

**LIBERTY COUNTY SCHOOL BOARD**  
**POLICY MANUAL**

**LIBERTY COUNTY**  
**SCHOOL DISTRICT**  
**POLICY**  
**HANDBOOK**

**LIBERTY COUNTY SCHOOL BOARD**

**POLICY MANUAL**

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# **PHILOSOPHY**

# **LIBERTY COUNTY SCHOOL BOARD**

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### **CHAPTER 1.00**

**1.10**

#### **DISTRICT MISSION/PHILOSOPHY**

**The mission of the Liberty County School System is to provide all students educational opportunities within an environment that is conducive to learning which will enable them to become positive, productive citizens. The district is committed to maximizing the use of available resources and to provide quality leadership to accomplish this mission.**

#### **Vision Statement**

**The Liberty County School System believes that all students are unique in talents and abilities and should be provided the opportunity to achieve the highest level of education of which they are capable. Our vision includes a safe, learning environment with competent staff that has as their paramount goal to prepare each student to graduate and become productive, self-sufficient citizens. We believe that:**

- 1. All students can and must be successful learners.**
- 2. The dignity and worth of each individual must be honored and respected.**
- 3. Teamwork and communication are essential elements of a successful school system.**
- 4. Our system should represent honesty and integrity while operating within the context of open communication.**
- 5. A strong system of continuous professional development for teachers, administrators, and support staff in the areas of teaching, research, and service is critical to the effectiveness of our district's educational programs.**
- 6. Collaboration with parents and the local community is critical to the success of our schools.**
- 7. The system should seek leadership that inspires quality management.**
- 8. We should be customer oriented.**

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9. The commitment to continuous improvement is imperative if our schools are going to enable students to become confident, self-directed, life-long learners.
10. We must project a positive image and organizational pride.

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

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

**Adopted 1/15/08**

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# **GOVERNANCE**



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**CHAPTER 2.0**

**2.10**

**SCOPE OF THE SCHOOL DISTRICT**

- (1) The School Board is the governing body of the District and is responsible for the control, operation, organization, management, and administration of public schools in the county pursuant to the provisions and minimum standards prescribed by Florida Statutes and State Board of Education rules.**
- (2) The District school system is part of the state system of public education and includes all public schools, classes, and courses of instruction and all services and activities directly related to education in the District which are under the District school officials' directions.**

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

**HISTORY:**

**ADOPTED: 02/13/2001  
REVISION DATE(S):  
FORMERLY:**

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**CHAPTER 2.0**

**2.11**

**ORIENTATION OF BOARD MEMBERS**

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

**STATUTORY AUTHORITY:**

**1001.41, F.S.**

**LAWS IMPLEMENTED:**

**1001.41, F.S.**

Adopted 1/15/08

**LIBERTY COUNTY SCHOOL BOARD**  
**POLICY MANUAL**

**2.11 Procedures**

**ORIENTATION OF BOARD MEMBERS**

**Orientation to the Board:** These items are generally the school board's areas of expertise and, therefore, should be the board's responsibility in the orientation process. Often, the board president will take the lead for this part of the orientation process with the assistance of the superintendent and other members of the board.

- A personal copy of the written board policy manual and explanation of its use, development, review, etc., including the following:
  - A copy and explanation of the district's mission, vision, values and beliefs, and/or educational philosophy.
  - A copy and explanation of the district's latest short- and long-range goals, along with related needs assessment results.
  - An explanation of school board organization (officers, standing and ad hoc committees, if any, etc.)
  - An explanation of any policies governing board member conduct and activities (i.e., Board Code of Conduct, travel expenses, conflict of interest, professional development, etc.)
  - An explanation of how board meetings are conducted, including parliamentary procedures used, Open Meetings Act requirements, placing items on the agenda, superintendent's informational packets, etc.
  - A discussion about the board's speaking with one voice, the authority of the board vs. the authority of any individual board member, the chain of command, etc.
  - An explanation of board processes: gathering community input, monitoring district progress, self-evaluation, communication with the media, etc.
- A historical perspective of the board's current work, including minutes from the past year's board meetings (perhaps synopsized);
- An explanation of the superintendent's informational packets.
- An explanation and list of board and board member development opportunities available throughout the year including IASB's New Board Member Workshops and the Joint Annual Conference.

**Orientation to Board/Superintendent Roles and Relationship:** These items are generally shared areas of expertise between the board and superintendent, and, therefore, should be a joint responsibility in the orientation process.

- Clarification of roles and responsibilities including discussion about "Who decides" particular types of issues.
- Explanation of how authority is delegated to the superintendent.
- Explanation of the administrative procedures manual.

# **LIBERTY COUNTY SCHOOL BOARD**

## **POLICY MANUAL**

- A copy of the superintendent's job description and performance-based contract and discussion of how it evolved.
- A copy of any superintendent evaluation materials and discussion of how and when they are used.
- An explanation of how communication flows between board members and superintendent and how to use the chain of command.
- A review of written board policies governing the Board/Superintendent Relationship.

**Orientation to the District:** These items are generally the superintendent's areas of expertise and responsibility in the orientation process.

### **School Finance**

- A copy of the district's budget. Explanation of how, when and by whom it is prepared; how the district's mission and goals are translated into a dollars-and-cents plan; where the money comes from, where it goes and how it is spent.
- An explanation of financial accountability processes: how funds are accounted for; how expenditures are authorized; what financial reports are provided and how to interpret them, etc.
- An explanation of the state's financial plan and what it means in terms of local district budget.
- Data on district per pupil cost and expenditures.
- An explanation of the assessed valuation and tax structure of the district.
- An explanation of the funding process for the school district.
- A description of the district's student enrollment trends and projections.
- Data on the existing bond indebtedness of the district and when various building debts will expire.
- Information on federal and state aid to your district's education program.

### **School District Facilities and Transportation**

- A list showing the number, location, and condition of schools and other building owned operated by the district.
- An explanation of construction projects contemplated and in process.
- A description of the district's building maintenance program.
- An explanation of the student transportation system - the number, condition and maintenance program of district-owned vehicles and/or the contract for transportation services.
- A description of the geographic boundaries and attendance zones of the school district.

### **School Curriculum and Instruction**

- An explanation of curriculum standards required by state law and implemented by the State Board of Education.
- Copies of recent state report cards.
- Copies of recent state and/or accrediting agency evaluations.
- An explanation of the district's overall curriculum program.

# **LIBERTY COUNTY SCHOOL BOARD**

## **POLICY MANUAL**

- An explanation of local school improvement initiatives (what, why, who, how, etc.)
- An explanation of the educational organization of the district, including student groupings, departmentalization, team-teaching, shared pupils/teachers, etc.
- An explanation of how elementary and secondary curricula is coordinated.
- Student dropout statistics.
- Information on standardized testing, recent test results, and the utilization of test results.
- Data on the percentages of students who go on to college or other post high school programs.
- Documents showing teacher-pupil ratio and median class size for the district and for appropriate sub-groupings.
- An explanation of the district's program for exceptional children: those with higher or lower than normal mentality, impaired sight or hearing, and emotional, neurological and other problems.
- Data on age and condition of textbooks and other school equipment.
- A description of libraries, technological tools and other instructional materials in use now or planned for the future.
- A listing of extra- and co-curricular activities in the district.

### **Administration and Staff**

- A copy of the job description of the superintendent, board secretary, treasurer, and top administrators.
- An organization chart of the school district's management structure.
- An explanation of personnel recruitment and hiring procedures.
- A copy of staff salary schedules and fringe benefit programs, including data on average and median salaries of teachers and administrators.
- Data on staff-administrator ratios.
- A copy of the district's collective bargaining agreement(s), and a brief history of the recent collective bargaining activities in the district.
- An explanation of the district's evaluation criteria and procedures for administrators, teachers and support staff.
- An explanation of the district's orientation program for new teachers.
- An explanation of the district's staff development program.

### **School-Community Relations**

- An explanation of programs, activities and interests of education-oriented groups and associations (i.e., PTA, Booster Clubs, Education Foundations, Advisory Committees, etc.)
- An explanation of the district's public relations program, how it is coordinated, and what activities regularly take place.

**Adopted 1/15/08**

# **LIBERTY COUNTY SCHOOL BOARD**

## **POLICY MANUAL**

### **CHAPTER 2.0**

**2.20**

#### **RESPONSIBILITIES AND AUTHORITY OF THE BOARD**

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

#### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S**

#### **LAWS IMPLEMENTED:**

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

**PROCEDURE: as attached**

**Adopted: 1/15/08**

**LIBERTY COUNTY SCHOOL BOARD  
POLICY MANUAL**

**2.20 Procedures**

**RESPONSIBILITIES AND AUTHORITY OF THE BOARD**

**The law of the state requires district boards to discharge certain duties and confers upon them many legislative, judicial and executive powers, including the following:**

**Rule-making powers**

- 1. General: Boards ... may prescribe such rules and regulations not inconsistent with the law as they deem necessary or advisable.**
- 2. Specific: The board shall promulgate rules prescribing the scholastic standards of achievement and standards of conduct and behavior that must be met by all pupils as a condition to the right of such pupils to attend the public schools.**

**Judicial powers**

**The board may conduct hearings or delegate this power to one or more members, who shall report to the board.**

**Executive powers**

**In the executive area, the board:**

- 1. Shall manage and control the district subject to legal requirements.**
- 2. Shall control the educational interests of district, and shall have the right to operate or not operate any school or schools.**
- 3. May suspend or dismiss pupils when the best interest of the schools make it necessary.**
- 4. May transfer and assign pupils.**
- 5. May prescribe conditions of attendance for children not meeting eligibility requirements subject to certain conditions.**
- 6. Shall control school property of the district.**
- 7. Shall provide suitable school houses.**
- 8. May sell or lease school property, with report to county board or county council.**
- 9. May hold in trust gifts made to district on giving approved bond.**

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- 10. May insure motor vehicles.**
- 11. May convey school property no longer needed for school purposes.**
- 12. Shall employ teachers and set their salaries; may discharge teachers.**
- 13. Shall require teaching of certain enumerated subjects.**
- 14. Shall approve claims against school funds; and**
- 15. Perform other duties as allowed by law.**



# LIBERTY COUNTY SCHOOL BOARD

## POLICY MANUAL

### CHAPTER 2.0

2.21

#### **ORGANIZATION AND OFFICERS OF THE BOARD**

- (1) A chairperson and a vice-chairperson, and such other officers as the Board may determine, shall be elected annually by the School Board at its
- (2) The chairperson shall preside at all School Board meetings, appoint committees, and perform such other duties as may be prescribed by law or by action of the School Board. The vice-chairperson shall preside in the absence of the chairperson and shall perform such other duties of the chairperson as required by circumstances. The chairperson and vice-chairperson shall be bonded in the manner prescribed by the State Board of Education.
- (3) The Superintendent, as provided by law, shall be the secretary and executive officer of the as chairperson until the organization of the School Board is completed.

#### **STATUTORY AUTHORITY:**

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

#### **LAWS IMPLEMENTED:**

**1001.371, 1001.41, 1001.43,  
1001.48; 1001.51, F.S.**

#### **HISTORY:**

**ADOPTED: 02/13/2001  
REVISION DATE(S): 9/15/02**

**FORMERLY:**

**LIBERTY COUNTY SCHOOL BOARD**  
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**2.22**

**BOARD MEETINGS**

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

- 1. Regular School Board meetings shall be established at the organizational meeting, which is held in November. The regular meeting date may be changed by School Board action at any previous meeting, provided that each member is notified by letter or by distribution of the minutes showing a record of the change. When a meeting date is changed the Superintendent or designee shall take appropriate action to inform the public.**
  - A. Special meetings shall be held at the time designated by the Superintendent School Board chairperson, or when called by a majority of the School Board members as specified in written notice.**
  - B. The Superintendent either upon his/her initiative or upon the School Board chairperson's request may hold emergency meetings at any time. An emergency meeting may be called as quickly as complying with notification procedures; School Board members shall be given a tentative agenda during the notification.**
    - i. The Superintendent or designee shall prepare and distribute an agenda prior to the emergency meeting.**
    - ii. The agenda, the need for the emergency meeting, and the results of the emergency meeting shall be available to the public within twenty-four (24) hours of said meeting.**

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- iii. Emergency meetings shall be conducted in the same manner as prescribed for regular and special meetings.
- 2. Regular, special, and emergency meetings of the School Board shall be held in the regular Board meeting room, unless changed in the manner prescribed herein. As provided by Florida Statutes, any regular or special meeting may be held at any other appropriate public place within the District by giving prior public notice of at least forty-eight (48) hours. When such a meeting is scheduled or re-scheduled at a location other than the regular meeting place, the Superintendent or designee shall take such action to give public notice as required by Florida Statutes.
- 3. All School Board meetings shall be conducted in accordance with Robert's Rules of Order.
- 4. Any item to be placed on the agenda of a regular School Board meeting shall be submitted, in writing, to the Superintendent or designee's office no later than twelve o'clock noon, eleven (11) working days prior to the meeting at which consideration is desired. This rule shall not preclude the right of any citizen to address the School Board; however, except for good cause as provided herein, the School Board shall not take action on any substantive proposal until such matter has been formally placed on the School Board agenda. Copies of the agenda for regular meetings shall be made available at least seven (7) days prior to the scheduled meeting date to the public or other parties who have expressed a desire for such copy of the agenda. Copies of the agenda for a special meeting shall be prepared at least forty-eight (48) hours prior to such meeting.
  - A. Any person or group desiring to be placed on the agenda shall file with the Superintendent or designee, by twelve o'clock (12:00) noon at least eleven (11) days prior to a meeting, a request to be placed thereon. Such request shall contain the following information:

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- i. The name and address of the person making the request.
  - ii. The organization or group, if any, represented.
  - iii. Content of the information to be presented - if written material is to be passed out, a copy of such material shall accompany the request.
  - iv. An estimate of the time necessary for such a discussion.
  - v. Specific action desired of the Board.
  - vi. Any charges to be made against an individual shall be in affidavit form. If any information is to be presented that is in the form of a statement or charges that might be considered derogatory or of a serious nature, such shall be presented in writing and shall specifically state the charges in the form of an affidavit.
- B. The Superintendent or designee shall respond verbally or in writing to any person or group requesting to be placed on the agenda. In the event the agenda for the next regular meeting is unduly long, the Superintendent shall place the presentation request on the agenda for the following regular meeting. If a question should arise in regard to the granting of a request, the Superintendent and the chairperson shall confer and make a decision.
- C. At any School Board meeting, unless otherwise ordered by majority consent of the Board members present, the maximum amount of time allowed for presentation of, and discussion on, the subject matter of any such request shall be thirty (30) minutes, distributed as follows: ten (10) minutes to the maker of the request; ten (10) minutes to any opponent of the proposition of such maker; and ten (10) minutes for questions and discussion by the Superintendent and the Board. Each speaker shall be allowed a maximum of three (3) minutes on a topic unless the Board extends time.
- D. All agenda items on which action is deferred shall be listed on the next agenda under "Unfinished Business" unless a time certain is specified.

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**E. 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.**

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

**Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board chairman and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.**

- 6. The vote shall be unanimous if all members audibly vote "yes" or otherwise indicate an affirmative vote.**

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

- 7. 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**

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shall be made available by the Superintendent or designee during the time the office is open to any citizen desiring to examine the minutes.

- A. Only motions, resolutions, and the necessary information related thereto; the name of the person making the motion or submitting the resolution; the name of the person who seconds the motion; and, the vote or action thereon shall be recorded.
  - B. Any School Board member or Superintendent 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.
8. The public shall be informed that it is unlawful to knowingly disrupt or interfere with a School Board meeting and that any such action may result in a misdemeanor offense of the second degree. This includes individuals who advise, counsel, or instructs students or School Board employees on techniques for disrupting a School Board meeting.
9. Workshops may be scheduled by the School Board as deemed appropriate. The School Board may take no formal action during such workshops.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:**

CHAPTER 112; 120.525; 120.53;  
286.0105; 286.011; 286.0113; 286.0111; 286.012;

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**447.605; 877.13, 1001.32, 1001.37,  
1001.372(1),(2),(3),(4), 1001.41, 1001.42,  
1001.43, 1006.145, F.S.**

**Adopted: 9/15/02**

**Revised: 11/10/09**

**LIBERTY COUNTY SCHOOL BOARD  
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**CHAPTER 2.0**

**2.23**

**SCHOOL BOARD RULES**

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

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

1. Unless an emergency exists, any proposal relating to a rule amendment, the repeal of any rule, or the adoption of a new rule shall be presented in writing to the Liberty County School Board including a written explanation of the proposal.
  - A. The Superintendent or designee shall give immediate and proper written notice to the public pursuant to the provisions of Florida Statutes, when the School Board has determined that it will give due consideration to the proposal for adoption, amendment, or repeal of a rule. The notice of a public hearing shall be advertised twenty-one (21) 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.



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- 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 or repeal such rule, file a written request with the School Board seeking an administrative determination as to the validity of the proposed rule action.**
- C. The Superintendent or designee shall file immediately in his/her office a copy of any new rule, rule amendment, or repeal of rule adopted by the School Board; policy handbooks shall be amended accordingly.**
- D. Such rules shall become effective upon adoption by the School Board unless a time certain date is specified therein.**
- 2. Any person substantially affected by an existing School Board rule may petition the Division of Administrative Hearings, Florida Department of Administration, to conduct a hearing on the rule validity pursuant to Florida Statutes. Any hearing examiner's decision that is adverse to the School Board may, upon the School Board's appeal, be judicially reviewed. Any hearing examiner's decision that is adverse to the person substantially affected may, upon that person's appeal, be judicially reviewed.**
- 3. The School Board may determine that the public health, safety, or welfare is endangered and that immediate action is required to protect the public interest. When this occurs, the School Board, at any meeting in which a quorum is present, may adopt emergency rules, without complying with the waiting period as provided in subsection (1) herein for public hearings and other similar requirements. The Superintendent or designee shall properly record the effective date for any such emergency rule. Any emergency rule shall not be valid in excess of ninety (90) days from the adoption or effective date.**

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- 4. Any employee of the Liberty County School District, citizen, or agency may obtain information relating to the method for proposing a rule or may submit a rule proposal to the Superintendent's office.**
- 5. A copy of the compiled rules shall be available for inspection in the Superintendent or designee's office.**
- 6. Copies of the School Board rules shall be assigned to various positions within the District as determined by the Superintendent.**
  - A. A copy of any rule change shall be made available by the Superintendent or designee to each holder of the compilation who shall be responsible for entering all changes immediately upon receipt.**
  - B. A copy of the School Board rules manual shall be available to all staff members in the principal's office and Media Center of all schools. The school principal shall keep the compilation current.**
  - C. The principal shall inform his/her staff members of the location of the School Board rules and any changes.**
- 7. A School Board rule may be waived only to provide and implement overall goals and objectives of the School Board and to protect and preserve the health, safety, and welfare of the affected individual(s). Waiver of a School Board rule shall be addressed and a decision rendered regarding its waiver at a regular, special or emergency School Board meeting. A waiver of a School Board rule shall not render the policy void with respect to the continued implementation of the rule which is sought to be waived.**
- 8. Any citizen may appeal to the Board for a variation or waiver with regard to any policy. The appeal process shall be that a written request shall be made to the**

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

**STATUTORY AUTHORITY:**

**1001.41, 1001.42 F.S.**

**LAWS IMPLEMENTED:**

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

**ADOPTED: 9/15/02**

**Revised 1/15/08**

# LIBERTY COUNTY SCHOOL BOARD

## POLICY MANUAL

### CHAPTER 2.0

2.24

#### **COLLECTIVE BARGAINING AGREEMENTS**

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); 1001.43, F.S.

#### HISTORY:

ADOPTED: 02/13/2001

REVISION DATE(S):

FORMERLY:

# **LIBERTY COUNTY SCHOOL BOARD**

## **POLICY MANUAL**

### **CHAPTER 2.0**

2.25

#### **SCHOOL BOARD ADOPTED PLANS**

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

These include, but are not limited to:

#### **Administrative Services**

**District Domestic Emergency Plan**

**District Information Security Incident Response Plan**

**District Five-year Work Plan**

**District Master In-Service Plan**

**District Safety Plan**

**Employee Handbook**

**General Outline of Revenue and Meal Accountability Procedures**

**Human Resources Management and Development (HRMD) Plan**

**Project Priority List**

**School Plant Survey**

**Transportation Procedures Manual**

**Wellness Plan**

#### **Instructional Services**

**After School Child Care Program Manual**

**Code of Student Conduct**

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

**ADOPTED: 2/13/2001**

**REVISED: 10/11/2011, 6/12/2012**

**PROCEDURE: See the individual Plans.**

# **LIBERTY COUNTY SCHOOL BOARD**

## **POLICY MANUAL**

### **CHAPTER 2.0**

2.26

#### **SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY**

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

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

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

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POLICY MANUAL**

- C. The plan for each District school shall be approved annually and shall be implemented as a new, amended, or continued school improvement plan.
  - D. The plan shall be developed by School Board employees in each District school in conjunction with the school advisory council.
- 2. 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 appropriate agency as required by law.
  - A. A three-year individualized assistance and intervention plan for schools that do not meet or make adequate progress, as defined in Florida Statutes and State Board of Education rules, in satisfying the goals and standards of their approved school improvement plan.
  - B. A communication program, to inform the public about student performance and educational programs in District and school reports.
  - C. Funds for schools to develop and implement school improvement plans.
- 3. The Superintendent or designee shall distribute to students' parent(s) or legal guardian, the Commissioner of Education's written report to the public, describing the current status of Florida's education system.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**24.121(5)(C); 1001.01, 1001.10, 1001.42, 1001.43,  
1001.452, 1008.345, 1008.385, 1011.01, F.S.**

**Adopted: 1/15/08**



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**2.26 Procedures**

- 1. The Commissioner of Education's written report to the public shall be distributed by notice in the local newspaper and letters home to parents/guardians.**

**Copies of the individual School Improvement Plans for each school are available in the office of the Director of Instruction and on the school websites.**

# LIBERTY COUNTY SCHOOL BOARD

## POLICY MANUAL

### CHAPTER 2.0

2.27

#### **SPECIAL COMMITTEES OF THE SCHOOL BOARD**

- (1) 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.
- (2) 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, F.S.**

#### **LAWS IMPLEMENTED:**

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

#### **HISTORY:**

**ADOPTED: 02/13/2001  
REVISION DATE(S):  
FORMERLY:**

**LIBERTY COUNTY SCHOOL BOARD**

**POLICY MANUAL**

**CHAPTER 2.0**

**2.28**

**SCHEDULE FOR LEGAL ADVERTISEMENTS**

- 1. The Liberty County School Board shall inform the general public of certain actions through legal advertisements (e.g.; Notices of Public Hearing, Invitation to Bid, etc.). Items of interest to the public shall also be advertised.**
- 2. Notifications to all appropriate agencies and individuals to amend, adopt, or repeal a School Board rule shall be given twenty-one (21) days prior to the date of intended School Board action.**
- 3. Annually, the tentative budget shall be posted online and advertised as required by law.**

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**120.54, 1001.43, 1011.03, F.S.**

**Adopted: 1/15/08**

**Revised: 3/8/2011**

**LIBERTY COUNTY SCHOOL BOARD  
POLICY MANUAL**

**2.30**

**DISTRICT/SCHOOL ADVISORY COUNCILS**

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

- 1. Composition and Selection of Council - Council members shall include the school principals or assistant principals and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives.**
  - A. Members shall be representative of the ethnic, racial, and economic community served by the council.**
  - B. Student representation shall be required for the district advisory council established at vocational-technical centers and high schools and may be included for the district advisory council serving middle and junior high schools. Student representation shall not be required for the district advisory council serving elementary schools.**

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- C. The term education support “employees” as used herein shall refer to any person who is employed by a school for twenty (20) or more hours during a normal working week and who does not meet the definition of instructional or administrative personnel pursuant to Florida Statutes.**
  - D. The term “teacher” as used herein shall include classroom teachers; certified student services personnel, and media specialists.**
  - E. A majority of members must be persons who are not employed at the school.**
  - F. Appropriately balanced as used herein shall mean a proportionate number of council members considering each peer group being represented on the council, excluding the school principal. The size of the district advisory council and the ratio of representatives among the peer groups, excluding the school principal, shall be set forth in the operational guidelines adopted by the district advisory council.**
- 2. Selection of Council Members - New council members shall be elected by their respective peer group, except for business and community representatives and the school principal.**
- A. The following council members shall be elected in a fair and equitable manner as determined by their respective peer group and as set forth in the operational guidelines of the school advisory council.**

    - i. A teacher(s) shall be elected by teachers;**
    - ii. An education support employee(s) shall be elected by education support employees;**
    - iii. A student(s), when appropriate, shall be elected by students; and,**

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**iv. A parent(s) shall be elected by parents.**

**B. The district advisory council shall select business and community member(s) to serve on the district advisory council after reviewing the list of nominees prepared by the school principals.**

**i. Business and community representatives shall be selected initially through a nomination and selection process facilitated by the school principal of each school.**

**a. The school principal shall seek candidates who are interested in making a commitment to participate on the district advisory council by representing businesses and the community.**

**b. The school principal to seek candidates shall use letters, newsletters, or other media releases.**

**c. The school principal shall prepare a list of individuals seeking nomination to the district advisory council and shall present the list to the district advisory council for selecting the business and community representative(s).**

**ii. Subsequent to the initial selection as described in subsection (2)(B) I 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 of each school shall submit the list of council members to the Superintendent or designee for review to determine compliance with**

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subsection (1) herein. The membership list shall contain the name of each council member and the peer group, which is being represented by each member, and a description of how the council represents the ethnic, racial, and economic community served by the school.

3. **Confirmation of the District Advisory Council - The Superintendent shall submit to the School Board for review and approval the membership list for the District advisory. The School Board shall determine if the district advisory council meets criteria specified in subsection (1) herein; the School Board shall appoint additional members when it is required to achieve the proper representation on the district advisory council.**
4. **Responsibilities of Councils – For each school the advisory council shall:**
  - A. **Review the results of any needs assessments conducted by the school administration.**
  - B. **Assist in the development of the school improvement plan and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, and strategies and evaluation procedures to measure student performance. The district advisory council shall be the final decision-making body at the school relating to school improvement.**
  - C. **Define adequate progress for each school goal; obtain public input when defining adequate progress for school goals; negotiate the definition of adequate progress with the School Board; and notify and request assistance from the School Board when the school fails to make adequate progress in any single goal area.**

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- D. Monitor students' and the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and strategies and evaluation procedures which are selected to measure student performance.**
  - E. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of students and educational programs, and progress in accomplishing the school goals.**
  - F. Make recommendations on the accumulation and reporting of data that is beneficial to parents.**
  - G. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.**
  - H. Provide input on the schools' annual budgets and the use of school improvement funds, and assist in the preparation of the school budget.**
  - I. Inquire about school matters, identify problems, propose solutions to problems, suggest changes, and inform the community about the schools.**
  - J. Act as a liaison between the schools and the community.**
  - K. Identify other duties and functions of the district advisory council.**
- 5. Operation of Council - Operational bylaws shall be established and mutually agreed upon by members of the district advisory council.**
- A. The bylaws shall contain procedures required by Florida Statutes and shall include but not be limited to:**
    - i. State the duties and functions of the council.**



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- ii. Indicate the procedure for electing council members and the nomination process for selecting business and community representatives.
  - iii. Identify the procedure for electing officers, including a chairperson, vice-chairperson, and recording secretary, and determine the term of office for each position.
  - iv. Establish the membership term for each peer group.
  - v. Specify the proportionate number of council members for each peer group for the purpose of achieving an appropriately balanced council.
- B. Regular meetings shall be held. The council shall determine the date, time, and place of the meetings.
- C. The agenda shall be advertised to the school community at least seven (7) days in advance of the scheduled meeting.
- D. Members of the advisory council shall be notified three (3) days in advance, in writing of any matter that is scheduled before the council for a vote.
- E. All meetings shall be open, public, and subject to Florida Statutes.
- F. The district advisory council shall be subject to maintaining records pursuant to Article 1, Section 24, and Article XII, Section 20, of the Florida Constitution.

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

**PROCEDURE:** The District Advisory Council Guidelines shall be the procedure for this policy and may be viewed in the office of the Director of Administration.

**Adopted: 1/15/08**

# LIBERTY COUNTY SCHOOL BOARD

## POLICY MANUAL

### CHAPTER 2.0

2.40

#### LEGAL COUNSEL - BOARD

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 for the duration of the contract with renewal and termination provisions and compensation to be paid. Special counsel may be retained to assist the Board attorney in any litigation or other matter when specifically approved by the School Board.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.41, 1001.43, 1012.26, F.S.

#### HISTORY:

ADOPTED: 02/13/2001  
REVISION DATE(S):  
FORMERLY:

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**2.41**

**LEGAL COUNSEL – SUPERINTENDENT**

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: 02/13/2001  
REVISION DATE(S):  
FORMERLY:**

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**2.42**

**LEGAL SERVICES FOR EMPLOYEES**

The Liberty County School Board shall provide legal services for any employee who is sued for any action arising out of or in the course of employment by the District provided the Superintendent determines 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**

**RELATED POLICY:**

**Revised: 3/11/2008**

Adopted 3/11/08

**Procedure 2.42**

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<b><u>PROCEDURE FOR LEGAL SERVICES FOR EMPLOYEES</u></b>
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**Liability Protection:**

- 1. The school board shall retain independent legal counsel for any employee sued in tort where in such conduct was reasonable in carrying out duties in accordance with school board policy, State Board of Education rules and regulations, and/or the laws of the state of Florida.**
  
- 2. Employees who transport students as an extension of their normal work activities shall be covered by the board's liability protection.**
  
- 3. The board shall maintain liability protection for employees while carrying out their duties and responsibilities.**

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**2.50**

**PARTICIPATION IN ACTIVITIES**

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

**Adopted: 1/15/2008**

**LIBERTY COUNTY SCHOOL BOARD**  
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**2.60**

**PROGRAM OF AWARDS**

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

1. Individuals who are eligible for receiving an award shall include:
  - A. Employees with long and meritorious service or distinguished service in the performance of duty.
  - B. Students who have excelled in scholarship, athletics, music, subject matter areas, citizenship, attendance, and any other areas recommended by the Superintendent and approved by the School Board.
  - C. School volunteers or advisory council members who have contributed outstanding and meritorious service.
2. The criteria for awards granted at individual schools shall be established by the principal and the instructional staff, and shall be submitted in writing to the Superintendent or designee.
3. The criteria for awards distributed at the District level shall be developed by the Superintendent or designee with the assistance of representatives of the supervisory, administrative, instructional, and non-instructional staffs.
4. Non-monetary awards may be in the form of a certificate, plaque, ribbon, photograph, medal, trophy, or any appropriate award.



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5. The amount of a monetary award shall be established by the School Board pursuant to Florida Statutes.
6. The Liberty County School System supports the recognition of local youth who excel and receive scholarships from universities or colleges. As such, the Liberty County School Board establishes the third Tuesday in April as “Academic Scholarship Signing Day.”

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.43, 1012.22, F.S.**

**Revised: 9/13/10**

**LIBERTY COUNTY SCHOOL BOARD**  
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**2.70**

**PROHIBITION OF HARASSMENT**

The Liberty County School Board prohibits harassment against any employee, applicant for employment, student, or student applicant, based upon race, color, religion, gender, age, national or ethnic origin, political beliefs, marital status, disabling condition if otherwise qualified, genetics, or social and family background. This policy also applies to non-employee volunteers who work subject to the control of school authorities.

**1. Harassment includes:**

- A. Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, ethnic background, gender, religious belief or disabling condition which has the purpose or effect of creating an intimidating, hostile or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.**
- B. 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.**
- C. 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 individual's employment or educational career; submission to or rejection of such conduct is used as a basis for educational or employment decisions affecting the individual; or**

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such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

2. Types of conduct which are prohibited in the District and which may constitute harassment include, but are not limited to:
  - A. Graphic verbal comments about an individual's body or appearance.
  - B. Jokes, notes, stories, drawings, pictures or gestures of sexual, derogatory, degrading or inappropriate nature in the educational environment or in mixed company.
  - C. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.
  - D. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
  - E. Spreading malicious or intentionally false rumors.
  - F. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.
  - G. Cornering or blocking normal movements.
  - H. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.
  - I. Epithets, slurs or negative stereotyping;
  - J. Threatening, intimidating or hostile acts, such as stalking; or
  - K. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school or District office premises or circulated in the workplace or academic environment.

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3. Any employee or student who makes a complaint of harassment will be protected against retaliation. All complaints shall be filed in accordance with the District Procedures and/or Union Contract.
4. Confidentiality and protection from retaliation will be provided to the extent possible to any employee, student, applicant or affected party who alleges discrimination or harassment.
5. Appropriate action will be taken when it is determined that harassment has occurred.
6. The Superintendent is responsible for ensuring that all employees, students, and other affected groups are informed of the District's prohibition of harassment and the related resolution procedures.

**STATUTORY AUTHORITY:**

1001.41, 1012.23, F.S.

**LAWS IMPLEMENTED:**

760.01ET.SEQ, 1000.05, 1000.21,

1001.41, 1001.43, 1012.22, F.S.

**STATE BOARD OF EDUCATION RULE:**

6A-19.001 ET. SEQ.

Adopted: 1/15/2008

Revised: 3/8/2011

**LIBERTY COUNTY SCHOOL BOARD**

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**CHAPTER 2.0**

**2.80**

**UNLAWFUL DISCRIMINATION PROHIBITED**

- 1. No person shall, on the basis of race, color, religion, gender, sexual preference, age, national or ethnic origin, political beliefs, marital status, disabling condition if otherwise qualified, social and family background, genetics, or on the basis of the use of a language other than English, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.**
- 2. The School Board shall comply with the Americans with Disabilities Act of 1990 (ADA). This law makes it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his/her job with reasonable accommodations.**
- 3. Any person who makes a complaint of discrimination will be protected against retaliation.**
- 4. Persons covered by the collective bargaining agreement alleging such discrimination shall use the grievance procedure in the collective bargaining contract.**
- 5. Liberty County School Board employees not covered by the collective bargaining agreement shall follow the grievance procedures developed by the Superintendent.**
- 6. The Superintendent or designee shall notify employees and applicants for employment and other affected groups.**

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**                   **1000.21, 1000.05, 1001.43, 1012.22, F.S.34CFR200.43(C);**  
**P.L. 201-44, CODE OF FEDERAL REGISTER**

**RELATED POLICY:**

**Revised: 3/8/2011**

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**2.801**

**PROTECTION OF SCHOOL SPEECH**

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

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

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

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**APPROVED 9/13/10**

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**CHAPTER 2.0**

**2.81**

**REPORTING CHILD ABUSE**

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

- A. *Abuse* means any willful or threatened act that results in any physical, mental, or sexual injury or harm that causes, or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.
- B. *Abandonment* means a situation in which the parent or legal custodian of a child, or in absence of the parent or legal custodian, the caregiver responsible for the child's welfare, while being able, makes no provision for the child's support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations.
- C. *Neglect* occurs when a child is deprived of or is allowed to be deprived of, necessary food, clothing, shelter or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired. The foregoing circumstances shall not be considered neglect if caused primarily by financial inability, unless actual 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.



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**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 notice providing the following information shall be posted in a prominent place in each school:**

- A. 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.**
- B. Statewide toll-free telephone number for the central abuse hotline.**

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

- A. Florida Statute requires that any person including, but not limited to, any**
  - 1. Physician, osteopathic physician, medical examiner, chiropractic physician, nurse, or hospital personnel engaged in the admission, examination, care or treatment of persons;**
  - 2. Health or mental health professional other than one listed in 1.;**

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3. **Practitioner who relies solely on spiritual means for healing;**
  4. **School teacher or other school official or personnel;**
  5. **Social worker, day care center worker, or other professional child care, foster care, residential, or institutional worker; or**
  6. **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.**
- B. Each report of known or suspected child abuse, abandonment, or neglect shall be made immediately to the Department of Children and Family Service's abuse hotline, on the single statewide toll-free telephone number. The teacher or staff member may also contact the principal, a school designee, district office or support person to let them know the case has been reported, and for their own documentation and protection file a District County Schools Child Abuse Incident Referral Report.**
- C. Reporters in the categories specified in A. above, will be required to provide their names to hotline staff. The extent of confidentiality of the reporter's name, with respect to the Department's records, is governed by Florida Statute.**
- 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.**

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- E. Complaint Against School District Employee, Volunteer or Agent - If a complaint is made against a School District employee, volunteer, agent or other person affiliated with the School District which, if true, would constitute child abuse, neglect or abandonment by that person, that complaint shall be immediately forwarded to the Superintendent. The Superintendent shall forward the complaint to the Department of Children and Family Services for investigation as provided by statute. The person accused of child abuse, abandonment or neglect may be suspended or reassigned from duties involving interaction with children pending investigation of 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.**
- 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.**

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

**LAWS IMPLEMENTED:**

**38.0015, 38.01, 38.201, 38.202, 38.203,  
38.205, 38.206, 1001.43, 1006.061, F.S.**

**LIBERTY COUNTY SCHOOL BOARD**

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**HIPAA PRIVACY RULE**

**2.82**

The Liberty County School Board has adopted the *Standards for Privacy of Individually Identifiable Health Information* (“Privacy Rule”) established by the U.S. Department of Health and Human Services (“HHS”) issued to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).

The Liberty County School Board will protect all “*Individually identifiable health information*”, including demographic data that relates to:

- the individual’s past, present or future physical or mental health or condition,
- the provision of health care to the individual, or
- the past, present, or future payment for the provision of health care to the individual, and
- identifying the individual or for which there is a reasonable basis to believe can be used to identify the individual. Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

The Liberty County School Board will not use or disclose protected health information, except either: (1) as the Privacy Rule permits or requires; or (2) as the individual who is the subject of the information (or the individual’s personal representative) authorizes in writing.

The Liberty County School Board may use and disclose protected health information, without an individual’s authorization, for the following purposes or situations: (1) To the Individual (unless required for access or accounting of disclosures); (2) Treatment, Payment, and Health Care Operations; (3) Opportunity to Agree or Object; (4) Incident to an otherwise permitted use and disclosure; and (5) Limited Data Set for the purposes of research, public health or health care operations.

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The Liberty County School Board may rely on an individual's informal permission to disclose to the individual's family, relatives, or friends, or to other persons whom the individual identifies, protected health information directly relevant to that person's involvement in the individual's care or payment for care. This provision, for example, allows a pharmacist to dispense filled prescriptions to a person acting on behalf of the patient. Similarly, a covered entity may rely on an individual's informal permission to use or disclose protected health information for the purpose of notifying (including identifying or locating) family members, personal representatives, or others responsible for the individual's care of the individual's location, general condition, or death. In addition, protected health information may be disclosed for notification purposes to public or private entities authorized by law or charter to assist in disaster relief efforts.

In addition, the Liberty County School Board may disclose protected health information to:

- (1) public health authorities authorized by law to collect or receive such information for preventing or controlling disease, injury, or disability and to public health or other government authorities authorized to receive reports of child abuse and neglect;
- (2) entities subject to FDA regulation regarding FDA regulated products or activities for purposes such as adverse event reporting, tracking of products, product recalls, and post marketing surveillance;
- (3) individuals who may have contracted or been exposed to a communicable disease when notification is authorized by law;
- (4) employers, regarding employees, when requested by employers, for information concerning a work-related illness or injury or workplace related medical surveillance, because such information is needed by the employer to comply with the Occupational Safety and Health Administration (OHSA), the Mine Safety and Health Administration (MHSA), or similar state law.
- (5) in certain circumstances, to appropriate government authorities regarding victims of abuse, neglect, or domestic violence.
- (6) health oversight agencies for purposes of legally authorized health oversight activities, such as audits and investigations necessary for oversight of the health care system and government benefits programs.

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(7) a judicial or administrative proceeding if the request for the information is through an order from a court or administrative tribunal. Such information may also be disclosed in response to a subpoena or other lawful process if certain assurances regarding notice to the individual or a protective order are provided.

(8) law enforcement officials for law enforcement purposes under the following circumstances, and subject to specified conditions: (a) as required by law (including court orders, court-ordered warrants, subpoenas) and administrative requests; (b) to identify or locate a suspect, fugitive, material witness or missing person; (c) in response to law enforcement official's request for information about a victim or suspected victim of a crime; (d) to alert law enforcement of a person's death, if the covered entity suspects that criminal activity caused the death; (e) when a covered entity believes that protected health information is evidence of a crime that occurred on its premises; and (f) by a covered health care provider in a medical emergency not occurring on its premises, when necessary to inform law enforcement about the commission and nature of a crime, the location of the crime or crime victims, and the perpetrator of the crime.

(9) funeral directors as needed, and to coroners or medical examiners to identify a deceased person, determines the cause of death, and performs other functions authorized by law.

(10) facilitate the donation and transplantation of cadaveric organs, eyes, and tissue.

(11) prevent or lessen a serious and imminent threat to a person or the public, when such disclosure is made to someone they believe can prevent or lessen the threat (including the target of the threat).

(12) law enforcement if the information is needed to identify or apprehend an escapee or violent criminal.

In addition, the Liberty County School Board understands that an authorization is not required to use or disclose protected health information for: (1) certain essential government functions. Such functions include: assuring proper execution of a military mission, conducting intelligence and national security activities that are authorized by law, providing protective services to the President, making medical suitability determinations for U.S. State Department employees, protecting the health and safety of inmates or

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employees in a correctional institution, and determining eligibility for or conducting enrollment in certain government benefit programs. (2) to comply with, workers' compensation laws and other similar programs providing benefits for work-related injuries or illnesses.

The Liberty County School Board will obtain the individual's written authorization for any use or disclosure of protected health information that is not for treatment, payment or health care operations or otherwise permitted or required by the Privacy Rule. The School Board will not condition treatment, payment, enrollment, or benefits eligibility on an individual granting an authorization, except in limited circumstances.

The Liberty County School Board will obtain an individual's authorization to use or disclose psychotherapy notes with the following exceptions:

- The covered entity who originated the notes may use them for treatment.
- A covered entity may use or disclose, without an individual's authorization, the psychotherapy notes, for its own training, and to defend itself in legal proceedings brought by the individual, for HHS to investigate or determine the covered entity's compliance with the Privacy Rules, to avert a serious and imminent threat to public health or safety, to a health oversight agency for lawful oversight of the originator of the psychotherapy notes, for the lawful activities of a coroner or medical examiner or as required by law.

The Liberty County School Board will make reasonable efforts to use, disclose, and request only the minimum amount of protected health information needed to accomplish the intended purpose of the use, disclosure, or request.

The Liberty County School Board directs the Superintendent of schools to designate a privacy official responsible for developing and implementing its privacy policies and procedures, and a contact person or contact office responsible for receiving complaints and providing individuals with information on the covered entity's privacy practices. In addition, the Liberty County School District will maintain reasonable and appropriate administrative, technical, and physical safeguards to prevent intentional or unintentional use or



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disclosure of protected health information in violation of the Privacy Rule and to limit its incidental use and disclosure pursuant to otherwise permitted or required use or disclosure.

