the event.
- III. Any person who has been given notice by a school official and either fails to leave the premises or leaves, but returns to the premises in possession of an alcoholic beverage shall be deemed a trespasser. The police or other proper law enforcement agency may be notified to arrest the trespasser.
- IV. While on school-sponsored trips, the following action may become necessary:
 - A. Alcoholic beverages in possession of minors will be seized.
 - B. Students and/or adults in possession of alcoholic beverages will not be permitted to participate on the trip and may be sent back and/or other appropriate action taken.

STATUTORY AUTHORITY:

1001.41(2), 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1012.22, 1012.27, F.S.

HISTORY:

ADOPTED: 08/21/01
REVISION DATE(S): 05/17/05
FORMERLY: 2.108

NOTES:

Policy 3.47

ANIMALS ON CAMPUS

3.47*+

- I. Animals may be allowed on a school campus under the following conditions:
 - A. The presence of the animal(s) is related to the curriculum and significantly contributes to the instructional program.
 - B. The animal(s) does not present a danger to students or staff.
 - C. The animal is kept in an appropriate cage or container or on a leash or other restraint.
 - D. The length of time the animal(s) may be on campus is specifically designated. Animals shall not remain on the premises of a school during periods when such school is not in session, unless adequate care is provided for such animals.
 - E. Animals are housed and cared for in a humane and safe manner.
 - F. The principal has approved the presence of the animal(s) on campus.
- II. Parents shall be notified in advance that an animal(s) will be in the classroom or will be part of a class activity.
- III. Any experiment involving an animal shall be under the supervision of a qualified teacher or expert in the field.
- IV. The principal or designee shall be responsible for contacting local animal control authorities if any wild or stray animal(s) are found in a school building or on the school campus.
- V. This policy does not apply to law enforcement canine units or approved assistance and therapy animals.
- VI. School personnel shall follow the “*Sarasota Guidelines for Visiting/Resident Animals in the Classroom*” for having animals on campus.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.32, 1001.43(4), 1003.47, 1006.07, 1006.0809, F.S.

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

HISTORY: **ADOPTED: 04/20/10**
REVISION DATE(S):
FORMERLY: NEW

NOTES:
Refer to: *Sarasota Guidelines for Visiting/Resident Animals in the Classroom*

Policy 3.48

SERVICE ANIMALS

3.48+

- I. The purpose of this policy is to implement standards related to service animals as set forth in federal and state law including
 - A. Individuals with Disabilities Education Act (IDEA);
 - B. Rehabilitation Act of 1973, as amended;
 - C. Americans with Disabilities Act (ADA);
 - D. Section 413.08, F.S.

- II. A *service animal* is any dog that is trained to do work or perform tasks for the benefit of an individual with a disability. The animal must be trained to perform tasks directly related to the person's disability.
 - A. Other species of animals are not considered service animals.
 - B. Miniature horses may be used as an alternative to dogs, with certain limitations. ~~However, they are not included in the definition of service animal.~~
 - C. ~~An animal whose sole function is to provide comfort, therapy, or companionship is not considered a service animal. The crime deterrent effect of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of this policy.~~
 - D. A service animal is not a pet.

- III. A *task* is a minor job or piece of work that the animal performs. Tasks include
 - A. Guiding a person who is visually impaired or blind;
 - B. Alerting a person who is deaf or hard of hearing;
 - C. Retrieving objects;
 - D. Assisting with mobility or balance;
 - E. Pulling a wheelchair;
 - F. Alerting an individual to the presence of allergens;
 - G. Helping an individual with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors;
 - H. Reminding an individual with mental illness to take prescribed medications;
 - I. Calming an individual with posttraumatic stress disorder (PTSD) during an anxiety attack;

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- J. Alerting and protecting a person having a seizure; and
 - K. Doing other work or performing other specific tasks.
- IV. A service animal is personal property and may not be brought on campus without the knowledge and permission of the school or District administration. A student's need for and use of a service animal must be documented in the student's Individual Education Plan (IEP) or Section 504 Plan.
- V. A service animal may not interfere with the educational process of any student or pose a health or safety threat to any student, school personnel or other persons. The service animal must meet health requirements and established standards of behavior.
- VI. The service animal must be under the control of its handler.
- VII. A service animal may be excluded from School Board facilities, vehicles, and functions under the following circumstances:
- A. The service animal's behavior poses a direct threat to the health and safety of another person. Allergies and/or fear of animals are not valid reasons for denying access.
 - B. The service animal is out of control and the animal's handler does not take effective action to control it.
 - C. The service animal is not housebroken.
- ~~VI.~~VIII. The Superintendent shall develop guidelines for service animals on campus. Guidelines shall include but not be limited to
- A. The process for requesting approval for the use of a service animal in the school or District setting;
 - B. Standards of behavior for the service animal;
 - C. Required accommodation documentation;
 - D. Required health certification for the animal;
 - E. Transportation of the service animal;
 - F. Emergency procedures; and
 - G. Orientation for school personnel and students.
- ~~VII.~~IX. The District shall not assume responsibility for training, health care or daily care of any service animal.