The Superintendent shall develop procedures for individuals to complain about compliance with the district's privacy policies and procedures and the Privacy Rule.

It is the intent of the School Board that any and all data related to individuals employed by the district and students attending Liberty County Schools shall be held in strict compliance with the HIPAA privacy rule.

**Health Insurance Portability and Accountability Act of 1996 (HIPAA).**

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### **CHAPTER 2.00 - GOVERNANCE**

## **2.85**

## **FRAUD**

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

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

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

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

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

Investigation of potential fraudulent matters and the resulting reporting should be under the direction of the superintendent. The superintendent shall cause an investigation to be performed utilizing available internal and / or external resources. Information regarding potential fraudulent activities should be forwarded to the appropriate authorities and / or state agencies.

The Superintendent of Schools is receptive to receiving information on a confidential basis from an employee who suspects that a fraudulent activity has occurred. That employee should contact the superintendent immediately and should not attempt to

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confront the accused or conduct his / her own investigation. The results of investigations will not be disclosed or discussed with anyone other than those persons associated with the organization that have a legitimate need to know in order to perform their duties and responsibilities. This does not preclude the disclosure of the results in accordance with resulting prosecution under legal authority.

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

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

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

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

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

**HISTORY:**

**ADOPTED: 01/13/09**

**REVISION DATE(S):**

**FORMERLY: NEW**

# **LIBERTY COUNTY SCHOOL BOARD**

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### **CHAPTER 2.0**

**2.90**

#### **TOBACCO USE IN DISTRICT FACILITIES**

##### **Rationale**

It is the School Board's responsibility to provide a safe and healthy learning environment free from exposure to known carcinogens, and one in which adults are role models for healthy behavior. The Board is acutely aware of the serious health risks associated with the use of tobacco products both to users and non-users, and that most tobacco use begins before the age of eighteen. Tobacco is the leading cause of preventable death in Florida. Comprehensive school policies to prevent tobacco use are an effective strategy to reduce tobacco use in the state. The Board recognizes that District personnel and school visitors also serve as role models to students and, therefore, adopts this 100 percent Tobacco Free School Policy to endorse a healthy lifestyle and prevent tobacco use.

##### **Definition**

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, cigarillo, hookah, and any other smoking product, and any smokeless or spitless tobacco also known as dip, chew, snuff, snus, orbs, and strips, sticks, or electronic cigarette in any form.

All components of this policy are effective 24 hours per day, 365 days per year. This includes all days when school is not in session and at any school sponsored event off campus. This policy applies to all students, staff, faculty, volunteers, contracted vendors and school visitors.

##### **Tobacco Use Prohibited**

All uses of tobacco of any kind (as described above) that may be developed that contains nicotine or tobacco or a combination of the two are prohibited on any property owned, leased, or contracted by the District including, but not limited to: all schools, district offices, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis

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courts and all open areas at any time. All uses of tobacco are also prohibited from District-owned vehicles including, but not limited to: school buses, vans, trucks, station wagons, cars, etc. at any time.

No student is permitted to possess any tobacco product, paper used to roll cigarettes, lighters or other paraphernalia at any time.

**Tobacco Promotion Prohibited**

Tobacco advertising is prohibited on school grounds, in all school-sponsored and school purchased publications, and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products, including but not limited to: clothing, bags, lighters and other articles are not permitted on school grounds, in school vehicles or at school sponsored events. Sponsorships, gifts, grants and tobacco prevention materials provided by tobacco companies or their subsidiaries are prohibited.

**Notice to Communicate Policy**

Appropriate signs will be posted throughout the District at entrances and other appropriate locations on all academic grounds, administrative spaces, and athletic fields indicating that tobacco use is not permitted. Students will be provided notice of this policy through student handbooks. District personnel will be provided notice of this policy through personnel handbooks. District vehicles will display clearly marked “no smoking” insignia. This policy will also be available for review on District websites. Announcements will be made during home athletic events both before the event and at the mid-point or intermission of the event, as well as at school functions where deemed appropriate.

**Enforcement**

**Students:** Enforcement of this policy for students, staff and visitors is outlined below. All enforcement efforts will use the opportunity to promote the tobacco cessation program to violators.

The following disciplinary actions will be taken against students found in violation of this policy:

- 1<sup>st</sup> Offense:

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- Notification of parent/guardian
- Completion of tobacco education program
- Ticket administered by sanctioned law enforcement entity resulting in financial obligation as defined by law.
- 2<sup>nd</sup> Offense:
  - Notification of parent/guardian with mandatory conference between student, administrator and parent or guardian
  - Two day in-school suspension
  - Completion of tobacco education and cessation program in lieu of suspension (1 time only)
  - Ticket administered by sanctioned law enforcement entity resulting in financial obligation as defined by law.
- 3<sup>rd</sup> Offense:
  - Notification of parent/guardian with mandatory conference between student, administrator and parent/guardian
  - Five day in-school suspension
  - Completion of tobacco education and cessation program
  - Ticket administered by sanctioned law enforcement entity resulting in financial obligation as defined by law.

**Employees:** Progressive disciplinary actions will be taken against District personnel found in violation of this policy.

**Others:** The following disciplinary actions shall be taken against school visitors, contracted vendors or volunteers found in violation of this policy:

- 1<sup>st</sup> Offense:
  - Verbal notification of policy accompanied by cessation service information
- 2<sup>nd</sup> Offense:
  - Removal from school property or, if off-campus, removal from school activity

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**Educational Reinforcement**

Tobacco prevention education shall be taught at appropriate levels and address the social and psychological causes of tobacco use. Tobacco prevention education shall be consistent with the District Plan for Comprehensive Health Education.

**STATUTORY AUTHORITY:** 230.22(1)(2), 230.32(3), 386.202, 386.204, 386.212, 1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:** 1001.43, 386.201 – 386.209, F.S.  
**20 U.S.C. 6081 et seq., 20 U.S.C. 7182**

**RELATED POLICY:**

**PROCEDURE:**

**REVISION DATE(S): January 10, 2012**

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**CHAPTER 2.0**

**2.91**

**IMPLEMENTATION OF WELLNESS POLICY**

The Liberty County School District believes that children and youth who begin each day as healthy individuals can learn more and are more likely to complete their formal education. Liberty County Schools also believe that a healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for our children and youth. This policy encourages a holistic approach to staff and students wellness that is sensitive to individual and community needs.

The Superintendent will appoint a District staff member to organize a committee to develop a Wellness Plan for presentation to the Board. This plan is to be implemented in all schools in the district and shall be reviewed annually to determine what if any changes need to be made to the plan. The Board is to be given recommendations regarding identified needs associated with the implementation of the plan.

In the fall of each year, the Standing Wellness Plan Committee shall report to the School Board regarding the effectiveness of the Wellness Plan and recommend any revisions to the Plan considered necessary.

The Superintendent is authorized to develop procedures to implement this policy.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, 1001.43, 1006.06, 1006.0606 F.S.

**LAW(S) IMPLEMENTED:** P.L. 108-265, SECTION 204

**NATIONAL SCHOOL LUNCH ACT (42 USC 1751 *et seq.*)**

**CHILD NUTRITION ACT OF 1966 (42 USC 1771 *et seq.*)**

**STATE BOARD OF EDUCATION RULE(S) HISTORY:** 6A-7.040, 6a-7.0411, 6A-7.041,  
6A-7.042

**PROCEDURE:**



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**WELLNESS PLAN**

**1. Philosophy and Commitment**

- A. The Liberty County School District believes that children and youth who begin each day as healthy individuals can learn more and are more likely to complete their formal education. Liberty County Schools also believes that healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for our children and youth. This policy encourages a holistic approach to staff and students wellness that is sensitive to individual and community needs.**

**2. Nutrition Standards and Goals**

**Academic performance and quality of life issues are affected by the choice and availability of good food in our schools. Healthy foods support physical growth, brain development, and resistance to disease, emotional stability and ability to learn.**

- A. Nutrition guidelines that require the use of products that are high in fiber, low in added fats, sugar and sodium, and served in appropriate portion sizes consistent with USDA standards shall be established for all foods offered by the Liberty County Food Services Department or contracted vendors.**
- B. Menu and product selection shall utilize youth, parent, staff and community advisory groups whenever possible.**
- C. Nutrition services policies and guidelines for reimbursable meals shall not be more restrictive than federal and state regulations require.**
- D. Provide and encourage participation in the school breakfast program.**
- E. Schedule meals at appropriate times and allow a minimum of ten (10) minutes to eat breakfast and twenty (20) minutes to eat lunch after being seated.**

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- F. Toppings for salads offered to students and staff will include low-fat dressing.**
- G. Baked chips offered in the cafeterias and the parents will be allowed to limit the number of bags purchased at a time.**
- H. Sugar-free frozen yogurt will be offered as an alternative to ice cream.**
- I. Ala Carte offerings to students shall be nutritious and meet federal recommended guidelines and shall be selected with input from youth, parents and staff.**
- J. Vending Machines:**
  - i. All snack vending machines shall provide only single serving snacks that meet at least two, with at least 50% of the items meeting three of the following: 300 or fewer calories; six grams of fat or less, one or more grams of fiber, at least 10% of RDA of calcium, iron, vitamin A or vitamin C.**
  - ii. Vending machines where student meals are served or eaten shall not include carbonated beverages.**
  - iii. All beverage vending machines in secondary school public areas shall include:**
    - a. Water**
    - b. 100% fruit juice**
    - c. Non-carbonated drinks with less than 150 calories per container**
    - d. No more than 1/3<sup>rd</sup> of the choices will be carbonated drinks**
  - iv. The beverage vending machines may also include:**
    - a. Non-fat, low-fat, plain or flavored milk or yogurt in 16 ounces**
    - b. Other non-carbonated drinks**
- K. Nutrition services shall support activities for all youth that include hands-on applications of good nutrition practices to promote health and reduce obesity.**

**3. Nutrition Education Goals**

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**Healthy living skills which include communication, goal setting and decision making shall be taught as part of the regular program curriculum. It provides the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.**

- A. Create an awareness of health issues related to students being overweight that can be controlled through better choices and habits.**
- B. Cafeteria-based nutrition education programs will be available for all grade levels through the National School Lunch Program and/ or the National School Breakfast Program. As a result of this, students will have access to valid and useful health information and have opportunity to practice behaviors that enhance health and/or reduce health risks.**
- C. Nutrition education will be promoted at each grade/age levels as part of a sequential, comprehensive, standards-based program with links such as school gardens, displaying posters, sending out flyers, and nutrition themed bulletin boards.**
- D. To provide nutrition education to families through newsletters, parent meetings and other family activities.**
- E. To incorporate nutrition education in subjects such as mathematics, science, social studies and language arts.**

**4. Physical Activity Goals**

**Physical education and physical activity shall be an essential element of each school's curriculum. The program shall provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity.**

- A. The physical education program shall be designed to stress physical fitness and encourage healthy, active lifestyles.**
- B. The physical education program shall consist of physical activities of at least moderate intensity and for a duration that is sufficient to provide a**

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

- i. All physical education courses shall utilize state-developed standards for physical education.
  - ii. One (1) credit of physical education is required in grades 9-12 to meet graduation requirements, in addition to one semester of Personal Fitness (.5 credit).
  - iii. For grades 6-8, physical activity shall be required for a minimum of one hundred sixty (160) minutes per week in formal physical education classes and also in scheduled intramural activities, and/or regularly scheduled school-wide activities.
  - iv. Participation in physical activity shall be required for all students in grades K-5 for a minimum of one hundred twenty (120) minutes per week, or the equivalent.
  - v. Participation in physical activity shall be required for all Pre-K students for a minimum of one hundred sixty (160) minutes per week.
  - vi. Physical Education students in grades 3 -12 will participate in the President's Physical Fitness Challenge yearly.
  - vii. Students will be supported in setting and meeting personal fitness goals that result in the achievement and maintenance of a health enhancing level of physical fitness.
- C. Students will be provided varied opportunities for enjoyment, challenge, self-expression and social interaction that will lead to a physically active lifestyle.
- D. Opportunities will be provided for school-wide events, such as field day, that promote physical activity.
- E. Opportunities will be provided for staff to participate in physical activities.

**5. Other School-based Activities**

- A. **Healthy and Safe Environment Goals - Promoting a healthy and safe environment for all, before, during and after school supports academic**

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success. Safer communities promote healthier individuals. Healthier people do better in school and make greater contributions to their community.

- i. Buildings and grounds, structures, buses and equipment shall be inspected and meet health and safety standards
- ii. Schools and district offices shall maintain an environment that is free of tobacco, alcohol and other drugs during regular school hours.
- iii. Safety procedures and appropriate training for students and staff shall support personal safety and a violence-free and harassment-free environment.
- iv. Each work site, school and classroom shall work to create an environment where students, parents/guardians and staff are respected, valued and accepted with high expectations for personal behavior and accomplishments.
- v. Routes to school will be monitored and walking and bicycle riding will be encouraged where appropriate and safe.
- vi. Safe traffic patterns at schools sites will be provided for students and vehicles before and after school.

**B. Social and Emotional Well-Being**

Programs and services that support and value the social and emotional well being of students, families and staff build a healthy learning environment.

- i. Each school shall provide a supportive environment that includes guidance, counseling, and school social work services that encourages students, families and staff to request assistance when needed and links them to school or community resources.
- ii. Students shall be provided the skills to express thoughts and feelings in a responsible manner and give and receive support from others.
- iii. Students shall be taught to understand and respect the differences in others and how to build positive interpersonal relations.

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- iv. Students and staff shall be encouraged to balance work and recreation and helped to become aware of stressors that may interfere with health development.

**C. Health Service Goals - An effective health care delivery system that promotes academic achievement by providing a broad scope of services from qualified health care providers will improve the mental and physical health of students and staff.**

- i. Primary coordination of health services at the schools shall be through trained school health staff with the support and direction of the Liberty County Health Department.
- ii. Liberty County Schools shall collaborate with community health liaisons and resources to promote health and wellness for students, families, staff and community.
- iii. A coordinated program of accessible health services shall be provided to students and staff and shall include:
  - a. Violence prevention
  - b. School/work safety
  - c. Communicable disease prevention
  - d. Health screening, including Body Mass Index (BMI)
  - e. Community health referrals
  - f. Immunizations
  - g. Parenting skills
  - h. First aid and other priority health education topics.

**D. Family, School and Community Partnership - Long-term effective partnerships improve the planning and implementation of health promotion projects and events within each school and throughout the community.**

- i. Family, student and community partners shall be included on an ongoing basis in wellness planning processes.

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- ii. The equality and diversity of the school and district community shall be valued in planning and implementing wellness activities.
- iii. Community partnerships shall be developed and maintained as a resource for school and district programs, projects, activities and events.
- iv. Liberty County Schools shall actively develop and support the engagement of students, families and staff in community health-enhancing activities and events at the school or throughout the community.

**E. Staff Wellness Goals-** The district and each school site shall provide information about wellness resources and services and establish a staff committee to assist in identifying and supporting the health, safety and well being of site staff.

- i. Each school and district site shall be in compliance with drug, alcohol and tobacco-free policies.
- ii. Each school and district site shall provide an accessible and productive work environment free from physical dangers or emotional threat that is as safe as possible and consistent with applicable occupation and health laws, policies and rules.
- iii. Employees shall be encouraged to engage in daily physical activity during the workday as part of work breaks and/or lunch periods or before or after work hours in site-sponsored programs.

**6. Wellness Coordinator and Worksite Contact Persons**

- A.** The Superintendent shall appoint a Wellness Coordinator to manage and coordinate the implementation of the program. (Liberty County Extension Agent)
- B.** Each principal shall appoint a Wellness Contact for his/her school. (Health Department Staff)

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- C. The Superintendent shall appoint a Wellness Contact for the District Office.  
(Director of Special Programs)**

**7. Wellness Steering Committee**

- A. The Superintendent shall appoint a Wellness Steering Committee which shall include, but not be limited to, representatives from the following areas:**

- i. School Board**
- ii. elementary teacher**
- iii. secondary teacher**
- iv. physical education teacher**
- v. school administrator**
- vi. school food service**
- vii. health educator**
- viii. parent**
- ix. student**
- x. school nurse**
- xi. health professional**
- xii. community representative**
- xiii. school resource officer**

- B. The Wellness Coordinator will also serve on the Wellness Steering Committee.**

**8. Implementation**

- A. The Wellness Steering Committee will conduct a baseline assessment of current nutrition guidelines and activities, nutrition education, physical activity, involvement of students, families and staff in wellness activities, student attendance, staff absences and other wellness related topics.**
- B. The goals of the program will be implemented in a progressive manner. The plan will identify the goals for each year.**



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- C. The program shall be implemented at all grade levels, for staff, for parents and for the community.**
- D. The program will be incorporated into existing parent involvement programs.**
- E. The Wellness Coordinator will work with the Wellness Contacts regarding implementation of the program.**

**9. Oversight, Evaluation and Modification**

- A. The Wellness Steering Committee will monitor the implementation of the wellness program.**
- B. The program will be assessed annually and data will be compared to the baseline data and, in subsequent years, to the previous year's data.**
- C. The committee shall report the results of the annual assessment to the Superintendent and the School Board.**
- D. Recommendations for modification in this policy and/or the program, if appropriate, shall be made after analyzing assessment data.**

**10. The Wellness Program shall meet the requirements of the National School Lunch Act and the Child Nutrition Act of 1966.**

**Annual School Board Review completed on October 11, 2011**

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**CHAPTER 2.0**

**2.92**

**IMPLEMENTATION OF DOMESTIC/EMERGENCY PLAN**

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

**STATUTORY AUTHORITY:**

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

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

**RELATED POLICY:**

**PROCEDURE:**

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CHAPTER 2.00**

**2.93**

**AUTOMATED EXTERNAL DEFIBRILLATORS (AED)**

The Liberty County School Board has determined that it may enhance school safety to have an automated external defibrillator (AED) placed in building(s) within the District.

An AED is a medical device that contains a heart monitor and defibrillator that is used to administer an electric shock through a person's chest wall to the heart. The built in computer system of the AED assesses the patient's heart rhythm, determines whether defibrillation is needed, and then administers a shock, if necessary. Audible and/or visual prompts guide the user through the process of using the AED.

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

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

**RELATED POLICY:**

**PROCEDURES:**

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**CHAPTER 2.0**

**2.94**

**COMPARABILITY IN EXPENDING FEDERAL CHAPTER I FUNDS**

The School Board of Liberty County hereby establishes a policy to comply with the comparability requirements of Public Law 97-35, The Educational Consolidation and Improvement Act of 1981. To ensure comparability, the school district shall provide for the equivalence of employee salaries, personnel resources and funds for materials and supplies. The district has adopted criteria through the following:

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

**RELATED POLICY:**

**PROCEDURE:**

Adopted 1/15/08

# **LIBERTY COUNTY SCHOOL BOARD**

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### **CHAPTER 2.0**

2.95

#### **TITLE I PARENT INVOLVEMENT POLICY**

### **PART I. General Expectations**

The Liberty County School District agrees to implement the following statutory requirements:

- The school district will have programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each will include a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate a district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children. This will include providing information and school reports required under section 1111 of the ESEA in an understandable format, alternative formats upon request, and, to the extent practicable, in language that parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of participating children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is utilized, and

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will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) That parents play an integral role in assisting their child is learning;
- (B) That parents are encouraged to be actively involved in their child's education at school;
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) The carrying out of other activities, such as those described in section 1118 of the ESEA.

### **PARENTAL INFORMATION AND RESOURCE CENTER (PIRC)**

The LEA will inform parents and parental organizations of the purpose and existence of the Parental Information and Resources Center (PIRC) in the State. Florida has two PIRCS: The Florida Partnership for Family Involvement in Education (<http://www.partnershipcenter.usf.edu>) and The Florida PIRC at Family Network on Disabilities of Florida (<http://fndfl.org>). Districts may use the following link to notify parents of the existence of the two Florida PIRCS: [http://www.floridapartnership.usf.edu/pdfs/NCLB\\_PIRC\\_Parent\\_Notify.pdf](http://www.floridapartnership.usf.edu/pdfs/NCLB_PIRC_Parent_Notify.pdf).

### **PART II. Description of How the LEA Will Implement Required District - Wide Parent Involvement Policy Components**

1. The Liberty County School District will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under section 1112 of the ESEA:

- The District Advisory Council will be informed of and have the opportunity to provide input into the development of the plan. Local and school newsletters and papers will also be used to inform parents of the programs available and activities funded through Title funds. School

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Improvement Teams are involved in the planning and implementation of the Title programs. The SIP includes representatives from all the stakeholders groups at the school.

- Each school site and facility will provide parents with literature, check out materials, parent workshops, and/or web based resources, etc. In addition, each parent will be assisted by school staff in the development of Title I "Contracts" that will signed by the parent and teacher.

**2. The Liberty County School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:**

- Invite parents to various Parent Involvement District Advisory Council (DAC) meetings.
- Ensure all Title I principals place the Title I Plan on the School Advisory Committee agenda for parental review.
- Provide online and/or hard copy surveys of Title I Plan.
- Provide opportunities for personal meetings with parents (e.g., via Regional team meetings, focus groups, SAC district meetings).
- Create multiple surveys for parents (e.g., via telephone, written and on-line communications).
- Create multiple channels of communication for parents (e.g., via DVDs, television, radio, automated phone messages).
- Ensure that positions for school-based Title I liaisons are specifically defined.
- Ensure that each established parent consortium (parents from different programs and other community stakeholders) reviews Title I Parent Involvement Plans.
- Ensure district provides training on NCLB requirements as well as the process for distribution of Title I funds to schools.
- Host open house in community settings (e.g., in churches, community centers) to solicit representative input.
- Provide ongoing Title I information in all Title I school newsletters.

**3. The Liberty County School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:**

- Develop and disseminate a district-wide calendar of parent involvement activities.
- Provide Title I monthly planners for teacher-parent communication.

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- Provide trainings, workshops, sample annual meeting flyers, agendas, Parents-Right-to-Know letters, etc.
- Ensure parent involvement activities tracking form is submitted district each month (e.g., First Day of School activities, Report Card nights, FCAT Explorer nights, Grandparents' Night).
- Provide technical assistance to principals to ensure NCLB Section 1118 requirements for districts and schools are met.
- Require that each School Improvement Plan (SIP) have at least two parent involvement activities under each academic goal.
- Collaborate with school leadership to provide technical assistance on School Improvement Plan, parent involvement plan and school-parent school compacts.
- Recommend district training and professional development for principals and associated staff on interpretation and implementation of laws.
- Integrate parent involvement into in-service training for teachers.
- Provide opportunities for district staff to present parent involvement information at school faculty meetings.
- Incorporate parent involvement into new teacher district-level orientation.
- Fund opportunities for any speaker to provide parent involvement workshops and trainings for Title I.

4. The Liberty County School District will coordinate and integrate parental involvement strategies in Title I, Part A with parental involvement strategies under the following other programs: (Insert programs such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs), by:

- Establish joint meetings with Migrant, Homeless, ESOL, etc.
- Implement consolidated application process to include multiple parent involvement programs.
- Share strategies with community agencies on a regular basis.
- Collaborate with other parent involvement programs to include coalition/advisory meetings (e.g., Safe and Drug Free Schools, Even Start, ESE, Voluntary Pre-K, College Reach Out Program, Homeless, Title III, Literacy Coalition, Migrant, Mentoring, Homeless, Community and Adult Education, Early Learning Coalition, Head Start).

5. The Liberty County School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I schools:

- Ensure parent involvement district advisory council annually reviews and revises the evaluation on a needed basis.



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- Survey schools to get feedback and evaluate the district parent involvement program.
- Include parent involvement questions in climate surveys.

- Ensure Title I Parent Surveys are based on policy benchmarks.
- Include results on Title I parent questionnaires.
- Ensure forms are culturally sensitive to all backgrounds of parents.
- Conduct needs assessment at first annual meeting and follow-up with second meeting to report results.
- Establish meeting with each principal at the end of year and use audit checklist to evaluate parent involvement.

### **Capacity Building**

**A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described below:**

The LEA operates two Title I, school wide programs throughout the district. Within these programs, resource teachers and paraprofessionals implement a variety of service models with an emphasis on the “in-class” model when providing Title I services to students. Title I resource teachers and paraprofessionals work collaboratively with teachers to provide supplemental, individual, or small group instruction by the in-class model. Through the in-class model, Title I teachers and paraprofessionals are able to provide immediate remediation to students who may be struggling with specific skills or grade level expectations as defined by the Sunshine State Standards. Title I teachers and paraprofessionals serve all students within the Title I school wide program and therefore provide supplemental services to all NCLB subgroups. Title I services provide all students the opportunity to attain proficiency on the Sunshine State Standards as measured by the FCAT. The in-class model provides the opportunity for students to receive immediate, individualized remediation and feedback from the classroom teacher and the remedial teacher in regards to their performance on the Sunshine State Standards. The classroom teacher provides direct instruction to the students while the Title I teacher provides supplemental instruction to students that demonstrate the need for additional support.

High quality, ongoing professional development will occur in all Title I schools throughout the school year. Collaboration between the district office and individual schools results in each school individualizing their staff development plans to ensure that their unique needs are met. Staff development needs are determined through a variety of methods, which include but are not limited to: teacher input, administrator input, formative assessments, and FCAT data. Title I schools that are in the improvement process are required to set-aside 10% of their school allocation in order to conduct high quality, ongoing professional development. Professional development activities will be aligned with each school’s School Improvement Plan.

By implementing the above activities, it is the expectation of the LEA that all students and NCLB subgroups will achieve proficiency and close the achievement gap by making adequate yearly progress on the Sunshine

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**State Standards as measured by the FCAT. Student progress will be monitored through the use of formative assessments such as the DAR, DIBELS, STAR, Gates MacGinitie Reading Test, Slosson Math Test, STAR Math, Think Link and the CIM Model and student grades. The summative assessment used to determine student progress will be the FCAT.**

**B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:**

- Each school site and facility will provide parents with literature, check out materials, parent workshops, and/or web based resources, etc. In addition, each parent will be assisted by school staff in the development of Title I "Contracts" that will signed by the parent and teacher.**
- Each Title I school provides Family-Reading Nights where parents and children read together and then complete the appropriate AR or RC reading assessment for the book.**

**C. The school district will educate the entire school staff on how to communicate and work with parents as equal partners and how to coordinate parent programs between parents and schools, by:**

- All training will be available to all teachers including staff at DJJ facilities and staff. Each staff member is required to develop an Individual Staff Development Plan for his or her use during the year. School and district leadership use these plans to monitor individual staff member and evaluate if a plan needs to be modified during the year.**

**D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as operating parent resource centers, that encourage and support parents in participating in the education of their children, by:**

- Our district has both Even Start and Head Start Programs. There is collaboration within these programs and our other school programs (many of which have Title funding). At monthly principal meetings, the Title programs are reviewed and the implementation is monitored**

## **LIBERTY COUNTY SCHOOL BOARD**

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through these meetings. Principals and district staff use collaboration between the programs in meet the needs of the students and close the achievement gap. In addition, local business groups, County Government and Law Enforcement provide a wide range of services to assist all of our schools and the students they serve. Local businesses support the education and extracurricular programs in the schools through donations and participation in events. Local government supports the schools through programs, special events, speakers and on site visits from students. Law enforcement provides resource officers, programs and events for students. These collaborative efforts will increase student academic achievement, and will provide for a positive learning environment. Local partners also provide support for the DJJ programs through special events and donations and Title II funds are used to provide professional development for all staff including DJJ staff.

**E. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:**

- Outcome measures will be reported to school board members, administrators, faculty, community, and parents through annual reports published in the local paper and on the district website, quarterly newsletters, and quarterly meetings of the DAC. In addition, such information will be in the parent's home language if at all feasible. Staff from DJJ facilities is invited to these meetings.
- Student and program outcomes are reported to parents, staff, and community through quarterly newsletters, local newspaper, SPARS, Annual District Report, principal meetings, PTO meetings, and quarterly District Advisory Council meetings. Publication is provided in the home language use possible.

## **PART IV. Adoption**

This LEA Title I Parent Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by minutes of the District Advisory Council.

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**This policy was adopted by the Liberty County School District on March 11, 2008 and will be in effect for the period of the 2007-2008 school year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before March 17, 2008.**

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***(Signature of Authorized Official)***

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**(Date)**

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**CHAPTER 2.0**

**2.96**

**MOTHER FRIENDLY WORKPLACE**

The Liberty County School Board recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast feeding or expressing milk in the workplace. The Board directs the superintendent/designee to take measures and develop regulations to ensure that all district employees and students shall be provided with an adequate location for the expression of milk or breast feeding.

The superintendent/designee shall see that the district makes a reasonable effort to provide a room or other location in close proximity to work areas and/or classrooms, other than a restroom, where an employee can breast-feed her child or express milk in privacy.

The plan shall include an accessible, private room with a lock that would allow a mother to:

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

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

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, Florida Statutes**

**LAWS IMPLEMENTED:**

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

**ADOPTED: 10/11/2011**

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# **SCHOOL**

# **ADMINISTRATION**

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**3.10**

**ADMINISTRATIVE ORGANIZATION**

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

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**120.53; 1001.42, 1001.43, 1012.27, 1013.43, F.S.**

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**3.12**

**SCHOOL SITE DECISION MAKING**

**It is the Liberty County School Board’s intent that each school has maximum input in decisions made that affect the operation of each school. The Superintendent shall develop procedures to implement this policy based on requirements of Florida State Statutes.**

**STATUTORY AUTHORITY:**

**1001.41, F.S.**

**LAWS IMPLEMENTED:**

**1001.41, F.S.**

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**CHAPTER 3.0**

**3.18**

**SCHOOL CALENDAR**

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.21, 1001.42, 1001.43, 1001.51, F.S.**

**STATE BOARD OF EDUCATION RULE(S) 6A-1.045111. 6A-1.09614. 6A-10.019**

**REVISED: MARCH 13, 2012**

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**3.20**

**RESPONSIBILITIES OF SUPERINTENDENT**

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

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**3.201**

**PERFORMANCE GRADE SCHOOLS**

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.42, 1001.43, 1002.38, 1004.41, F.S.**

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**3.21**

**DIRECTIVES, PROCEDURES, AND ADMINISTRATIVE MANUALS**

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.43, 1001.51, F.S.**

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**3.22**

**OPENING AND CLOSING OF SCHOOLS**

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

**STATE BOARD OF EDUCATION RULE:**

**6A-1.045111**

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**3.23**

**EMERGENCIES**

- (1) In case of an emergency involving the welfare and safety of students and employees, the Superintendent may suspend any part of these regulations; provided, that he shall report the fact of and the reason for suspension at the next meeting of the School Board; and provided further, that the suspension shall expire at the time of such report unless continued in effect by actions of the School Board.**
- (2) In case of an emergency, the Superintendent may close any school or all schools. The members of the School Board shall be informed immediately of any event or condition, which requires the closing of a school or the schools of the District, and, where the public interest requires Board action, the Superintendent, shall call a special meeting of the Board.**

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

- (3) In any case or condition not covered by these regulations, the Superintendent or designee shall base the decision on his/her best judgment.**
- (4) During times of general public emergency, the Superintendent is authorized to use all available resources of the District in cooperation with other agencies to alleviate the emergency.**

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**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.33, 100.43, F.S.**

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**3.30**

**RESPONSIBILITIES OF PRINCIPALS**

The principal is assigned direct and primary responsibility for his/her school and serves as the administrative and supervisory head of the school. Each principal is responsible for the enforcing of Florida Statutes, State Board of Education rules, School Board rules, Union Contract and directives of the Superintendent or designee.

The awareness and implementation of the Liberty County School Board Performance Evaluation system as approved by the School Board is a major responsibility of the school principals. It is their responsibility to ensure that all staff is aware of the Performance Evaluation system and any and/or all questions from staff have been discussed in a faculty or similar meeting.

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, 1001.43, 1001.54, 1006.09, F.S.**

**REVISED: 6/12/2012**

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**3.40**

**SAFE AND SECURE SCHOOLS**

**(1) Introduction**

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

**(2) Orderly Environment**

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

- (a) No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.60 (Visitors).**

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- (b) A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.**
- (c) Any person on a school camp or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents, which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.**
- (d) Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the board chairperson, Superintendent or designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent or designee shall be notified of any such action at schools or school activities.**
- (e) No person except law enforcement and security officers may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events.**

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#### **(3) Safety – Emergency Plans**

- (a) The Superintendent or designee shall develop and present to the board for review and approval appropriate school emergency management and preparedness plans.**
- (b) The Superintendent or designee shall establish uniform guidelines for the development of schools' emergency management and preparedness plans.**
- (c) Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.**
- (d) Copies of schools' plan shall be provided county and city law enforcement agencies, fire departments, and emergency preparedness officials.**

#### **(4) Safety – Procedures**

- (a) School alarms shall be monitored on a weekly basis and malfunctions shall be reported for immediate repair.**
- (b) A safety program shall be established consistent with the provisions of Policy 8.11.**
- (c) Emergency evacuation drills (Fire, hurricane, tornado, other disaster, and school bus) shall be held in compliance with state requirements. Each principal, site administrator or transportation official is responsible for:**

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- (i) **Developing and posting emergency evacuation routes and procedures;**
    - (ii) **Assigning and training staff members in specified responsibilities to ensure prompt, safe and orderly evacuation;**
    - (iii) **Identifying and reporting hazardous areas requiring corrective measures; and**
    - (iv) **Preparing and submitting a written report of each emergency evacuation drill to the District office.**
  - (d) **In the event of an emergency, the Superintendent or designee is authorized to dismiss early or close any or all schools. Except that the principal may dismiss the school when the Superintendent or designee or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such actions shall be reported immediately to the Superintendent or designee or designee along with a statement describing the reasons for the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.**
- (5) **Safety – Violence Prevention**
- (a) **The Superintendent or designee shall develop a violence prevention plan for use by each school.**
  - (b) **Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the schools.**

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**(6) Security**

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

**STATUTORY AUTHORITY:**

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

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

**STATE BOARD OF EDUCATION RULE:**

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

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**3.401**

### **LOCKER ROOM SUPERVISION**

The Liberty County School District shall observe measures intended to protect the safety and privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

- 1. Locker rooms are provided for the use of physical education students, athletes and some other activity groups. All other students are prohibited from entering the locker room at any time. Groups that are entitled to use the locker room are restricted from its use unless there is coach, teacher or other adult supervision. At no time should students be in the locker room before school, during break or lunch unless supervised by an adult.**
- 2. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.**

Students and staff violating this policy shall be subject to disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

This policy shall be publicized annually and posted in each locker room in the district.

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

**LAW(S) IMPLEMENTED: 768.135, 1000.21, 1001.43, 1006.07, 1006.15, 1006.16, 1006.20, F.S.**

**Approved: March 9, 2010**

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**3.402**

**BATHROOM SAFETY**

**Purpose:** In order to maintain security for students, minimize damage to property, and encourage personal responsibility, Liberty County School District will implement a comprehensive policy and schedule for Restroom procedures and availability. This policy should be distributed to all students and teachers.

**Responsibility:** Students take personal responsibility for their bathroom needs and behavior. These needs should be taken care of before school, during lunch or after school. Outside these times, restroom use will be allowed only in case of an emergency at the discretion of the teacher.

**Supervision:** To assure student safety and correct behavior, there are cameras located in each hallway of our schools. These are monitored in the office to determine if students are in the hallways during class. In addition, various members of the staff monitor the hallways during class.

**Special Circumstances, Lockdowns and Campus Emergencies:** During Lockdowns and certain other campus emergencies, all students are to be inside their assigned classrooms, or sheltered in the nearest supervised classroom available when the emergency was declared. If the emergency lasts for an extended period, administration will determine if it is safe for students to be accompanied to restrooms in small groups, and will assign personnel to conduct the groups. No students will be allowed to leave classrooms without adult supervision during a campus emergency. When the “all-clear” signal is given, teachers may allow students to go to the restroom at their discretion, and with care to avoid contributing to further disturbance on campus. During school wide testing, restrooms will be locked during testing periods.

**Medical Necessity:** Students who have a medical condition requiring more frequent access to a restroom should be referred to the school nurse.

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

**LAW(S) IMPLEMENTED: 768.135, 1000.21, 1001.43, 1006.07, 1006.15, 1006.16, 1006.20, F.S.**

**APPROVED: MARCH 9, 2010**



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**CHAPTER 3.0 – SCHOOL ADMINISTRATION**

<b>Drug and Alcohol Testing</b>	<b>3.41</b>
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- I. Purpose
- II. Objectives
- III. Legal Ground for Testing
- IV. Definitions
- V. Federal Compliance
- VI. Administrative Contact
- VII. Covered Personnel
- VIII. Policy Dissemination
- IX. Prohibited Drug Use
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- XI. Personnel Conduct
- XII. Pre-employment Testing
- XIII. Reasonable Suspicion Testing
- XIV. Post-accident Testing
- XV. Return-To-Duty/Follow-up Testing
- XVI. Drug and Alcohol Testing Procedures
- XVII. Consequences
- XIII. Employee-Requested Testing
- XIX. Confidentiality and Release of Information
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- XXI. Nondiscriminatory Assurance

Appendices

- A. Definitions
- B. Listing of Drugs

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### **I. Purpose**

- A.** Promote the goal of drug and alcohol-free workplaces within the school district through fair and reasonable alcohol and drug testing methods for the protection of students, employees, and the School Board (Board).
- B.** Provide employees who have an alcohol abuse and/or drug use problem an opportunity to participate in an employee assistance program or an alcohol and drug rehabilitation program.
- C.** Ensure confidentiality of testing results.

### **II. Objectives**

By enacting this drug and alcohol-free work place policy, the Board endeavors to:

- A.** Promote a healthy, safe working environment.
- B.** Facilitate the rehabilitation of employees with a substance abuse problem.
- C.** Eliminate substance abuse problems in the workplace.
- D.** Provide a consistent model of behavior without substance abuse.
- E.** Provide a clear standard of conduct for the employees.
- F.** Hire and retain drug-free employees.
- G.** Decrease workplace accidents due to substance abuse.

### **III. Legal Ground for Testing**

- A.** All drug/alcohol testing conducted by or on behalf of the school district shall be in conformity with standards established by Section 112.0455, Florida Statutes, commonly referred to as the “Drug-Free Workplace Act,” the Omnibus Transportation Employee Testing Act of 1991 (49 U.S.C. § 40) and all other applicable state and federal rules and regulations promulgated in response to the perceived need for a testing program of this type.
- B.** The Board shall not have a legal duty to request an employee or job applicant to undergo drug testing except as mandated by Federal or state regulations. No testing of employees shall take effect until local drug abuse assistance programs have been identified.

### **IV. Definitions – Appendix A**

### **V. Federal Compliance**

The drug-testing procedures contained herein do not apply when specific work performed requires employees or job applicants to be subject to drug testing pursuant to:

- A.** Federal regulations that specifically preempt state and local regulation of drug testing with respect to such employees and job applicants.
- B.** State agency rules that adopt federal regulations.

### **VI. Administrative Contact for Program**

The superintendent or his/her designee will serve as administrator of the anti-drug use and alcohol misuse program. This person may be reached by calling the district school board office.

### **VII. Covered Employee**

This policy shall apply to any person working for pay for the School District, including contractual employees.

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### **VIII. Requirement to Disseminate Policy**

The school district's administrative contact shall ensure that, annually, each employee and representatives of employee organizations have been provided copies of the anti-drug and alcohol misuse policy and procedures. Records of signed receipts shall be maintained at the district office. (See Section XXI,C)

### **IX. Prohibited Drug Use (See Also Appendix B)**

- A.** This policy authorizes testing for the drugs including but not limited to:
  - 1. Marijuana
  - 2. Cocaine
  - 3. Opiates
  - 4. Amphetamines
  - 5. Phencyclidine
  - 6. Substances identified in Appendix B
- B.** Consumption or use of these substances is prohibited at all times.
- C.** Testing for prohibited drugs and drug metabolites shall be administered in the following circumstances:
  - 1. Pre-employment
  - 2. Post-accident
  - 3. Reasonable suspicion
  - 4. Return to duty/follow-up

### **X. Prohibited Alcohol Use**

- A.** Testing for alcohol misuse shall be administered in the following circumstances:
  - 1. Pre-employment
  - 2. Post-accident
  - 3. Reasonable suspicion
  - 4. Return to duty/follow-up
- B.** An employee having an alcohol concentration of 0.02 or greater, shall be prohibited from performing or continuing to perform job duties.
- C.** On-Duty Use of Alcohol
  - 1. A covered employee is prohibited from possessing, distributing and/or using alcohol while on duty.
  - 2. A covered employee who is using alcohol shall be prohibited from performing or continuing to perform job duties.
- D.** Pre-duty Use of Alcohol
  - 1. A covered employee may not use alcohol within four hours prior to performing job duties.
- E.** Post-accident alcohol use

An employee who is required to take a post-accident alcohol test shall not use alcohol for eight hours following the accident or until post-accident alcohol test is completed, whichever occurs first.
- F.** Other Alcohol-Related Conduct

No covered employee with alcohol concentration of 0.02 or greater shall perform or continue to perform job duties until:

  - a. Employee's alcohol concentration is less than 0.02.
  - b. Start of employee's next duty period, but no less than eight hours following test administration.

### **XI. Personnel Conduct**

Because drug abuse and alcohol misuse by employees interferes with the educational and work process and compromises the safety and well-being of staff and students, employees are expected to conduct themselves in a manner consistent with the following provisions:

- A.** Covered employees on duty or on Board property will not manufacture, distribute, dispense, possess or use illegal drugs or alcohol. Employees are prohibited from working for the Board and/or on Board property

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while under the influence of illegal drugs or alcohol or under influence from improper use of legal medications.

- B.** Employees, on or off duty, shall not promote or facilitate student use of illegal drugs or alcohol.
- C.** Any employee arrested for any alleged criminal statute violation of drugs or alcohol shall notify the Board no later than one working day after the arrest.
- D.** Employees on duty will not use or take prescription medications or non-prescription medications above the level recommended by the prescribing physician or according to the manufacturer's recommended dosage and are prohibited from using prescribed medications or non-prescription medications for purposes other than the intended purpose.
- E.** Employees will not distribute or dispense prescription medications to students, except as provided in Board policy relating to Administration of Medication during school hours.
- F.** An employee who reports as a self-referral for reasons of substance and/or alcohol abuse may be granted an appropriate leave of absence. In the event of a request to return to work, the employee must undergo the return-to-duty process. (See Section XV)

## **XII-XV Types of Testing**

### **XII. Pre-employment Testing**

- A.** Testing for drug abuse and alcohol misuse shall be conducted after making a contingent offer of employment or transfer, subject to the employee passing the pre-employment drug and alcohol test.
- B.** Confirmed, negative results must be obtained prior to performing safety-sensitive tasks for the first time, before transferring from a non-safety sensitive function to a safety sensitive function, or before confirmation of employment.

### **XIII. Reasonable Suspicion Testing**

- A.** Reasonable suspicion is the reasonable belief that an employee is using or has used drugs or is under the influence of alcohol in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience concerning the appearance, behavior, speech, or body odors of the employee constitutes reasonable suspicion. A supervisor, who is trained and has successfully completed Board-approved training in detecting the signs and symptoms of drug use and alcohol misuse and is a credible and reliable source, must make the observation.
- B.** Among other things, such facts and inferences may be based upon:
  - 1. Observable phenomena, including but not limited to, direct observation of drug use or alcohol misuse, and/or physical symptoms or manifestations of being under the influence of a drug or alcohol.
  - 2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
  - 3. Evidence that an individual has tampered with a drug or alcohol test during employment with the Board.
  - 4. Information that an employee has caused, or contributed to, an accident while at work.
  - 5. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs or alcohol while working for the Board or while on the Board's premise, or while operating the Board's vehicle, machinery, or equipment, or while performing a safety-sensitive function.
  - 6. Fighting, assaults or erratic, aggressive or violent behavior.

### **XIV. Post-accident Testing**

- A.** As soon as practicable following an accident which requires medical attention outside school or workplace resources, the Board shall require the injured employee to submit to drug and alcohol testing. Refusal to submit to drug and/or alcohol testing may result in the loss of worker's compensation benefits and possible employment termination. (Refusal to submit to testing is deemed a positive test.)
- B.** The Board shall also conduct drug and alcohol testing on any other employee whose performance could have contributed to the accident as determined by the Board using the best information available at the time of the decision. Actions described above in Section XIV A, apply in this section.

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- C. An employee who is subject to post-accident testing and fails to remain readily available for such testing, including notifying the employer of his/her location if he or she leaves the scene of the accident prior to testing, may be deemed by the employer to have refused to submit to testing.
- D. As soon as practicable following an accident involving a motor vehicle, the Board shall test for drug and alcohol use for each involved employee to include but not be limited to situations when:
  - 1. The accident involved a fatality; or
  - 2. The driver received a citation under state or local law for a moving traffic violation in connection with the accident; or
  - 3. There was an injury that required medical attention; or
  - 4. There was a vehicle that received damage causing the vehicle to be towed away from the accident scene by a tow truck or another type of vehicle.
- E. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency care.
- F. Results of blood, urine, breath, or hair tests conducted by Federal, State or local officials having independent authority for the test, shall be considered to meet the requirements of this section provided:
  - 1. Tests conform to Federal, State and/or local requirements; and
  - 2. Test results are obtained by the School Board.
- G. Such results may be used only when the Board designee is unable to perform a post-accident test within the time period noted below:
  - 1. Alcohol – within 2 hours if possible, but not more than 8 hours.
  - 2. Drugs – as soon as practicable but within 32 hours of the accident.

### **XV. Return to Duty/Follow-up Testing**

- A. Return to Duty Testing
  - 1. After engaging in prohibited conduct regarding the misuse of alcohol, drugs, or other controlled substances, a Board employee shall undergo a return-to-duty alcohol test which indicates a breath alcohol concentration of less than 0.02, or a substance abuse test indicating a negative result.
  - 2. After engaging in prohibited conduct regarding the misuse of alcohol, drugs, or other controlled substances, a Board employee who holds a CDL and/or who performs safety sensitive functions must be evaluated by a Substance Abuse Professional (SAP) and participate in the prescribed assistance program.
  - 3. Once the Substance Abuse Professional (SAP) has determined that the employee has successfully complied with prescribed education and/or treatment along with obtaining a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02, the Board does not have an obligation to return the employee to safety-sensitive duties because the employee has met these conditions. According to 49 CFR Part 40, Subpart O, 40.305, this is a personnel decision which the employer has discretion to make, subject to collective bargaining agreements or other legal requirements.
- B. Follow-up Testing
  - 1. All employees enrolled in a counseling or rehabilitation program as a result of a failed drug and/or alcohol test shall be subject to unannounced testing during and following completion of the program for a period of two years.
  - 2. Unannounced testing under Section XVI, B.1. shall take place no more than twelve (12) times per year and no less than four (4) times per year.
  - 3. The cost of any employee assistance program is the responsibility of the affected employee.

### **XVI. Drug and Alcohol Testing Procedures**

- A. The Board shall use a laboratory for analysis of initial or confirmation drug specimens only if:
  - 1. The laboratory is licensed and approved by the Agency for Health Care Administration (AHCA) using criteria established by the United States Department of Health and Human Services.
  - 2. The laboratory has written chain of custody procedures as established by the Agency for Health Care Administration (AHCA).
  - 3. The laboratory follows proper quality control procedures.

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4. All additional AHCA procedural guidelines as delineated in Section 112.0455, Florida Statute “Drug-Free Workplace Act” are followed.

**B. Body Specimens**

1. Urine will be used for testing for all drugs except alcohol and for confirmation for all drugs except alcohol.
2. Blood and breath will be used as the initial and confirmation specimen for alcohol testing.
3. Hair: The Board shall not eliminate utilization of hair samples as a testing specimen for drugs, provided procedures are followed pursuant to section 112.0455 (13) Florida Statute.

## XVII. Consequences

- A.** Disciplinary action may not be taken on the sole basis of a positive test result that has not been verified by a confirmation test.
- B.** Disciplinary action may not be taken against an employee on the sole basis of the employee’s first positive confirmed test, **UNLESS** the employer has first given the employee an opportunity to participate in, at the employee’s own expense or pursuant to health insurance coverage, an employee assistance program or alcohol and drug rehabilitation program;  
and
- C.** The employee has either refused to participate in the employee assistance program or the alcohol and drug rehabilitation program or has failed to successfully complete such program, as evidenced by withdrawal from the program before its completion or a report from the program indicating unsatisfactory compliance, or by a positive test result on a confirmation test after completion of the program;  
or
- D.** The employee has failed or refused to sign a written consent form allowing the employer to obtain information regarding the progress and successful completion of an employee assistance program or an alcohol and drug rehabilitation program
- E.** With respect to employees who perform safety-sensitive functions including holders of a CDL:
1. Upon receipt of a verified positive drug test result from a Medical Review Officer (MRO), the Board shall require that the covered employee cease performing a safety-sensitive function.
  2. Upon receipt of a confirmed alcohol test of 0.02 or greater, the Board shall require that the covered employee immediately cease performing a safety-sensitive function.
  3. An employee who has a verified positive, adulterated, or substituted test result, or has otherwise violated a drug and/or alcohol policy, may not return to safety-sensitive duties until or unless the employee successfully completes the return-to-duty process.
- F.** Any employee, including employees who do not hold a CDL or perform safety-sensitive duties, whose results are as described in Section XVII, E.3., above, will be subject to Board Actions as described in Section XV, A-B.
- G.** An employee whose positive test result returns as “adulterated” shall be treated as receiving a **verified positive test**. The Board shall not direct the employee to take another test on the basis of the “adulterated” specimen.
- H.** The Board shall require a second test when a negative test is “adulterated”.
1. Employees will be given the minimum possible advance notice.
  2. The result of the retest under this section shall be the test result of record.
  3. The Board is not permitted to require a third test if the retest under this section is also negative adulterated, provided, however, that the MRO does not direct a recollection under direct observation.
  4. The employee’s refusal to retest under this section shall be treated as a positive result.
- I.** The Board shall have authority to take actions, to include, but not be limited to, suspension, termination, contract rescindment and/or leave without pay when test results are not within stated accepted limits and when all employee rights have been afforded. An employee in this position may also be referred for criminal prosecution.

## XIII. Employee Requested Testing

Any employee who questions the results of a required drug test under the terms of this policy may request that an additional test be conducted. This test must be conducted at a different Department of Health and Human Services (DHHS)-certified laboratory selected by the Board. The test must be conducted on the

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split sample that was provided at the same time as the original sample. All costs for such testing are paid by the employee unless the second sample test invalidates the original test. The request must be made in writing, with a copy to the Board, within 72 hours of the time the split sample was given.

### **XIX. Confidentiality and Release of Information**

- A. Release of Individual Test Results**
  - 1. The Board is prohibited from releasing individual test results of drug and/or alcohol testing or medical information about an employee without the employee's specific written consent.
  - 2. Specific written consent means a statement signed by the employee that he or she agrees to the release of the particular piece of information to a particular, explicitly identified person or organization at a particular time. "Blanket releases" are prohibited. All releases shall be in compliance with the Health Insurance Portability and Accountability Act ("HIPAA")
- B. Information Release and Legal Proceedings**
  - 1. In response to a lawful subpoena and/or an order from a court of competent jurisdiction, the Board may release information pertaining to an employees' drug and alcohol test without the employee's consent. (49CFR Part 40.323)
  - 2. The Board must immediately notify the employee in writing of any information released under this section.

### **XX. Retention of Records**

- A.** The Board shall maintain records of its anti-drug and alcohol misuse program pursuant to the schedule delineated in 49 CFR Part 40.333 and Florida's Public Records Act (Chapter 119,F.S.)
- B.** Records must be maintained in a location with controlled access.

### **XXI. Nondiscriminatory Assurance**

Insert Board's EEO statement in terms of application of this policy to all covered employees.

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### **Appendix A**

### **Definitions**

**Accident:** An unexpected happening without intention or design resulting in injury, property loss, or damage.

**Adulterated Specimen:**

A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine. This includes specimens categorized as “dilute,” whether a “negative dilute” or “positive dilute.”

**AHCA:** Agency for Health Care Administration

**Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol.

**Alcohol Concentration:**

The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under this part.

**Alcohol Use:** The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication) containing alcohol.

**Breath Alcohol Technician**

**(BAT):** A person who instructs and assists employees in the alcohol testing process and operates an evidential breath testing device (EBT).

**CDL:** Commercial Driver’s License

**Chain of Custody:**

The procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed.

**Confirmation Drug Test:**

A second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or a drug metabolite.

**Contractual Employee:**

A person or organization performing services for the Board consistent with and pursuant to a written agreement between the service provider and the Board

**Covered Employee:**

Person who receives remuneration from the Board for services provided.

**Designated Board Contact:**

**(Administrative Contact)**

An employee authorized by the Board to take immediate action(s) to remove employees from safety-sensitive duties, or cause employee to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. This designee also receives the results and other communications on behalf of the Board.

**DHHS:** Department of Health and Human Services or any designee of the Secretary, Department of Health and Human Services.



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- EAP:** Employee Assistance Program, an established program for employee assessment, counseling, and possible referral to an alcohol and/or drug rehabilitation program.
- Employee-Requested Testing:**  
A request by employee for a second testing after receiving a confirmed positive test result.
- Illegal Drug:** A substance consumed or integrated into the human body that affects the normal function of the body, where the substance is prohibited by state/federal statute, state/federal regulation, or Board policy.
- Medical Review Officer (MRO):**  
A licensed physician responsible for receiving laboratory results generated by the Board's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.
- Metabolites:** Substance essential to the metabolism of a particular organism or to a particular metabolic process.
- Post-Accident Testing:**  
Testing of an employee for drug abuse and/or alcohol misuse; following an incident causing a death, an incident resulting in either physical injury or property damage/loss, or an incident for which the driver of the Board vehicle is cited.
- Pre-employment Testing:**  
Testing procedures to identify the existence of any drug, controlled substance, or alcohol in the job applicant prior to final approval of hiring by the Board.
- Prescription or Non-prescription Medication:**  
A drug or medication obtained pursuant to a prescription as defined by s.893.02 Florida Statute or medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailment or injuries.
- Random Testing:**  
Implementation of testing methods, in a random, undetermined fashion, to monitor the existence of drug abuse, and/or controlled substance, and/or alcohol misuse, if any, pursuant to applicable state or federal laws or regulation(s).
- Reasonable Suspicion Testing:**  
The reasonable belief that an employee is using or has used drugs and/or alcohol in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience concerning the appearance, behavior, speech, or body odors of the employee.
- Return to Duty/Follow-Up Testing:**  
Conducted, unannounced, when an employee who has violated the prohibited alcohol/drug standards returns to duty.
- Safety-Sensitive Duties:**  
Duties for which a CDL is required, dispatching, or maintaining (repairs, overhaul, rebuilding).
- Self-Referral:** Voluntary acknowledgement to the Board representative by the employee that he/she has a problem with drug abuse and/or alcohol misuse.
- Split Specimen:**  
In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be

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tested followed a verified positive test of the primary specimen or a verified adulterated or substituted test results.

Substance Abuse Professional:

(SAP) A person who evaluates employees who have violated a drug and/or alcohol policy and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

Verified Testing:

A drug test result or validity testing result from an HHS-Certified laboratory that has undergone review and final determination by the MRO.

Drug-Free Workplace Act: Florida Statute 112.0455

Title 49 CFR Part 40:

Title 49: Transportation,

Part 40: Procedures for Transportation Workplace and Alcohol Testing Programs

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### Appendix B

Drug testing will be conducted at a laboratory chosen by the Board. Such laboratory shall be licensed and approved by the Department of Health and Rehabilitative Services.

Employees may be tested for alcohol, and for any or all of the drugs to include, but not be limited to, those contained on the following list:

DRUG	CLASS OF DRUG	TRADE OR OTHER NAMES
Amphetamines	Stimulant	Biphetamine, Delcobese, Desoxyn, Dexedrine, Mediatric
Amphetamine Variant	Hallucinogen	2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB
Marijuana	Cannabinoid	Grass, Acapulco Gold, Pot, Thai Sticks, Sensemilla
Tetrahydrocannabinoid	Cannabinoid	THC
Hashish	Cannabinoid	Hash
Hashish Oil	Cannabinoid	Hash Oil
Cocaine	Stimulant	Coke, Flake, Snow
Phencyclidine	Hallucinogen	PCP, Angel Dust, Hog
Phencyclidine Analogs	Hallucinogen	PCE, PCPy, TCP
Methanqualone	Depressant	Optimil, Parest, Sopar, Quaalude, Somnafac
Opiates	Narcotic	Dover's Powder, Opium, Paregoric, Parepectolin
Barbiturates	Depressant	Amobarbital, Butisal, Phenoxbarbital, Tuinal, Secobarbital, Phenobarbital
Benzodiazepines	Depressant	Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium
Methadone (Synthetic)	Narcotic	Dolophine, Methadone, Methadose
Propoxyphene	Narcotic	Hydrochloride, Darvon, Propoxyphene, Nap, Sycate, Darvon-N

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**3.50**

**PUBLIC INFORMATION AND INSPECTION OF RECORDS**

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

- (1) Photocopying or other reproduction of any record shall be performed upon a person's request. Charges for photocopying or reproducing shall be in accordance with the School Board Rule entitled "Photocopying of Public Records" (3.51).**
- (2) Records maintained by the Liberty County School District, which are exempt from public inspection, include:**
  - (a) Personally identifiable records of students pursuant to Florida Statutes and the Federal Family Educational Rights and Privacy Act (FERPA).**
  - (b) Portions of personnel records pursuant to Florida Statutes;**
  - (c) All work products developed in preparation for collective bargaining pursuant to Florida Statutes;**
  - (d) Appraisals, offers, and counter offers relating to purchase of real property pursuant to Florida Statutes;**

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- (e) Legal records prepared by an attorney exclusively for civil or criminal litigation pursuant to Florida Statutes, and litigation files regarding employees while the case is active;
- (f) Data processing software obtained under a licensing agreement, which prevents its disclosure, and data processing software designated by the School Board as “sensitive” pursuant to Florida Statutes;
- (g) Sealed responses to request for bids or proposals, until such time as they are publicly opened pursuant to Florida Statutes; and,
- (h) Employee and student health and medical records as prescribed by Florida Statutes and P. L. 104-191, Health Insurance and Portability and Accountability Act of 1996 (HIPPA).

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

**NOTE: ALL REQUEST FOR PUBLIC RECORDS MAY BE SUBMITTED ON THE REQUEST FORM FOUND ON THE DISTRICT WEB-SITE.**

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

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

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#### **Request public records:**

- **E-mail:**  
To electronically request public records, simply click Request Public Records, which will bring you to a form for you to fill out. When you hit send the request is sent to the county, where the process of fulfilling your request begins. You will receive a message to let you know your request was received.
- **Mail:**  
To request public records by mail, send your request to: Director of Administration, 12926 NW CR 12, Bristol, FL 32321
- **In person:**  
The Superintendent's Office is located at 12926 NW CR 12, Bristol, FL 32321. Calling ahead will make your visit more efficient. When you arrive you will be requested to fill out a form.

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

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

**Revised: March 13, 2012**

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# Public Record Request Form

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**3.51**

**COPYING OF PUBLIC RECORDS**

- (1) Copies of public records may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records not exceeding 8 1/2" X 14" in size shall be fifteen (15) cents for each one-sided copy or twenty (20) cents for each two-sided copy, unless a different fee is otherwise prescribed or permitted by Florida Statutes. A one dollar (\$1.00) fee shall be assessed for a certified copy of a public record.
  
- (2) Audio, video, and other materials shall be charged at rates as established by the Superintendent/designee.
  
- (3) Copies shall be made by the appropriate staff members and reproduced at a time that does not interfere with the normal work duty.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**117.07; 117.08; 1001.43, 1001.52, F.S.**

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**3.52**

**COPYRIGHTED MATERIALS**

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

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**117.07, 1001.43, F.S.**

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**3.60**

**FLAG DISPLAY AND PLEDGE**

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1000.06, 1001.43, 1003.42, F.S.**

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**3.61**

**A MOMENT OF SILENCE**

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.43, 1003.45, F.S.**

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**AGENTS, SOLICITORS AND SALESPERSONS**

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

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

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**VISITOR IDENTIFICATION MEASURE**

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

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43, F.S.**

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**SCHOOL VOLUNTEERS**

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

- (1) The school principal and each staff member who is assigned a school volunteer shall be responsible for assigning duties to school volunteers that are consistent with Florida Statutes, State Board of Education rules, and School Board rules.
- (2) The Superintendent or designee shall issue directives concerning school volunteers as may be deemed necessary. School volunteers shall meet level two (2) screening requirements.
- (3) A school volunteer shall be accorded the same protection of Florida Statutes as accorded to certificated instructional personnel provided the school volunteer:
  - Has officially recorded his/her attendance in the school where he/she is rendering services under an administrative or instructional staff member.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**110.504(4) (5); 440.01(11) (D) 3; 768.28,**

**1001.21, 1001.43, F.S.**

**REVISED: JUNE 12, 2012**

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**CHARTER SCHOOLS**

**The purpose of this policy is to ensure the highest quality of instruction and safety for all Charter School participating students and to maintain accountability for the appropriate use of all allocated resources.**

**(1) Eligibility to Apply**

- (a) A proposal for a new charter school may be made by an individual, teachers, parents, group of individuals, a municipality, or any legal entity organized under the laws of the state of Florida. The school shall organize as a nonprofit organization prior to receiving approval as a charter school with the Liberty County School Board.**
- (b) The principal, teachers, parents and/or the school advisory council at an existing public school may submit a proposal for converting the school to a charter school, provided that they demonstrate the support of at least 50 percent of the teachers then currently employed at the school and 50 percent of the parents whose children are then currently enrolled in the school.**
- (c) Private schools, parochial schools, and home education schools are not eligible for charter status. A charter school may not be affiliated with a nonpublic sectarian school or religious institution and shall be nonsectarian in programs, admission policies, employment practices, and operations.**

**(2) Number of Schools**

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**There shall be established no more than three newly created charter schools and three existing public schools converted to charter at any one time in the Liberty County School District.**

**(3) Timelines for Approving Charter Schools**

**Until such time as three new charter schools and three existing public schools have converted to charter status the School Board shall annually accept applications during a window period between the first and third Mondays in January and staff shall provide technical assistance to organizations and individuals submitting proposals. Charters shall be approved no later than March 15 of each year to allow sufficient time for the governing board of a charter school organization to obtain fiscal, material, facility, students, staff, and other resources for start up for the succeeding fall school term.**

**(4) Application**

**Proposals for charter schools shall be submitted on a standard application format approved by the School Board for this purpose. No proposal will be accepted until the application is complete and all appropriate signatures are obtained. The application does not constitute the charter that will be considered the legal contract between the School Board and the school organizational body, but shall include a draft of a proposed charter for School Board review.**

- (a) The application shall include proof of insurability from an adequate rated insurer with a policy of no less than \$1,000,000 for Errors and Omissions and General Liability coverage to include but not limited to prior Acts, Sexual Harassment, Civil Rights and Employment Discrimination, Breach of Contract, Insured vs. Insured, Consultants and Independent Contractors. Additionally, coverage's for Property and Casualty equal to replacement costs for school structures and contents, automobile and worker's compensation shall also be provided.**



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- (b) **The application shall include an indemnification or hold harmless agreement releasing the School Board of all liability for actions by the charter school governing body or its employees.**
  - (c) **The applicants and members of the governing body of the proposed charter school shall submit with the application a complete set of fingerprints taken by an authorized law enforcement officer or by an employee of the school district who is trained to take fingerprints. These fingerprints shall be submitted to the appropriate state and federal law enforcement agencies for processing with the cost borne by the applicant and charter school governing body members.**
- (5) **Elements of the Charter. The following elements shall be required to be included in the school's charter agreement with the School Board:**
  - (a) **School vision and mission**
  - (b) **Students to be served (ages, grades, current school of zone and projected FEFP categories**
  - (c) **Student criteria for admissions, selection process and dismissal procedures**
  - (d) **Marketing/recruitment plan**
  - (e) **FTE enrollment verification process**
  - (f) **Focus of the curriculum**
  - (g) **Instructional methods to be used, including service to ESE, ADA, and ESOL students**
  - (h) **Current baseline standard of student achievement, outcomes to be achieved, and method(s) of measurement**
  - (i) **Methods used to identify the educational strengths and needs of students and how well the students meet goals**
  - (j) **Participation in the statewide assessment program**

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- (k) Method for determining that a student has met graduation or promotion requirements**
- (l) Code of Student Conduct consistent with district policies and discipline code**
- (m) Conflict resolution strategies for students, parents, and staff**
- (n) Annual progress reports to include state required information**
- (o) Method for achieving racial and ethnic balance of student population**
- (p) Insurance coverage at specified limits no less than \$1,000,000 for errors and omissions and general liability and property equal to replacement costs of all structures and contents**
- (q) Indemnification or hold harmless agreement**
- (r) Length of agreement, not to exceed three (3) years**
- (s) Provision for cancellation of the agreement for insufficient progress**
- (t) Facilities to be used and their location and evidence of all codes having been met**
- (u) Qualifications of teachers that must be disclosed to parents**
- (v) Staff selection process, including fingerprinting and criminal background check**
- (w) Professional development plan**
- (x) Status as a private or public employer**
- (y) Staff status related to certification or subcontracting**
  
- (z) Articles of incorporation and governance structure, including names, addresses, financial disclosure to include the same requirements as in Florida Statutes**
  
- (aa) School Board members and background checks for governing body**
- (ab) Implementation of timetable**
- (ac) Alternative arrangements for students and teachers at a converting public school who choose not to participate**
- (ad) Internal financial controls and audit process**

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- (ae) **Proposed budget including salary and benefits of staff, and letter of credit or other funds to cover start-up costs**
  - (af) **Renewal and modification of the agreement**
  - (ag) **Nature of parent involvement**
  - (ah) **Transportation, food service or other plans and agreements with the District or other contractors**
  - (ai) **Methods for resolving conflict between Liberty County School Board and governing body of the charter school**
  - (aj) **Program evaluation and reporting plan**
  - (ak) **Method of identification and acquisition of appropriate technologies needed to improve educational and administrative performance. Means for promoting safe, ethical, and appropriate uses of technology that comply with legal and professional standards.**
  - (al) **The district shall provide academic student performance data to charter schools for each of their students coming from the district, as well as rates of academic progress of comparable student populations in the district school system.**
  - (am) **The strategies that will be used to recruit, hire, train, and retain qualified staff to achieve best value.**
  - (an) **The governing body shall exercise continuing oversight over charter school operations.**
- (6) **Approval**
  - (a) **The School Board shall receive all completed applications for a charter school on or before October 1, the final application window period. The School Board shall by a majority vote of the full Board approve or deny a formal application no later than 60 days after receiving the completed application during the submission period, following a public hearing to ensure community input.**
  - (b) **If the Board denies an application for a conversion charter, the Board shall provide notice of denial to the applicants in writing within thirty**

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**(30) days after the meeting at which the Board denied the application.**

**The notice must specify the exact reason for denial and must provide documentation supporting those reasons**

**(7) Selection Criteria**

**The School Board shall consider, but is not limited to using the following criteria to evaluate applications for charter school approval.**

- (a) Quality and breadth of instructional program.**
- (b) Safeguards for the physical and emotional safety of students to be served.**
- (c) Innovativeness of approach to teaching and learning.**
- (d) Representativeness of student population and impact upon other schools**
- (e) Soundness of the financial plan, including sufficient start up funds or line of credit equivalent to three months operating costs.**
- (f) Adequacy of insurance to include property and casualty, general liability, automobile, workers' compensation and errors and omissions, including specific coverage for civil rights and employment discrimination claims, and indemnification of the School Board.**
- (g) Qualifications and diversity of staff, governing body, and organizers including criminal background checks, fingerprinting and bonding as necessary.**
- (h) Adequacy of facilities.**
- (i) Extent of parent involvement.**
- (j) Representativeness of governance structure including full financial disclosure on the forms required of the School Board by all members of the governing body.**
- (k) Level of student performance expectations relative to state education and other significant goals.**
- (l) Sufficiency of elements required in the charter by law or policy.**

**(8) Causes for Nonrenewal or Termination**

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- (a) **At the end of the term of a charter, the School Board may choose not to renew the charter for any of the following grounds:**

  - (i) **Failure to meet the requirements for student performance stated in the charter.**
  - (ii) **Failure to meet generally accepted standards of financial management.**
  - (iii) **Violation of law, or**
  - (iv) **Other good cause shown.**
- (b) **During the term of a charter, the School Board may terminate the charter for any of the grounds listed in paragraph 8(a) or if the health, safety, or welfare of the student(s) is threatened.**
- (c) **At least 90 days prior to renewing or terminating a charter, unless a state of emergency exists, the School Board shall notify the governing body of the school of the proposed action in writing, detailing the grounds for the action and stipulating that a request for an informal hearing may be requested within 14 days of receipt of the notice. The School Board shall conduct an informal hearing within 30 days after receiving a written request. The charter school's governing body may, within 14 days after receiving the School Board's decision to terminate or refuse to renew the charter, appeal the decision to the State Board of Education.**
- (d) **In the event a charter is not renewed or is terminated, the school district may assume the operation of the school, or the school shall be dissolved and students assigned to other public schools. All unencumbered funds, as well as property and improvements, furnishings and equipment purchased with public funds shall automatically revert to full ownership of the School Board.**
- (e) **If a charter is not renewed or is terminated, the governing body of the school is responsible for all debts of the charter school. The District shall not assume the debt from any contract for services made between the governing body of the school and a third party, except for**

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a debt that is previously detailed and agreed upon in writing by both the governing body of the school and the School Board and that may not reasonably be assumed to have been satisfied by the District.

**(9) Tuition Prohibition**

A charter school shall not charge tuition or fees, except those fees normally charged by other public schools.

**Rule Exemptions:** A charter school shall be exempt from all School Board policies except those pertaining to health, safety, and civil rights, financial records and accountability related to student enrollment report and financial audits, and collective bargaining agreements if the staff chooses to remain part of the District bargaining unit(s).

**(10) Personnel Options**

- (a) Charter school employees may bargain collectively as a separate unit or as part of the existing applicable District collective bargaining unit(s).**
- (b) If teachers at a charter school choose to be part of a professional group that subcontracts with the charter school to operate the instructional program under the auspices of a partnership or cooperative that they collectively own, they shall not be considered public employees.**
- (c) Employees of the School District may take leave for up to three years to accept employment in a charter school upon the approval of the School Board and shall maintain seniority accrued in the School District. They may continue to be covered by the benefit program of the School District only if the charter school and the School Board agree to the arrangement and its financing.**
- (d) Teachers employed or under contract to a charter school shall be certified as required by Florida Statutes or if not certified, contracted with according to the provisions defined in Florida Statutes.**

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- (e) All governing board members and employees of a charter school shall be fingerprinted as provided for in Florida Statutes.
- (f) The governing body of a charter school may elect to participate in the Florida Retirement System after proper application under Florida Statutes.

#### **(11) Funding**

Students enrolled in a charter school shall be funded the same as students enrolled in a basic or special program in any other public school in the District.

- (a) Each charter school shall report its student enrollment to the District School Board as required by Florida Statutes and School Board policy and procedures. The School Board shall include each charter school's enrollment in the District's report of students
- (b) Charter schools whose students or programs meet the eligibility criteria in law shall be entitled to their proportionate share of all Florida Education Finance Program and General Appropriate Act funds, state and local gross and discretionary funds, categorical program funds and federal funds. Total funding for each charter school will be recalculated during the year to adjust for the actual weighted full-time equivalent and eligible students reported by the school and the revised calculations under the Florida Education Finance program, following the October and February Full Time Equivalent (FTE) counts.
- (c) Any administrative fee charged by the School District to the charter school shall be no more than the actual cost of administering the contract between the charter school and the School District or five percent of the available funds defined above, whichever is the lesser amount. Administering the contract includes providing technical assistant, monitoring policy compliance and processing financial, student and other records or required reports. This does not include contract(s) for other specific services to staff or students participation

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in the benefit packages or other special programs. The fees for these services will be negotiated and will be determined on an actual cost basis.

- (d) The School District shall make every effort to ensure that charter schools receive timely and efficient reimbursement with payment issued no later than 30 working days after receipt of an invoice, or pay penalty of one percent interest per month. Under no circumstances will the School District advance funds before a charter school is open, but the School Board may approve a charter before the applicant has secured space, equipment or personnel if the applicant indicates approval is necessary for it to raise working capital.

#### **(12) Facilities Requirement**

A charter school shall utilize facilities which comply with the State Uniform Building Code for Public Educational Facilities Construction adopted pursuant to Florida Statutes, or with applicable state minimum building codes pursuant to Florida Statutes, and state minimum fire protection codes pursuant to Florida Statutes and Comprehensive Land Use plan as adopted by the authority in whose jurisdiction the facility is located. A lease agreement and evidence that all applicable codes have been met shall be provided no less than three (3) weeks prior to the opening of the school year or the school will not be permitted to be open to students.

#### **(13) Length of the School year**

A charter school shall provide instruction for at least 180 days and may provide instruction for additional days. Reimbursement for additional days of instruction will be subject to the limits of the Florida Education Finance Program, General Appropriations Act and other rule or programs that restrict funding to the School District. Upon approval of a charter application, the initial startup must be consistent with the beginning of the school year calendar(s) adopted by School Board.

#### **(14) Monitoring and Review**



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The Superintendent or designee, or designee, and the District internal auditor shall have ongoing responsibility for monitoring the health, safety, and well being of students and the fiscal responsibility of all approved charter schools. The Superintendent or designee, the Superintendent or designee's designee, the District internal auditor and all School Board members shall have free and open access to the charter school at all times. Annually, no later than forty-five calendar days following the end of the regular school term, the governing body of the charter school shall submit the following for School Board review:

- (a) The charter school's progress towards achieving the goals outlined in its charter,
- (b) The charter school's annual report to parents pursuant to Florida Statutes.
- (c) An annual financial audit report obtained by the school reflecting generally accepted financial accounting standards.
- (d) Salary and benefit levels of school employees; and
- (e) Any other information provided by the school, the Superintendent or designee or the internal auditor.

Upon receipt of the required annual report, the School Board shall provide to the State Board of Education, the Commissioner of Education, the President of the Senate, and the Speaker of the House of Representatives an analysis and comparison of the overall performance of charter school students, to include all students whose scores are counted as part of the norm-references assessment tests, versus comparable public school students in the District as determined by norm-references assessment tests currently administered in the School District, and, as appropriate, the Florida Writes Assessment Test, Grade Ten Assessment Test, and the High School Competency Test.

#### **(15) Appeal Process**

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- (a) An applicant may appeal any denial of an application for a charter school to the State Board of Education no later than 30 days after the School Board's final decision. The State Board must accept or reject the decision of the School Board no later than 30 days after an appeal is filed, and remand the application with its written recommendation to the School Board.
- (b) The School Board shall act upon the recommendation of the State Board of Education no later than 30 days after it is received. The School Board may fail to act in accordance with the recommendation of the state board only for good cause, articulated in written findings, arising from competent, substantial evidence that approving the State Board's recommendation would be contrary to law or contrary to the best interests of the pupils or the community.
- (c) The School Board's action on the State Board's recommendation for an application for a charter school is final action subject to judicial review.
- (d) A governing body may appeal the School Board's decision to not renew or terminate a charter following the same steps described in (15) (a) - (c) above.

#### **(16) Immunity**

For the purposes of tort liability, Florida Statutes shall govern the governing body and employees of a charter school. The School Board shall assume no liability for actions of the governing body of the charter schools or its employees.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.02, 1001.43, 1002.33, F.S.**

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**4.10**

**THE CURRICULUM**

- I. The District curriculum shall be determined by
  - A. Students' needs as determined by studies, assessments and surveys;
  - B. Continuous evaluation of curriculum effectiveness in meeting students' needs in the District;
  - C. Florida Statutes, State Board of Education rules, and the School Board; and
  - D. Florida Department of Education developed and School Board approved Florida curriculum frameworks, State Student Performance Standards and course descriptions.
- II. The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the District.
- III. The Superintendent shall designate an appropriate staff member who is responsible for the development and coordination of the total curriculum of the District.
- IV. The program of instruction can be found in the *Student Progression Plan* for elementary, middle and high school levels. A student's progression from one grade to another shall be determined, in part, upon proficiency in reading, writing, science, and mathematics.
- V. The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues which are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions.

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- VI. A course description shall be presented for School Board approval before any course or unit in the objective study of the Bible or a comparative study of religion, as provided in Florida Statutes, is initiated in any school. The description shall detail the purpose of the course, the materials to be used, grade location, length of the course, and credit value. No teacher shall present or permit to be presented any material which ridicules any religious sect, belief, or faith.**
- VII. Prior to initiating any course or unit of instruction in human growth and development, a course outline and complete description shall be presented for School Board approval. This rule does not preclude the teaching of personal cleanliness in health and physical education classes or in the elementary grades, or the teaching of matters relating to sex education as provided in state-adopted textbooks, or information relating to sex education as required in other courses using duly-adopted textbooks and materials where the teaching of sex is an incidental part of the course.**
- VIII. It shall be the responsibility of the school to make students aware of the dangers and consequences of sexually transmitted diseases and teen dating violence. The manner, scope, and levels at which this information will be presented shall be determined by the Superintendent or designee in consultation with instructional supervisors and principal(s). Prior to initiating any such unit of instruction, the proposed program, the materials to be used, and other essential information shall be presented to the School Board for approval. When any questionable information is to be viewed by mixed groups, the sexes may be separated for presentation of materials.**
- IX. Age-appropriate information about Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) infection, and other sexually transmissible diseases shall be taught in Grades K-12. Instruction shall address causes, transmission, and prevention and shall be approved by the School Board.**
- X. The Superintendent or designee shall review curriculum frameworks which are prepared and distributed by the Florida Department of Education and related to AIDS education. If the curriculum frameworks are inconsistent with locally determined curriculum for AIDS education or are not reflective of local values and concerns, the Superintendent shall advise the School Board and provide recommendations for instructional activities.**
- XI. A student shall be exempt from instructional activities on reproductive health or Acquired Immune Deficiency Syndrome (AIDS) provided his/her parent(s) or legal guardian files a written request with the school principal.**

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- XII. In compliance with Florida Statute, throughout instruction in Acquired Immune Deficiency Syndrome, sexually transmitted diseases, or health education, when such instruction and course material contains instruction in human sexuality, a school shall:**
- A. Teach abstinence from sexual activity outside of marriage as the expected standard for all school-age children while teaching the benefits of monogamous heterosexual marriage.**
  - B. Emphasize that abstinence from sexual activity is an absolute way to avoid pregnancy, sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS), and other associated health problems.**
  - C. Teach that each student has the power to control personal behavior and encourage students to base actions on reasoning, self-esteem, and respect for others.**
  - D. Provide instruction and material that is appropriate for the grade and age of the student.**
- XIII. When dealing with political issues, the positions of all parties will be presented on a non-partisan basis. Partisan political literature will not be distributed in schools. However, schools may give out information relating to School District taxes or the need for construction bonds.**
- XIV. All course materials and verbal or visual instruction shall conform to the requisites and intent of all Florida law and the state constitution. All instructional materials, including teachers' manuals, films, tapes, or other supplementary instructional material, shall be available for inspection by parents or guardians of the children engaged in such classes.**
- XV. The Superintendent/designee shall develop procedures to assure all aspects of curriculum development and implementation are carried out.**

**STATUTORY AUTHORITY:**

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

**LAW(S) IMPLEMENTED:**

**1001.43, 1003.42, 1003.43, 1003.45,  
1006.28, 1006.29, 1008.25, 1010.305, F.S.**

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

**6A-1.0941, 6A-1.09412, 6A-1.09414**

**Revised 9/13/10**

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**4.13**

**DROPOUT PREVENTION PROGRAM**

The Superintendent or designee or designee shall develop, for the Liberty County School Board's approval, a Dropout Prevention Program pursuant to Florida Statutes. The Program shall be incorporated and made a part of the District's Student Progression Plan.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.43, 1006.53, F.S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-6.0523**

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**4.14**

**ADULT EDUCATION**

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

- (1) The program shall be designed for:
  - (a) An individual who has reached the compulsory school age and has legally withdrawn from the elementary or secondary school of last attendance.
  - (b) A high school student who can be more effectively served in this program and who needs a course(s) required for high school graduation; and,
  - (c) Any adult resident who desires to further his/her education.
- (2) A student who withdraws from the regular high school program and subsequently enrolls in the Adult General Education Program shall be permitted to re-enter the regular high school program with the written



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permission of the regular high school principal and the adult education administrator.

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1000.04, 1001.42, 1001.43, 1001.435, F.S.**

**STATE BOARD OF EDUCATION RULES:**

**6A-6.011; 6A-6.014, 6A-6.021**

**REVISED: MARCH 13, 2012, 6/12/2012**

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**4.16**

**HOMEWORK ASSIGNMENTS**

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

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

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**4.17**

**SUMMER SCHOOL**

- (1) The School Board authorizes an annual summer school program if funding is provided in the annual State funding allocation. The Superintendent or designee shall determine the building site(s).
- (2) It shall be the responsibility of the summer school principal to complete payroll and attendance reports and to maintain proper accounts of all funds. Registration fees as determined by the School Board shall be charged for students who do not generate state funds.
- (3) All summer school requirements are contained in the Student Progression Plan.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

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**4.20**

**ALLOCATION OF INSTRUCTIONAL MATERIAL**

**It is the policy of the Liberty County School Board that:**

- (1) The distribution of all textbooks, library resources, and other instructional materials shall be made on an equitable basis to District schools. The allocation of these materials shall be based solely on student full-time equivalent membership funds, school enrollment and membership, or similar indicators of the schools' student population and needs.**
- (2) Student fees may be charged only for special need areas when recommended by the principal and approved by the Superintendent or designee.**

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

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**4.21**

**INSTRUCTIONAL MATERIALS SELECTION**

**The School Board shall be legally responsible for all materials relating to the operation of District schools.**

- (1) Selection of State-Adopted Textbooks and Instructional Materials - A District council shall be appointed to review textbooks and instructional materials which are being considered for state adoption.**
  - (a) Council members shall complete a training program developed by the Florida Department of Education prior to involvement with the review and selection process. The training shall develop skills to assist council members in making valid and objective decisions regarding the content and rigor of instructional materials.**
  - (b) The District council may not be composed of fewer than three (3) persons. One (1) member shall be a lay person and two (2) members shall be appropriately certificated instructional staff members when the council is composed of three (3) members. A council with more than three (3) members shall include at least one (1) lay person and appropriately certificated instructional staff members to constitute at least fifty percent (50%) of the composition.**
- (2) Selection of District-Adopted Textbooks and Instructional Materials - The primary objective for District-wide adoption of textbooks and instructional materials, which may include state-adopted and non-state-adopted textbooks and instructional materials, is to unify the curriculum of the total District educational program and to place new and current instructional materials in schools within the first two (2) years of the state-adoption cycle. The selection process shall be in accordance with these provisions.**
  - (a) Selected instructional staff members shall evaluate textbooks and instructional materials for potential use in District Schools and shall provide recommendations and concerns to the Superintendent regarding the evaluation results. The Superintendent may appoint**

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lay citizens to assist instructional staff members in evaluating textbooks and instructional materials.

- (b) The evaluation results of instructional staff members shall be reviewed by District curriculum staff members who shall determine the acceptability of the recommendations. District curriculum staff members shall advise the Superintendent after concluding their review. Unacceptable recommendations of instructional staff members shall be returned for further deliberation and consideration of textbooks and instructional materials.
  - (c) Recommendations on textbooks and instructional materials which are accepted by District curriculum staff members shall be presented to the Superintendent.
  - (d) The School Board shall consider and approve or disapprove the Superintendent's recommendations.
- (3) **Selection of Non-State Adopted Textbooks and Instructional Materials** - The Superintendent shall establish the same procedures for evaluating and placing non-state adopted textbooks and instructional materials on the District-adopted list as described in subsection (2) herein.
- (4) **District-Adopted Textbooks and Instructional Materials** - A District-adopted list identifying all School Board approved textbooks and instructional materials shall be prepared and distributed to schools. Schools may have access to one (1) textbook for each student for each subject area or course and other instructional materials deemed necessary to supplement the basic textbook.

#### **STATUTORY AUTHORITY:**

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

#### **LAWS IMPLEMENTED:**

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

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**4.22**

**EDUCATIONAL MEDIA MATERIALS SELECTION**

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

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children and youth. Requests from users of the collection (i.e., administrators, faculty, parents, and students) shall be given high priority.

- (c) Materials shall be considered on the basis of accuracy of content, overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, comprehensiveness of the material, reputation of the author/artist/composer/producer, etc.; and format and price.
- (d) Gifts of media or money shall be accepted with the understanding that those persons having the responsibility for acquisitions will use the same selection criteria to determine their use or disposition and procedures as purchased materials.

#### **(3) Procedures for Selection**

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



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**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1006.28; 1001.43; 1006.34(2) (B), F.S.**

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**4.30**

**CHALLENGED MATERIALS**

The following procedures shall be followed when the appropriateness of books or materials is questioned:

- (1) School-community citizens may register their concerns with the principal of the school where material is being challenged.
- (2) All concerns shall be presented in writing on a printed form that is available in each school office or the Superintendent's office. A complainant who does not complete and return the form shall receive no consideration. The statement shall include the following information:
  - (a) Author, compiler, or editor;
  - (b) Publisher;
  - (c) Title;
  - (d) Reason for objection;
  - (e) Page number of each item challenged; and,
  - (f) Signature, address and telephone number of person making criticism.
- (3) These procedures shall be followed for school level appeals:
  - (a) A committee of teachers, educational media specialists, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations of any changes. The principal shall notify the Superintendent and the instructional materials coordinator when a committee is convened.
  - (b) Challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.