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 413.08, 1001.32, 1001.43, 1006.07, 1006.08, F.S.
28 CFR 35.104, 28 CFR 35.136,
28 CFR 36.104, ~~34 CFR 104~~

HISTORY: ADOPTED: 07/19/11
REVISION DATE(S): 06/07/16
FORMERLY: NEW

NOTES:
Refer to: [Guidelines for Including Service Animals in Schools and on School Buses](#)

Policy 3.50

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PUBLIC INFORMATION AND INSPECTION OF PUBLIC RECORDS 3.50

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

I. Photocopying or other reproduction of any record shall be performed upon a person's request. Charges for photocopying or reproducing shall be in accordance with the School Board ~~Rule~~ Policy entitled "Copying of Public Records" (3.51).

~~II.~~ No public record may be removed from the office in which it is maintained, except by a Board employee in the course of the performance of official duties.

~~III.~~ Records maintained by the District which are exempt from public inspection include:

- A. ~~Personally identifiable~~ Education records of students pursuant to Florida Statutes and the Federal Family Educational Rights and Privacy Act (FERPA).
- B. Portions of personnel records pursuant to Florida Statutes;
- C. All work products developed in preparation for collective bargaining pursuant to Florida Statutes;
- D. Appraisals, offers, and counter offers relating to purchase of real property pursuant to Florida Statutes;
- E. ~~Legal records prepared by an attorney exclusively for civil or criminal litigation pursuant to Florida Statutes, and litigation files regarding employees while the case is active~~ Attorney work product pursuant to Florida Statutes;
- F. A complaint of misconduct filed with the District against a District employee and information obtained in the investigation until the investigation is concluded with a finding to proceed or not to proceed with disciplinary action or charges and the subject of the complaint has been notified of the finding;
- G. Data processing software obtained under a licensing agreement which prevents its disclosure, and data processing software designated by the School Board as "sensitive" pursuant to Florida Statutes;
- H. Sealed responses to request for bids or proposals, ~~until such time as they are publicly opened~~ pursuant to Florida Statutes;

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- I. Personally identifiable records of dependent children of former or current employees who are insured by a District group insurance plan; ~~and~~
- J. Employee and student health and medical records as prescribed by Florida Statutes and PL 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)-;
- K. Risk management documents pursuant to Florida Statutes;
- L. Confidential law enforcement investigatory records; and
- ~~J.M.~~ Any other records specifically exempted by law.

STATUTORY AUTHORITY: 1001.41(2), 1001.42(17), F.S.

LAWS IMPLEMENTED: 119.07, 119.071, 447.605, 1001.42(17), 1001.43, 1002.22, 1002.221, 1008.24, 1012.31, 1013.14, F.S.
34 CFR 99, P.L. 103-382, 104-191

HISTORY:

ADOPTED: 8/21/01
REVISION DATE(S): 7/13/04, 9/1/09, 4/15/14
FORMERLY: NEW

NOTES:

Policy 3.51

CHAPER 3.00 - SCHOOL ADMINISTRATION

COPYING OF PUBLIC RECORDS

3.51+

Copies of public records may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records will be based upon ~~a Board adopted~~ the appropriate fee schedule set forth in Section 119.07, Florida Statutes. ~~Copies shall be made by the appropriate staff members at a time which does not interfere with their normal work duty.~~

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 119.07, 1001.43, 1001.52, F.S.

HISTORY: ADOPTED: 08/21/01
REVISION DATE(S): 11/02/05
FORMERLY: 1.101, 6.123

NOTES:
~~—Requires Annual Review—July 1 (each fiscal year)~~

Policy 3.52

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COPYRIGHTED MATERIAL

3.52

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

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

STATUTORY AUTHORITY:

1001.41, 1001.4243(9), F.S.

LAWS IMPLEMENTED:

~~119.07~~, 1001.43(9), F.S.