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- (c) **Challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days.**
  - (d) **The complainant shall be informed in writing concerning the committee's recommendations.**
- (4) These procedures shall be appropriate for District level appeals and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal. A committee shall be appointed by the Superintendent to review the appeal. The Superintendent shall designate the instructional materials coordinator as being responsible for the organization of this review committee according to School Board policies. The committee's recommendations shall be submitted to the Superintendent within fifteen (15) working days. A committee member shall not be selected from the school where the challenged materials originated.**
  - (a) The following shall serve as a review committee for elementary schools:**
    - (i) The chairperson of a School Advisory Council or designee;**
    - (ii) Elementary media specialist;**
    - (iii) Elementary principal;**
    - (iv) A curriculum supervisor;**
    - (v) Three (3) instructional staff members at the elementary level; and,**
    - (vi) Two (2) parents of elementary age students.**
  - (b) The following shall serve as a review committee for secondary schools:**
    - (i) A Chairperson of a School Advisory Council or designee;**
    - (ii) Secondary media specialist;**
    - (iii) Secondary principal;**

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- (iv) A curriculum supervisor;
  - (v) Three (3) instructional staff members at the secondary level; and,
  - (vi) Two (2) parents of secondary age students.
- (c) The committee's review shall be treated objectively, unemotionally, and in a business-like manner and shall be conducted in the best interests of the student, the school, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
- (d) The complainant shall be informed, in writing, in fifteen (15) working days after the committee's recommendation is received by the Superintendent.
- (5) A School Board appeal may be requested by the complainant when the school and district-level appeals do not satisfactorily resolve the concerns. The School Board shall review recommendations from the school and district-level committees and shall render the final decision on the complainant's concern.

#### **STATUTORY AUTHORITY:**

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

#### **LAWS IMPLEMENTED:**

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

#### **HISTORY:**

**ADOPTED: 02/13/2001**

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**4.40**

**EXTRACURRICULAR PROGRAM**

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

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

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- (3) Funds derived from extracurricular activities shall be processed according to the Liberty County School Board accounting procedures.**
- (4) Students may be suspended from extracurricular activities based upon procedures established by the Superintendent.**
- (5) Appropriate adult supervision consistent with Florida Statutes shall be provided all students.**

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1012.22; 1001.43; 1006.15; 1006.20(9), F.S.**

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**4.41**

**NON-SCHOOL RELATED TRIPS**

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

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

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**4.42**

**PUBLIC APPEARANCE OF SCHOOL GROUPS**

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

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

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4.43

#### **FIELD TRIPS**

Educational Field Trips are field trips that relate to classroom activities. Such Field trips shall be conducted in accordance with the following Guidelines for Field Trips:

School based Administrators are responsible for screening all requested field trips to insure compliance with District policies and guidelines. All field trips requested are to be turned into the school level administrator at least ten (10) days prior to the trip. All requests, with the exception of designated Reward based trips must be directly related to instructional content presented in the classroom.

Academic or athletic competitions and special events sponsored by the Liberty County Arts Council, 4-H or surrounding schools are exempt from the regular field trip policies but must be approved by the School level Administrator and the Director of Transportation.

Each grade level in the School District will be allowed one (1) local field trip and one (1) out-of-town field trip per semester. Local field trips are any location with Liberty, Calhoun or Gadsden Counties. All other destinations will be considered out-of-town trips. If a class does not utilize a field trip during the semester it will not be transferred to the next semester.

For schools making a grade of A two additional local trips may be added to each grade level (one each semester). For schools making a grade of B one additional local trip may be added to each grade level.

Examples: School with an A grade – each grade may take three field trips (2 local and 1 out-of-town) first semester and three field trips (2 local and 1 out-of-town) second semester.

No class may exceed the maximum number of field trips per class even if the class may have multiple grades in the class (Example sighted: TLC students could only take 6 trips per year).

#### **Approved/Recommended Local Sites are:**

Liberty County Court House  
Torreya State Park  
U.S. Forest Service  
Georgia Pacific  
Nature Conservancy  
Indian Mound at Caison Pasture  
Pumpkin Patch (Calhoun County)  
Veteran Memorial Park/Train Ride  
Pioneer Settlement (Calhoun County)  
Bear Creek Educational Center (Quincy)

Woodman of the World (Liberty County)  
Woodruff Dam (Gadsden County)  
Camel Lake  
Pizza Hut (Calhoun County)  
Calhoun Co. Chamber of Commerce Art Museum  
Gadsden County Art Center

**Approved/Recommended Sixty (60) miles or less sites:**

Mary Brogan Museum (Leon County)  
 IMAX Theater (Leon County)  
 History and Natural Science Museum (Leon County)  
 FSU Magnetic Field Lab (Leon County)  
 TMH (Leon County)  
 Leon County Civic Center  
 Tall Timbers (Leon County)  
 Museum of Florida History/Gray Building (Leon County)

Wakulla Springs (Wakulla County)  
 Science Odessa Museum (Leon County)  
 Florida State Capital Building (Leon County)  
 Maclay Gardens (Leon County)  
 Caverns (Jackson County)  
 Turkey Point Marine Lab (Wakulla County)

**STATUTORY AUTHORITY:****1001.41, 1001.42, F. S.****LAWS IMPLEMENTED:****1001.43, 1006.21, 1006.22, F.S.****STATE BOARD OF EDUCATION RULE:****6A-3.017****Revised: 3/8/2011****REVISED: 10/11/2011****LIBERTY COUNTY SCHOOL BOARD**

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4.44

**SCHOOL FUNCTIONS**

- (1) Any school social function shall be chaperoned by an instructional staff member and shall be approved by the principal prior to scheduling.
- (2) Faculty members shall be encouraged to attend social functions.
- (3) Dances sponsored by the school or held on school property shall be subject to the following conditions. Dances shall be:
  - (a) Attended by the principal or designee; and,
  - (b) Well chaperoned with at least (1) chaperone being a parent.
- (4) A student shall lose all privileges under this rule if he/she is unable to behave in a pleasant and wholesome manner.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:**

1001.43, 1006.07, F.S.

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4.50

**STUDENT CLUBS AND ORGANIZATIONS**

**All student clubs and organizations shall approve by the Principal before they can operate within a school center.**

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

- (i) A student club or organization shall not conduct any activity or act that violates Florida Statutes, School rules, or the policies of the school.
- (2) Any school club or organization, which engages in an initiation ceremony for its members, shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the Principal.
- (3) Secret societies, social clubs, sororities, fraternities, or any similar organization are prohibited.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

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4.51

**STUDENT PUBLICATIONS**

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

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

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4.60

**DISTRICT AND STATE-WIDE ASSESSMENT PROGRAM**

- (1) Provisions of the District and state-wide testing program for students shall be set forth in the Testing Handbook for Liberty County School District. The Handbook shall be approved by the Liberty County School Board and is hereby incorporated by reference and made a part of these rules.
- (2) No student shall be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any District testing program on the basis of race, color, religion, sex age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background.
- (3) Test modifications shall be made for students with disabilities and LEP to ensure aptitude and achievement are measured and not their disability.
- (4) The parent or guardian of each student must be notified as to the progress of the student towards achieving state and district expectations for proficiency in reading, science, writing and mathematics. A student's state assessment results must be reported to the parent or guardian.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.11(5), 1001.43, 1008.22, 1008.34, F.S.**

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4.61

**SECURITY OF TESTS**

**All mandatory tests administered by or through the State Board of Education and Liberty County Schools shall be secured pursuant to Florida Statutes and State Board of Education Rule 6A-8.042**

- (1) School personnel who have access to mandated tests should be informed of test security laws and procedures and of penalties for breaches of test security. The Principal or designee shall be responsible for informing the faculty of test security measures.**
- (2) The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the Principal. Any unresolved problems in the School shall be reported to the Superintendent or designee and will then be forwarded to the Florida Department of Education pursuant to provisions in State Board of Education Rule 6A-8.042.**
- (3) The Superintendent or designee shall appoint someone to coordinate the destruction of test materials as directed by the Florida Department of Education and shall inform the Department, in writing, to certify that the designated testing materials were destroyed in a secure manner.**

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED: 1008.24; 1008.22; 1001.11(5); 1008.34; 1001.43, F.S.**

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4.70

**HOME EDUCATION PROGRAM**

- (1) Home education programs in Liberty County shall adhere to the provisions of Florida Statutes. The Superintendent or designee shall be responsible for assuring that the home education programs are in compliance with Florida Statutes.
- (2) The following provisions shall govern home education programs offered by a student's parent(s) or legal guardian. The parent(s) or legal guardian shall:
  - (a) Notify the Superintendent or designee in writing within thirty (30) days of the establishment of a home education program. The notice shall be signed by the parent(s) or legal guardian, and include the names, addresses, and birth dates of all children who shall be enrolled in the program. Copies of applicable Florida Statutes and the home education policy will be given to the parent(s) or guardian and a conference to discuss the requirements will be held with the parent(s) or guardian.
  - (b) Maintain a portfolio of records and materials for a period of two (2) years. Contents of the portfolio shall include:
    - (i) A log made contemporaneously with the instruction, which designates by title the reading material being used;

- (ii) Samples of any writings, worksheets, workbooks, and creative materials used or developed by the student;
  - (iii) Copies of any testing or other appropriate evaluations of skills taught; and,
  - (iv) A log of daily instructional and study times.
- (c) Portfolios will be inspected by a District employee upon 15 days written notice.
- (d) Parents shall provide an annual educational evaluation to their student(s) being home educated. The annual educational evaluation shall document the student's demonstration of educational progress at a level commensurate with his/her ability. A copy of the evaluation shall be filed annually with the School Board. The annual educational evaluation shall be conducted in accordance with Florida Statutes.
- (e) The Superintendent or designee shall determine if the student has demonstrated educational progress commensurate with his/her ability. If such progress has not been achieved, the parent(s) or legal guardian shall be notified in writing and have one (1) year from the receipt of written notification to provide remedial instruction. Continuation in the home educational program shall depend upon the student's educational progress at the end of the one (1) year probationary period.
- (f) Home Education families are to provide written notice to the Superintendent or designee's office of an address change or of their intention to terminate the home education program.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**CHAPTER 490, 1000.21,  
1001.41, 1001.43, F.S.**

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4.71

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

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

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

**STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

**LAWS IMPLEMENTED:**

1001.43; 1002.41; 1006.15 F.S.

**REVISED: MARCH 13, 2012****LIBERTY COUNTY SCHOOL BOARD**

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4.80

**REPORT CARDS**

**Policies relating to the content and issuance of student report cards shall be set forth in the Student Progression Plan.**

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

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**4.81****PHYSICAL EDUCATION**

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

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

**The physically educated student is expected to do the following:**

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

- F. Value physical activity for health, enjoyment, challenge, self-expression, and/or social interaction;**
- G. Take ownership of his/her actions by solving problems, making decisions, communicating effectively, and setting goals;**
- H. Wear appropriate dress for physical education class/activities and participate regularly in physical activity of moderate intensity.**

#### **Program Requirements**

- A. Physical education teachers will work cooperatively with parents, physicians, guidance counselors, and administrators to design/adapt physical activities to meet the needs of all students;**
- B. Physical activity and physical education time shall not be withheld as a punishment or used as a punishment; and**
- C. The physical education class shall be consistent with the District's safety procedures.***

***NOTE: Students enrolled in physical education K-5 shall be reported through periodic student membership surveys.***

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

**LAWS IMPLEMENTED: 1012.01 (2), 1003.455, 1001.42, F.S.**

**LIBERTY COUNTY SCHOOL BOARD**



**LIBERTY COUNTY SCHOOL BOARD  
POLICY MANUAL**

4.82

**ANIMALS ON CAMPUS**

- 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.**
  - E. **Animals are housed and cared for in a humane 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. **The following is in reference to 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 423.08, F. S.**
- VI. **This policy does not apply to law enforcement canine units.**

**VII. 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.**

- Other species of animals are not considered service animals.
- Miniature horses may be used as an alternative to dogs, with certain limitations. However, they are not included in the definition of service animal.
- An animal whose sole function is to provide comfort, therapy, or companionship is not considered a service animal.
- A service animal is not a pet.

**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 and protecting a person having a seizure**

**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.**

**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.**

**VIII. The Superintendent shall develop guidelines for having 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.
- IX. The Liberty County School System shall not assume responsibility for training, health care or daily care of any service animal.

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

**LAWS IMPLEMENTED: 1001.32, 1001.43, 1003.47, 1006.07, 1006.08, 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 F.S.**

**Approved: 9/13/10**

**REVISED: MARCH 13, 2012**

**LIBERTY COUNTY SCHOOL BOARD  
POLICY MANUAL**

**4.83**

**COMMUNITY SERVICE**

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

**STATUTORY AUTHORITY:**

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

**LAW(S) IMPLEMENTED:**

**1001.43, 1009.534, F.S.**

**Approved 9/13/10**

# STUDENTS

**LIBERTY COUNTY SCHOOL BOARD**  
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**5.10**

**REQUIREMENTS FOR ORIGINAL ENTRY**

- I. **Any student who initially enrolls in the District shall be required to present certification of immunization for those communicable diseases as required by Florida Statutes.**
  - A. **Students who are under twenty-one (21) years of age and are attending adult education classes shall present certification of immunization for communicable diseases.**
  - B. **A transfer student may be granted thirty (30) days to provide documentation of school-entry health examination and certification of immunization record.**
  - C. **Exceptions may be granted as provided in Florida Statutes.**
- II. **Students in Grades PK-12 who enter Florida public schools for the first time shall present evidence of a health examination within the twelve (12) month period prior to their initial entrance.**
  - A. **Any student who was previously enrolled in a Florida school and who seeks admission may be granted thirty (30) days to secure documentation of a school health examination.**
  - B. **The Superintendent may grant exceptions to this rule pursuant to Florida Statute.**
  - C. **The health examination shall be completed by a health professional who is licensed in Florida or in the state where the examination was performed.**
- III. **Any student who was previously enrolled in an out-of-state public school and who seeks admission to a District school shall be admitted on the basis of admission requirements established in the state in which the student resided prior to moving to the county, except as provided in this rule.**

- IV. A student entering a District school from a private or nonpublic school shall be assigned to a grade based on placement tests, age, and previous school records.
- V. Any student who initially enrolls in the District shall be required to report any previous school expulsions, arrests resulting in a charge and juvenile justice actions the student has had. The District may waive or honor the final order of expulsion or dismissal of a student if an act would have been grounds for expulsion according to the receiving District School Board's *Code of Student Conduct*.

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

**LAW(S) IMPLEMENTED:** 1001.43, 1003.01, 1003.21, 1003.22, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-6.024

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5.11

**ADMISSION TO KINDERGARTEN**

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

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

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F. S.

**LAWS IMPLEMENTED:**

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

**STATE BOARD OF EDUCATION RULE:**

6A-6.024

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5.12

**ADMISSION TO FIRST GRADE**

(1) For admission to first grade, a student shall be six (6) years old on or before September 1<sup>st</sup> of the school year and shall satisfy one (1) of the following requirements:

- (a) Previous enrollment and attendance in a Florida public school.
- (b) Satisfactory completion of kindergarten requirements in a non-public school; or,
- (c) Previous attendance in an out-of-state school in which he/she was admitted based on age requirement established by the state of residency.

(2) First grade students shall progress according to the Liberty County School Board Student Progression Plan.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

**STATE BOARD OF EDUCATION RULE:**

**6A-6024**

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**5.13**

**ADMISSION TO POST-SECONDARY VOCATIONAL PROGRAMS**

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

  - (a) A method for identifying students who meet the definition of hearing impaired, visually impaired, or learning disabled pursuant to State Board of Education rules.**
  - (b) Development of reasonable substitutions for admission and graduation requirements for post-secondary programs offered at a vocational-technical center.**
  - (c) A plan for advising students about eligibility criteria and substitution requirements.**
  - (d) Individualized counseling for students who may qualify for substitution requirements.**
  - (e) An appeal process for students who do not qualify for substitution requirements.**

- (f) A student who attends the Area Vocational-Technical Center shall be classified as either a high school student or an adult student.
- (i) A high school student is a student who is age sixteen (16) or older and is concurrently enrolled in a regular high school and the Vocational-Technical Center for one (1) to six (6) hours daily.
  - (ii) An adult student is a person who is sixteen (16) years or older and has withdrawn from a regular school program.
- (2) The Superintendent or designee shall maintain records on students who apply for and who are permitted to enter post-secondary programs based on Florida Statutes and State Board of Education rules. Data collected shall be in accordance with State Board of Education rules.
- (3) Upon the recommendation of the Superintendent or designee, the Board may approve plans and agreements with institutions of higher education for dual enrollment and/or early admissions programs.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:**

1001.43, 1007.264, F.S.

**STATE BOARD OF EDUCATION RULE:**

6A-8.041

**LIBERTY COUNTY SCHOOL BOARD**

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5.14

**ADMISSION OF STUDENTS FROM MILITARY FAMILIES**

Florida is a member of the Interstate Compact Commission regarding the education and placement of children from military families. Florida law requires the following:

A parent activated, deployed, or temporarily assigned to military service on orders in excess of a specified period may designate a person or persons to exercise time-sharing with the child on the parent's behalf. The designated extended family member must:

- Have a signed, notarized consent of the child's legal parents or an extended family member who is caring full time for the child in the role of a substitute parent and with whom the child is presently living;
- Currently have physical custody of the child;
- Have had physical custody of the child for at least 10 days within any 30-day period in the last 12 months; and
- Not have signed, written documentation from a parent, which allows the petitioner to obtain necessary care for the child that an order for concurrent custody would provide.

A court is authorized to award concurrent custody of a minor child to an extended family member. This order does not affect a parent's ability to obtain physical custody of the child at any time. An award of temporary custody allows an extended family member with physical custody of a child to consent to:

- Reasonable medical and dental treatment;
- Obtain medical, educational and other records;
- Make decisions about a child's education; and
- Do other things necessary for the child's care.

Although schools do not have a primary role in implementing this legislation, school staff must be made aware that extended family members may be awarded concurrent custody

and should have the appropriate court records/documentation to substantiate concurrent custody in order to act on behalf of the educational interest of the student.

## **EDUCATIONAL RECORDS AND ENROLLMENT**

**A. If a child's official education records cannot be released to the parents for the purpose of transfer, the custodian of the records in the sending state shall prepare and furnish to the parent a complete set of unofficial educational records containing uniform information as determined by the Interstate Commission. Upon receipt of the unofficial education records by a school in the receiving state, that school shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.**

**B. Simultaneous with the enrollment and conditional placement of the student, the school in the receiving state shall request the student's official education record from the school in the sending state. Upon receipt of the request, the school in the sending state shall process and furnish the official education records to the school in the receiving state within 10 days or within such time as is reasonably determined under the rules adopted by the Interstate Commission.**

**C. Compact states must give 30 days from the date of enrollment or within such time as is reasonably determined under the rules adopted by the Interstate Commission for students to obtain any immunization required by the receiving state. For a series of immunizations, initial vaccinations must be obtained within 30 days or within such time as is reasonably determined under the rules promulgated by the Interstate Commission.**

**D. Students shall be allowed to continue their enrollment at grade level in the receiving state commensurate with their grade level, including kindergarten, from a local education agency in the sending state at the time of transition, regardless of age. A student who has satisfactorily completed the prerequisite grade level in the local education agency in the sending state is eligible for enrollment in the next highest grade level in the receiving state,**

regardless of age. A student transferring after the start of the school year in the receiving state shall enter the school in the receiving state on their validated level from an accredited school in the sending state.

#### **PLACEMENT AND ATTENDANCE**

**A. If a student transfers before or during the school year, the receiving state school shall initially honor placement of the student in educational courses based on the student's enrollment in the sending state school or educational assessments conducted at the school in the sending state if the courses are offered. Course placement includes, but is not limited to, Honors, International Baccalaureate, Advanced Placement, vocational, technical, and career pathways courses. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. A school in the receiving state is not precluded from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses.**

**B. The receiving state school must initially honor placement of the student in educational programs based on current educational assessments conducted at the school in the sending state or participation or placement in like programs in the sending state. Such programs include, but are not limited to:**

- 1. Gifted and talented programs; and**
- 2. English as a second language (ESL).**

**A school in the receiving state is not precluded from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses.**

**C. A receiving state must initially provide comparable services to a student with disabilities based on his or her current individualized education program (IEP) in compliance with the requirements of the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. s. 1400, et seq. A receiving state must make reasonable accommodations and modifications to address the needs of incoming students with disabilities, subject to an existing section 504**

or title II plan, to provide the student with equal access to education, in compliance with the provisions of Section 504 of the Rehabilitation Act, 29 U.S.C.A. s. 794, and with title II of the Americans with Disabilities Act, 42 U.S.C. ss. 12131-12165. A school in the receiving state is not precluded from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses.

**D. Local education agency administrative officials may waive course or program prerequisites or other preconditions for placement in courses or programs offered under the jurisdiction of the local education agency.**

**E. A student whose parent or legal guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to, a combat zone or combat support posting shall be granted additional excused absences at the discretion of the local education agency superintendent to visit with his or her parent or legal guardian relative to such leave or deployment of the parent or guardian.**

## **ELIGIBILITY**

**A. When considering the eligibility of a child for enrolling in a school:**

- 1. A special power of attorney relative to the guardianship of a child of a military family and executed under applicable law is sufficient for the purposes of enrolling the child in school and for all other actions requiring parental participation and consent.**
- 2. A local education agency is prohibited from charging local tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a school's jurisdiction different from that of the custodial parent.**
- 3. a transitioning military child, placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a school's jurisdiction different from that of the custodial parent, may continue to attend the school in which he or she was enrolled while residing with the custodial parent.**

**B. State and local education agencies must facilitate the opportunity for transitioning military children's inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.**

## **GRADUATION**

**In order to facilitate the on-time graduation of children of military families, states and local education agencies shall incorporate the following procedures:**

- A. Local education agency administrative officials shall waive specific courses required for graduation if similar coursework has been satisfactorily completed in another local education agency or shall provide reasonable justification for denial. If a waiver is not granted to a student who would qualify to graduate from the sending school, the local education agency must provide an alternative means of acquiring required coursework so that graduation may occur on time.**
- B. States shall accept exit or end-of-course exams required for graduation from the sending state; national norm- referenced achievement tests; or alternative testing, in lieu of testing requirements for graduation in the receiving state. If these alternatives cannot be accommodated by the receiving state for a student transferring in his or her senior year, then the provisions of Article VII, Section C shall apply.**
- C. If a military student transfers at the beginning of or during his or her senior year and is not eligible to graduate from the receiving local education agency after all alternatives have been considered, the sending and receiving local education agencies must ensure the receipt of a diploma from the sending local education agency, if the student meets the graduation requirements of the sending local education agency. If one of the states in question is not a member of this compact, the member state shall use its best efforts to facilitate the on- time graduation of the student in accordance with Sections A and B of this Article.**

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED: 20 USC 1232H, 1000.21, 1001.43, 1002.22, 61.13002 and Chapter 751, F.S.**

Approved 9/13/10



**LIBERTY COUNTY SCHOOL BOARD**  
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**5.181**

**HOMELESS STUDENTS**

The School Board of Liberty County shall ensure that homeless children and youth, including preschool-aged children, are afforded the same free, appropriate public education as provided to other students and have access to the education and other services that such students need to ensure that they have an opportunity to meet the same challenging Florida student academic achievement standards to which all students are held. Homeless students shall not be stigmatized or segregated or separated into other educational programs on the basis of their status as homeless. This district shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The district will remove barriers that affect the enrollment and retention of homeless students.

**(1) Definitions**

The District homeless education liaison shall make a final determination of homeless status on a case-by case basis.

(a) The McKinney-Vento Act defines homeless students as individuals who lack a fixed, regular, and adequate nighttime residence and includes and includes children and youth who:

- 1) are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- 2) are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- 3) are living in emergency or transitional shelters; abandoned in hospitals; or awaiting foster care placement;
- 4) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- 5) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- 6) are migratory children who qualify as homeless because the children are living in circumstances described in 1) through 5).

(b) The term "unaccompanied youth" means a student who is not in the physical custody of a parent or guardian.

(c) The term "school of origin" means the school that the student attended when permanently housed or the school where the child or youth was last enrolled.

(d) The terms "enroll and enrollment" mean attending school and participating fully in school activities.

(e) The term "immediate" means without delay.

(f) The term "parent" means parent or guardian of a student.

(g) The term “liaison” means the staff person designated by our LEA and each LEA in the state as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Act.

## **(2) School Selection**

(a) The District shall, according to that which is in the student's best interest, and if it is the wish of the parent, guardian, or unaccompanied youth, continue the homeless student's education in the school of origin for the duration of homelessness, or enroll the student in a District school in the attendance zone in which the homeless student is actually living on the same basis as other district students.

(b) In determining that which is in the best interest of the student, the District shall:

- 1) To the extent feasible, keep a homeless student in the school of origin, unless doing so is contrary to the wishes of the student's parent or guardian.
- 2) Provide a written explanation, including a statement regarding the right to appeal, if the District sends a homeless student to a school other than the school of origin.
- 3) In the case of an unaccompanied student, ensure that the District homeless education liaison helps in placement or enrollment decisions, considers the views of the student, and provides notice of the right to appeal placement and enrollment decisions.
- 4) The school of origin means the school that the student attended when permanently housed or the school in which the student was last enrolled. The choice regarding placement shall be made regardless of whether the student lives with the homeless parent or guardian or has been temporarily placed elsewhere.
- 5) The requirements of Student Assignment for students moving their physical residence from one attendance zone to another, to transfer to a school in the new zone of residence, shall not apply to homeless students.
- 6) The school selection may be documented through the Student Assignment waiver process.

## **(3) Enrollment**

The District will immediately enroll homeless students, new to the district, in school, even if they do not have the documents usually required for enrollment, such as school records (includes Individualized Education Plan-IEP), medical and immunization records, birth certificate, other documentation, or proof of residency or guardianship.

(a) A homeless student will be assigned to the student's school of origin as requested by the parent or guardian or to the District school in the attendance zone in which the School Board Approved Homeless Students Policy student is actually living and in accordance with that which is in the student's best interest.

(b) Homeless students have a right either to remain in their school of origin or to attend school where they are temporarily residing.

(c) Homeless students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing.

(d) If a homeless student arrives without records, the school shall contact the previously attended school system to obtain the required records and the assigned liaison shall assist the family as needed.

(e) The District shall immediately refer the parent or guardian to the district's homeless liaison for children and youth in transition, who will help in obtaining necessary immunizations or records if the student needs to obtain these records.

#### **(4) Residency**

A homeless student is considered a resident if the child or youth is personally somewhere within the district with a purpose to live here temporarily, but not necessarily to remain permanently.

(a) The student shall be considered a resident when living with a parent, guardian, or person in loco parentis not solely for school purposes or for participation in extracurricular activities.

(b) Homeless students who do not live with their parents or guardians may enroll themselves in school.

(c) The address listed on the enrollment forms becomes proof that the student lives in Liberty County, Florida.

#### **(5) Guardianship**

(a) For purposes of school placement, any parent, guardian or person in loco parentis who has legal or physical custody of a homeless child or youth shall enroll that child or youth directly in a District school via the District Office or school that registers students on-site, if selected.

(b) The District Guardian Responsibilities form should be completed within a reasonable period of time for those homeless students who are not accompanied by a parent or guardian, once a child or youth is enrolled in and attending a school.

#### **(6) Disputes**

If a dispute arises over school selection, enrollment, or any issue covered in this policy:

(a) The student shall be immediately admitted to the school of origin or assigned zone school as requested by the parent or guardian and transportation provided to and from the school of origin, pending resolution of the dispute;

(b) The parent or guardian of the student shall be provided with a written explanation of the District's decision regarding school selection, including the rights of the parent, guardian or student to appeal the decision through the District's enrollment dispute procedure and the Florida Department of Education's appeal process;

(c) The student, parent or guardian shall be referred to the District Homeless Education Liaison, who shall ensure the resolution process is carried out as expeditiously as possible after receiving notice of the dispute; and

(d) In the case of an unaccompanied student, the District Homeless Education Liaison shall ensure that the student is immediately enrolled in school pending the resolution of the dispute.

#### **(7) Transportation**

The District shall ensure at the request of the parent, or in the case of an unaccompanied youth, the District Homeless Education Liaison, transportation will be provided for a homeless student to and from the school of origin as follows:

(a) If the homeless student continues to live in the School District, in which the school of origin is located, transportation will be provided.

(b) If the homeless student moves to an area served by another district, though continuing his or her education at the school of origin, the district of origin and the district in which the student

resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin.

(c) If the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

#### **(8) Comparable Services**

Homeless students shall be provided services and educational programs comparable to those offered to other students in the school selected, including the following:

- (a) Preschool programs;
- (b) Transportation services;
- (c) Educational Services for which the student meets the eligibility criteria, including special education and related services and programs for English language learners;
- (d) Vocational and technical education programs;
- (e) Gifted programs;
- (f) School nutrition programs;
- (g) Title I, Part a programs; and
- (h) Before- and after-school programs.

#### **(9) Preschool Programs**

The district shall ensure that homeless preschool-aged children and their families have access to educational services for which they are eligible, including preschool programs administered by the district.

#### **(10) Homeless Education Liaison**

The Superintendent shall ensure that there is a District Homeless Education Liaison and his/her duties are communicated to district and school personnel and appropriate community agencies and providers.

### **STATUTORY AUTHORITY**

**The McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§11431 – 11436.**

**Title I, Part A of the Elementary and Secondary Education Act, 20 U.S.C. §§6311 – 6315.**

**The Individuals with Disabilities Education Act, 20 U.S.C. §§1400 et seq. April 6, 2002**

**Policy of the Child Nutrition Division of the U.S. Department of Agriculture. June 5, 1992**

**Policy of the Administration for Children and Families of the U.S. Department of Health and Human Services.**

**Section 1003.01, Florida Statutes - Definitions**

**Section 1003.21, Florida Statutes – School attendance**

**Section 1003.22, Florida Statutes – School-entry health examination; immunization against communicable diseases; exemptions; duties of Department of Health**

**Adopted: February 12, 2013**

**LIBERTY COUNTY SCHOOL BOARD**  
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**5.20**

**STUDENT ASSIGNMENT**

The School Board shall establish residential attendance zones for each school. All students, unless otherwise provided by School Board rule or authorized by the School Board's order, shall attend the school serving the student's residential attendance zone. A student's residence is defined as the residence of his/her parent(s), legal guardian, legal custodian, or other such person as defined by any order issued by a court of competent jurisdiction of the state of Florida. Any student residing in the School District shall be assigned to a school for attendance by the Superintendent or designee.

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

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

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

- II. A student residing in Liberty County may be permitted to attend a school in another residential attendance zone under the following conditions:
  - A. During the District open enrollment period as advertised
  - B. The Board may approve a student to attend a school in another residential attendance zone during the academic school year.

1. Transfers will be granted given space is available in the requested grade.
  2. Students will be allowed no more than one transfer per academic year
- C. Any enrollment outside the student's residential attendance zone requires that parents/guardians provide student transportation.
- III. Any student whose legal residence is outside the boundaries of the county may not be enrolled in any District school without the approval of the School Board, except under the provisions of Florida Statutes.
- IV. No student shall be permitted to cross district lines for the purpose of attending school in the School District or outside the School District, except under a written agreement as provided in Florida Statutes. Any such agreement between the School Board and any other Florida school district shall be duly recorded in the official School Board minutes. Such transfers shall be on a non-discriminatory basis and shall not result in reducing desegregation in either school district or in reinforcing the dual school system.
- A. The assigned school for an out-of-district student shall be designated on the basis of space available. Such assignment shall not occur after the February FTE (full-time equivalency) count, except under the provisions of the contract with another District school system or upon recommendation of the Superintendent and approval of the School Board.
- V. Any student(s), who has been attending a school that has been designated as performance grade category "F" or has failed to make adequate yearly progress (AYP) for two school years in a four year period, may choose to attend a higher performing school in the District or an adjoining district or be granted a state opportunity scholarship to a private school in conformance with state statute and state board rule.

**STATUTORY AUTHORITY:**

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

**LAW(S) IMPLEMENTED:**

**1001.41, 1001.42, 1001.43,  
1001.51, 1002.31, 1002.38, F.S.**

**LIBERTY COUNTY SCHOOL BOARD  
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5.30

**STUDENT CONTROL**

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

- (1) The Principal or a person designated shall see that students are properly supervised while at school and during any school-sponsored activity.**
- (2) The teacher or other members of the instructional staff shall assume authority for the control and supervision of students as may be assigned by the Principal or the Principal’s designated representative and shall keep good order in the classroom and/or other places where in charge of students.**
  - (a) No student may be suspended from school, or from class, nor may corporal punishment be administered except as provided by law and the policies of Liberty County School Board.**
  - (b) No student shall be suspended for unexcused absence, tardiness, or truancy unless otherwise provided in the Code of Student Conduct.**

- (3) This policy shall not apply to students while private vehicles under the provisions of 1011.68, F.S., are transporting them.**
- (4) The Code of Student Conduct for Elementary, Middle, and High School is hereby incorporated by reference and made a part of this rule. The Code of Student Conduct shall:**
  - (a) Be developed by appropriate grade level teachers, school personnel, school administrators, students, and parent organizations.**
  - (b) State grounds for disciplinary action procedures and the rights of students.**
  - (c) Be distributed to all teachers, school personnel, students, and students' parent(s) or legal guardian(s) at the beginning of each school year.**
  - (d) Be filed in the Superintendent or designee of Schools office.**
- (5) The Code of Student Conduct shall be discussed with students, school advisory council, and parent/teacher associations at the beginning of each year.**
- (6) Any decision made by the Liberty County School Board or the Superintendent or designee those conflicts with provisions in the Code of Student Conduct shall prevail until revisions are adopted.**
- (7) The Principal shall use the Code of Student Conduct to familiarize students with Liberty County Schools rules relating to students' rights, responsibilities, and conduct at the beginning of each school year and whenever he/she deems it necessary.**
- (8) The principal shall establish the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent or guardian having custody of the child, the principal shall not release the child without the verified authorization of the parent or guardian who has custody of the child.**



- (9) A staff member shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by a staff member will subject the offender to potential criminal liability, discipline up to, and including termination of employment.
- (10) A staff member shall not transport students in a private vehicle without the approval of the principal or designee.
- (11) If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, et cetera, the staff member may attempt to assist the student by facilitating contact with the appropriate school personnel (i.e., counselor, social worker, or psychologist) or appropriate agency.
- (12) It is the position of the Liberty County School Board that “Time-out/Restraint” practices may only be used when a student’s welfare or the welfare of others is at risk. Only appropriately trained personnel may use Liberty County approved techniques in applying this policy. Under NO circumstances may a restraint be used that in anyway restricts a student’s breathing.

**STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

**LAWS IMPLEMENTED:** 120.57(1); 1003.21; 1003.04; 1006.07; 1006.13; 1001.41; 1001.43; 1006.08; 1003.31; 1006.09-13 1003.32, F. S.

**STATE BOARD OF EDUCATION RULES:**

6a-1.04040

Revised: 9/13/10

**LIBERTY COUNTY SCHOOL BOARD**

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5.301

**USE OF TIME OUT, SECLUSION AND PHYSICAL RESTRAINT  
FOR STUDENTS WITH DISABILITIES**

- I. The District shall implement behavioral management interventions for disruptive students to prevent and reduce significant disruptive behavior and to provide for the physical safety and security of students and staff when students pose a threat to themselves and/or others. The focus shall be on the use of the least restrictive but effective intervention(s) for each student.

II. Time Out

*Time out* is a procedure in which access to reinforcement is removed or reduced for a designated time.

- A. *Nonexclusion time out* is the least restrictive form of time out. The student is allowed to observe the classroom activity but not participate.
- B. *Exclusion time out* excludes the student from participation in and observation of classroom activities. The student remains in the classroom but cannot observe or participate in ongoing activities.

III. Seclusion

*Seclusion or isolation* removes the student from the classroom for a predetermined period of time. The student is placed in a nonstimulating room away from the classroom. The student must be observed continuously by trained personnel.

IV. Physical Restraint

- A. *Manual physical restraint* is the use of physical restraint techniques that involve physical force to restrict free movement of all or part of a student's body. It is a method to prevent a student from harming himself/herself or others.

- B. **Physical restraint should only be used in an emergency situation when an immediate and significant threat to the student or others exists.**
- C. **Physical restraint may only be implemented by trained, qualified school personnel.**

**V. Documentation and Reporting**

**All instances of time out, seclusion and restraint shall be documented and reported as required.**

**VI. Monitoring and Analysis**

- A. **The use of manual physical restraint or seclusion shall be monitored at the classroom, school and District levels.**
- B. **The use of the behavior interventions, the appropriateness of use and the effectiveness of the interventions shall be analyzed.**

**VII. Prohibitions**

**School personnel shall not**

- A. **Use a mechanical restraint or a manual physical restraint that restricts a student's breathing or**
- B. **Close, lock or physically block a student in a room that is unlit or that does not meet the rules of the State Fire Marshall for a seclusion time out room.**

**VIII. Training**

- A. **The District shall provide initial training for designated personnel in the use of time out, seclusion and physical restraint.**
- B. **Refresher training shall be conducted annually.**
- C. **Personnel who have been trained in manual restraint techniques in positions outside of the School District shall receive training in District methods.**

**IX. Procedures**

**The Superintendent shall develop procedures to implement this policy and related statutes. Procedures shall include but not be limited to the following:**

- A. Incident reporting;
- B. Data collection;
- C. Monitoring and analysis;
- D. Plan for reducing the use of restraint and seclusion;
- E. Identification of staff to be trained; and
- F. Training components.

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

**LAW(S) IMPLEMENTED:** **1001.43, 1003.32, 1003.573,**  
**1006.07, 1006.11, 1012.75, F.S.**

**STATE BOARD OF EDUCATION RULE(S)** **6A-6.03312**

**LIBERTY COUNTY SCHOOL BOARD**

**APPROVED MARCH 13, 2012**

**LIBERTY COUNTY SCHOOL BOARD****POLICY MANUAL****CHAPTER 5.0****5.31****STUDENT DETENTION, SEARCH, AND SEIZURE**

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

**NOTICE TO STUDENTS**

**SCHOOL AUTHORITIES MAY SEARCH A STUDENT'S PERSONAL PROPERTY, HIS/HER LOCKER OR OTHER AREAS UPON REASONABLE SUSPICION THAT A PROHIBITED OR ILLEGALLY POSSESSED SUBSTANCE OR OBJECT IS CONTAINED WITHIN THE AREA. PURSUANT TO FLORIDA STATUTE 232.256**

- (e) The following provisions shall apply to canine searches/screening for illegal substances:
- (a) Canine sniffers shall be used primarily for school purposes to bring disciplinary action against students who are found in possession of illegal substances.
  - (b) Parents, students, employees of Liberty County School Board and the public shall be informed that the school campus, including, but not limited to buildings, parking areas, athletic and recreational areas, and lockers are Liberty County School Board property and no one using said property, whether as a student or in any other capacity, has the expectation of privacy in or around said property.
  - (c) Students shall be informed that automobiles, trucks, vans, or other transportation means located or operated on Liberty County School Board property is a privilege granted by the District and students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.
  - (d) The Principal or designee shall determine at what times and in which location the canine sniffers may be utilized. The school Principal or designee shall be notified each time the canine sniffers are brought on campus.

1. The canine sniffers shall be controlled and directed at all times by qualified handlers from the State, Sheriff's Department, or local police departments.
2. Searches shall be conducted at the qualified handler's direction in cooperation with the School personnel.
3. The Principal shall be responsible for parental notification if a search turns up items that may be against the law, student disciplinary action, student due process, and public relations related to such searches.
4. Custody, analysis, and disposal of any illegal substance shall be the responsibility of law enforcement.

**(e) The primary purpose of the canine sniffer program shall be to refer students to police authorities for criminal prosecution. The circumstances in some cases may make it advisable to refer that case to law enforcement due to the serious nature of the offense, dangerous nature or sizable amount of contraband seized, past school disciplinary or criminal record of the suspect, or serious disruption of school that has occurred or is likely to occur. The decision to refer a case to police authorities shall be made by the school principal, after consultation with the qualified handler and Superintendent or designee.**

**(f) Annual written notice of this policy shall be included in the Code of Student Conduct and in the school student/parent handbook.**

**(g) The Superintendent shall develop procedures to be used in search and seizure situations.**

**STATUTORY AUTHORITY:****1001.41; 1001.42, F. S.****LAWS IMPLEMENTED:****1006.07; 1006.13; 1001.43; 1006.09(9); 1003.31, F. S.****LIBERTY COUNTY SCHOOL BOARD**



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5.32

**ZERO TOLERANCE FOR SCHOOL RELATED CRIMES**

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

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

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

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

- (2) Prior to taking such action against any student, the Superintendent or designee shall ensure that the appropriate due process procedures are followed. If a student committing one of the offenses outlined in subsection (1) of this rule is identified as disabled and participating in a program for exceptional students, then school personnel shall follow procedures in State Board rules. This provision shall not be construed to remove Liberty County School Board's discretion in cases where mitigating circumstances may affect decisions on disciplinary actions.**
- (3) Liberty County School Board may assign more severe consequences than normally authorized for violations of the Code of Student Conduct when the offender appears motivated by hostility toward the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability.**
- (4) The district shall enter into an agreement with the Liberty County Sheriff Department to ensure that they will be notified immediately when one of the offenses listed above is committed on school property, on school-sponsored transportation, or during a school-sponsored activity. Additionally, if the offense involves a victim, school officials shall notify the victim, and the victim's parent(s) or legal guardian(s) if the victim is a minor, of the offense and of the victim's rights to press charges against the offender. School personnel shall cooperate in any investigation or other proceedings leading to the victim's exercise of rights as**

provided by law. In addition, the agreement must include the role of school resource officers in handling reported incidents, circumstances in which school officials may handle incidents without filing a report with a law enforcement agency, and a procedure for ensuring that school personnel properly report appropriate delinquent acts and crimes. Zero-tolerance does not include for reporting purposes petty acts of misconduct and misdemeanors, including, but not limited to, disorderly conduct, disrupting a school function, simple assault or battery, affray, theft of less than \$300, trespassing, and vandalism of less than \$1,000.

- (5) The school Principal shall monitor the administration of discipline of students to ensure that discipline is administered equitably without regard to real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic beliefs, marital status, age, social and family background, or disability. Annually, the Superintendent or designee shall review school discipline data with the School Board in reviewing school improvement plans to maintain a safe and healthy school environment that protects the civil rights of all students. Any disciplinary or prosecutorial action taken against a student who violates the zero-tolerance policy must be based on the particular circumstances of the student's misconduct.
- (6) Each principal shall ensure that all school personnel are properly informed as to their responsibilities regarding crime reporting, that appropriate delinquent acts and crimes are properly reported, and that actions taken in cases with special circumstances are properly taken and documented.
- (7) In cases where corporal punishment is used as an alternative, the principal or designee may use corporal punishment in a reasonable manner in accordance with the following guidelines:
  - Corporal punishment shall be administered only after other less stringent measures have failed, or if the conduct of a student is of such a nature that corporal punishment is the only reasonable form of punishment under the circumstances;

- The instrument to be used in administering corporal punishment shall be provided by the principal;
- Corporal punishment shall be reasonable and not to exceed five (5) licks;
- Corporal punishment shall be administered in the presence of another professional employee;
- The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender's example and conduct on others; and
- The use and degree of corporal punishment, consideration will be given to the age, sex, and size, physical and emotional condition of the child.

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

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

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

**LAW(S) IMPLEMENTED:** 120.57(1), 775.08, 784.081, 790.162, 790.163, 1001.42,  
1001.43, 1001.54, 1003.31, 1006.08,  
1006.09, 1006.13, 1012.28, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-6.03311, 6A-1.0404

**Revised: 11/10/2009, 10/11/2011**

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5.321

**STUDENT BULLYING AND HARASSMENT**

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

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

Bullying may involve but is not limited to:

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

## **10. Destruction of property**

**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.**

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

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

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

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim and the educational environment and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive educational environment, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitutes violations of this policy.

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

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S**

**LAWS IMPLEMENTED:**

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

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5.33

**TEACHER REMOVAL OF STUDENTS FROM CLASSROOM**

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

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

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

**(4) Each Liberty County School will establish a Placement Review Committee to determine if a student is to be returned to a teacher's class after that the teacher has removed student and the teacher has withheld consent for that student to be returned to the teacher's class.**

**(a) Committee membership shall include the following:**

- 1. Two (2) teachers selected by the instructional staff of the school.**
- 2. One (1) member of the school staff selected by the principal.**
- 3. One (1) teacher selected by the instructional staff of the school to serve as an alternate member of the committee.**

**(b) A teacher who removed a student from his/her class and who has withheld consent for the return of that student to his/her class shall not serve on the committee when the committee makes its decision regarding the return of the student.**

**(c) The Placement Review Committee(s) will be selected during pre-school planning. The staff of each Liberty County School shall determine the following during pre-school planning:**

- 1. If a current school committee(s) meets the criteria contained herein for the Placement Review Committee(s) and if the faculty wishes that committee to perform the duties of the Placement Review Committee(s).**
- 2. The number of Placement Review Committees needed at the school.**
- 3. The terms of office of the members of the Placement Review Committee(s).**
- 4. The method the instructional staff will use in the selection of the Placement Review Committee(s) members.**

5. The appropriate form a teacher is to use to document the behavior that resulted in the teacher having the student removed from his/her classroom.
6. Any teacher who removes 25 percent (25%) of his/her total class enrollment during the course of the school year shall be required to complete professional development to improve classroom management skills. Any required training under this provision shall be free of cost to the teacher.

**STATUTORY AUTHORITY:****1001.42; 1001.42, F.S.****LAWS IMPLEMENTED:****1001.43; 1003.32, F. S.****LIBERTY COUNTY SCHOOL BOARD**

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5.34

**EXPULSION OF STUDENTS**

The school principal may recommend, to the Superintendent, the expulsion of any student who has committed a serious breach of conduct.

The principal shall recommend to the Superintendent the expulsion of any student who has violated Liberty County School Board policies which require mandatory expulsion.

Proper procedures shall be followed in all student expulsion proceedings as required by Florida Statutes, State Board of Education rules, and Liberty County School Board policies.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.54, 1006.07, 1006.08, 1006.09, 1012.28, F. S.**

**1001.43; 1003.31, 120.57(1),**

**STATE BOARD OF EDUCATION RULE:**

**6A-6.0331**

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5.35

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

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

**STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

**LAWS IMPLEMENTED:**

415.506; 1006.07; 1001.43, F. S.

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**VEHICLE USE BY STUDENTS**

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

The Superintendent shall develop guidelines to be used at school to implement this policy.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1000.21, 1001.43; 1006.07, F. S.**

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**STUDENT ATTENDANCE**

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

**STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

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

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**STUDENT INJURIES**

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

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



**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1006.07; 1001.43; 1006.08, F.S.**

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**STUDENT ILLNESS**

- (1) The teacher, principal or nurse shall isolate a student who becomes ill while at school until the student can be moved to his/her home. A student with a temperature above normal, diarrhea, or emesis shall be evaluated and sent home, if necessary.
- (2) A student who has a serious communicable disease shall present a statement from a physician licensed by the state of Florida before being readmitted to classes. A student not attended by a physician may be readmitted if the principal, in his/her judgment, finds the student has met the criteria for readmission as established by the Liberty County Health Department.
- (3) No internal medicine of any kind may be given to a student without the written permission of the parent(s) or legal guardian(s).

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1006.07; 1001.4, F.S.**

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**ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

**(1) Administration of Prescription Medication—**

- (a) The Principal will designate a staff member(s) to administer prescribed medications. The staff member(s) if other than the school nurse shall be trained annually by a licensed nurse or licensed physician.**
- (b) Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. This rule and the Code of Student Conduct shall set forth provisions for administering prescription medications.**
- (c) All prescription medications shall be delivered to the office/clinic with the following information on the label:**

  - 1. Student's name**
  - 2. Name of medication**
  - 3. Date of Prescription and pharmacy**
  - 4. Specific instructions on the administration of the medication**
  - 5. Approximate duration of medication.**

**NOTE: A diabetic student whose parents and physician have provided their written authorization to the school principal may carry diabetic supplies and equipment on**

their person and attend to the management and care of their diabetes while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities to the extent authorized by the parent and physician and within the parameters set forth by State Board of Education rule.

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- (d) A permission form shall be required signed by the student's parent(s) or legal guardian.
- (e) Prescription medication that is kept at school shall be counted and shall be stored in its original container, in a secure location under lock and key as designated by the Principal or designee. Only staff that has been designated by the Principal or designee and has received training shall have access to the medication.
- (f) A record shall be maintained on each student who receives a prescription medication during school hours, including the date and time each dose of prescription medication was administered. These records shall be made available at all times to the Principal or designee and authorized staff.
- (g) Psychotropic medication is a prescription medication used for the treatment of mental disorders and includes, without limitations, antihypnotics, antipsychotics, antidepressants, anxiety agents, sedatives, psychomotor stimulants, and mood stabilizers.

**(2) Administration of Non-prescription Medication –**

- (a) A health support aide may administer a non-prescription medication to a student or registered nurse provided a completed and signed parental authorization be on file at the school.
- (b) At the time of administration, the parent/guardian will be notified by telephone. If unable to contact the parent/guardian, a letter will be sent

home with the student stating the medication administered and time of administration.

- (c) A health support aide or registered nurse will assist in the administration of these medications to the student in the school health room setting. In the event of an emergency situation in which these professional health workers are not available, the school office staffs that have medication, administration training may assist the student in the administration of the non-prescription medication.

All non-prescription medications will be stored in a locked cabinet in the health room(s).

1. If a student is receiving prescription drugs at school, the physician prescribing that medication must give his/her written permission for any non-prescription medication to be given at school.
2. The procedures and training for the administration of non-prescription drugs shall be the same as that for prescription drugs.
3. Documentation of the administration of any medication will be made on the Nurse's log.
4. The following non-prescription (over-the-counter) medications may be administered to students following the above guidelines:

(a) Tylenol

(b) Maalox

(c) Pepto-Bismol

(d) Cough syrup

(e) Neosporin

**(f) Caladyl**

**(g) Other medications as specified in writing from the parent or guardian.**

**STATUTORY AUTHORITY:****1001.41; 1001.42, F S.****LAWS IMPLEMENTED:****1001.43; 1002.22; 1006.062, F. S.****LIBERTY COUNTY SCHOOL BOARD**

Revised 9/13/10

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**GUIDELINES AND PROCEDURES CONCERNING HIV, OR OTHER  
COMMUNICABLE DISEASES (STUDENTS AND EMPLOYEES)**

**(1) Introduction**

**It is the policy of the Liberty County School Board to seek to provide, in the least restrictive environment, for the educational needs of each student to the maximum extent consistent with the needs of other students and the health, safety and welfare of all. One factor necessary in implementing this policy is that of providing AIDS-related education and awareness for students. Another such factor is that of adopting and implementing procedures to be followed in instances where the administration is notified by the parent/guardian, student or another employee that a student is known to have the Human Immunodeficiency Virus (HIV) or Acquired Immunodeficiency Syndrome (AIDS).**

**This rule delineates also the policy of the Liberty County School Board in utilizing the services of employees who have HIV, or AIDS. The purpose of the policy is the protection of the right of these employees to continued employment, while also recognizing Liberty County School Board's obligation, as an employer and educational agency, to provide an environment that is not only objectively safe for all employees, students and the public at large, but that is also one where, insofar as practicable and reasonable, employees and students do not have fears for their health and safety.**

**In providing communicable disease education (to include hepatitis B, etc.) and awareness for students, an important goal will be:**



- (a) To make it clearly and convincingly understood that, as to the present and the foreseeable future. **THERE IS NO KNOWN OR DEFINITELY EXPECTED CURE FOR AIDS; and that most cases of AIDS result from BEHAVIOR THAT CAN BE AVOIDED.**
- (2) In all matters related to this rule, directly or indirectly, all employees should strictly observe and protect the rights of all students and their parents as to privileged or confidential information.
- (3) Student Guidelines and Procedures---Epidemiological studies show that HIV is transmitted via contact with the body fluids of the infected person. Since there is no evidence of casual transmission by sitting near, living in the same household, or playing together with an individual who has HIV infection, the following guidelines have been developed.
- (a) Circumstances Warranting Special Action. No student shall be excluded from attending regular classes solely because the student has been diagnosed as having HIV or AIDS including clinical evidence of infection with HIV. However, if a child so diagnosed evidences any one of the following conditions, the principal with the consent of the parent or guardian, will convene an Advisory Panel for the purpose of making recommendations on the most appropriate educational placement of the student. The panel will take into consideration the following:
1. Manifestation of clinical signs and/or symptoms that indicate progression of the illness;
  2. Demonstration of behavior risky or harmful to self or others;
  3. Demonstration of unstable or decompensated neuropsychological behavior;
  4. Presence of open wounds, cuts, lacerations, abrasions, or sores, on exposed body surfaces; and

5. Impairment of gastro-intestinal and/or genito-urinary functions such that control of internal body fluids cannot be maintained.

(b) In the event the parent or guardian refuses to authorize release of information regarding the student, the principal shall request a review by the County Health Office. If the County Health Office determines that students or school personnel are likely to be significantly exposed to body fluids of the student, the Director may proceed with establishment of the panel, notwithstanding the refusal of the parent or guardian.

(c) Composition of Advisory Panel:

1. Principal of School;
2. Health Officer of the County Health Department or designee;
3. Attending physician of the student with HIV infection;
4. Director of Exceptional Student Education;
5. Infectious disease specialty physician, when and as determined by the Superintendent or designee as appropriate;
6. Other professional staff to include Health Services Staff when and as determined by the Superintendent or designee as appropriate;
7. Student's parent(s) or guardian (when and as appropriate or requested), who shall not be an official member of the panel.

(d) Panel Responsibilities:

1. Review student's medical history and current status; (note: student identity dependent upon parent or guardian written release);

2. Review available educational and social data, progress reports as available, test results, prior school placements, etc.;
3. Discuss educational options, considering risks and benefits;
4. Reduce to writing findings, options, and recommendations and review draft report before submission to the Superintendent or designee, focusing on key issues, unresolved problems, if any, and summary recommendations;
5. Submit written report to the Director within 24 days and remain available as needed: and
6. Re-evaluate each Panel case on a continuing basis at least once every six- (6) months and more often when circumstances change in the categories listed in (3)(a) above.

The general intent is that the Advisory Panel is to serve as an expert professional resource to advise the Superintendent or designee in special situations where information about appropriate environment may not be available, complete, clear, or readily amenable to lay interpretation. It is expected that recommendations of the Advisory Panel shall be based solely upon current medical and educational information consistent with established ethical guidelines and considerations in accordance with guidelines of the Center for Disease Control and Prevention and other scientific and relevant professional bodies.

**(e) Panel Protocol**

1. If the Superintendent or designee determines that any one of the conditions in (3)(a) exists, the student in question will be placed on homebound instruction status for no longer than five (5) school days.

- 2. Within the five-school-day period, consent for release of medical information will be obtained, and past medical history, laboratory tests, and other relevant records will be provided to and reviewed by the Director of the Health Department and by other physicians as appropriate. Critical medical tests and other procedures will be conducted during this period by the Director of the Health Department or by other medical practitioners as warranted.**
- 3. Based on results and medical interpretation of the student's current status, the Director of the Health Department will advise the Superintendent or designee within five (5) days as to whether continued homebound instruction is, or is not, warranted.**
- 4. If medical review indicates that continuation of special status is not indicated, the student will return to regular status at the end of the five-school-day initial review period or upon the advice of the Director of the Health Department, whichever is sooner.**
- 5. If medical review indicates that continuation of special status is indicated, the student will remain on homebound instruction, for a period not to exceed fifteen (15) additional school days.**
- 6. During the twenty-school-day review period, the Superintendent or designee will arrange the following steps in preparation for Advisory Panel review:**

  - a. Alert Advisory Panel of forthcoming meeting to be scheduled.**
  - b. Obtain written authorization from parent(s) or guardian of student to contact attending physician for medical information.**
  - c. Obtain signed consent from parent(s) or guardian of student to permit release of information from attending physician and others to the Superintendent or designee.**

- d. Receive relevant medical and social information about the student with HIV infection and maintain same in strict confidence. Any written form to be reviewed will be shared in meetings with panel and kept on file in Superintendent or designees or Health Department Director's confidential files (see #9 below).**
- e. Circulate confidential information about the HIV infected student to the Advisory Panel members only.**
- f. Schedule and notify the Advisory Panel members of initial review meeting, of date, time and location. (To be set only when complete medical information has been obtained and circulated in advance to all Advisory Panel Members).**
- g. Siblings of children diagnosed as having HIV, AIDS, or with clinical evidence of infection with HIV are able to attend school without any restrictions.**
- h. Any report or information received by the Superintendent or designee from the Department of Health and Family Services, or from any other source, regarding AIDS or students or school personnel to the blood or body fluids of the person shall release HIV relating to a student only in an emergency situation that results in a significant exposure. Such release may only be made directly to those persons having a significant exposure, and such persons shall be required to retain such information in strict confidence. The Superintendent or designee in a confidential file separate and apart from the student's cumulative record and accessible only by lock and key shall maintain all records regarding the condition of the student by the appropriate personnel.**
- i. Since the student diagnosed as showing clinical evidence of infection with the AIDS-Associated Virus (HIV or AIDS) has an increased risk**

of acquiring infections in the school setting, the student will be excluded from school if there is an outbreak of a threatening communicable disease; upon the advice of the County Health M.D. or the child's private M.D. such as chicken pox or measles, until he/she is properly treated and/or the outbreak is no longer a threat to the child.

**(4) Employee Guidelines and Procedures**

- (a) Statements of Purpose and Scope – This section establishes the policy of the Liberty County School Board for working with employees who have a communicable disease such as Hepatitis B, HIV, or AIDS, etc. and is applicable to all employees of the school.**
- (b) The Liberty County School Board recognizes that those employees with life-threatening illnesses, including, but not limited to, cancer, heart disease, and AIDS-related illnesses may wish to continue to work. As long as employees are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a threat to themselves or others, employees shall be assured of continued employment.**
- (c) Medical studies show that HIV infection is transmitted via contact with body fluids (especially semen, preseminal fluid, blood, and menstrual flow) of an infected person. To date, there is no record of transmission of the AIDS-associated virus (HIV) to co-workers, clients or consumers in offices, schools, factories, construction sites or other workplaces. There is no evidence of casual transmission by sitting near or working in the same office or sharing the same water fountain, telephone, toilets, eating facilities or office equipment with a person infected with HIV.**

Many of the problems that arise in the workplace when employees are confronted with a fellow employee who has become HIV infected are caused

by lack of knowledge about the disease and misunderstanding of the way in which it is transmitted. The only means of combating this fear is education.

The Liberty County School Board realizes that employees' health conditions are personal and confidential. Personnel and medical files or information about employees are exempt from public disclosure. In addition, information relating to a specifically named individual, the disclosure of which would constitute an unwarranted invasion of personal privacy, is prohibited. Thus, special precautions should be taken to protect such information regarding an employee's health condition in order to prevent instances of disclosure that may invade the personal privacy of employees. Unless specifically authorized by the employee, release of such information shall only be made in emergency situations to personnel who have a significant exposure to the blood or body fluids of the person. Written authorization of such release should be kept in a confidential file under lock and key, in the principal's office or Health Department Director's office.

- (d) No employee is prohibited from reporting for duty solely because the employee has been diagnosed as having HIV or AIDS, (including clinical evidence of infection with the AIDS-associated virus (HIV). However, medical reports and information relative to the employee's condition shall be regularly examined and monitored by the Liberty County School Board authorities. If an employee so diagnosed evidences any of the following conditions, the Director may, with consent of the employee, convene an Advisory Panel for the purpose of making a recommendation on the most appropriate work assignment for the employee:

1. Manifestation of clinical signs and/or symptoms which indicate progression of the illness;
2. Demonstration of unstable behavior or decompensated neuropsychological behavior;

3. **Demonstration of behavior risky or harmful to self or others;**
4. **Presence of open wounds, cuts, lacerations, abrasions, or sores on exposed body surfaces where occlusion cannot be maintained; and**
5. **Impairment of gastro-intestinal and/or genito-urinary functions such that control of internal body fluids cannot be maintained.**

**(e) Composition of the Advisory Panel;**

1. **Principal of the school;**
2. **Superintendent or designee and Health Officer of the Health Department or designee;**
3. **Attending physician of the employee with HIV infection;**
4. **Infectious disease specialty physician, when and as determined by the Superintendent or designee as appropriate;**
5. **The employee when and as appropriate or requested, should not be an official member of the Panel; and**
6. **Case Manager (Optional)**

**(f) Panel Responsibilities:**

1. **Review employee's medical history and current status ( note: employee identify dependent upon written release);**
2. **Review available social data, prior school assignments, employment history, etc.;**
3. **Discuss with employee the employment options, as applicable, considering risks and benefits;**



4. Reduce findings, options, and recommendations to writing and review draft report before submission to the principal, focusing upon key issues, unresolved problems, if any, and summary recommendations;
5. Submit written report to the Superintendent or designee within 14 days and remain available as needed; and
6. Re-evaluate each Panel case on a continuing basis at least once every six- (6) months and more often when circumstances change in the categories listed in (4) (e) above.

The general intent is that the Advisory Panel is to serve as an expert professional resource to advise the Superintendent or designee in special situations where information about appropriate environment may not be available, complete, clear or readily available for lay interpretation. It is expected that recommendations of the Advisory Panel shall be based upon current medical and employment information consistent with established ethical guidelines and considerations in accordance with existing guidelines of the Center for Disease Control and Prevention and other scientific and relevant professional bodies.

- (g) In the event the employee refuses to authorize release of information to the Panel, the Superintendent or designee shall request a review by the County Health Officer. If the County Health Officer determines that students or school personnel are likely to be significantly exposed to blood or body fluids of the employee or if circumstances warrant special action exist, the Superintendent or designee may proceed with establishment of the panel, notwithstanding the refusal of the employee.

- (h) Panel Protocol

- 1. If the Superintendent or designee determines that any one of the conditions in (4)(d)(e) exists, the employee in question will be placed on special assignment for no longer than five (5) workdays.**
- 2. Within the five-work-day period, consent for release of medical information will be obtained and past medical history, laboratory tests, and other relevant records will be provided to and reviewed by the Director of the Health Department and other physicians as appropriate. The Director of the Health Department and other medical practitioners as warranted will conduct critical medical tests and other procedures during this period.**
- 3. Based on results and medical interpretation of the employee's current status, the Director of the Health Department (and other consultants as appropriate) will advise the Superintendent or designee within five (5) working days whether a continuation of special assignment is, or is not, warranted.**
- 4. If medical review indicates that continuation of special assignment is not indicated, the employee will return to regular status at the end of the five-day-work-day initial review period or upon the determination of the Superintendent or designee, whichever is sooner.**
- 5. If medical review indicates that continuation of special assignments is warranted, the employee will remain on special assignment for a period not to exceed fifteen (15) additional workdays.**
- 6. During the twenty-work day review period, the Superintendent or designee will arrange the following steps in preparation for Advisory Panel review:**
  - a. Alert Advisory panel for forthcoming meeting to be scheduled;**

- b. Obtain written authorization from employee to contact attending physician for medical information;**
- c. Obtain signed consent from employee to permit release of information from attending physician and others to the Superintendent or designee;**
- d. Receive relevant medical and social information about the employee with HIV infection and maintain same in strict confidence.**
- e. Circulate confidential information about the HIV-infected employee to the Advisory Panel members only;**
- f. Schedule and notify the Advisory Panel members of initial review meeting, set date, time and location suitable to all.**
- g. Any report of information received by the Superintendent or designee from the Department of Health and Family Services, or from any other source, regarding AIDS or HIV relating to an employee shall be maintained in a confidential fashion and shall be released only in an emergency situation which results in significant exposure of students or school personnel to the blood or body fluids of the person. Such release may only be made directly to those persons having a significant exposure, and such persons shall be required to retain such information in strict confidence. All records regarding the condition of the employee shall be maintained in a confidential fashion in the Superintendent's office and accessible only by lock and key by appropriate personnel and shall not be available to persons normally having access to personnel records.**

**Sanitation/Waste Disposal. Blood or any other body fluids including vomitus, fecal or urinary products of any student or employee should be treated cautiously. It is required that gloves be worn when cleaning up any body fluids from any student or other personnel.**

1. These spills should be cleaned up with a fresh solution of bleach (no older than 24 hours; one part bleach to ten parts water) or another EPA and School approved disinfectant, by pouring the solution around the perimeter of the spill.'
2. All disposable materials, including gloves, should be discarded in a manner prescribed by the County Health officer for disposal of biohazardous waste, in order to eliminate exposure of employees and students. Mops should also be disinfected with the bleach solution described above.

**STATUTORY AUTHORITY:** 440.56; 1001.41; 1012.22; 1012.23; 1012.12, F.S.

**LAWS IMPLEMENTED:** 1001.43; 1012.27; 1012.61; 1012.66, F.S.

**STATE BOARD OF EDUCATION RULES:** 6A-6.03020; 6A-6.0331

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**EYE PROTECTION DEVICES**

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

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

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

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**STUDENT RECORDS**

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

- (1) Procedures on student records shall be contained in the Student Education Records Manual. Included shall be provisions of the No Child Left Behind Act requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain nonemergency medical examinations.**
- (2) Reporting of student data base information shall comply with these safeguards.**
  - (a) Data reported to the Florida Department of Education shall not disclose a student’s name or identity unless required by Florida Statutes;**
  - (b) Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes;  
and**
  - (c) Data shall be protected from unauthorized use at all times.**

- (3) The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from the public records law as required by Florida Statutes.
- (4) A school may release a student's education records to partners with an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities and other signatory agencies as allowed by law.
- (5) Social security numbers may be collected from students to be used as:
- Student identification numbers as required by 1008.386 F. S.
  - Facilitate the processing of student scholarships, college admission and other applications; and
  - For other purposes when consent of the parent or adult student is granted.

**STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

**LAWS IMPLEMENTED:**

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

**STATE BOARD OF EDUCATION RULE:**

6A-1.0955

Revised: 3/8/2011

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**DIRECTORY INFORMATION**

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

**(1) Directory information includes the following data about a student:**

- (a) Name;**
- (b) Address;**
- (c) Telephone number, if listed;**
- (d) Participation in officially recognized activities and sports;**
- (e) Weight and height, if an athletic team member;**
- (f) Name of the most recent previous school or program attended;**
- (g) Degrees and honors received; and**
- (h) Date and place of birth.**

**(2) Information described in subsections (1)(a), (d), (e), (f) and (g) herein may be published routinely by the Liberty County School Board in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.**



- (3) Directory information requested in writing by agencies identified in Florida Statutes may be released subsequent to written notification to the student's parent(s) or legal guardian or a student who is eighteen (18) years or older. The written notification to the student or the student's parent(s) or legal guardian.
- (4) Directory information shall not be published when the student's parent(s) or legal guardian submits written notification to the Principal or designee within thirty (30) days of distribution of the Code of Student Conduct. Failure to advise the Principal or designee shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

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**PARENTAL ACCESS TO INFORMATION**

- I. The Board shall incorporate into the Board approved *Student Services Plan*, rules and procedures required by the No Child Left Behind Act relating to student privacy, parental access to information and administration of physical examinations to minors.
  
- II. The Superintendent shall develop procedures to ensure that this policy is carried out in each of the District schools.
  
- III. The parents, as defined by Florida Statutes, of each student shall be notified at a minimum, at least annually at the beginning of the year, the rules, and procedures relating to this policy. Parents shall be notified within a reasonable period of time of any substantive change made to this policy.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:**

20 USC 1232H, 1001.43, F.S.

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**LEGAL NAME OF STUDENT**

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

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:**

1001.43, 1003.21, F.S.

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**ATHLETICS**

- I. Each school may establish a board of control for athletics to include the school principal, instructional staff members, the athletic director, and any other member deemed appropriate by the school principal.
- II. All District high schools and schools with middle grades shall be members of the Florida High School Athletic Association, Inc. (FHSAA) and shall be governed by the rules and regulations adopted by FHSAA. Students who participate in athletics shall meet eligibility requirements established by FHSAA and the School Board. Membership dues will be paid from the internal accounts of each respective school.
- III. Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a copy of the insurance card and a signed statement from the student's parent(s) or legal guardian, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s) or legal guardian through the school, or the parent(s) or legal guardian may submit evidence that insurance has been provided through another source.
- IV. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s) or legal guardian and a current physical examination as required by Florida High School Athletic Association being on file.
- V. Pursuant to Florida Statutes licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.

- VI. All students shall be subject to all School Board rules and to the *Code of Student Conduct* while attending athletic events and practices.
- VII. In order for a student to be eligible to participate in interscholastic extracurricular student activities, he/she must meet all of the requirements established by the Florida High School Athletic Association and maintain satisfactory conduct, as defined by the District *Code of Student Conduct*. If a student is convicted of an on- or off-campus felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities will be suspended for the balance of the school year.
- VIII. A report of an alleged violation of this standard of conduct shall be submitted to the principal or his/her designee for investigation. If the principal or his/her designee determines that a violation has occurred, the student and his/her parent/legal guardians shall be notified in writing, of the suspension from school sponsored extracurricular activities.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

768.135, 1001.43, 1006.07,  
1006.15, 1006.16, 1006.20, F.S.

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**5.81**

**CONCUSSTION SAFETY**

**It is the policy of the Liberty County School Board that all athletes in a High Risk Sport must have a Pre-Season Baseline Neuro-Cognitive status assessment (ImPACT). This is a computer based assessment that must be given before any practice and/or organized activity may take place on school grounds. If an athlete is suspected of a concussion, every attempt should be made to contact the parent or legal guardian to inform them of the situation and the proper course of treatment and the appropriate literature to be provided to them.**

**Any coach, parent or guardian that suspects that an athlete has a concussion should report it to a physician or athletic trainer. In addition:**

- **Suspected concussions during events or practice situations should be assessed by a physician or athletic trainer.**
- **Any incident that requires athletes to be removed from practice or games, those that are symptomatic should be referred to the appropriate health care professional (physician).**

**If an athlete is removed from games or practices and referred to a physician, in addition to having physician clearance, athletes should meet all of the following criteria before returning.**

- **Asymptomatic at rest**
- **Asymptomatic with activity**
- **Normal values on a Neuro-cognitive exam**

**The following guidelines should be used for an On-Field examination to assist in determining if an athlete has a possible concussion:**

- **cognitive memory tests-memory, concentration and confusion**
- **postural sway test**
- **Cranial nerve function**

- **Cervical Spine Evaluation**

**Management of concussions and return to play criteria:**

- **Emergency Transport of the athlete is recommended for concussions that present the following signs and symptoms:**
  - **Lack of consciousness greater than one minute**
  - **Inability of an athlete to stand or walk**
  - **Deteriorating Symptoms/Status**
  - **Focal Neurological Signs**
  - **Severe/Debilitating headache**

**Athletes that are symptomatic for a concussion shall be removed from practice or game and not allowed to return for the remainder of that day. That athlete should be referred to the appropriate health care professional (physician):**

**Athletes should meet the following criteria before returning.**

- 1) **Physician Clearance**
- 2) **Asymptomatic at rest**
- 3) **Asymptomatic with activity**
- 4) **Normal values on a Neuro-cognitive exam**

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED: 1001.11, 1008.385, 1001.11(5), 1008.22, 1008.34, 1001.43, 235.18, 1011.01, 1010.0, 1011.01, 1010.02, 1011.02, 1011.03, 1011.04, F. S.**

**ADOPTED: 06/12/2012**

**LIBERTY COUNTY SCHOOL BOARD**

# PERSONNEL



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6.10

**EMPLOYMENT OF PERSONNEL**

- (1) All personnel shall be appointed or reappointed as prescribed by Florida Statutes and in conformance with collective bargaining agreements and Liberty County School Board policies.
  
- (2) The Superintendent or designee is directed to develop appropriate employment procedures governing the recruitment, screening, selection, appointment, and employment of all personnel consistent with Florida Statutes, applicable collective bargaining agreements, federal requirements, and Liberty County School Board policies.

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

**LAWS IMPLEMENTED:** 1012.22; 1001.43; 1012.32; 1012.32; 1012.39, F. S.

**STATE BOARD OF EDUCATION RULES:** 6A-10502, 6A-1064, 6A-40081, 6A-4.0082, 6A-4.0083

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**6.11**

**EMPLOYMENT DEFINED**

- (1) **Full-time.** A regular full-time employee is a person who is employed for the school term or the school fiscal year to render the minimum number of hours prescribed for a workday each day as established by Liberty County School Board for that position or job.
- (2) **Part-time.** A part-time employee is a person who is employed to render less than the number of hours each workday as established by Liberty County School Board for a regular full-time employee.
- (3) **Temporary.** A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may be a part-time or full-time employee.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

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**6.111**

**DEFINITION OF PERSONNEL**

**Instructional, administrative, non-certificated, and instructional support personnel shall be defined in accordance with the provision of Florida Statutes.**

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1000.21; 1001.43; 1012.01, F.S.**

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6.112

**EMPLOYEE CONDUCT**

**Principles of Conduct for Liberty County Schools Personnel**

- (1) The School Board and Superintendent hold the highest expectations for the conduct of all employees of the Liberty County School district.
- (2) It is expected that all employees will be of good moral character and demonstrate conduct as an employee that is at all times appropriate and consistent with the high standards that the school district and community expect.
- (3) All employees shall be expected to meet specific standards of conduct described in the Employee Handbook, negotiated contracts, and the Principles of Professional Conduct for the Education Profession in Florida as described in State Board of Education Rule and all state and federal laws.
- (4) It is expected that all employees will be competent and capable in the performance of assigned duties, functions and responsibilities, demonstrating quality and pride in their efforts, and serve as an appropriate role model for students, while supporting the School Board Mission and Goals for the district.
- (5) No employee may engage in personal conduct which seriously reduces that person's effectiveness as an employee or interferes with the orderly operation of a school or the district. Expectations for conduct shall include, but not be limited to:
  - (a) Maintaining respect, integrity and honesty in all dealings including refraining from use of profanity or discrimination based upon race, religion, sex or sexual orientation, national origin or disability;
  - (b) Keeping in confidence personally identifiable student or adult information obtained in the course of district service unless disclosure is required in carrying out district business or is otherwise required by law;
  - (c) Refraining from making malicious or intentionally false statements about another employee or from providing fraudulent information on a document; and
  - (d) Provide truthful information on all written documents.
- (6) All employees shall report a possible violation of Board policy or inappropriate conduct to responsible authorities.
- (7) All employees are governed by the provisions of Section 112.313, Florida Statutes, and Standards of

**Conduct for Public Officers, Employees of Agencies, and Local Government Attorneys. Consistent with that law, no employee of the Board shall:**

- (a) accept anything of value including a payment, gift, favor or service that might reasonably tend to influence him/her in the discharge of the employee's official duty;
  - (b) use his/her position to secure special privileges or exemptions for himself or others;
  - (c) hold employment or engage in any business or professional activity which might reasonably require or induce to disclosure of confidential information acquired by reason of the employee's position;
  - (d) hold employment or a contractual relationship that will create a continuing or frequently recurring conflict between the employee's private interests and the performance of district duties, subject to the exemptions stated in Section 112.313(12), Florida Statutes;
  - (e) use confidential information gained by reason of his/her position for personal gain or benefit; or
  - (f) engage in any business, employment, or contractual relationship which might impair the employee's independence of judgment in performance of public duties including renting or leasing any realty, goods, or services on behalf of the district from any business entity of which the employee or the employee's spouse or child is an officer, partner, director, or proprietor or in which the employee, spouse, or child has a material interest or, acting in a private capacity, selling any realty, goods, or services to the district. These prohibitions are subject to the exemptions stated in Section 112.313(12), Florida Statutes.
- (8) Grounds for discipline or dismissal shall include, but not be limited to, incompetence, gross immorality or an act involving moral turpitude, misconduct in office, gross insubordination or willful neglect of duty, conviction of a misdemeanor, felony or other criminal charge other than a traffic offense, other conduct inconsistent with these Principles of Conduct. Employees will be provided with notice and an appeal procedure appropriate to the nature of the discipline.
- (9) Any employee who has been arrested for or charged with a felony, abuse of a child or the sale, distribution and/or possession of a controlled substance shall notify the Superintendent within 48 hours of the arrest. In addition, the employee shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. Within 5 calendar days from receipt of notification from an employee or a law enforcement agency that an employee has been arrested, the Superintendent shall notify each member of the Board of such arrest and shall provide such further information as may be available. Within a reasonable time thereafter, the Superintendent shall take such action as may be appropriate under the circumstances, including, but not limited to, transfer, suspension, or initiation of dismissal proceedings of such employee in order to protect the health, safety and welfare of students, other employees and members of the public. In addition, the Superintendent shall, on behalf of the school

**district, file such information with the Florida Department of Education within 30 calendar days following notification from any law enforcement agency or other reliable source as may be required for certified staff pursuant to Section 1012.796, Florida Statutes and Section 1012.34, Florida Statutes.**

- (10) The Superintendent shall develop and disseminate procedures to communicate this policy to all staff and provide for appropriate assistance and discipline as required.**

**Statutory authority: 230.23, 1001.32, 1001.41, and 1012.23, F.S.**

**Law implemented: 230.33, 230.335, 231.085, 1001.49, 1001.51, 1001.54, 1006.145, 1012.28, 1012.33, and 1012.53, F.S.**

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6.12

**NEPOTISM**

- I. Non instructional staff may not be recommended for employment or be supervised by a close relative.
- II. Two or more close relatives may not work in the same administrative unit except by special permission of the Superintendent.
- III. Close relatives are defined as mother, father, son, daughter, brother, sister and spouse and in-laws of the same.

**STATUTORY AUTHORITY:****1001.41, 1012.22, 1012.23, F.S.****LAW(S) IMPLEMENTED:****112.3135, 1001.43, 1012.22, 1012.27, F.S.****LIBERTY COUNTY SCHOOL BOARD**



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6.13

**YEAR OF SERVICE DEFINED FOR ADMINISTRATIVE AND INSTRUCTIONAL  
PERSONNEL**

- I. The minimum time which may be recognized as a year of service for contractual purposes shall be full time actual service rendered under contract for more than one-half (1/2) of the number of days or more than one-half (1/2) the number of total hours required for the normal contractual period of service for the position held. In determining such service, sick leave and holidays for which the employee received compensation shall be counted, but all other types of leave and holidays shall be excluded.
  
- II. Any claim to a year of service for salary purposes shall be the equivalent of the service required for a continuing, professional service, annual, or multi-year contract. Credit for service rendered in another state or as otherwise allowed under the adopted salary schedule shall be determined by using the minimum service required in the District for a comparable position and in accordance with the contract agreement between the School Board and the local education association.
  
- III. Administrative, and non-instructional staff hired after July 1, 2007 will be allowed to count previous experience earned in a job with similar responsibilities according to section one (1) above as follows:
  - a. All previous experience with LCSB
  
  - b. Transfer up to a maximum of twelve (12) years of experience from other employers
  
  - c. Previous experience will not exceed the maximum step range for the specified position.
  
  - d. The experience must be earned in a job which contributes to a state retirement system and/or from a school which is fully accredited by one of the six regional accrediting bodies listed below:
    - i. Southern Association of Colleges and Schools
    - ii. Western Association of Schools and Colleges
    - iii. Northwest Association of Accredited Schools

- iv. North Central Association of Colleges and Schools
- v. New England Association of Schools and Colleges
- vi. Middle States Association of Colleges and Schools.

- e. The employee must complete the LCSB Experience Verification Form within 14 days of employment to receive credit for years of service.

IV. Instructional staff hired after July 1, 2007 will be allowed to count previous experience earned in a job with similar responsibilities, according to section one (1) above. The experience must be earned in a job which contributes to a state retirement system and/or from a school which is fully accredited by one of the six regional accrediting bodies listed below:

- 1. Southern Association of Colleges and Schools
- 2. Western Association of Schools and Colleges
- 3. Northwest Association of Accredited Schools
- 4. North Central Association of Colleges and Schools
- 5. New England Association of Schools and Colleges
- 6. Middle States Association of Colleges and Schools.

V. Re-employed retired personnel of public school systems hired after July 1, 2010 shall be placed and remain, at bachelor's degree step zero according to section one (1) above for salary purposes. They will be employed on, and always remain on annual contract status.

**STATUTORY AUTHORITY:**

1001.41; 1012.22; 1012.23, F.S.

**LAWS IMPLEMENTED:**

1000.21; 1001.43; 1010.60, F.S.

Revised: 6/30/2010

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**6.14**

**INSTRUCTIONAL STAFF**

The instructional staff shall be composed of school-based personnel, as defined in Florida Statutes, other than administrators and school support personnel. The instructional staff shall be assigned direct responsibility for the supervision, instruction, and evaluation of students in disciplines that promote individual growth and development for becoming a contributing member of society. Instructional staff members shall hold a valid Florida educator's certificate or the equivalent as prescribed by Florida Statutes and Liberty County School Board rules.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED: 1000.21; 1001.43; 1012.32; 1012.53; 1012.54; 1012.56; 1012.39, F. S.**

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**6.141**

**EMPLOYMENT OF ATHLETIC COACHES WHO ARE NOT FULL-TIME  
EMPLOYEES OF LIBERTY COUNTY SCHOOL BOARD**

Persons who are not full-time employees of the Liberty County School Board and hold an athletic coach's certificate, issued by the state of Florida, may be appointed by the Board on a contract basis, to perform designated secondary school athletic coaching responsibilities, subject to the following conditions:

- (1) The Superintendent or designee has determined that qualified full-time employees of Liberty County School Board are not available to perform these responsibilities.
- (2) The contracted employment conforms to rules and regulations of the State Board of Education and the by-laws of the Florida High School Activities Association.
- (3) The employment procedures and contracted services conform to standards and procedures provided by the Superintendent or designee including, but not limited to:
  - (a) Use of an approved agreement form for contracted services.
  - (b) Assessment of the qualifications of such persons.
  - (c) Agreement by the contracted employee to abide by the Code of Ethics of the Education Profession in Florida.

- (d) Evaluation of performed services to be conducted by the Superintendent or designee and appropriate records maintained.
- (4) Payment for services shall be according to the approved Liberty County School Board schedule of salary supplements for the services rendered.
- (5) Liberty County School Board shall attempt to ensure that community-based coaches reflect the diversity of racial, ethnic, and gender groups that make-up the Liberty County School population.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED: 1012.22; 1001.43; 1012.56; 1012.31; 1012.33; 1012.36; 1012.24; 1012.55, F. S.**

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**CHAPTER 6.0****6.142****NON-CERTIFIED INSTRUCTIONAL PERSONNEL**

**Persons who possess expert skill in or knowledge of a particular subject or talent but who do not hold a Florida teaching certificate constitutes an invaluable community resource for the education of the students in the Liberty County School District. Such persons may serve as non-paid volunteers or as a paid member of the instructional staff to render instructional service in the individual's field of specialty but shall not be required to hold a Florida teaching certificate. Policies concerning non-certificated instructional personnel shall be as follows:**

**(1) Employment Procedures**

**Procedures shall be the same as those followed for certificated personnel, except that non-certificated personnel shall not be entitled to a contract as prescribed by State Board of Education rules. The supervisor recommending the appointment must explain the circumstances that necessitate employing a non-certificated instructional person. A copy of such material shall be placed in the employee's personnel file.**

**(2) Personnel Records**

**The records of non-certificated personnel shall contain the same kinds of information that would be contained in the record of a regular member of the instructional staff. In lieu of a certificate and transcripts there shall be complete, detailed and certified documentation attesting to the individual's expertise in the area for which he/she is employed. The record shall also contain a statement of the specific instructional duties assigned to be performed and evaluations of performance of such duties.**

**(3) Salary**

**Non-certificated persons shall be paid according to the terms set forth in the salary schedule.**

**(4) Assignment, Suspension, and Dismissal**

**Non-certificated instructional personnel may not be assigned to any teaching duties other than those for which specifically employed. They shall remain employed only as long as the need exists. At any time during the employment of a non-certificated instructional person there is an indication that he/she is not carrying out his/her duties as assigned, he/she shall be suspended from that duty immediately and further action, including dismissal, shall be recommended by the Superintendent.**

**(5) Assessment of Performance**

**The performance of each non-certificated person shall be assessed against his/her specifically assigned duties. The supervisor recommending the appointment of these personnel shall monitor performance and provide a written evaluation at least once each school term using the teacher evaluation form.**

**(6) Student Welfare**

**Each non-certificated instructional person shall, prior to assuming his/her duties, be instructed as to his/her responsibilities in regard to the health, safety, and welfare of students. If assigned duties require knowledge of rules, regulations or policies of a special nature, the written statement of duties assigned shall include the duty to be familiar with such material.**

**(7) Instructional Practices and Policies**

**Prior to assuming their duties all non-certificated instructional personnel shall be advised of the State, District, and school policies relevant to instructional responsibilities.**

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

**LAW IMPLEMENTED: 1001.43, 1012.42, 1001.42, and 1012.55, F.S.**

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6.143

**EMPLOYMENT OF NON-DEGREED VOCATIONAL AND ADULT INSTRUCTIONAL  
PERSONNEL**

The Liberty County School Superintendent is authorized to develop a procedural manual for the employment of non-degreed vocational and adult instructional personnel that is entitled Qualifications for Employment of Non-Degreed Full-time and Part-time Vocational and Adult Instructional Personnel per Florida Statute. These procedures shall be consistent with Florida Statutes and shall be approved by the Liberty County School Board. The manual shall be published and made available to persons who are seeking employment in one (1) of such positions.