HISTORY:

ADOPTED: 08/21/01
REVISION DATE(S):
FORMERLY: 2.129

NOTES:

Refer To: District Copyright Guidelines

Policy 3.60

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FLAG DISPLAY AND PLEDGE

3.60

- I The pledge of allegiance to the flag shall be recited at the beginning of each school day in all Sarasota County Schools.
- II The *Student Handbook* that is distributed to all students shall contain written notification that the student has the right not to participate in reciting the pledge of allegiance. A student may be excused from instruction and/or reciting the pledge of allegiance, including standing and placing the right hand over his/her heart, when his/her parent(s), as defined by Florida Statutes, files a written request with the school principal.
- III. The United States flag and the official flag of Florida shall be displayed daily on a suitable flagstaff on the grounds of each school and School Board facility when the weather permits. Flags shall be displayed according to United States Code and State guidelines.
- IV. Each classroom and auditorium shall display the United States flag.
- V. All flags shall meet the requirements of Florida Statutes.

~~V-VI.~~ Each school and building used by the District shall display the state motto "In God We Trust" in a conspicuous place.

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 256.015, 256.032, 1000.06, ~~1000.24~~, 1001.43, 1002.20(12), 1003.42, 1003.44, F.S.

HISTORY: ADOPTED: 08/07/02
REVISION DATE(S): 01/10/07, 09/02/14, 02/07/17
FORMERLY: 2.106

NOTES:

Policy 3.61

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A MOMENT OF SILENCE

3.61

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, 1003.45(2), F.S.

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

NOTES:

Policy 3.70

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AGENTS, SOLICITORS AND SALESPERSONS

3.70

There will be no solicitation of students or staff within the schools for commercial purposes, except as provided in school board policy 9.40.

- I. Principals will not permit sales representatives to contact teachers or students on school campuses or post any advertising material. Exceptions are those company agents who have authorization from the Superintendent or designee to exhibit or explain to staff instructional materials, employee benefits, or other school supplies and equipment, or to exhibit or explain to student groups arrangements for photographs, graduation caps and gowns and other graduation items; and agents who are cooperating in school or student fund-raising activities.
- II. No person or organization will solicit funds from school personnel or otherwise engage in the interest of any outside group, organization, or association on school premises except those organizations which serve the professional interest of the school personnel, student body, or which have specific ~~board~~ approval from the Superintendent or his/her designee. The prohibition from engaging in the interest of an outside group shall not apply to groups using a School Board facility pursuant to a Facility Use Agreement.
- III. Employees will not canvass parents of students attending the school in which they teach for the purpose of selling instructional materials or materials related to any educational program.
- IV. All solicitations for funds for charitable organizations may be made only after a letter granting permission to do so is obtained from the Superintendent's office.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

1001.42, 1001.43, F.S.

HISTORY:

**ADOPTED: 03/21/01
REVISION DATE(S):
FORMERLY: 2.110**

NOTES:

Policy 3.80

SCHOOL VOLUNTEERS

3.80

The School Board of Sarasota County encourages volunteer participation by individuals, businesses and groups in local schools, in central offices and for supervised off-school activities before, during and after-school hours.

A school volunteer is a non-paid person functioning under the sponsorship of the School Board and at the direction of the responsible administrator. Duties assigned to school volunteers by the principal or any staff member shall be consistent with Florida Statutes, State Board of Education rules, and Sarasota County School Board rules.

- I. The school district Volunteer and Partnership Office will provide support and coordination for school-based volunteer and partnership programs.
- II. The Superintendent shall issue directives concerning school volunteers as may be deemed necessary.
- III. A school volunteer shall be accorded the same protection of Florida Statutes as accorded to certificated instructional personnel provided the school volunteer has officially recorded his/her attendance in the school where he/she is rendering services under an administrative or instructional staff member.
- IV. Volunteers are required to complete applications yearly. Background checks will be made on specific categories of volunteers as determined by the Superintendent or his/her designees. A person who has been convicted of a crime that would disqualify him/her for employment in the District, shall not be accepted as a volunteer.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

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

~~**STATE BOARD OF EDUCATION RULE(S):**~~

~~**6A-1.070**~~

HISTORY:

**ADOPTED: 03/21/01
REVISION DATE(S): 09/02/14
FORMERLY: 2.132**

NOTES:

**Refer To: Volunteer Screening Procedures Principals Packet
Guide for Volunteers
Teacher's Guide to Volunteers in the Classroom**