**STATUTORY AUTHORITY:**

1001.41; 1012.22; 1012.23, F.S.

**LAWS IMPLEMENTED:**

1001.43; 1012.32; 1012.36; 1012.38. F.S.

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6.144

**PARAPROFESSIONALS**

**Paraprofessionals are persons assigned by the School Board to assist instructional staff member(s) in performing his /her instructional or professional duties or responsibilities. A paraprofessional has additional responsibilities consistent with the requirements of the federal No Child Left Behind Act.**

- A. A paraprofessional shall meet one of the following requirements:**
  - 1. Earned an AA degree; or**
  - 2. Earned a minimum of 60 semester hours of college credit from an accredited college or university; or**
  - 3. Passed the Para Pro Assessment with a minimum score of 464.**
- B. Be at least eighteen (18) years of age;**
- C. Meet the requirements of the LCSB Criminal Background and Employment Policy.**
- D. A paraprofessional shall not perform any of the following:**
  - (a) Establish instructional objectives;**
  - (b) Render decisions regarding the relevancy of certain activities or procedures to achieve instructional objectives;**
  - (c) Make decisions regarding the appropriateness of training materials for accomplishing instructional objectives;**
  - (d) Evaluate a student's attainment of instructional objectives unless clear and objective criteria such as a specific achievement standard on an objective test are defined.**

The principal shall ensure that the paraprofessional assigned to the school possesses a clear understanding of State and District rules/policies relating to his or her responsibilities and to the safety, welfare, and health of students. It shall be the principal and the instructional staff member's responsibility to ascertain that a paraprofessional possesses the necessary knowledge about the rules/policies to perform duties of a special nature in a proper and reasonable manner.

The principal and instructional staff members who are assigned aides or paraprofessional personnel shall be responsible for assigning duties that are consistent with Florida Statutes, State Board of Education rules, School Board rules, and other controlling regulations.

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

**LAWS IMPLEMENTED:** 1001.43, 1012.22, 1012.32, 1012.37, F.S. 34 CFR 200

**STATE BOARD OF EDUCATION RULE:** 6A-1.070, 6B-1.006

**Revised: April 10, 2012**

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6.145

**SUBSTITUTE TEACHERS**

1. Each school principal is authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties. The principal shall obtain substitute teachers from the approved list published by the Liberty County School Board.
2. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required by the Department of Human Resources;
  - (a) Hold a regular high school diploma or equivalent;
  - (b) Be at least eighteen (18) years of age;
  - (c) Met the requirements of the LCSB Criminal Background and Employment Policy; and
  - (d) Complete an initial orientation / training program and other training required by Florida Statutes.
3. The Liberty County School Board shall approve applicants as substitute teachers provided their qualifications are found to be satisfactory. Applicants shall not be eligible for substitute teaching until approved.
4. The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted annually by the School Board. Provided, however

substitutes for postsecondary education programs may be hired on an hourly basis when necessary.

5. Any member of the Florida Retirement System who has been retired for at least one calendar month from any state administered retirement system may be employed as a substitute or hourly teacher on a non contractual basis.

6. Substitute teachers shall hold:

(a) A valid Florida Educator's Certificate or

(b) A valid substitute certificate / document issued by the District or another Florida school district. The substitute certificate / document shall verify satisfaction of requirements specified in Subsection (2) herein.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:** 1001.43; 1012.32; 1012.35; 1012.36; 1012.39; 1012.55; 1012.56, F. S.

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6.16

**PRIVATE INSTRUCTION AND TUTORING**

**Under no conditions may work directed by a tutor be accepted for credit grade, or promotional purposes. This rule shall apply to work completed under any tutor, including any member of the administrative or instructional staff who is employed as a private tutor.**

**STATUTORY AUTHORITY:**

**1001.41; 1001.42 F.S.**

**LAWS IMPLEMENTED:**

**1001.43, , F. S.**

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6.17

**APPOINTMENT OR EMPLOYMENT REQUIREMENTS**

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

**I. Qualifications**

- A. Must be of good moral character.**
- B. Must have attained the age of eighteen (18) years with the exception of students employed by the Liberty County School Board.**

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

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

**(b) Any person not holding a valid Florida certificate at the time of employment shall be required, upon initial employment, to make application to the Florida Department of Education for such a certificate. When such certificate is received, it must be filed with the Director of Personnel. If the**

Department of Education declines to issue a certificate, the person's employment shall be terminated immediately. Failure to file such certificate, except for good cause as determined by the Superintendent or designee, shall result in the termination of employment.

### **III. Interviews and appointments.**

- (a) The Superintendent or designee shall monitor and ensure that appointments and assignments are consistent with the Liberty County School Board's intent of maintaining a diverse work force.

### **IV. Fingerprinting/Drug Testing. Each new instructional or administrative staff member shall be fingerprinted and submit to drug testing prior to appointment by the Liberty County School Board.**

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

### **VI. The District shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity so as to ensure equal employment opportunity. Neither the District nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.**

#### **STATUTORY AUTHORITY:**

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

#### **LAW(S) IMPLEMENTED:**

**381.0056, 1001.43, 1012.22,  
1012.27, 1012.32, 1012.39, 1012.465, 1012.56, F.S.**

#### **HISTORY:**

**ADOPTED: 12/09/2003  
REVISION DATE(S): 02/08/2005**

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6.171

**PHYSICAL/PSYCHOLOGICAL EXAMINATIONS**

The Superintendent may require a physical, psychological, and/or psychiatric examination by a physician licensed in the state of Florida when in the Superintendent's judgment such an examination is relevant to the teaching performance or employment status of a School Board employee. The Superintendent shall select the physician(s), psychologist(s), or psychiatrist(s) and shall pay all costs incurred in the examination(s). The employee shall allow the report of the physician(s), psychologist(s), or psychiatrist(s) to be submitted to the Superintendent with a copy being forwarded to the employee.

**STATUTORY AUTHORITY:**

1001.41, 1012.22, 1012.23, F.S.

**LAWS IMPLEMENTED:**

1001.43, 1012.32, F.S.

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6.172

**CRIMINAL BACKGROUND AND EMPLOYMENT**

**1. Initial Employment**

- a. Any offer of employment with the School System is conditional on submission of fingerprints as required by Florida Statute and a background investigation. After a job offer, but prior to beginning employment within the System, all candidates for all positions must undergo a criminal and employment background check to determine suitability for employment. The application for employment shall inform applicants they are subject to criminal background checks, and advise applicants that failure to be truthful on the application about prior criminal history will be grounds for ineligibility or dismissal from employment.**
- b. As a condition of employment and prior to beginning work, an applicant who has received a conditional job offer must file a complete set of fingerprints taken by an authorized LCSB employee. The fingerprints shall be processed by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). In addition, each new applicant shall submit to drug testing prior to appointment by the Liberty County School Board. The applicant shall be required to pay for the full cost of processing at the time of fingerprinting and for the drug testing. Refusal to participate in the drug testing will prohibit an applicant from employment with the Liberty County School Board.**
- c. The Superintendent shall establish a process for the purpose of reviewing the criminal history of all persons nominated for initial employment.**

- d. No applicant who has received a conditional job offer shall begin work before his or her fingerprints are processed, the criminal and pre-employment investigation is completed, and a determination is rendered as to suitability for employment.**
- e. Based upon the facts of an application, criminal background check or other valid or reliable data sources, applicants who are, or have been convicted of certain serious offenses may be denied employment by the Liberty County School District (such crimes are listed below). As used in this section the term convicted is defined as a finding of guilt, a plea of guilty, or a plea of nolo contendere, or a verdict of guilty. The withholding of adjudication or the entry of an order sealing or expunging the record requiring a pre-trial diversion shall not be considered an exception to this section. Other information derived from the pre-employment investigation, which indicates the applicant may not be suitable for employment by the Liberty County School District, may be grounds for denying employment to an applicant.**
- 1. Inappropriate sexual conduct including, but not limited to prostitution, solicitation of prostitution, sexual battery, sexual relations with minors, computer pornography or obscene literature.**
  - 2. Sale of a controlled substance.**
  - 3. Any crime or offense enumerated in 435.04, Florida Statutes.**
  - 4. Possession of a gun or weapon on school property or use of a weapon in the commission of violent crime.**
  - 5. Knowingly falsifying or altering employment application, paperwork, school forms or other documents or certificates.**
  - 6. Conviction of any felony as noted in 435.04, Florida Statutes.**
  - 7. The Superintendent may identify specific mitigating circumstances for the above serious offenses and recommend to the Liberty County School Board a**

waiver to allow consideration of an applicant only if there is no threat to the safety of students or coworkers.

**f. In situations where an applicant has been convicted of the offenses listed below or found to have committed an act in an administrative proceeding or a civil action, consideration of certain mitigating circumstances may be applied by the Superintendent that allow for consideration of an applicant without a request for a waiver from the School Board. In these situations, where an applicant is nominated for employment due to mitigation, the Superintendent will personally approve the assignment and notify the School Board. The circumstances for each situation will be individually considered as well as the position to which the applicant is applying. Aggravating and mitigating factors or circumstances to be considered by the Superintendent include:**

- The severity of the offense.
- The age of the victim or student/child involvement.
- The danger posed to the public including the degree of physical and mental harm to a student, other employees, or members of the public.
- Any repetition of the offense(s) and length of time between offenses.
- Attempts by the applicant to correct or stop the misconduct or mitigate its effect.
- Actual negligence of the applicant pertaining to any misconduct.
- The deterrent effect of the punishment or discipline imposed.
- Related misconduct by the applicant in other employment including findings of guilt or innocence, discipline imposed and/or discipline served.

- Any effort of rehabilitation by the applicant.
- The length of time since the misconduct, with a minimum of three (3) years.
- Any other relevant mitigating or aggravating factors under the circumstances.

**g. Any instructional or non-instructional persons under contract to the Liberty County School District to operate student programs, student teachers, persons participating in short-term teacher assistance experiences or field experiences who have direct contact with students must meet the same requirements.**

## **2. Current Employees**

**a. If during the time of employment a member of the Liberty County School District is arrested for any offense, the Superintendent may take appropriate action as deemed necessary under Florida Statute and Liberty School Board Policies.**

**b. Whenever a personnel investigation of a complaint against an employee is required, a criminal background check may be conducted as a part of the investigation.**

**c. If it is discovered during the period of employment that a regular employee has a prior criminal record and that the employee was requested to provide this information at the time of hire, but did not do so, the employee may be subject to disciplinary action, including dismissal for submitting false information on the employment application, or otherwise having misled the Liberty County School District.**

**d. If it is discovered during the period of employment that an employee has a prior criminal record and no falsification of an application or attempt to mislead**

occurred, the record shall be reviewed by the Superintendent. The Superintendent shall consider all information, including any mitigating circumstances. The employee shall have the opportunity to respond in writing to the findings and recommendations. Appeal of the Superintendent's action shall follow collective bargaining agreements or Liberty County School Board policies, as appropriate.

3. Acceptance of Appointment – Failure to signify written acceptance of appointment with ten (10) days after receipt of the official notice of appointment shall be considered a rejection of the offer and the position shall be declared vacant.
4. The Liberty County School District shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessary so as to ensure equal employment opportunity. Neither the Liberty County School District nor its agents shall engage in any discrimination with respect to employment in violation of any State or Federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.
5. Every 5 years after obtaining initial certification, each person who is required to be certified must meet level 2 screening requirements as described in s. 1012.32, at which time the school district shall request the Department of Law Enforcement to forward the fingerprints to the Federal Bureau of Investigation for the level 2 screening.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED: 381.0056; 1001.43; 1012.22; 1012.27; 1012.32; 1012.465; 1012.56, F.S.**

**LIBERTY COUNTY SCHOOL BOARD**

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**6.1721**

**BACKGROUND SCREENING FOR CONTRACTORS**

- 1. Contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level two (2) screening requirements as described in Florida Statutes. Contractual personnel shall include any vendor, individual, or entity under contract with a school or the Liberty County School Board. Each vendor, individual contractor or employee of a contractor as described in this section must provide verification that he/she has met the level two (2) screening requirements prior to accessing a school campus.**
- 2. An employee or contractor of an employer who offers high school student internships must meet level 2 background screening requirements if he/she has direct, unsupervised access to the student intern(s).**
- 3. A non-instructional contractor who has been convicted of any disqualifying offense, as defined in Florida Statutes, shall not have access to school grounds when students are present.**
- 4. Contractual personnel must also meet the level two (2) screening requirements every five (5) years following entry into a contract. If the fingerprints of an individual under contract with the Liberty County School Board have not been retained by the Florida Department of Law Enforcement, the individual must submit a complete set of fingerprints to the District.**

- 5. Each person under contract as described in sections I and II must agree to inform the party with whom he/she is under contract within forty-eight (48) hours if convicted of any disqualifying offense while under contract. If it is found that a person under contract does not meet the level two (2) requirements, the individual shall be immediately suspended from working in a contractual position and shall remain suspended until final resolution of any appeals. A person who is working with an intern will not be allowed to continue in an unsupervised situation.**
- 6. The following noninstructional contractors shall be exempt from level two (2) screening:**
- **A contractor who is under direct, line of sight supervision of a Liberty County School Board employee or contractor who has met level two (2) screening requirements;**
  - **A contractor who is required by law to undergo level two (2) screening for licensure, certification, employment, or other purpose and provides appropriate documentation;**
  - **A law enforcement officer who is assigned or dispatched to school grounds;**
  - **An employee or medical director of a licensed ambulance provider who is providing services;**
  - **A contractor at a site where students are not permitted and a six (6) foot chain link fence separates the work site from the remainder of the school grounds; or**
  - **A contractor who provides pickup or delivery services that involve brief visits to school grounds when students are present.**
- 6. A noninstructional contractor, as described in section VI, who is exempt from level two (2) screening shall be subject to a search of the registry of sexual offenders and sexual predators maintained by the Florida Department of Law Enforcement and National Sex Offender Public Registry maintained by the U. S. Department of Justice. The**



**Liberty County School System shall conduct the registry search without charge to the contractor. If a contractor is identified as a sexual predator or offender and not allowed on school grounds, the Liberty County School District shall notify the vendor, individual, or entity under contract within three (3) business days.**

**7. The Superintendent shall develop procedures to implement this policy.**

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED: 1001.43;1012.32; 1012.465; 1003.496; 1012.467; 1012.468; F.S.**

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6.18

**CONTRACTS: INSTRUCTIONAL AND ADMINISTRATIVE PERSONNEL**

- (1) Any person employed as a member of the instructional staff shall hold a valid Florida Teaching Certificate or professional license except as noted elsewhere in policy. Any person employed as an administrator shall meet those qualifications as enumerated in the Board adopted job description. All instructional and administrative staff shall be entitled to and shall enter into a written contract with the School Board as provided by law. All contracts shall be on forms prescribed by the Commissioner of Education. Any member of the instructional or administrative staff who is willfully absent from duty without leave shall forfeit compensation for the time absent, and his / her contract shall be subject to cancellation by the Board.

(1) Contracts with Instructional Staff

- A. Each member of the instructional staff shall receive a contract in accordance with the provisions of law. The contracts shall be in accordance with the duly adopted salary schedule(s) of the Board and shall be for a definite term of service.
- B. A probationary contract for one (1) school year shall be awarded upon initial employment in the District regardless of previous employment in the District, in another district or in another state.

(2) Contracts with Administrative Staff

- A. Each member of the administrative staff on initial employment shall be given a written contract for a period not to exceed three (3) years subject to the condition that renewal of the contract from year to year will be based on an annual review of the services rendered and renewed only when acceptable and satisfactory service has been rendered. The first ninety-seven (97) work days of the initial contract

shall be a probationary period during which the employee may be dismissed without cause.

- B. When the administrative staff member has rendered three (3) years of satisfactory and acceptable service, the School Board may enter into a contract for a fixed period of time not to exceed three (3) years. Any further renewal of the contract shall be based on a review and evaluation made during the last year of the contract and any additional contract shall be for a period of time not to exceed three (3) years.

- (2) A contract year for principals, other school site administrators and instructional personnel may not exceed ten (10) calendar months of service unless otherwise approved by the School Board.

**STATUTORY AUTHORITY:**

1001.41, 1012.22, 1012.23, F.S.

**LAWS IMPLEMENTED:**

120.57; 1001.43, 1012.22,  
1012.32, 1012.34, 1012.56, F.S.

**STATE BOARD OF EDUCATION RULE:**

6A-1.0502, 6A-1.064

Revised: March 13, 2012

REVISED: MARCH 13, 2012

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6.181

**PROBATIONARY STATUS FOR NON-INSTRUCTIONAL PERSONNEL**

Upon initial employment, non-instructional employees shall serve a probationary period. If a collective bargaining agreement does not provide for the conditions of a probationary period then the following provisions shall govern the implementation of this policy:

1. The probationary period shall begin the first day of regular employment.
2. The probationary period shall be three (3) years in duration.
3. Employment during the probationary period must be continuous for probation to be successfully completed.
4. The probationary period may be extended if:
  - a. The Superintendent or designee determines that an additional probationary period is needed.
5. The Superintendent shall determine whether to continue the employee's employment for the duration of the contract year.
6. A probationary employee who is recommended for termination (non-renewal) shall not have rights of appeal nor have a written explanation.
7. Probationary non-instructional personnel shall be entitled the same benefits that are provided other employees in the same work position.

**STATUTORY AUTHORITY:**

1001.41;1001.42 F.S.

**LAWS IMPLEMENTED:**

1001.43, 1012.01, F. S.

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**6.20**

**CERTIFICATION OF ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL**

Except for employment under emergency conditions as provided in Section 1012.24, Florida Statutes, no person shall be employed or continued in employment if he/she does not hold or is ineligible to hold a valid Florida Educator's Certificate. The staff member shall be responsible for maintaining a valid certificate. The staff member shall register his/her certificate and each certificate reissuance or renewal in the district office as soon as the Department of Education issues the new validity period on the certificate. The Superintendent shall designate a Certification Contact to work directly with the Bureau of Teacher Certification, Florida Department of Education, to assist personnel with certification issues.

- (1) A teacher may not teach outside the field for which he/she is certified for more than one school year unless the teacher has earned a minimum of nine (9) credits per year to continue to remain outside the field of certification.
- (2) A teacher will be considered qualified in the field of assignment if one of the following conditions is met;
  - (a) holds a valid Florida Educator's Certificate with an appropriate coverage as provided in the Course Code Directory for teaching the course, or
  - (b) holds a valid Florida Educator's Certificate and has a minor in the field in which instruction is provided, as shown on an official college transcript or as verified in writing by the college or university,

- (c) holds a valid Florida Educator's Certificate and has demonstrated sufficient subject area expertise in the subject area in which the instruction is provided by presenting a passing score on the subject area test of the Florida Teacher Certification Examination or
- (3) A teacher who has not met the requirement for demonstration of mastery of general knowledge by passing the required state test within one calendar year of employment may not be continued in employment in any position that requires a Temporary Certificate past the end of the contract year in which the one calendar year falls.

**STATUTORY AUTHORITY:**

**1001.42 (1); 1012.42 (2); F.S.**

**LAWS IMPLEMENTED:**

**1001.42(1); 1012.42; F. S.**

**STATE BOARD OF EDUCATION RULES: 6A-1.0501; 6A-10502; 6A-1.0503**

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6.22

**TEACHING OUT-OF-FIELD**

1. For initial employment each member of the instructional or certificated administrative staff shall be employed in the subject field in which he or she is properly certified except as approved by the Superintendent. Employees hired to teach out-of-field must complete the minimum college credit hours or equivalent as specified in this policy each year toward certification in order to be eligible for reappointment.
2. Each principal shall report to the Superintendent any teacher who is assigned to teach a subject(s) for which he or she is not properly certificated. Such reports shall be filed at the beginning of each school year or when changes occur and shall include the following information: teacher's name, the certificate area(s) on the Florida Educator's certificate, the out-of-field assignment, and the justification. The School Board minutes shall reflect such approvals.
3. Recommendations will be given to a teacher to assist in meeting infield certification requirements.
4. Continuing and professional services contract personnel who are out-of-field for certification shall complete the minimum college credit hours or equivalent as specified in this policy each year toward certification. Failure to comply with this policy may result in actions permitted by law or the *Code of Ethics of the Education Profession in Florida*.
5. A teacher out-of-field in a subject other than English for Speakers of Other Languages (ESOL) shall complete at least six (6) semester hours of college credit or the equivalent toward the appropriate certification within one (1) calendar year from date of initial appointment to the out-of-field assignment and each calendar year thereafter until all course requirements are completed for the appropriate certification.
6. A teacher out-of-field in ESOL only shall complete at least three (3) semester hours of college credit or the equivalent toward the ESOL requirements within the first two (2)

calendar years from date of initial assignment and three (3) semester hours or the equivalent during each calendar year thereafter until all course requirements for certification in ESOL or completed.

7. A teacher out-of-field in ESOL and another subject shall complete at least six (6) semester hours of college credit or the equivalent toward the appropriate certification within one (1) calendar year from the date of initial appointment to the out-of-field assignment and each calendar year thereafter until all course requirements are completed for the appropriate certification. During the first two (2) years, at least three (3) of the required hours or the equivalent shall be completed in ESOL strategies. Beginning with the third year and each year thereafter, at least three (3) semester hours or the equivalent shall be completed in ESOL strategies and at least three (3) semester hours in requirements for the other subject shall be completed until all course requirements are completed for the appropriate certifications.
8. All out-of-field teachers shall sign an agreement to work toward the appropriate certification. The principal shall be responsible for obtaining signatures on the agreement and a copy shall be placed in the teacher's personnel file. Each year as applicable, the out-of-field teacher shall file appropriate verification of course work until fully certified.

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

**LAWS IMPLEMENTED: 1001.43, 1012.42, 1012.55, 1012.57, F.S.**

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**6.281**

**DOMESTIC VIOLENCE AND ABUSE**

The School Board shall grant leave for an employee if the employee, or a family or household member, is the victim of domestic violence.

**Definitions**

- A. "Domestic violence" means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one (1) family or household member by another family or household member.
- B. "Family or household member" means spouses, former spouses, persons related by blood or marriage, person who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.
- C. "Victim" means an individual who has been subjected to domestic violence.

Such leave may be for up to three (3) days in any twelve (12) month period, subject to the following conditions:

- The employee must have been employed for at least three (3) months.
- The leave must be used to seek an injunction, to obtain medical care and/or mental health counseling, to obtain services from a victim-services organization, to secure their home or seek new housing, or to seek legal assistance.
- The leave shall be granted without pay.
- Except in cases of imminent danger, the employee seeking the leave must provide appropriate advance notice along with sufficient documentation of the act of domestic violence as required by the administrative procedures implementing this policy.
- The employee shall be required to have exhausted all annual or vacation leave, personal leave, and sick leave prior to utilizing this leave.



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6.30

**VIOLATION OF LOCAL, STATE AND/OR FEDERAL LAWS**

- (1) Anyone known to be violating a local, state, and/or federal law on Liberty County School Board property or at a school function will be subject to referral for prosecution to the appropriate law enforcement agency. The referral process will be subject to State Statutes and Liberty County School Board policies.**
- (2) Any employee in violation of the Liberty County School Board reporting requirements may be subject to disciplinary action by the Superintendent or School Board up to or including dismissal.**
- (3) As required by the provisions of State Board of Education Rule 6B-1.006(5) and The Principles of Professional Conduct of the Education Profession in Florida a professional employee is required to self-report within forty-eight (48) hours to the Superintendent or designee any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or NOLO Contender for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.**

- (4) When handling sealed and expunged records disclosed under this rule, Liberty County School Board shall comply with the confidential provisions of Section 943.0585(4)(c), F. S.

**STATUTORY AUTHORITY:**

1001.41; 1012.22; 1012.23, F. S.

**LAWS IMPLEMENTED:** 886.13; 943.0585(4)(C); 943.059(4)(C); 1001.41; 1001.43; 1006.145; 1012.22; 1012.27, F. S.

**STATE BOARD OF EDUCATION RULES:**

6B-1.006(5)

**LIBERTY COUNTY SCHOOL BOARD**

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**6.301**

#### **CONFLICT OF INTEREST IN PURCHASING**

- I. No employee of the district shall on behalf of the District either directly or indirectly purchase, rent, or lease any realty, goods, or services from any business entity of which the employee or the employee's spouse or child has a material interest. No business in which an employee holds ownership or material interest shall provide either directly or indirectly purchase, rent, or lease any realty, goods, or services to the District, subject to Florida Statutes and provisions herein.
- II. This policy is not intended to prohibit the School Board from authorizing purchases or other related activities from or with a business or individual related to an employee who provides an acceptable bid or quote for such services or goods and, when all other conditions are equal or comparable. This policy does not prohibit reimbursements to employees for purchases made in connection with their employment.
- III. Any employee who is found to have violated the provisions of this policy shall be subject to disciplinary action by the Superintendent or Board up to or including dismissal.

**STATUTORY AUTHORITY:**

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

**LAW(S) IMPLEMENTED:**

**112.313, 1001.43, F.S.**

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

**6B-1.006(5)**

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6.31

**RECORDS AND REPORTS**

All employees of the Liberty County School Board shall faithfully and accurately maintain records and file reports as may be required by Florida Statutes, State Board of Education rules and policies of the Liberty County School Board, or as the Superintendent or designee may deem necessary for the effective administration of the district. Such reports shall include student attendance, property inventory, personnel, school funds, and other types of information. Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time. Liberty County School Board employees who resign shall receive the final salary warrant when all reports are current and officially checked.

**STATUTORY AUTHORITY:**

1001.41; 1012.22; 1012.23, F. S.

**LAWS IMPLEMENTED:**

1012.22; 1001.43; 1012.53, F. S.

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6.32

**TELEPHONE CALLS, ELECTRONIC COMMUNICATIONS AND FACSIMILES**

District communication equipment shall be used for designated purposes and shall not be used for personal or non-school purposes.

- (1) An employee shall not make a personal long distance call or send a facsimile or other electronic transmission at School Board expense. An employee who violates this rule shall be required to pay for the call or facsimile. Such action shall be reported to the Superintendent at the principal or District department head's discretion.
- (2) Prior authorization for all long distance calls and facsimiles shall be given by the principal or District department head.
- (3) Any long distance telephone call made by a School Board member which is charged to the District office shall be paid by the School Board, provided the purpose of the call was to conduct School Board business.
- (4) The principal or District department head shall review telephone and facsimile bills and shall refer excessive or questionable bills to the Superintendent or designee for consideration.

**STATUTORY AUTHORITY:**

1001.41, 1012.22, 1012.23, F.S.

**LAWS IMPLEMENTED:**

1001.43, 1012.22, F.S.

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**6.321**

**DISTRICT OWNED WIRELESS COMMUNICATION DEVICES**

It is the policy of the Liberty County School Board to provide selected employees wireless communications devices in support of fulfilling their assigned duties. In order to ensure that these devices are used only for the benefit of the School District, the district will monitor the wireless bill each month to monitor calls being made on each device. Each employee who is provided a communications device shall sign an acknowledgement of receiving the device, that he/she understands the purpose/use of the device and agrees to inform the district if it is used for personal use, the number involved and will reimburse the district for its use. Employees who abuse the privilege of having access to a district device shall be asked to return it to the Superintendent.



## **The School Board of Liberty County** **Cellular Device/Service User Agreement**

Your signature below verifies that you have read and understand the District Wireless Device Policy and agree to comply with the guidelines, procedures and responsibilities outlined below:

- 1) I am responsible for following related Board policy and carrying out administrative wireless device/service procedures.
- 2) I am assigned this equipment to support the business activities of the school district and I am responsible for its safekeeping, care, and potential replacement, if negligently lost or abused.
- 3) I agree to reimburse the school district for any personal use of the device.
- 4) I will not "loan" or otherwise make available my wireless device to non-district personnel except in cases of emergency or when prudent judgment dictates.
- 5) I am responsible for all usage on my device/service.
- 6) I will use a School District land line, if available nearby, except when 2-way functionality is more efficient, effective and cost neutral.

### **General Expectations**

- 1) Improper use of the wireless device can be considered misappropriation of School District funds which may result in disciplinary action, up to and including termination.
- 2) A wireless device user must surrender the device upon termination of employment (i.e. retirement or voluntary/involuntary termination) or upon re-assignment to another school/department. At this point, no further use of the wireless device is authorized.

Name: \_\_\_\_\_ Number: \_\_\_\_\_

\_\_\_\_\_

(Signature)

**LIBERTY COUNTY SCHOOL BOARD  
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6.33

**ALCOHOL AND DRUG-FREE WORKPLACE**

- (1) No employee shall possess, consume or sell alcoholic beverages or manufacture, distribute, dispense, possess, use or be under the influence of, on the job or in the workplace, any narcotic, drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in the Controlled Substance regulations at 21 CFR 12001.11 through 1300.15 and as further defined by Florida Statutes, Chapter 893.
- (2) “Workplace” is defined as the site for the performance of work done in connection with the rules of an employee of the District. That term includes any place where the work of the district is performed, including a school building or other school premises, any district-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; or off-school property during the duration of any school-sponsored or school-approved activity, event, or function, such as a field trip, workshop, or athletic event.
- (3) As a condition of employment, each employee will:
  - (a) Abide by the terms of this policy, and
  - (b) Notify the Superintendent or designee of any criminal drug statute arrest or conviction for a violation occurring on the premises of the district, at the workplace, or during the conduct of any official activity related to the district within forty-eight (48) hours. Professional employees must be in compliance with 6.30(3).
- (4) The district shall:

- (a) Notify the appropriate agency within ten (10) days after receiving such notice from an employee or otherwise receiving actual notice of such conviction:  
and
- (b) Take one of the following actions, within thirty (30) days of receiving such notice, with respect to any employee who is so convicted:
  - 1. Require such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; or
  - 2. If the employee fails to participate satisfactorily in such program, the employee may be non-renewed or his/her employment may be suspended or terminated; or
  - 3. Take appropriate personnel action against such an employee, up to and including termination.
- (c) Offer assistance and information on drug abuse in order to maintain an alcohol and a drug-free workplace. Employee assistance will be available through the Personnel Department and the Employee Assistance Program. The district shall also conduct periodic workshops on drug and alcohol abuse in the workplace to inform employees of the dangers of substance abuse and of the provisions in this policy.

**STATUTORY AUTHORITY:** 893.01; 1001.41; 1012.22; 1012.23; 1012.27, F. S.

**LAWS IMPLEMENTED:** 1001.41; 1001.43; 1012.795, F. S.

**DRUG FREE WORKPLACE ACT OF 1988; CFR**                      **PART 85, SUBPART F**

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6.34

**POLITICAL ACTIVITIES OF EMPLOYEES**

School Board employees shall not solicit support of any political candidate, partisan or non-partisan, during regular work hours.

A School Board employee who offers himself / herself as a candidate for public office shall notify the Superintendent immediately upon qualifying for election. He / she shall conduct his / her campaign so as not to interfere with his / her responsibilities.

- (a) Personal leave without pay may be taken during the campaign period. The Board will grant such personal leave without pay for a period not to exceed thirty (30) days prior to the election.
- (b) Such candidate shall adhere strictly to Florida Statutes governing political activity on the part of public officials and public employees.
- (c) A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or School Board, to evaluate the compatibility of the dual responsibility and the need for personal leave without pay.

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

**LAWS IMPLEMENTED: 104.31, 106.15, 1001.43, F.S.**

**LIBERTY COUNTY SCHOOL BOARD**

**LIBERTY COUNTY SCHOOL BOARD****POLICY MANUAL****CHAPTER 6.0****6.35****GRIEVANCE PROCEDURE FOR PERSONNEL**

Whenever an employee or applicant feels that he or she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, employees not covered by a collective bargaining complaint procedure, can resort to the more formal procedures as provided herein. If the collective bargaining agreement is silent on an issue this procedure may be used by the employee.

**(1) Definitions:**

- (a) “Complaint” shall mean any dispute or disagreement involving the interpretation or application of any existing Board rule or practice. It does not include disputes involving the interpretation or application of a collective bargaining agreement, or any provision thereof. Such disputes must be resolved through the grievance procedure in the bargaining agreement.**
- (b) “Complainant” shall mean any employee, or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.**
- (c) “Employer” shall mean the School Board or its representatives.**
- (d) “Day” shall mean a working day.**

- (2) **Time Limits** - The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.
- (3) **Released Time** - The complaint procedure will normally be carried out during non-work time. If, however, the Board elects to carry out provisions during work time, the complainant shall lose no pay.
- (4) **Complaint Procedure:**
  - (a) **Informal discussion** - If an employee believes there is a basis for complaint, he or she shall discuss the complaint with his or her immediate supervisor (except in cases of discrimination or harassment allegations involving the supervisor, in which case they shall report to the Equity coordinator) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which sixty (60) days will be allowed.
  - (b) **Level one** - If the complainant is not satisfied with the informal resolution he or she may, within ten (10) days, file a formal complaint on the proper form and deliver it to his or her immediate supervisor or alternate. The Supervisor or alternate shall communicate his or her answer in writing to the complainant within ten (10) days after receipt of the complaint. Class complaints involving more than one (1) supervisor and complaints involving an administrator above the building level may be filed by the complainant at level two.
  - (c) **Level two** - If the complainant is not satisfied with the resolution at level one he or she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. Within ten (10) days of

receipt of the complaint the Superintendent shall indicate his or her disposition in writing to the complainant.

- (d) Board appeal - If the complainant is not satisfied with the resolution by the Superintendent, he or she shall have the right to appeal the Superintendent's decision to the School Board; provided request for placement on Board agenda is filed within ten (10) days.
- (5) Confidentiality and protection from retaliation will be provided to the extent possible to any employee, student, applicant or affected party who alleges discrimination or harassment.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**447.401, 1001.43, 1001.49, 1012.22, 1012.27, F.S.**

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**COMPLAINTS AGAINST EMPLOYEES**

Any and all complaints against any employee of the Liberty County School Board are to be reported to their immediate supervisor and to the District Equity Coordinator. The Equity Coordinator will follow school district policy to investigate such complaints and make recommendations to the Superintendent.

**STATUTORY AUTHORITY:**

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

**LAW(S) IMPLEMENTED:**

**1001.43, 1012.22, 1012.796, F.S.**

**LIBERTY COUNTY SCHOOL BOARD**



**LIBERTY COUNTY SCHOOL BOARD****POLICY MANUAL****CHAPTER 6.0****6.37****SUSPENSION AND DISMISSAL**

- 1. No employee may be suspended from duty except by the Superintendent or the School Board. The Superintendent may suspend a member of the staff during an emergency for a period extending to and including the next meeting of the School Board or in accordance with LCSB Policies.**
- 2. In the case of a suspension without pay by the School Board, an affected employee shall be entitled to a hearing on the charges as to why he/she should be suspended without pay. Said hearing shall be upon reasonable notice by the School Board.**
- 3. If any dismissal proceeding in which the substantial interest of the employee is affected, or in which the employee has a property interest, the employee shall be entitled to a hearing on the merits of the case in accordance with the provisions of Chapter 120, Administrative Procedure Act.**
- 4. In the event an employee is entitled to a hearing, the Superintendent shall notify the affected employee in writing of his/her right to a hearing at the time a petition for suspension or dismissal is filed. The petition for suspension or dismissal must set forth the charges against the employee and shall further notify the employee that in the event a written request for a hearing is not received by the Superintendent within ten (10) days after receipt of said notice, that the employee waives his/her right to a hearing. In the event no such notice is sent by the Superintendent, the employee shall be deemed to have requested a hearing.**

5. In the event a hearing is required as prescribed by law, pursuant to this policy, a written notice of hearing shall be furnished to the employee in a timely manner according to law stating the date, place and time of the hearing.
6. No member of the staff may be dismissed except by action of the School Board.
7. The Superintendent or designee shall be authorized to investigate and take action on a complaint against a person who has an expired Florida Educator's Certificate and has committed an act during the validity period of this certificate. Pursuant to Florida Statutes, all legally sufficient complaints shall be filed within thirty days of said complaint that is brought to the Superintendent's attention.
8. The Superintendent shall notify the Florida Department of Education of instructional personnel who have received two (2) consecutive unsatisfactory annual evaluations and have been given written notice and intent that his/her employment is being terminated or non-renewed.
9. Non-renewal of employees during their probationary period or upon expiration of a time-limited contract shall not be considered dismissal and shall not be subject to this policy.
10. Any provision in the Collective Bargaining Agreement, which is contrary shall supersede this policy.

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

**LAWS IMPLEMENTED: 120, 790.15, 1001.43, 1012.22, 1012.27, 1012.34, F.S.**

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#### **SUSPENSION WITH PARTIAL OR NO PAY**

**The School Board hereby delegates authority of employee suspension with partial or no pay to the Superintendent in order to facilitate personnel management, to maintain an orderly and productive work environment, to avoid public embarrassment to employees, and to eliminate minor disciplinary action from the School Board's agenda.**

- (1) The suspension shall be for a period extending to and including the day of the next regular or special meeting of the school board**
- (2) The suspension may be with or without pay.**
  - (a) documented evidence of any violation of the LCSB drug or alcohol policy shall constitute immediate suspension without pay**
  - (b) an employee whose suspension is based upon a positive drug test that is later proven to be invalid will have their suspended salary restored**
- (3) Suspension shall be authorized only if the Superintendent finds that the employee has:**
  - (a) Been absent without leave;**
  - (b) Been insubordinate;**
  - (c) Endangered the health or well-being of a fellow employee or of a student(s);**
  - (d) Willfully neglected duty;**
  - (e) Consumed an alcoholic beverage while working; or,**
  - (f) Violated School Board rules or administrative directives to the extent that disciplinary action is required, but the violation is not severe enough for dismissal.**

**(4) An employee who is suspended under the authority of this rule shall be granted all due process rights accorded by the Florida Statutes.**

**(5) This rule grants the Superintendent authority in addition to that provided by Florida Statutes. It shall not be construed to limit the Superintendent's statutory powers.**

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

**LAWS IMPLEMENTED: 1001.43, 1012.22, 1012.27, 1012.33, F.S.**

**STATE BOARD OF EDUCATION RULE: 6B-4.009**

**Revised: April 10, 2012**

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**LIBERTY COUNTY SCHOOL BOARD****POLICY MANUAL****CHAPTER 6.0****6.40****ASSESSMENT OF EMPLOYEES**

**The Superintendent shall develop or select personnel performance assessment systems for all staff. Such systems shall meet the intent of all law and rules.**

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

**LAWS IMPLEMENTED: 1001.43, 1008.36, 1012.22, 1012.27, 1012.34, F.S.**

**Revised: 5/2009; October 2009, March 13, 2012**

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**6.41**

**INSTRUCTIONAL EMPLOYEE PERFORMANCE CRITERIA**

The Superintendent or designee shall develop and present, for School Board approval, instructional employee performance criteria and/or measures. Such performance criteria and/or measures shall be consistent with statutory requirements, but may include additional elements as deemed appropriate.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S**

**LAWS IMPLEMENTED:**

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

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**LEAVE OF ABSENCE**

A leave of absence is permission granted by the Liberty County School Board or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any absence of a member of the staff from duty shall be covered by leave and shall be duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority. No leave, except military leave, will be granted for a period in excess of one year. Leave may be with or without pay as provided by law, regulations of the State Board of Education and these policies. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.

The Superintendent shall develop procedures to implement leave provisions.

**STATUTORY AUTHORITY:**

1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED**

1001.43, 1012.22, 1012.61, 1012.63, 1012.64, 1012.66, F.S.

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**LEAVE APPLICATION**

An application for leave shall be in writing and on the form prescribed by the Liberty County School Board. The principal or supervisor, or other person under the direct supervision of the Superintendent, shall submit any leave application directly to the Superintendent. Leave granted for a school year or for the remaining part thereof will expire at the end of the school year or school fiscal year for which such leave is granted.

A Liberty County School Board employee having leave for the year or for the remaining part thereof, who plans to return to duty the next school fiscal year, shall send a copy of such notice to the Superintendent or designee or his/her designee by March 1<sup>st</sup> of that fiscal year. If a form is not received by March 1<sup>st</sup> of the current year, it will be assumed that the employee does not intend to return to work and the leave shall be cancelled and employment will be terminated. Return to employment is contingent upon an open position being available.

Under normal circumstances, the deadline for applying for a leave of absence shall be April 1<sup>st</sup> of each year.

**STATUTORY AUTHORITY:**

1001.41; 1012.22; 1012.23, F.S.

**LAWS IMPLEMENTED:**

1001.43; 1012.66, F. S.

**STATE BOARD OF EDUCATION RULE:**

6A-1.079

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**APPROVAL OF LEAVES**

**All requests for leave shall be submitted on the proper form and shall be approved by the Superintendent or designee as provided herein:**

**(1) The following types of leave require approval of the Liberty County School Board:**

- (a) Extended Health Leave or Disability including Maternity Leave**
- (b) Military Leave in excess of seventeen (17) days**
- (c) Personal Leave in excess of six (6) days**
- (d) Illness-in-line-of-Duty Leave**
- (e) Leave to seek political office**
- (f) Family and Medical Leave**

**(2) The Superintendent or designee is authorized to grant the following types of leave:**

- (a) Sick Leave**
- (b) Personal Leave not in excess of six (6) days**
- (c) Annual Leave**

- (d) Jury Duty assignment
- (e) Military Leave not in excess of seventeen (17) days
- (f) Witness Duty absence
- (g) Temporary Duty
- (h) Bereavement Leave

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.61; 1012.63; 1012.64; 1012.66, F. S.**

**STATE BOARD OF EDUCATION RULES: 6A-1.080; 6A-1.081; 6A-1/082;**

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**NOTIFICATION OF ABSENCE**

- (1) The principal shall notify and submit the appropriate leave form to the Superintendent when he/she plans to be away from school for a half-day or longer. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his/her absence. Where possible, the name of the person to be in charge of the school when the principal is absent shall be submitted to the Superintendent each year prior to the close of the pre-school conference.
- (2) An employee who is absent from duty for any reason shall notify the principal or his/her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible.
- (3) In an extreme emergency, the principal may authorize the absence of an employee without pay for a period not to exceed two (2) days; provided, such authorized absence is immediately reported to the Superintendent.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.43, 1012.22, 1012.66, 1012.67, F.S.**

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**ABSENCE WITHOUT LEAVE**

- (1) Administrative and instructional – Any member of the administrative or instructional staff who is willfully absent from duty without leave shall forfeit compensation for the time of the absence and the employee’s contract shall be subject to cancellation by the Liberty County School Board. In addition, such absence without leave shall interrupt continuity of service.
- (2) Non-instructional – Any other employee who is willfully absent from duty without leave shall be subject to dismissal from employment and shall forfeit compensation for the time of the absence.

**STATUTORY AUTHORITY:**

1001.41; 1012.22; 1012.23, F. S.

**LAWS IMPLEMENTED:**

1001.43; 1012.33; 1012.66; 1012.67, F. S.

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**RESIGNATIONS**

- (1) Any administrative or instructional staff member who wishes to resign shall submit his/her resignation in writing addressed to the Superintendent or designee. The letter of resignation shall state the reasons for the resignation and the desired effective date. The resignation of any administrative or instructional staff member shall be sent to Superintendent or designee. No resignation shall become effective until accepted by the Superintendent or designee.**
- (a) The resignation of an administrative or instructional staff member may be accepted during the contractual period of service provided that an acceptable reason is given and a qualified and satisfactory replacement is available. Any resignation for an up-coming school year shall be accepted without question if submitted prior to June 20<sup>th</sup> of the current school year.**
- (b) All resignations shall be processed through the Superintendent or designee's office.**
- (c) An employee who violates the terms of an employment agreement or written contract by leaving his/her position without first being released from the agreement or contract by the Superintendent or designee shall be subject to the jurisdiction of the Education Practices Commission. When this occurs, the Superintendent or designee shall be responsible for notifying the Commissioner of Education about the action of declaring the position as abandoned and vacant.**

- (2) A non-instructional employee who wishes to resign shall submit his/her resignation in writing addressed to the Superintendent or designee. Whenever possible, two (2) weeks prior notice shall be given. The letter of resignation shall state the reason for the resignation and the desired effective date. No resignation shall become effective until accepted by the Superintendent or designee.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED: 1012.22; 1001.43; 1012.23; 1012.795; 1012.34; 1012.33, F.S.**

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**EFFECTIVE DATE FOR LEAVE, SUSPENSION, OR TERMINATION**

The effective date of any employment termination or unpaid leave of absence shall be the first day on which a Liberty County School Board employee is not paid unless otherwise provided herein. The effective date of any suspension or paid leave of absence shall be the first day on which a Liberty County School Board employee does not work. The following provisions apply to paid benefits for a holiday(s):

- (1) An employee who terminates employment and does not work on the first day following a holiday(s) shall not receive pay for the holiday(s). The termination date shall be considered the last workday on which the employee is paid prior to the holiday(s).
- (2) To earn holiday pay, an employee may not be on an uncompensated leave either the day before or day after the holiday.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1012.22; 1001.43; 1010.60, F.S.**

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**RETIREMENT OF EMPLOYEES**

Any employee who plans to retire shall concurrently submit his/her resignation to the Superintendent or designee and his/her application to the retirement system for retirement benefits. Employees are encouraged to submit the resignation and application form at least ninety (90) days in advance of the retirement date to ensure the retirement check is issued the month following the last month of service with the Liberty County School Board.

A retirement incentive of ten percent (10%) of the School Board employee's salary, excluding supplements, shall be provided when he/she is eligible for normal retirement with full benefits under an existing state retirement plan. Normal retirement is defined by sections 121.091, 121.021 or 238.07, Florida Statutes. Those electing to participate in the Deferred Retirement Option Program (DROP) are not eligible for this incentive.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

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**DEFERRED RETIREMENT OPTION PROGRAM (“DROP”)**

The Deferred Retirement Option Program (“DROP”) as defined in chapter 121, Florida Statutes, is an alternative method of deferred payment of retirement benefits for up to sixty (60) months, or ninety-six (96) months for instructional personnel who have received authorization by the superintendent, after an eligible member of the Florida Retirement System reaches his/her normal retirement date but wishes to continue employment with a Florida Retirement System employer. In order to participate, the employee must submit a binding letter of resignation, establishing a deferred termination date. DROP will allow the participant to defer all retirement benefits payable during the DROP period. Upon termination of DROP, the participant will receive the DROP benefits and their regular benefits under Chapter 121, Florida Statutes.

Sick leave will be paid for accumulated leave at retirement, end of DROP or if service is terminated by death to employee beneficiary. Upon election to participate in DROP, and based upon employee established deferred termination date, previously accrued sick leave shall be paid the employee according to the salary established at the end of the DROP Program.

Employees electing to participate in DROP are entitled to terminal pay for accrued annual leave as required by statutes and Board policy and/or union contract. Upon election to participate in DROP and the employee’s election to receive a lump sum payment of annual leave, payment shall be made in the last paycheck prior to the effective beginning date of DROP. Employees may earn annual leave during DROP

to be paid upon DROP termination as required by statutes and Board policy and/or union contract.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**121.091; 1001.43, F.S.**

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6.541

**ANNUAL/VACATION LEAVE**

The following schedule shall be used in determining the accrual of annual leave:

- (1) Employees on twelve month contracts shall accrue annual leave, exclusive of holidays, with compensation as follows.
  - (a) One (1) day per month cumulative to twelve (12) days per year for less than ten (10) years of continuous service in the District.
  - (b) One and one-fourth (1 ¼) days per month cumulative to fifteen (15) days per year for ten (10) years of more of continuous service in the District.

The term “continuous” as used in Subsection (1) herein means an employee who has rendered uninterrupted service to the School Board in a ten (10) or eleven (11) month contractual position shall be considered as having continuous service when determining creditable service for annual leave.

- (2) Annual leave may be granted by the Superintendent upon the written application of the employee and with the prior approval of the employee’s immediate supervisor. Annual leave shall be scheduled for minimum disruption of the school program.
- (3) Annual leave shall accrue at the close of each month and shall not exceed thirty (30) working days at the close of each school fiscal year. Any days in excess of thirty (30) days shall be forfeited on the first day of the next fiscal year.  
Employees shall be encouraged to use accrued annual leave on an annual basis.
- (4) Annual leave shall not be taken for less than one-half (1/2) day.
- (5) Accrued annual leave may be used in lieu of other types of leave with the Superintendent’s approval.

**STATUTORY AUTHORITY:**

1001.41; 1012.22; 1012.23, F. S.

**LAWS IMPLEMENTED:**

1001.43; 1012.66; 1012.61, F. S.

Revised: 4/2009; October 2009

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**FAMILY AND MEDICAL LEAVE**

- (1) In compliance with the Family and Medical Leave Act of 1993, full-time school employees are entitled to take up to twelve (12) weeks unpaid leave a year for the following reasons:**
- (a) The birth of the employee's child;**
  - (b) The placement of a child with the employee for adoption or foster care;**
  - (c) To care for the employee's spouse, child or parent who has a serious health condition; or,**
  - (d) A serious health condition rendering the employee unable to perform his / her job.**
  - (e) Any qualifying exigency that arises because the spouse, son, daughter or parent of an employee is a service member serving with the Armed Forces; a veteran of the Armed Forces, National Guard or Reserves; or on active duty or has been notified or an impending call or order to active duty as a member of the National Guard or Reserve or a retired member of the Regular Armed Forces or Reserve in support of a contingency operation.**

**Section Two**

**An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to a total of twenty-six (26) weeks of leave during a twelve (12) month period to care for the service member. This leave is available only during a single twelve (12) month period. Entitlement for military caregiver leave applies on a per covered service member, per injury basis.**

**Section Three**

**During the single twelve (12) month period described in section II above, an eligible employee is entitled to a combined total of twenty-six (26) weeks of leave under the**

provisions of language above. This does not limit the availability of leave under I during any other twelve (12) month period.

- (2) Employees are to provide at least 30 days' notice, if possible, of their intention to take leave. Medical certification that the leave is needed is required for the employee's own serious health condition or that of a family member. The School Board will continue the employee's health insurance under the same conditions as if the employee were working. Upon returning from leave, the employee will be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

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

**LAWS IMPLEMENTED** 1001.43, 1012.66, F.S.

The Family and Medical Leave Act of 1993; Part 825 of the Code of Federal Regulations, Title 29, U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division

**REVISED: 6/12/2012**

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#### **ILLNESS-OR-INJURY-IN-LINE-OF-DUTY LEAVE**

- (1) Any full-time regular employee shall be entitled to illness or injury-in-line-of-duty leave for a period not to exceed ten (10) school days when he has to be absent from work because of a personal injury received in the discharge of his duties or because of illness from any contagious or infectious disease contracted in the performance of his/her duties. Illness-in-the-line-of-duty leave is intended to deal with the illnesses normally known as childhood diseases; such as, mumps, measles, and chicken pox. This leave does not include normal adult illnesses such as colds and influenza. This leave is non-cumulative.
- (2) In order to be considered for injury-in-the-line-of-duty leave, the following conditions shall be met:
  - (a) The employee must provide written testimony or evidence that his/her injury was received in the line of duty.
  - (b) The employee must supply a letter from a medical doctor, who treated the patient, stating that in his/her opinion, there is a strong probability that the illness was contracted at the work site.
  - (c) The employee must file a written claim as outlined below.
- (3) The employee who has claim for compensation while absent because of injury or illness incurred as prescribed herein shall file a claim in the manner prescribed by law by the end of the school month during which the absence has occurred.

The Board may approve such claims and authorize the payment in accordance with the provisions of law.

- (4) Leave for any employee, as prescribed by law, shall be authorized for a total not to exceed ten (10) work days during any school fiscal year for an illness contracted or any injury sustained in the line of duty, or a total of ten (10) days for the same illness or injury. The employee granted such leave is entitled to full pay

status for a period not to exceed ten (10) working days. If the employee is unable to resume work at the end of a ten (10) work day period, he/she may elect to use accrued sick leave and receive salary payments.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.43, 1012.61, 1012.63, 1012.66, 1012.695, F. S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-1.080**

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6.544

**JURY/WITNESS DUTY**

- (1) An employee of the Board who is summoned as a member of a jury panel may be granted temporary duty leave. Any jury fees must be endorsed over to the LCSB. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.
- (2) An employee who is subpoenaed as a witness, not involving personal litigation, may be granted temporary leave. Any witness fees must be endorsed over to the LCSB. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.
  - (a) When an employee is subpoenaed in line of duty to represent the Board as a witness or defendant, he/she may be granted temporary duty leave, since his/her appearance in such cases shall be considered a part of his/her job assignment. The employee will receive full salary during such service and any fees received from the court will be endorsed to the School Board.
  - (b) In no case shall temporary duty leave with pay be granted for court attendance when an employee is engaged in personal litigation. In such cases, an employee may request personal leave.

**STATUTORY AUTHORITY:**

1001.41, 1012.22, 1012.23, F. S.

**LAWS IMPLEMENTED:**

40.24, 40.271, 1001.43, 1012.66, F. S.

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#### **MILITARY LEAVE**

- (1) Military leave shall be granted to an employee who is required to serve in the armed forces of the United States or of the state of Florida in fulfillment of obligations incurred under the Selective Service Laws or because of membership in the reserves of the armed forces or the National Guard. When an employee enters voluntarily into any branch of the armed forces for temporary or an extended period of service, military leave shall be granted at the School Board's discretion. Provided, however, an employee whose absence will interfere with the orderly operation of the school program shall be denied military leave except in unusual cases.
- (2) An employee granted military leave for extended active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice; provided that an application for re-employment is filed within six (6) months following the discharge date or release from active military duty. Following receipt of the application for re-employment, the School Board shall have a reasonable time, not to exceed six (6) months, to assign the employee to duty in the same or similar position he/she left in the District.
- (3) Compensation allowed during military leave shall not exceed two hundred forty (240) working hours as provided in Section 115.07, Florida Statutes.
- (4) An employee who enters active military service shall be governed by the provisions of Sections 115.09, 115.14, 121.111, and 250.341, Florida Statutes.

#### **STATUTORY AUTHORITY:**

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

#### **LAWS IMPLEMENTED:**

**115.07, 115.09, 115.14, 121.111,  
250.341, 1001.43, 1012.66, F.S.**

#### **STATE BOARD OF EDUCATION RULE:**

**6A-1.080; 6A-1.083**

**Revised: 3/8/2011**

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6.546

**PERSONAL LEAVE**

- (1) Personal Leave Chargeable to Sick Leave.** Employees may be allowed up to 6 (six) days paid leave for personal reasons each year to be charged against accrued sick leave. Such leave shall be non-cumulative and the Superintendent or designee shall approve any request for such leave, in advance.
- (2) Unpaid Personal Leave.** Employees shall make written application for such leave without compensation. Personal leave shall terminate at the end of the contractual period. Personal leave may be granted at the discretion of the Superintendent or designee as provided:
  - (a) Family Leave.** Any full time employee of the Liberty County School Board will be granted maternity leave without pay provided a written application for leave accompanied by a statement verifying the pregnancy is submitted. Such leave shall not exceed the balance of the school fiscal year in which the child is born.
  - (b) Parental Leave.** Any employee of the Board, who fills a regularly established position, may be granted parental leave for the contract year for the purpose of child rearing.
    - 1.** An employee who has fathered a child may apply for parental leave for a period not to exceed the balance of the school fiscal year in which the child is born.
    - 2.** An employee may apply for a leave of absence on the event of his/her adoption of a child, provided such leave shall not exceed the balance

of the school year in which such adoption shall occur, and provided a written application for such leave is submitted to the Superintendent or designee within two (2) calendar weeks after approval for adoption by the recognized agency or source.

(c) **Leave for political campaigning.** An employee who has filed for election to a political office and who desires personal leave for political reasons shall file an application for leave. The Board will grant such personal leave without pay for a period not to exceed thirty (30) days prior to the election. (See 6.34)

(d) Each extended leave-without-pay request shall be considered on its own merit by the Liberty County School Board. Return from leave is contingent on there being a vacant position that the employee is qualified to fill. Requests for extended leave to take another position for salary shall be denied unless there are extenuating circumstances that are acceptable to the Board.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.43; 1012.66; 1012.61, F. S.**

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**BEREAVEMENT LEAVE**

All full-time Liberty County School Board employees who have completed their first month of employment may be granted Bereavement leave of two (2) days leave in the event of a death in their immediate family. Immediate family is defined as a spouse, parent, sibling, child, stepchild, grandparent, grandchild, mother-in-law or father-in-law. Such bereavement leave is non accruable, and does not have to be consecutive, but must be used within thirty (30) days of the passing of the spouse, parent, sibling, child, stepchild, grandparent, grandchild, mother-in-law or father-in-law.

In order to be eligible for the bereavement leave, the employee must complete the official leave form as soon as possible following the passing of the defined family member, and submit it to their immediate supervisor.

**STATUTORY AUTHORITY:**

1001.41, 1012.22; 1012.23, F.S.

**LAW IMPLEMENTED:**

1001.43, F.S.

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**SICK LEAVE**

- (1) Personnel employed on a full-time basis shall be entitled to earn one (1) day of sick leave per month of employment. Such leave shall be cumulative from year to year, and any leave charged against accrued sick leave shall be with full compensation. Sick leave shall be credited as follows:**
- (a) Administrative and non-instructional personnel. Such full-time employees shall be credited with four (4) days of sick leave at the end of the first month of employment of each contract year and shall thereafter be credited for one (1) day of sick for each month of employment.**
  - (b) Instructional personnel. Such full-time employees shall be entitled to four (4) days of sick leave as of the first day of employment of each current year, and thereafter is credited for one (1) day of sick leave at the end of each month of employment.**
  - (c) The total number of sick leave days earned shall be no more than one (1) day of sick leave times the number of months of employment during the year of employment, or four (4) days, whichever is greater.**
  - (d) Sick leave shall not be used prior to the time it is earned.**
- (2) Accrued sick leave shall be taken only when the employee's service is interrupted by temporary disability which renders him/her incapable of**

performing his duties, or because of the illness or death of his/her father, mother, brother, sister, husband, wife, child, other close relative, or member of his/her own household. The term “temporary disability” as used herein shall include personal illness or injury and, in addition any temporary disability of the employee arising out of pregnancy, childbirth, miscarriage, abortion, or recovery there from which renders the employee physically incapable of performing assigned duties.

(3) Any claim for sick leave shall be filed with the Superintendent or his/her designee, within five (5) working days upon return of the employee to duty.

(a) The claim shall be in writing and shall set forth the days absent and that such absence was allowable under the provisions of Florida Statutes. The claim shall be duly signed by the claimant certifying that the facts are true and correct and that the claim is valid and legal.

(b) Where there is any doubt to the validity of a sick leave claim, the Superintendent may require the claimant to file a written certification of illness from a licensed physician or other supporting evidence where personal illness is not involved. Consequences of false claims for sick leave are as follows:

(i) Administrative and instructional personnel. A false claim for sick leave shall be deemed cause for cancellation of the contract and for action seeking the revocation of the teaching contract.

(ii) Non-instructional personnel. A false claim for sick leave shall be deemed grounds for termination of the employee.

(4) An employee who has used all accrued sick leave but who is otherwise entitled to sick leave shall be granted sick leave without pay. The claim for such sick leave shall clearly state that the leave is without compensation. An application for sick leave due to extended illness shall have attached to it a

statement from a practicing physician certifying that such leave is essential and indicating the probable duration of the illness and the needed leave.

- (5) When an employee of the Liberty County School District interrupts service and subsequently returns to duty in the District without having transferred his/her sick leave credit to another Florida school district, such accrued sick leave shall become valid on the first (1<sup>st</sup>) day of contractual service.
- (6) When an employee retires and receives terminal pay benefits based on unused sick leave, all unused sick leave credit shall become immediately invalid.
- (7) An employee may transfer sick leave as referred in LCSB Policies. However, no transferred leave shall be credited to an employee's account at a rate, or in an amount exceeding that earned while an employee of the District School Board. The employee is responsible for the request for transfer of sick leave.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.43; 1012.66; 1012.61, F. S.**

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**TEMPORARY DUTY**

- (1) An employee may be assigned to be temporarily away from his/her regular duties and place of employment for the purpose of performing other educational services, including participation in surveys, professional meetings, study courses, workshops and similar services of direct benefit to the school district. Such assignment may be initiated by the Superintendent or by the individual who desires the temporary duty as days of duty.
- (2) The Superintendent shall develop procedures and guidelines to implement this policy.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.32, 1001.43, 1012.27, 1012.66, F. S.**

**STATE BOARD OF EDUCATION RULES:**

**6A-1.084**

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**6.60**

#### **TRANSPORTATION EMPLOYEE DRUG AND ALCOHOL TESTING**

The School Board Omnibus Transportation Employee Testing Act Drug and Alcohol Testing Manual is hereby incorporated by reference and made a part of this Rule. Any revisions shall be approved and adopted by the School Board.

In 1991, Congress passed the Omnibus Transportation Employee Testing Act. Known as 49 CFR Part 382. This law applies to anyone who holds a commercial driver's license, and, as a condition of employment, is required to drive a commercial vehicle.

For employees of the School Board, OTETA applies to anyone who holds a commercial driver's license and drives a school bus, a county vehicle weighing over 26,000 pounds, or who is in a "safety sensitive position" in regard to transporting passengers, equipment, or School Board property. This federally mandated OTETA is now incorporated into the Board rules. These include random unannounced alcohol and other drug testing, additional driver and supervisor training, and other items.

#### **STATUTORY AUTHORITY:**

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

#### **LAWS IMPLEMENTED:**

**112.0455; 440.102, 1001.43, 1012.45, F.S.;  
349 CFR PART 40, DOT; 49 CFR PARTS 382 & 391,  
FEDERAL HIGHWAY ADMINISTRATION**

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**SCHOOL BOARD EMPLOYEES WITH HIV, AIDS/ARC, AIDS, OR OTHER  
COMMUNICABLE DISEASES**

- (1) It is the intent of Liberty County School Board to protect employees and students from exposure to infectious diseases, to risk occasioned by infectious diseases, and to provide reasonable accommodations to infected employees.**
- (2) It is recognized that HIV-positive employees who are not debilitated or exhibiting symptoms that would facilitate transmission of the virus will remain in their current jobs if conditions permit.**
- (3) Reasonable accommodations are available to HIV positive employees.**
- (4) All information regarding such matters shall be held in strict confidence and released only to those who have a legitimate need-to-know.**
- (5) School Board employees shall receive and review procedures governing immunization against Hepatitis B infection, HIV, AIDS, blood borne pathogens, other communicable disease, and environmental hazards.**
- (6) Staff members shall cooperate with public health authorities by practicing and promoting standard precautions, as deemed by the Centers for Disease Control and Prevention (CDC). Procedures for dealing with persons who pose a threat of transmitting a blood borne health condition shall be developed.**

**STATUTORY AUTHORITY:** 1001.41; 1001.42; 1012.22; 1012.23; F. S.

**LAWS IMPLEMENTED:** 381.0098; 1001.43; 1012.27; F. S.

**STATE DEPARTMENT OF HEALTH RULE:** 64E-16

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**AIDS, BLOODBORNE PATHOGENS, AND ENVIRONMENT HAZARDS**

The Liberty County School Board shall adopt appropriate procedures and guidelines consistent with federal and state regulations regarding the training and methods of handling and ameliorating the potential risks of exposure to blood borne pathogens, other communicable diseases, and environmental hazards, such as asbestos, lead in drinking water, and radon gas.

**STATUTORY AUTHORITY:** 1001.42; 1012.22; 1012.23; 103.12, F. S.

**LAWS IMPLEMENTED:** 1001.43, 1012.27, 0112.61, 1012.66, F. S.

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**STAFF TRAINING**

All employees shall be provided opportunities for professional growth and development through participation in staff development activities.

Training for employees should minimally include:

- Identifying and reporting child abuse and neglect;
- All nondiscrimination provisions;
- Sexual harassment guidelines;
- Handling hazardous materials and toxic substances including bloodborne pathogens, chemicals, and petroleum products;
- District policies related to HIV/AIDS disease, communicable diseases, alcohol and drug free facilities, use of tobacco products, possession of weapons, and Code of Student Conduct;
- Suicide prevention; and
- Other topics as deemed appropriate by the Superintendent or required by law, rule, or other governing provision.

**STATUTORY AUTHORITY:** 440.56; 1001.41; 1012.22; 1012.23; 1013.12, F. S.

**LAWS IMPLEMENTED:** 1001.43; 1012.22; 1012.27; 1012.38; 1012.98; 1012.985, F. S.

Revised: 3/8/2011

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- A. Social security numbers shall be collected only when allowed by law and when necessary for the performance of the school system's duties.**
- B. The District shall collect the social security number of each applicant and employee for the following reasons:**
  - i. Employment eligibility report to IRS, SSA, UC, and FAWI, including W-4's and I-9's.**
  - ii. Receipts to employees for wages and statements required in case of sick pay paid by third parties.**
  - iii. Verification of an alien's eligibility for employment, including I-9.**
  - iv. Income tax withholding (including for annuity and sick leave.)**
  - v. Teacher retirement system benefits and contributions.**
  - vi. Retirement contributions required for enrollment in FRS Investment Plan, second election retirement plan enrollment, or for participation in and contributions to FRS.**
  - vii. Reports pertaining to deferred vested retirement programs.**
  - viii. Payments and plan relating to the retiree prescription drug subsidy under 42 C.F.R.423.34 and 42 C.F.R.886.**
  - ix. Educator certification or licensure application, renewal, or add-on or non-employee registration for professional development for in-service points or incentive pay.**

- x. Criminal history background checks/identifiers for processing fingerprints by FDLE if SSN available.
- xi. Registration information regarding sexual predators and sexual offenders.
- xii. Reports on staff required to be submitted to DOE, including but not limited to out-of-county/out-of-state verification of Highly Qualified Status.
- xiii. Social Security contributions.
- xiv. State directory of new hires (including for determining support obligations and eligibility for several federal and state programs).
- xv. Notice to payer and income deduction notices for child support, or for alimony and child support.
- xvi. Child support enforcement.
- xvii. Garnishment payment pursuant to a Notice of Levy.
- xviii. Request from depository for support payments.
- xix. Record of remuneration paid to employees.
- xx. Unemployment benefits and short-term compensation plan.
- xxi. Unemployment reports from District.
- xxii. Income information disclosure to HUD.
- xxiii. Vendors/consultants that District reasonably believes would receive a 1099 form if a tax identification number is not provided including for IRS form W-9.
- xxiv. Tort claims and tort notices of claim against the School Board.
- xxv. Reporting to and reports of worker's compensation injury or death, including for DWC-1.
- xxvi. Worker's compensation petitions for benefits and responses thereto.
- xxvii. The disclosure of the SSN is for the purpose of the administration of health benefits for a District employee or his or her dependents.
- xxviii. The disclosure of the SSN is for the purpose of the administration of a pension fund administered for the District employee's retirement fund, deferred compensation plan, or defined contribution plan.
- xxix. Use of motor vehicle information from the Department of Motor Vehicles for the District to carry out its functions and to verify the accuracy of



information submitted by agent or employee to District, including to prevent fraud, in connection with insurance investigations, and to verify a commercial driver's license.

- xxx. Authorization for direct deposit of funds by electronic or other medium to a payee's account.
- xxxi. Identification of blood donors
- xxxii. Employee's and former employee's request for report of exposure to radiation.
- xxxiii. Collection and or disclosure is imperative or necessary for the performance of the District's duties and responsibilities as prescribed by law, including but not limited for password identification to the District's network.
- xxxiv. The disclosure of the social security number is expressly required by federal or state law or a court order.
- xxxv. The individual expressly consents in writing to the disclosure of his or her social security number.
- xxxvi. The disclosure of the social security number is made to prevent and combat terrorism to comply with the USA Patriot Ac of 2001, Pub. L. No. 107-56.
- xxxvii. The disclosure of the SSN is made to a commercial entity for the permissible uses set forth in the federal Driver's Privacy Protection Act of 1994, 18 U. S. C. 2721 et seq.; the Fair Credit Reporting Act, 15 U. S. C. 1681 et seq.; or the Financial Services Modernization Act of 1999, 15 U. S. C. 6801 et seq., provided that the authorized commercial entity complies with the requirements of paragraph 5 in Fla. Stat. 119.071.
- xxxviii. The disclosure of the social security number is for the purpose of the administration of the Uniform Commercial Code by the office of the Secretary of State.

## 2. Notification

The District shall notify each applicant and employee of the reasons for which his/her social security number may be collected.

### **3. Review**

The Superintendent or designee shall review the collection of social security numbers to ensure that the reasons for collection and the process for collection and maintenance are consistent with Florida Statutes. The Superintendent shall report his/her findings as required by law.

### **4. Confidentiality**

A social security number shall be considered confidential and exempt from public inspection in accordance with Florida Statutes. Social security numbers may be disclosed to another agency or governmental entity if it is necessary for the receiving entity to perform its responsibilities.

### **5. Release to Commercial Entities**

**A. Social security numbers may be released to a commercial entity as allowed by law.**

The commercial entity must state the reason for requesting the social security numbers.

**B. The District, as required by law, shall annually report the identity of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been received during the preceding year, the District shall report that information.**

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

**LAW(S) IMPLEMENTED: 119.071, 1001.43, 1012.23, F.S.**

**Revised: 3/8/2011**

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**PERSONNEL FILES**

The term “personnel file,” as used in this rule, shall mean all records, information, data, or materials maintained by the School in any form or retrieval system whatsoever, with respect to any employee, which is uniquely applicable to that employee.

- (1) The Superintendent or designee shall maintain a personnel record on each employee.

The record shall include:

- (a) Application for employment
- (b) References
- (c) Annual evaluations
- (d) Letters of commendations, reprimand, etc.
- (e) Data substantiating placement on the salary schedule (education, official transcripts, experience, etc.)
- (f) Teaching certificate, if applicable
- (g) Any other pertinent data.

- (2) Except for materials pertaining to work performance or other matters that may be cause for discipline, suspension or dismissal under laws of this state, no derogatory materials relating to an employee’s conduct, service, character, or personality shall be placed in the personnel file of such employee. No anonymous letter or anonymous materials shall be placed in the personnel file.

- (3) Materials relating to work performance, discipline, suspension, or dismissal must be reduced to writing and signed by a person competent to know the facts or make the judgment.**
- (a) No such materials may be placed in a personnel file unless they have been reduced to writing within forty-five (45) days, exclusive of the summer vacation period, of the administration becoming aware of the facts reflected in the materials.**
  - (b) Additional information related to such written materials previously placed in the file may be included with such materials to clarify or amplify as needed. A copy of such materials to be added to an employee's personnel file shall be provided to the employee either by certified mail or by personal delivery.**
  - (c) The employee's signature on a copy of materials to be filed in the employee's personnel file signifies receipt and does not necessarily indicate agreement with its content. The employee will be afforded due process rights as outlined in Florida Statutes.**
- (4) Personnel files, regardless of their location in the District, are open to inspection pursuant to Chapter 119, Florida Statutes, except as follows:**
- (a) Any complaint and any materials relating to the investigation of a complaint against an employee shall be confidential until the conclusion of the preliminary investigation, or until such time as the preliminary investigation ceases to be active as defined in Florida Statutes.**
  - (b) Employee evaluations prepared pursuant to Florida Statutes, rules adopted by the State Board of Education or Liberty County School Board shall be confidential until the end of the school year immediately following the school year during which each evaluation is made. No evaluation prepared prior to July 1, 1983, shall be made public.**
  - (c) No materials derogatory to the employee shall be open to inspection until ten (10) days after the employee has been notified pursuant to (3)(b) of this policy.**
  - (d) The payroll deduction records of the employee shall be confidential.**

- (e) Employee medical records, including medical claims, psychiatric and psychological records, shall be confidential; provided however, at any hearing relative to an employee's competency or performance, the hearing officer or panel shall have access to such records.
  - (f) Any information in a report of injury or illness filed pursuant to Florida Statutes that would identify an ill or injured employee.
- (5) Notwithstanding other provisions of this policy, all aspects of each employee's personnel file shall be open to inspection at all times by the School Board, Superintendent, and the administrative personnel in the exercise of their respective duties.
  - (6) Notwithstanding other provisions of this policy, all aspects of each employee's personnel file shall be made available to law enforcement personnel in the conduct of a lawful criminal investigation.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.43; 1012.31; 112.08(7) F. S.**

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**SALARY SCHEDULES**

- (1) All personnel shall be paid in accordance with salary schedules as adopted by the Liberty County School Board.
- (2) Salary schedules shall include provisions for differentiated pay in accordance with Florida Statutes and may include provisions for performance based pay.
- (3) Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who is required to work in excess of forty (40) hours in any week, shall be compensated for the hours in excess of forty (40) at the rate of one and one-half times the regular rate of pay for the service performed, or shall be provided compensatory time.
- (4) Any employee working beyond his/her designated total weekly hours without prior permission of the Superintendent or designee may be subject to disciplinary action.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.43; 1012.66; 1012.61, F. S.**

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6.912

**TERMINAL PAY BENEFITS**

Any regular, full-time employee or Superintendent shall be entitled to terminal pay at normal retirement; age 60 for widows/widowers that are eligible for social security benefits; and at termination from the Deferred Retirement Option Program (DROP) or to his/her beneficiary if services terminated by death. Such terminal pay shall be computed as follows:

- During the first three (3) years of service with the district, the daily rate of pay multiplied by thirty-five percent (35%) times the number of days of accumulated sick leave.
- During the next three (3) years of service with the district, the daily rate of pay multiplied by forty percent (40%) times the number of days of accumulated sick leave.
- During the next three (3) years of service with the district, the daily rate of pay multiplied by forty-five percent (45%) times the number of days of accumulated sick leave.
- Effective July 1, 2008, during and after the tenth (10<sup>th</sup>) year of service with the district, the daily rate of pay multiplied by sixty percent (60%) times the number of days of accumulated sick leave.

If an employee retires and receives terminal pay benefits based on unused sick leave, all unused sick leave credit becomes invalid.

**STATUTORY AUTHORITY:**

1001.41; 1012.22; 1012.23, F.S.

**LAWS IMPLEMENTED:**

1000.21; 1001.43; 1011.60, F.S.

Revised: October 2009



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**6.913**

#### **TERMINAL VACATION/ANNUAL LEAVE PAY**

A staff member who is employed on a regular or full-time basis for twelve (12) calendar months may be entitled to a lump-sum payment for his/her accrued vacation leave upon termination of employment, or normal retirement not to exceed thirty (30) days. Normal retirement as used herein means retirement with either full or reduced benefits as provided by Florida Statutes; it does not include disability retirement. In the case of an employee's death, his/her beneficiary shall be entitled to the lump-sum payment of the accrued vacation leave.

- (1) The employee may choose to receive a lump-sum terminal payment of accrued vacation leave with the final salary warrant.
- (2) Payment shall be the daily rate of pay at the time of termination, retirement, or death. Terminal pay for accrued annual leave shall not exceed a maximum of thirty (30) days.
- (3) The employee shall have been employed by the District at the time of termination, retirement or death.
- (4) Employees that elect to participate in the Deferred Retirement Option Program (DROP) will be paid, upon request, for all or part of their accrued annual leave (excluding supplements) upon their enrollment into DROP. This payment will be included with the DROP participant's salary certification to the Division of Retirement at the time of enrollment in DROP. DROP participants will be eligible to receive any balance of their accrued annual leave and/or any additional earned annual leave at the termination of employment not to exceed thirty (30) days total.

#### **STATUTORY AUTHORITY:**

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

#### **LAWS IMPLEMENTED:**

**1001.43, 1012.65, F. S.**

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#### **INSURANCE PREMIUMS**

- I. **The School Board may pay an employee's normal health insurance contribution as provided herein. The School Board will pay the health insurance under the conditions below regardless of whether the employee has exhausted all sick leave. Use of current sick leave will not be mandatory.**
  - A. **The School Board portion of the health insurance premium will be paid when an employee enters a non-pay leave status involving a workers' compensation claim. The employee will be responsible for the remainder of the insurance premium.**
  - B. **Any employee who is on unpaid sick leave or unpaid approved family leave will receive up to a maximum of twelve (12) weeks of Board portion of health insurance per insurance fiscal year. This rule is in compliance with the Family and Medical Leave Act of 1993. If the employee chooses to remain on leave for longer than three (3) months, the employee would be responsible for the entire health insurance premium until that employee returns to work.**
  - C. **In the event of a catastrophic medical condition, as certified by a physician, which renders the employee unable to work, the board will continue to pay the Board's portion of the health insurance for the remainder of the school year in which the employee becomes ill. If the illness extends beyond the current school year, the Board would determine if health insurance benefits would continue to be paid. The employee must be rehired for that school year in order for the Board to continue paying their portion of the health insurance premium.**
- II. **Open enrollment for Insurance shall take place each fall and it is the only time during the year that insurance changes may be made without a status change. During Open Enrollment you may transfer from one medical and/or dental carrier to another or add eligible dependents not already covered by your insurance. On or**

after the first day of the plan year, benefits cannot be changed before the next anniversary date of the plan unless a change in status occurs as defined by the IRS.

- III. A School Board member or employee who is a Florida resident and a member of the Florida National Guard or a reserve in any branch of the United States military and who is called into active military duty is entitled to health insurance pursuant to the provisions and conditions prescribed in Section 250.341, Florida Statutes.
- IV. The School Board shall not pay the contribution for dependents who are included in the employee's health insurance premium. This contribution shall be paid by the employee.
- V. Retired School Board personnel and their eligible dependents may continue to participate in the current group health insurance program of the District provided the person enrolls during the open enrollment periods. The health insurance coverage shall be identical to that offered to School Board employees. Health insurance premiums for continued participation shall be paid by the retiree. The School Board will contribute an amount to be determined annually to the retirees insurance premium. Once the retiree enrolls, it is their responsibility to pay the full cost of the premium.
- VI. Upon retirement from the Liberty County School Board any retiree can elect to retain the \$10,000.00 Group Life policy by paying the premium each month. Checks are to be made payable to the Liberty County School Board by the last day of the month.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**112.0801, 250.341, 340.33, 1001.43, F.S.**

**Revised: 3/8/2011, April 10, 2012**

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**6.93**

**DISTRIBUTION OF DIRECTORIES FOR EMPLOYEES**

**Directories of employees shall be distributed, or made available, only to authorized agencies and not to individuals or private business concerns.**

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

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

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**LONG TERM SUBSTITUTE TEACHERS**

**A. Qualifications – Any person to be eligible for consideration as an long-term substitute teacher shall be:**

- **Eligible for a locally issued substitute teaching certificate and have earned a minimum of a Bachelor’s degree from an accredited college or university; and**
- **Available to substitute for not less than a full nine weeks.**

**B. Salary – Long-term substitute teachers shall be paid an hourly rate in accordance with the adopted salary schedule for a first year bachelor degreed teacher or at the adopted salary schedule for varied teaching experience.**

**C. Records – The substitute teacher shall have on file in the District Office the following:**

- **Substitute Application;**
- **Completion of Substitute training;**
- **Current Personal Record Form;**
- **Withholding Authorization Form (W-4);**
- **An official transcript certifying a bachelor’s degree or higher; and**

- Must meet the requirements of the LCSB Criminal Background and Employment Policies.

**D. The Superintendent or designee shall furnish each principal with a list of available substitute teachers. The list shall specific those substitutes eligible to serve as a long-term substitute teacher. The list shall contain only the names of persons who have been approved by the Superintendent and approved by the Liberty County School Board.**

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED 1001.43; 1012.32; 1012.35; 1012.36; 1012.39; 1012.55; 1012.56, F.S.**

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6.95

**STAFF USE OF WIRELESS COMMUNICATIONS**

It is essential that the Liberty County School System offer an environment that fosters learning and is without unnecessary interruptions. The use of Wireless Communications by school staff for personal calls during the school day (7:30 AM – 4:00 PM) is prohibited, except during staff members planning time, lunch or before and after school. Cell phones are permitted at extra-curricular activities.

The Liberty County School District will not be responsible for any damage to, loss or theft of a wireless communication device.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.43; 1012.31; F. S.**

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6.96

**DISTRICT-OWNED VEHICLES**

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

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S

**LAWS IMPLEMENTED:**

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

**LIBERTY COUNTY SCHOOL BOARD**

**LIBERTY COUNTY SCHOOL BOARD****POLICY MANUAL****CHAPTER 6.0****6.97****PROPER USE OF LANGUAGE BY****LIBERTY COUNTY SCHOOL BOARD EMPLOYEES**

It is the policy of the Liberty County School Board that under no conditions shall any School Board employee use profane or obscene language in his/her relationship with students. Any employee who uses profane or obscene language while speaking to, communicating with or in the presence of students shall be investigated to determine if they are guilty of conduct which seriously reduces his/her effectiveness as an employee, and failure to comply with a School Board policy.

- (1) Any employee who violates this provision shall be reported immediately to the Superintendent or designee who shall investigate the case and report his/her finding in writing to the School Board.
- (2) Any employee who violates this policy shall be subject to suspension from duty or dismissal from employment or both. Any suspension from duty or dismissal from employment shall be pursuant to Florida Statutes.
- (3) In addition, all employees are to be given the Code of Professional Conduct and required to sign that they have received a copy. The Code within this document

**forms the foundation for behavior that the Liberty County School Board expects each and every employee to exhibit while working with students.**

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S**

**LAWS IMPLEMENTED:**

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

**LIBERTY COUNTY SCHOOL BOARD**

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6.98

**WORKER'S COMPENSATION RETURN-TO-WORK-PROGRAM**

In order to provide employees the opportunity to return to work as soon as possible after being injured while at work, and at the same time reducing the District's liability for workers' compensation costs, it is the policy of the Liberty County School Board to provide a formal Return-To-Work Program.

- (1) While injured employees may return to work only in accordance with direction from their authorized medical provider, it is the policy of the School Board to accommodate these employees by modifying the work requirements of their position or to temporarily place them in another appropriate position as necessary. In this way, they are provided the opportunity to work at their normal rate of pay during the time of their recovery.
- (2) These accommodations are to be temporary and only for a reasonable length of time, which will be limited to a maximum of 60 days.
- (3) The accommodations must be in accordance with restrictions provided by the authorized medical provider.
- (4) The employee will not be required to participate in the program; however in such cases the employee's benefits will be limited under Workers' Compensation Laws.
- (5) The superintendent shall develop procedures for the implementation of this policy.

**STATUTORY AUTHORITY:****1001.41, 1001.42, 1012.23, F. S.****LAWS IMPLEMENTED:****1012.22; 1012.23; 1012.27 F. S.****LIBERTY COUNTY SCHOOL BOARD**

# **LIBERTY COUNTY SCHOOL BOARD**

## **POLICY MANUAL**

### **CHAPTER 6.0**

**6.981**

#### **PERSONAL PROTECTIVE EQUIPMENT POLICY**

**It is the policy of the Liberty County School Board to prevent occupational injuries and illnesses through the proper use and donning of personal protective equipment. The Board requires that all employees use appropriate personal protective equipment as required by particular job function, and complete training in the usage, maintenance, and applicability of protective equipment.**

**Personal protective equipment, otherwise known as PPE, is used to create a protective barrier between the worker and hazards in the workplace. PPE includes such equipment as safety shoes, safety glasses, hearing protection, etc.**

**Personal protective equipment is not a replacement for good engineering controls, administrative controls, or work practices. Rather, PPE should be used in conjunction with these controls to ensure the health and safety of employees.**

**All Board employees, visitors, and contractors shall abide by this policy at all times while on Board property. The PPE specified in this policy shall be provided to employees at no charge and without cost to the employee, including for damaged and/or defective equipment.**

**As part of the Board's Personal Protective Equipment Program, hazard assessments will be conducted for job tasks to determine what PPE may be necessary and training will be conducted to ensure the proper use of PPE.**

**The Superintendent or designee, in conjunction with supervisors and safety representatives district-wide, will continually assess work activities to determine hazardous work conditions. If a hazardous condition exists, proper PPE will be selected and provided.**

**The Superintendent, or designee, will provide training to each employee required to use PPE. Training will include usage, adjustment, limitations, and maintenance of PPE. If at any time the trained employee changes work activities requiring different PPE, or exhibits a lack of understanding of the required PPE, the employee will be retrained.**

**Liberty County School District carries workers' compensation insurance coverage for work-related accidents causing injury as defined in the Florida Workers' Compensation Law. However, pursuant to provisions of the Florida Workers' Compensation Law described, in part, at section 440.09(5), Fla. Stat., if injury is caused by the knowing refusal of the injured employee to use the PPE or safety appliance provided by Liberty County School District, or by the employee's knowing refusal to following a safety rule brought to the employee's attention prior to the accident, Liberty County School District and its Workers' Compensation Carrier may lawfully reduce payment of all required workers' compensation benefits by 25%.**

**The Superintendent or designee shall:**

- ☐ Determine which employees and under what circumstances employees will wear personal protective equipment.
- ☐ Select the appropriate required PPE and ensure that it is purchased and available for employee use.
- ☐ Ensure that all PPE is appropriately maintained.
- ☐ Ensure that employees are adequately trained in the effective use of appropriate PPE.
- ☐ Ensure that employees agree to wear the PPE provided whenever their duties require.
- ☐ Monitor those employees while in the performance of their jobs to ensure that all required PPE is worn as recommended.

**Employees of the Liberty County School Board shall:**

- ☐ Be responsible for wearing the personal protective equipment provided by the District in order to ensure their personal safety while in the performance of their duties.
- ☐ In order to avoid collateral injury, advise those in the general area of the work to be performed to either don PPE or to remove themselves to a safe distance.
- ☐ Notify their immediate supervisor of required PPE of which only they would have knowledge due to licensing or certification.
- ☐ In the event that special or job specific PPE is required; request the additional equipment prior to performing the task at hand.
- ☐ Inspect their PPE to ensure it is in proper working order and request replacement through their immediate supervisor should it be found to be in improper working order or was lost or stolen.
- ☐ Perform their job in conformance with established safety standards including the use and wear of required PPE.

**Visitors**

It is the responsibility of the employee hosting a visitor to ensure that their guests wear the proper PPE, if deemed necessary.

**Contractors**

Any Board employees who contract with outside vendors, as part of their obligations to the Board, shall ensure that the contractor and his or her sub-contractors wear the appropriate PPE, as deemed necessary.

Additionally, supervisors or contracting employees, as part of their obligations to Board, shall consult with the Risk Management Department, or their designee, for specific PPE requirements before allowing the contractor to perform non-routine tasks or whenever the contractor has reason to enter or work in areas that present a physical or chemical hazard. It shall be the responsibility of the supervisor or contracting employee to ensure that the contractor has informed his or her employees, and their sub-contractors, of the requirements of this policy and that it is strictly adhered to at all times by periodically auditing their work.

### **Hazard Assessment**

The hazard assessment is a process of identifying the hazards associated with a defined task and prescribing personal protective equipment along with other relevant protection measures which must be employed to reduce the risk from the hazards.

A written document detailing the hazard assessment for job positions/classifications will be completed. The Superintendent or designee, in conjunction with supervisors will be responsible for ensuring that hazard assessments are performed and the document signed, dated, and readily available or posted in each location. The assessment should be reviewed at least annually and updated anytime a new task or position which presents a hazard is introduced.

### **Equipment Selection**

The Superintendent or their designee will ensure all purchased PPE meets the minimum acceptable standards prescribed by OSHA or any other standard setting body. PPE selected for use by Board employees shall be based on the results of a workplace Hazard Assessment and shall be designed to provide protection from the following hazards:

#### **Head**

☐ Head injuries caused by falling objects or impact with stationary objects

#### **Eyes/Face**

☐ General dusty or dirty conditions

☐ Impact from flying objects

☐ Chemical splashes and acid/caustic burns

☐ High intensity lights

☐ Ultra-violet light

#### **Body**

☐ Chemical exposure

☐ Burning and welding activities

☐ Static control

☐ Sharp objects

#### **Hands**

☐ Blood and other infectious bodily material

☐ Chemical splashes and acid/caustic burns

☐ Vibrations

☐ Rough objects

☐ Extreme heat

☐ Electrical shock

☐ Sharp objects



**Feet**

- ☐ Penetration or splashing of chemicals
- ☐ Penetration of sharp objects
- ☐ Slippery or wet surfaces
- ☐ Impact from heavy objects or compression

**Training Requirements**

All employees must complete the Board's Personal Protective Equipment Training Program. This classroom and on-the-job training will be provided by the Superintendent or designee, department supervisors or outside sources. Training may include the use or combination of audio, video, and/or electronic presentations, oral presentations, overhead projections and printed materials to be handed out to employees. The training program is designed to educate affected employees in the following:

- ☐ Proper Use and Selection of PPE
- ☐ Care and Cleaning of PPE
- ☐ Storage of PPE
- ☐ Limitations of PPE

Training forms are to be completed by the trainer at the completion of the training. These records are to be signed by the trainer and the employee on the date of the training session. The form is to be forwarded to the Superintendent or designee. PPE training records will be documented and maintained. Copies can be maintained in the department as well.

A compliance audit will be performed by the Superintendent or designee on a periodic basis to evaluate the continued effectiveness of this program. The results of this audit will be used to indicate when changes are necessary to this policy or when re-training of affected employees in the contents and requirements of this program are warranted.

**Implementation Steps**

- ☐ Conduct and document PPE assessment for each job classification
- ☐ Select PPE
- ☐ Communicate selection decisions to employee
- ☐ Provide PPE (obtain, purchase, rent, etc.)
- ☐ Train each affected employee
- ☐ Document training and employee testing results
- ☐ Retrain as necessary
- ☐ Enforce the requirements

**Specific Protection Guidelines****Head**

- ☐ Hard Hat: Head injuries caused by falling objects or impact with stationary objects

**Eyes/Face**

- ☐ **Safety Glasses: General dusty or dirty conditions**
- ☐ **Impact Goggles: Impact from flying objects**
- ☐ **Chemical Splash Goggles: Chemical splashes and acid/caustic burns**
- ☐ **Shaded Safety Glasses: High intensity lights**
- ☐ **Welding Goggles/Shield: Ultra-violet light**

**Body**

- ☐ **Silver Shield Sleeves: Burning and welding activities**
- ☐ **Static Control Coats/Coveralls: Electrical**
- ☐ **Cut Resistant Sleeves/Wristlets: Sharp objects**

**Hands**

- ☐ **Disposal Latex Gloves: Blood and other infectious bodily material**
- ☐ **Chemical Resistant Gloves: Chemical splashes and acid/caustic burns**
- ☐ **Cotton or Anti-Vibration Work Gloves: Vibrations**
- ☐ **General Purpose Work Gloves: Rough objects**
- ☐ **Heat/Flame Resistant Gloves: Extreme heat**
- ☐ **Insulated Rubber Gloves: Electrical shock**
- ☐ **Leather/Cut Resistant Gloves: Sharp objects, heavy abrasions and penetration**

**Enforcement**

**An employee, who violates any provision of the Board's Personal Protective Equipment Policy, or any regulations or procedures related thereto, shall be subject to the following incremental disciplinary steps:**

- 1. Documented conference with immediate supervisor**
- 2. Formal written reprimand from immediate supervisor**

**Hazard Assessment**

School/Department: \_\_\_\_\_ Assessment Date: \_\_\_\_\_

Job Classification Evaluated: \_\_\_\_\_

**Hazards Identified:****Head**Falling Objects ☐ Other \_\_\_\_\_ ☐**Eyes/Face**Dusty/Dirty Conditions ☐ Flying Objects ☐ Chemical Splashes ☐ Acids/Caustics ☐High Intensity Light ☐ Ultra-violet Light ☐ Other: \_\_\_\_\_ ☐Body Chemical Exposure ☐ Burning/Welding ☐ Sharp Objects ☐ Other: \_\_\_\_\_ ☐**Hands**Blood/Infection Bodily Materials ☐ Chemical Splashes ☐ Acids/Caustics ☐Vibrations ☐ Rough Objects ☐ Extreme Heat ☐ Electrical Shock ☐ Sharp Objects ☐Other: \_\_\_\_\_ ☐**Feet**Penetration/Splashing Chemicals ☐ Slippery/Wet Surfaces ☐ Penetration Sharp Objects ☐Impact Heavy Objects/Compression ☐ Other: \_\_\_\_\_ ☐**Describe Job Process and/or Procedure:**\_\_\_\_\_  
\_\_\_\_\_Hazard to Others That Pass Through Area: Yes ☐ No ☐**Personal Protective Equipment Requirements:**Eyes/Face: Safety Glasses w/ Side Shields ☐ Full-face ☐ Goggles ☐Other: \_\_\_\_\_ ☐Hands: Rubber Gloves ☐ Leather Gloves ☐ Insulating Gloves ☐Other: \_\_\_\_\_ ☐Feet: Steel-toed Safety Shoes ☐ Slip-resistant Footwear ☐ Rubber Soled ☐Other: \_\_\_\_\_ ☐**Other PPE:**

List when the above selected PPE is required:

\_\_\_\_\_  
\_\_\_\_\_I certify this hazard assessment was conducted in accordance with the provisions of the  
Panhandle Area Educational Consortium Personal Protective Equipment Policy:

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Personal Protection Equipment Training Form**

This certifies that \_\_\_\_\_ in \_\_\_\_\_  
Department has received training on the following type(s) of Personal Protective Equipment:

Head Protection ☐ Eye/Face Protection ☐ Hand Protection ☐ Body Protection ☐  
Foot Protection ☐ PPE for Hot Work ☐ PPE for Electrical Work ☐

**Information Discussed During Training:**

When PPE is Necessary ☐ What PPE is Required ☐  
How to Properly Adjust and Wear PPE ☐ Limitations of PPE ☐  
Proper Care, Maintenance and Disposal of PPE ☐

**Date of the Training:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Employee:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**STATUTORY AUTHORITY:**

**404.09 (5), F. S.**

**LAWS IMPLEMENTED:**

**404.09 (5), F. S.**

*June 12, 2012*

**LIBERTY COUNTY SCHOOL BOARD**

**ADOPTED: June 12, 2012**

**LIBERTY COUNTY SCHOOL BOARD**  
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6.99

**CHILDREN IN THE WORK PLACE**

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

The only exceptions to this policy are:

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

**GUIDELINES**

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

**Adopted: 10/11/2011**

# FINANCE

**LIBERTY COUNTY SCHOOL BOARD  
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**7.10**

**SCHOOL BUDGET SYSTEM**

The Finance Director shall prepare and submit to the Superintendent an annual District budget in the form prescribed by the Commissioner of Education. In formulating the budget, the Finance Director shall take into consideration the immediate and long-range needs of the District's school system and student achievement data obtained pursuant to Florida Statutes. The Superintendent shall review and approve the proposed annual budget and submit it to the School Board for review. The School Board shall adopt a balanced budget in accordance with Florida Statutes and submit it to the Commissioner of Education on or before the date prescribed in State Board of Education rules or established by the Commissioner.

The official budget when adopted and approved shall give the appropriations and reserves therein the force and effect of fixed appropriations and reserves. Said appropriations and reserves shall not be altered, amended, or exceeded except as may be authorized by the Liberty County School Board in accordance with law and State Board of Education Rule.

In order to ensure appropriate preparation and management of the District budget, the Superintendent with the assistance of the Finance Director is authorized to develop and implement appropriate budgetary accounting and record keeping procedures consistent with mandatory federal and state laws, rules, and regulations and with School Board rules. Such procedures shall be consistent with good business practice.

Expenditures shall be in accordance with state law and rules of the State Board of Education.



The tentative budget, the adopted budget, and any amended budget(s) shall be posted on the District's official website as required by law.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED: 1001.11; 1008.385; 1001.11(5); 1008.22; 1008.34; 1001.43;  
1011.03; 235.18; 109.01; 108.01; 109.01; 108.02; 109.02; 109.03; 109.04, F. S.**

***Revised: April 10, 2012***

**LIBERTY COUNTY SCHOOL BOARD**

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**7.11**

**ELECTRONIC FUNDS TRANSFERS**

- I. Benefits of Electronic Funds Transfers (EFTs) include reduced administrative costs, increased efficiency, simplified bookkeeping, and greater security. EFTs are made during the normal course of business to pay employees, transfer payroll taxes withheld from employee wages to the Internal Revenue Service, and other similar functions.**
  
- II. Procedures for EFTs shall include the following:**
  - A. EFTs may be initiated by the Finance Director or designee.**
  - B. EFTs must be approved by the Finance Director or designee.**
  - C. Under no circumstances can an EFT be initiated and approved by the same person.**
  - D. The approval of an EFT shall be documented and the documentation shall be retained in the official files.**

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:** 1001.11, 1008.385, 1001.11(5), 1008.22, 1008.34, 1001.43, 235.18, 1011.01, 1010.0, 1011.01, 1010.02, 1011.02, 1011.03, 1011.04, F. S.

**ADOPTED: 06/12/2012**

**LIBERTY COUNTY SCHOOL BOARD**

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7.20

**ACCOUNTING AND CONTROL PROCEDURES**

1. The financial records and accounts of the Liberty County School Board shall be kept by the Superintendent or designee on forms and in the manner prescribed by State Board of Education rules. If such forms are not prescribed by the State Board of Education rules or Florida Statutes, a uniform system shall be established by the Liberty County School Board.
2. The Superintendent shall submit to the Liberty County School Board a financial statement for each month of the school fiscal year. The format of the statement shall be approved by the Liberty County School Board and shall include a cumulative report to date of all receipts and expenditures for the school year.
3. Fund balances shall be classified and reported in accordance with the Governmental Accounting Standards Board (GASB) Statement Number 54, Fund Balance Reporting and Governmental Fund Type Definitions.
4. The Superintendent shall develop and the Liberty County School Board approved procedures under which any funds under their control are allowed to be transmitted by electronic transaction.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:** 215.85, CHAPTER 668, 1001.43; 1001.51; 1010.11, 1011.69,  
1011.62, F.S.

**STATE BOARD OF EDUCATION RULES:**

**6A-1.001; 6A-1.0011**

**Revised: April 10, 2012**

**LIBERTY COUNTY SCHOOL BOARD**

**POLICY MANUAL****CHAPTER 7.0****7.30****EDUCATIONAL ENHANCEMENT (LOTTERY) FUNDS**

- (1) Enhancement funds received from state proceeds will be used to provide educational opportunities based on the needs of students, as determined by the School Board and consistent with proviso language included in the annual state appropriation bill or other state requirements.
- (2) Lottery funds may:
  - (a) Maintain approved programs.
  - (b) Develop and implement school improvement plans.
  - (c) Supplement school funding through the expansion of existing programs.
  - (d) Enhance equipment or facilities as permitted by state law.
  - (e) Provide such other services or programs as may be required or permitted by state law or regulations.
- (3) Enhancement funds provided directly to schools shall be subject to annual audit to assure compliance with state law and sound business practice.

**STATUTORY AUTHORITY:****1001.42, F.S.****LAWS IMPLEMENTED:****1001.43; 1011.62, F.S.****ANNUAL STATE APPROPRIATIONS ACT****LIBERTY COUNTY SCHOOL BOARD**

**LIBERTY COUNTY SCHOOL BOARD  
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CHAPTER 7.0**

7.31

**SCHOOL FOOD SERVICE FUNDS**

School food service funds shall be considered Special Revenue funds, but shall be subject to all requirements applicable to the District School Fund such as budgeting, accounting, reporting, and purchasing unless specific requirements are established by Federal or State laws, rules or regulations.

- (1) Daily deposits of school food service funds shall be made by authorized personnel in a bank(s) designated by the School Board.
- (2) Revenue from the sale of all items handled by the Food Service Department shall be considered school food service income. This includes income from sale of cans, bottles, jars, rice bags, swill, and similar items. Such funds shall not be expended as cash.
- (3) All payments from school food service funds shall be made by check or wire transfer.
- (4) School food service funds shall be used only to pay regular operating costs.
- (5) Any loss of records, cash, or supplies through theft or otherwise shall be reported immediately to the Director of Finance. Such losses shall be itemized and a copy of the report submitted with the regular reports.

- (6) Funds shall be collected and expended in compliance with United States Department of Agriculture and State Board of Education rules.
- (7) The Board shall annually adopt prices charged to students and adults who participate in the food services program.
- (8) The Superintendent shall develop written procedures for conducting the District's food service program.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1006.06; 1001.43; 108.05; 1010.20, F. S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-1.001; 6A-1.0085, 6A-1.087, 6A-1.091**

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7.32

**INTERNAL FUNDS**

- (1) **Definition.** Internal funds are defined as all monies collected and disbursed by personnel within a school for the benefit of the school or a school-sponsored activity. Internal funds shall be considered as unbudgeted public funds under the control and supervision of the School Board with the principal having responsibility as prescribed by the School Board (as used in this rule, school shall also mean a District department and principal shall mean a department head).
- (2) **Governance Provisions.** The collecting and expending of school internal accounts shall be in accordance with Florida Statutes, State Board of Education rules, School Board rules, and the Financial and Program Cost Accounting and Reporting for Florida Schools manual published by the Florida Department of Education. Sound business practices shall be observed in all transactions.
- (3) **Accounting Categories.** Separate accounting categories for school internal account funds shall be established to distinguish regular sources of funds from sources of funds derived from groups other than the student body.

  - (a) **Regular sources of funds** shall be a category for money received and expended for school activity programs. This includes, but is not limited to athletic and music events, concession sales, fund-raising by student body groups, gifts and contributions, paid admissions to entertainment, publications, school stores, summer programs, vending



machines, salvage drives, property deposits, instructional aids, and advertisements.

- (b) Other sources of funds shall be a category for money collected from sources other than student activities. These sources generally are derived from cooperative efforts with schools involving non-student organizations such as the faculty, parent-teacher organizations, alumni associations, and educational foundations. The activities of these non-student organizations shall contribute to the general welfare of students.

Other sources of receipts may include, but are not limited to, collections for the School Board, flower and gift funds, and trust accounts for specific groups.

**(4) Basic Principles.**

- (a) All fund-raising projects and activities of the school, by any group within, connected with, or in the name of the school shall contribute to the educational experiences of students and shall not conflict with the total instructional program of the school system.
- (b) School activity funds shall be used to supplement the program supporting the activities provided by the School Board.
- (c) Purchases, which are made from internal funds, shall conform to requirements for purchasing and securing bids on purchases made by the School Board, except that purchases made from funds handled in trust for individuals are exempt from such requirements.
- (d) Student body business practices shall be conducted in such a manner as to offer a minimum of competition to commercial firms.

- (e) **Purchases for any school shall not exceed the cash resources of the school during any school year.**
  - (f) **Funds collected generally shall be expended to benefit those students currently in school for whom the funds were accrued; funds derived from the student body as a whole shall be expended to benefit the student body as a whole.**
  - (g) **Florida Statutes and State Board of Education rules controlling purchases by school organizations shall be observed.**
  - (h) **The Superintendent or designee shall be responsible for initiating such disciplinary action as may be deemed necessary in the event of violations of any of these rules.**
  - (i) **The collection of monies and the performance of other non-instructional duties by teachers shall be kept to a minimum.**
- (5) Administration. Internal funds shall be categorized in accordance with subsection (3) herein. When a bank balance exceeds one hundred thousand dollars (\$100,000.00) and the excess is not insured, an additional account(s) shall be opened in another bank.**
- (6) Responsibilities.**
- (a) **The School Board shall:**
    - 1. **Require that its written rules relating to internal funds be enforced;**
    - 2. **Provide for an annual audit of internal funds by a qualified auditor.**

- (b) **The Superintendent or designee shall administer all rules established by the School Board relating to internal funds.**
  - (c) **Each school principal shall:**
    - 1. **Be held accountable for the handling of all phases of internal funds accounting in his / her school; and,**
    - 2. **Use a uniform system of accounting as directed by the Superintendent or designee.**
- (7) Management of School Internal Account Funds (MSIAF). The efficient and accurate accounting of school internal account funds requires that sound procedures be followed in handling school monies received and expended. Common practices, which shall be followed to ensure effective management of these funds, include:**
- (a) **The principal of each school shall authorize one (1) or more persons, in addition to himself / herself, for signing checks to withdraw funds from the bank account. Two (2) signatures shall be required for all withdrawals, one (1) of which shall be that of the principal. Persons signing checks shall provide proper supporting evidence such as sales slips or invoices to substantiate each check.**
  - (b) **School activity accounts shall not be used for any purpose, which represents an accommodation, loan, or credit to School Board employees or other persons, including students. Collections received shall not be used to cash individual checks. School Board employees or others shall not make purchases for personal use through the student body in order to take advantage of student body purchasing privileges, such as tax exemptions, school discounts, and the like.**
  - (c) **Methods of preserving and destroying records shall be in accordance with Florida Statutes and State Board of Education rules.**

- (d) Revenues which may be credited to classes and club accounts include: dues, assessments, and donations from members; income from entertainment, dances, parties, etc.; and, sale of club or class sweaters, emblems, insignias, cards, announcements, etc. Authorization for expenditures shall require approval of a designated class or club officer, the sponsor, and the principal.
1. No class or club account may be overdrawn at the end of the school year.
  2. No off-campus clubs may be permitted to carry accounts on school activity account books.
  3. Any remaining balance in a class account after graduation of that class and after the class has had an opportunity to determine the disposition of the balance shall be considered as general funds and shall be transferred to the general fund six (6) months after the graduation date. The same procedure shall apply to the fund balance of any club six (6) months after the close of the school year during which said club becomes inactive.
- (e) Any gifts identified as coming exclusively from a particular student group(s) shall be financed entirely by those group(s). This shall not prevent a class or club from contributing toward a project undertaken by several classes or clubs or by the student body. All such gifts to the school shall first receive the principal's approval. A student organization, upon the principal's approval, may earmark an amount for a specific future project, which may reasonably be expected to materialize within the period that members of the

organization are still in attendance at school. Disbursements from these reserves are subject to the standard procedures governing school activity funds. The reserve account, once approved and established, shall not be drawn on for other purposes. If the original purpose for the reserve becomes inoperative, funds in the account shall be transferred to the general fund or returned to the sponsoring organization.

- (f) Commissions earned from photography sales and other transactions shall be credited to the general fund or other designated accounts. Contracts and collections of monies from these types of activities shall comply with the provisions established by the principal.
- (g) The following procedures shall guide all employees who are responsible for school activity funds:
  1. Receipts shall be deposited daily, one hundred percent (100%) intact.
  2. Receipts shall be written for all money that is received or collected.
  3. No money shall be kept in the school overnight except authorized petty cash.
  4. Funds collected during late afternoon or evening activities shall be placed in a night depository as arranged by the principal. Sponsors or any other individuals shall not be expected to have the responsibility of protecting funds, but shall place such funds in a night depository. Under no circumstances shall such

**funds be left on the school premises. Any employee who fails to turn in funds each day shall be held liable for any loss.**

**(8) Expenditures of School Activity Funds. School activity funds shall be expended for the purposes for which they were collected.**

**(a) A signed receipt or invoice supporting each expenditure shall be kept on file. A cancelled check is only part of the supporting evidence for any given transaction and is not sufficient to support the expenditure.**

**(b) Expenditures from trust funds shall be subject to the same rules as those required for other expenditures, except purchases made from funds handled in trust for individuals such as class rings, caps and gowns, cards and invitations are exempt from such requirements.**

**(c) No expenditure shall be made unless the principal or designee approves it. Any expenditure not listed shall be considered prohibited until approved. The consideration of the Superintendent or designee may be requested regarding the approval of any item not listed.**

**(d) If prior authorization is required for expenditure, the school official shall anticipate the need in time to obtain the written authorization. The expenditure shall not be made until the authorization has been obtained. Oral requests for authorization shall not be accepted.**

**(e) Expenditures that require prior authorization by the Superintendent or designee include:**

**1. Any equipment which cost \$750.00 or more;**

2. **Any equipment purchased, rented or borrowed which is to be attached to a building;**
3. **Major equipment which will require the use of public utilities;**
4. **Risers, bleachers, or equipment involving risk;**
5. **Any purchase made from a School Board employee; and,**
6. **Membership in or contributions to any out-of-school organization.**

**(f) The principal is authorized to make the following types of expenditures without prior approval of the Superintendent or designee:**

1. **Equipment costing less than \$750.00, except that which is attached to a building or major equipment which requires the use of public utilities, except electrical office equipment and fans;**
2. **Office supplies, forms, and postage;**
3. **Repair, moving and maintenance of equipment purchased by student groups;**
4. **Merchandise to be sold in the school;**
5. **Dues of student organizations;**
6. **Entertainments;**
7. **Publications;**

8. **Instructional materials and supplies;**
9. **Athletic supplies and services;**
10. **Materials for sale to students enrolled in industrial arts and art classes;**
11. **Laundry;**
12. **Towels and washcloths;**
13. **Sanitary service; and,**
14. **General student body expenses not otherwise restricted.**

(g) **Expenditures for the following items shall not be made from school internal funds, unless a trust fund has been established and monies collected for that specific purpose:**

1. **Equipment, supplies, forms and postage for curricular classroom use for which School Board funds are available;**
2. **Repair or maintenance of School Board equipment for which District budgeted funds are available;**
3. **Professional books and magazines and personal membership in a professional organization;**
4. **Custodian supplies and equipment;**



5. **Articles for personal use of a School Board employee or other person;**
  6. **Equipment, supplies and services for rooms or areas which are not used primarily for students; and,**
  7. **Dues or contributions to any association, group or organization for which the records are not open for public inspection to any citizen of Florida.**
- (8) **Investment of School Internal Funds.** The school principal shall provide for the investment of any school internal funds, which are surplus or not needed immediately for expenditure. Such investments may be placed in savings accounts of banks or savings and loan institutions, certificates of deposits issued by banks, United States Government securities, or any other guaranteed in total by United States government securities.
  - (9) **Financial Transactions and Records.** The principal, on forms furnished by the School Board, shall keep complete and maintain accurate records of all financial transactions, including records of all school and student activity funds. The principal's monthly financial report on internal accounts shall be made promptly for each calendar month. The monthly report shall be due at least one day prior to the school board meeting of the following month.
  - (10) **Retention of Financial Records.** Records, which are maintained as part of school internal funds, and public records under Florida Statutes may not be destroyed or otherwise disposed of without specific authorization. All requests for disposition of school internal fund records after completion of an audit shall be referred to the staff members designated by the Superintendent or designee to manage records retention. Records shall not be destroyed without written authorization. Records must be disposed of

according to the records retention schedules provided by the FL Division of Archives.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.43; 108.04; 109.06; 109.07, F. S.**

**STATE BOARD OF EDUCATION RULES:**

**6A-1.001; 6A-1.085; 6A-1.087; 6A-1.091**

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7.33

**PETTY CASH FUNDS**

The Superintendent may establish petty cash funds for his/ her office, each District department, and each school. Petty cash funds shall be used for operating expenses in accordance with State Board of Education rules and provisions described herein.

- 1) A principal or District department head may establish a petty cash fund by submitting a request to the Finance Division for approval. Approval shall be obtained prior to issuing any checks.
- 2) The Superintendent or designee shall reimburse the funds from the budgetary accounts of schools and District departments when petty cash is exhausted.
- 3) Petty cash funds shall be accounted for separately from all other funds maintained at each school and District department. The amount of petty cash funds shall not exceed three hundred dollars (\$300.00) for the Superintendent's office, each District department, and two hundred dollars (\$200.00) for each school.
- 4) An itemized receipt for each expenditure shall be kept to receive reimbursement.

**STATUTORY AUTHORITY:**

1001.42; 1006.21, F. S.

**LAWS IMPLEMENTED:**

1001.43, 1010.4F. S.

**STATE BOARD OF EDUCATION RULES:**

6A-1.057, 6A-1.087

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7.34

**HOSPITALITY FUNDS**

The Superintendent may authorize expenditures for purposes of promotion, public relations activities and hospitality, as set forth herein. Such expenditures are restricted as to the source of funds, amount of annual expenditures and conditions for expenditures, as set forth herein and as limited by law or regulations.

- (1) Expenditures may include promotion and public relation activities and hospitality of business quests provided they will directly benefit or are in the best interest of the district.
- (2) Expenditures shall be made from auxiliary enterprises and undesignated donations for promotion and public relations to the district.
- (3) Expenditures for hospitality of business guests shall be limited to the maximum permitted by state law and rule.

**STATUTORY AUTHORITY:**

1001.42; F. S.

**LAWS IMPLEMENTED:**

1001.43, 108.08, F. S.

**STATE BOARD OF EDUCATION RULES:**

6A-1.0143

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7.35

**INVESTMENT OF FUNDS**

The Superintendent and/or his or her designee shall invest temporarily idle funds to earn the maximum return for the period available while assuring minimum risk to the principal. The investment objectives shall include safety of capital, liquidation of funds and investment income. Funds may be placed in the following types of investments:

- (a) Bids from qualified depositories;
- (b) Certificates of deposits;
- (c) Time deposits;
- (d) Securities of the United States Government;
- (e) State managed cooperative investment plans; or
- (f) Other forms of authorized investments. Should the district choose to enter into third-party custodial agreements, master purchase agreements or security purchase agreements, it shall do so in accordance with section 218.415, Florida Statutes or its successor and amendments thereto. The district shall not invest in derivative products.

The principal shall invest temporarily idle internal account funds in qualified depositories at the best available return while assuring minimal risk to principal and in accordance with this policy.

The Liberty County School Board shall provide for appropriate training of those persons managing its investments.

**STATUTORY AUTHORITY:**

**1001.42, F. S.**

**LAWS IMPLEMENTED:**

**1001.32; 1001.43; 109.09, F. S.**

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7.36

**INDEBTEDNESS CREATED AGAINST A SCHOOL OR THE SCHOOL BOARD**

Any school employee or other person shall be personally liable for creating any bill of indebtedness against a school or against the School Board unless authority exists under duly adopted policy of the School Board or unless authorized in writing by the Superintendent or designee. Any employee violating the provisions of this rule shall be subject to cancellation of his / her contract or dismissal from employment.

**STATUTORY AUTHORITY:**

1001.41; F. S.

**LAWS IMPLEMENTED:**

1012.22; 1001.43, F. S.

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7.37

**BONDED PERSONNEL**

Each Board member, the Superintendent and any employee of the School Board who is responsible for school funds or property shall be placed under a blanket fidelity bond in an amount to be determined by the School Board as provided in State Board of Education rules or state law.

**STATUTORY AUTHORITY:** 112.08; 1001.41; 1001.42, F. S.

**LAWS IMPLEMENTED:** 112.08; 1001.42(10)(h), 1001.43; 108.07, F. S.

**STATE BOARD OF EDUCATION RULE:** 6A-1.0692

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7.38

**USE OF FACSIMILE SIGNATURE**

- (1) In accordance with Florida Statutes, the Superintendent and the chairperson of the School Board, after filing with the Department of State, his or her manual signature certified by him or her under oath, may execute or cause to be executed with a facsimile signature in lieu of his or her manual signature:**
- (a) Any public security as permitted by Florida Statutes.**
  - (b) Any instrument of payment**
  - (c) Any official order, proclamation, instrument of conveyance, or resolution, provided, however, that said School Board and such authorization have authorized the same is reflected in the minutes thereof.**
  - (d) Contracts with school personnel.**
- (2) Definitions as used in this policy are as follows:**
- (a) Public security means a bond, note, certificates of indebtedness, or other obligation for the payment of money, issued by the Board.**
  - (b) Instrument of payment means a check, draft, warrant, or order for the payment, delivery, or transfer of funds.**
  - (c) Instrument of conveyance means an instrument conveying any interest in real property.**
  - (d) Facsimile signature means a reproduction by engraving, imprinting, stamping, or other means of the manual signature of an authorized officer.**

- (3) The vice-chairperson shall have no authority to sign warrants or school documents except when he or she is required to assume in emergency the duties of the chairperson; in which case he or she shall be legally empowered to sign warrants and other legal documents as the chairperson would be empowered to sign.

**STATUTORY AUTHORITY:**

**1001.42, F. S.**

**LAWS IMPLEMENTED:**

**116.34; 1001.43, F. S.**

**STATE BOARD OF EDUCATION RULES:**

**6A-1.0421**

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7.40

**FUND-RAISING FOR SCHOOL PROJECTS  
AND ACTIVITIES**

All fund-raising projects and activities by schools or groups within the school shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program as administered by the Superintendent.

- (1) Money derived from any fund-raising project or activity sponsored by a school or a group within a school shall be deposited in the school's internal funds account and shall be disbursed as prescribed by School Board rules and State Board of Education rules.
- (2) Each school shall continuously evaluate its fund-raising projects and extracurricular activities of the school program, the promotion of education experiences, the time involved for students and teachers, and the additional demands made on the school community.
- (3) The determination of the fund-raising projects and activities for a school shall be the principal and the staff's responsibility, and shall conform to the following conditions and any directives by the Superintendent.
  - (a) Fund-raising activities and projects within all schools shall be kept within a reasonable limit. Before approving any project or activity,

**the principal shall require full justification of the need and explanation of the manner in which the funds will be expended.**

- (b) A written request for fund-raising projects and activities shall be submitted by the principal to the Superintendent or designee for approval.**
- (c) Merchandising projects shall be kept to a minimum.**
- (4) A parent-teacher association or any other organizations connected with the school may sponsor fund-raising activities provided schoolwork and time are not adversely affected. Such activities shall be conducted in accordance with School Board rules. Unlawful activity shall be prohibited by any school group or on School Board property.**
- (5) A student shall not sell raffle tickets on the school grounds during the school day. Students may not sell any other item on the school grounds without first having the principal's approval.**
- (6) Individuals and business agencies shall not be subject to excessive annoyances from the solicitation of funds by school groups or school personnel. The solicitation of funds away from school shall require the Superintendent or designee's approval. When possible, all necessary money shall be raised for school needs without recourse to any solicitation away from the school. The Superintendent or designee shall approve a solicitation activity only when funds cannot be raised otherwise. This Rule does not preclude private or volunteer contributions for athletic or other purposes.**
- (7) Food and beverage services which are available to students shall be provided only during the school day by the food and nutrition service program. Provided, however, school organizations approved by the Liberty County School Board shall be permitted to sell food and beverage items to students**

in secondary schools even though the sale of such items is in completion with the food and nutrition service program.

- (a) School organizations are authorized to conduct the sale of food and beverage items only one (1) hour following the close of the last lunch period.
- (b) Food sold by school organizations shall comply with the provisions of State Board of Education rules.

**STATUTORY AUTHORITY:**

**1001.42, F. S.**

**LAWS IMPLEMENTED:**

**1001.51; 108.01; 1006.02, F. S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-1.085, 6A-7.042**

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7.50

**PAYMENT OF VOUCHERS/INVOICES**

Expenditures for payment of vouchers shall be made by warrants of the School Board. Authorization for such payments shall be deemed approved by the Board if within amounts approved in the Board-adopted District budget or amendment thereto. In cases of expenditures exceeding approved purchasing limits, specific School Board approval is required and shall be reflected in School Board minutes. Approval of individual warrants themselves by the School Board shall not be required.

Payment for purchases and services shall be in a timely manner as set forth in Chapter 218, Florida Statutes.

**STATUTORY AUTHORITY:**

1001.42, F. S.

**LAWS IMPLEMENTED:**

218.72-218.75, 1001.43; 1001.51; 109.06; F.S.

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7.51

**PAYROLL PROCEDURES**

- (1) Payrolls shall be submitted for all School Board employees and shall be properly signed by a designated administrative employee. Such payrolls shall be supported, where applicable, by time records.
- (2) Payroll checks or warrant distribution dates shall be established administratively to ensure that the employees are paid promptly in accordance with Florida Statutes.
- (3) No payment shall be made except to properly authorized and approved personnel.
- (4) Payment shall be based on the duly adopted salary schedule for each position. From time-to-time payments in the form of a bonus or other legally authorized payment may be made.
- (5) Full-time and part-time regular, probationary, and temporary employees shall be paid at the regular established pay period.
- (6) Principals shall be responsible for submitting accurate payrolls in accordance with the payroll time schedules and procedures.
- (7) Salary adjustments shall be paid at subsequent payroll periods. A person whose services are terminated shall be paid the full salary balance at the regular pay period following termination. The Superintendent shall approve any exceptions.
- (8) A payroll deduction for an employee beyond those required by Florida Statutes shall be made only upon the written request of the employee. Such deductions shall be made when the benefit to be derived can only be obtained by this method and the group participation is advantageous to the employee.

A group must contain a minimum of fifteen (15) members. If the membership of any group falls below this minimum, it may be discontinued. An authorized payroll deduction may be initiated during any fiscal year in which the group or organization deduction authorization and the written request of the employee(s) are in the district office on or before the date established as the final date for the initiation of employee deductions.

- (9) Any employee organization certified by the Florida Public Employees Relations Commission as the official bargaining agent for a group of District employees or other group designated by law may be entitled to a payroll deduction for membership dues. The organization may be billed annually for the cost of deducting and transmitting such dues to the organization.
- (10) No payments shall be made for overtime services
- (11) There shall be no payroll deductions permitted in violation of section 106.15, Florida Statutes.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**106.15, 1001.43, 1011.60, 1012.22, F.S.**

**LIBERTY COUNTY SCHOOL BOARD**



### **TRAVEL EXPENSE REIMBURSEMENT**

**Authorized travel for officers and employees of the School Board shall be reimbursed as follows:**

**I. Authority to Incur Traveling Expenses**

- A. All travel by employees and authorized persons must be authorized and approved by the Superintendent or his designated representative. The Superintendent shall not authorize or approve such a request unless it is accompanied by a signed statement by the traveler's supervisor stating that such travel is on the official business of the School District and also stating the purpose of the travel.**
- B. Traveling expenses of public officers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law and must be within the limitations prescribed by Florida Statutes.**

**II. In-District Travel**

- A. Expenses for authorized travel by an employee, authorized person, or public officer, if he has not been assigned a car owned by the School Board, may be paid for the use of his/her personal car while used in travel on school business at a rate not to exceed the maximum rate established by state law for public employees, the maximum federal rate, a flat monthly allowance for travel within the District, or with mileage reimbursed at School Board adopted rates.**
- B. The following provisions shall govern in-district travel:**
  - 1. The Superintendent shall be allowed one hundred fifty dollars (\$150.00) per month for District travel expenses.**
  - 2. All district administrative staff members shall be allowed one hundred dollars (\$100.00) per month for District travel expenses.**
- C. Where the monthly flat rate is used, the person shall submit detailed monthly mileage reports for the months of October and April each**

year to determine an average mileage for computing the monthly payment.

**III. Out-of-District Travel**

- A. **One-day trips** - Expenses for authorized travel by employees, authorized persons, or public officers on school business which does not require an overnight stay shall be reimbursed at a rate not to exceed the maximum federal mileage rate and the federal rate for meals.
  - B. **Overnight trips** - Expenses for authorized travel by employees, authorized persons, or public officers on school business requiring absence in excess of one (1) day shall be reimbursed for travel and per diem at a rate not to exceed the maximum federal rate.
- IV. When more than one (1) employee is going to the same destination, travel shall be pooled when such is practical.**
- V. Where a common carrier is used, reimbursement will be made only for the most economical class. The expense of common carrier travel may be processed through the District office on a purchase order or by copies of paid bill(s) attached to the employee's travel voucher.**
- VI. Reimbursement may be requested for tolls, taxis, registration fees, storage or parking, and communication expense when properly documented. No reimbursement may be authorized for gratuities. Reimbursement for registration fees shall be reduced by the value of any lodging or meals which are included if such items are claimed elsewhere for reimbursement.**
- VII. Out-of-State Travel** - Actual expenses for authorized travel by employees, authorized persons, or public officers not to exceed the single occupancy rate shall be reimbursed for lodging and the scheduled amount for meals at a rate not to exceed the maximum federal rates.
- VIII. The Superintendent or designee shall develop procedures which detail travel reimbursement claims and restrictions.**
- IX. Violations or abuse of District travel policies and/or procedures shall be a basis for employee discipline.**

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**112.061, 1001.39, 1001.43, F.S.**

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

**6A-1.056**

## **TRAVEL REIMBURSEMENT PROCEDURES**

### **Meals:**

**Breakfast – When travel begins before 6:00 A.M. and extends beyond 8:00 A.M. reimbursement is \$6.00**

**Lunch – When travel begins before 12:00 noon and extends beyond 2:00 P.M. reimbursement is \$10.00**

**Dinner – When travel begins before 6:00 P.M. and extends beyond 8:00 P.M. reimbursement is \$20.00**

**Mileage:** In the event a county vehicle is not available, mileage will be reimbursed at the board approved mileage rate using the shortest Rand McNally calculated route

**Board approved rate: 40.5 cents per mile**

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7.60

**AUDITS****(1) District Audits.**

- (a) Periodic audits shall be made of the accounts, records financial practices, and program elements of the District Office pursuant to Florida Statutes and State Board of Education rules.**
- (b) The School Board may select an independent auditor to perform the annual financial audit of the District when the Auditor General advises the audit will not be completed within the twelve (12) month period immediately following the fiscal year.**
  - 1. Selection of the auditor shall be pursuant to provisions in Section 11.45, Florida Statutes. Other auditors may be selected as permitted by law.**
  - 2. The certified public accountant that coordinates the financial audit shall have completed twenty-four (24) hours of in-service training in government or governmental auditing as approved by the Board of Accountancy within the last three (3) years.**
  - 3. At the conclusion of the audit fieldwork, the preliminary findings shall be discussed with the Superintendent or designee**

or designee. The auditor's comments shall reflect items, which are intended to be included in the final audit report.

**(2) Audits of Internal Accounts**

- (a) Each principal shall report in writing to the auditor of internal accounts within ten (10) days of receiving an audit report. The written report shall address the audit report and any discrepancies cited therein.**
- (b) The Superintendent may direct an audit of a school's internal accounts at any time, without prior notification. A School Board employee or an independent accounting firm may conduct such audits.**

**(3) Non financial audits shall be conducted by persons or entities qualified to conduct audits of the program, functions, or services to be audited.**

**(4) Results of all audits shall be provided to the Liberty County School Board for information and appropriate action consistent with law if action is required.**

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**11.45; 1001.42; 1001.43; 1008.35, F.S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-1.087**

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7.70

**PURCHASING AND BIDDING**

The School Board recognizes that maximum economy and efficiency are best achieved through a centralized purchasing function, which includes warehousing and distribution. All purchases of materials, supplies, equipment and services that are paid from School District funds shall be the responsibility of the District Administrator under the general supervision of the Superintendent. All Florida Statutes, State Board of Education Rules, School Board Rules and Administrative Procedures shall be carefully observed in making any purchases. The payment of any unauthorized purchases shall be the sole responsibility of the person placing the order.

- (1) **Purchases.** All purchases made from School District funds shall be in accordance with all applicable State Statutes, State Board of Education rules, School Board rules, and administrative procedures. In case of emergency, the District Administrator is authorized to take necessary steps to procure the materials, supplies, equipment and services as necessary after appropriate administrative approval.

Emergency purchases exceeding the dollar limit for formal bids must be accompanied by written authorization from the Superintendent and must be submitted to the School Board for review at its next regular meeting.

Liberty County School Board will receive and give consideration to the prices available to it through the use of the program for online procurement of commodities and contractual services as referred in section 287,057 (23)(a), under the rules of the Department of Management Services Division of Purchasing.

- (2) **Competitive Bids.** The District Administrator shall be responsible for continually estimating the needs of the school system and making quantity purchases accordingly. Standard lists of supplies and equipment shall be developed in all areas possible. All purchases where the item or group of items exceeds Twenty-five Thousand Dollars (\$25,000) shall be made on the basis of competitive sealed bids, except in emergencies as provided herein (effective 06/01/06).

- (3) **Quotations.** The District Administrator will obtain multiple competitive quotes for items costing between Ten and Twenty-five Thousand Dollars (\$10,000.00 - \$25,000) with every effort being made to ensure competitive pricing on all materials and services regardless of cost.
- (4) **Bidding Procedures.** Purchases made through bids shall be based upon justification and specifications which are clear, complete and definite and certain as to character and quality and shall conform to standard specifications for the various classes of supplies, materials, parts, services or equipment desired. Such specifications shall be conducive to securing the best possible price for the highest quality product or service which best meets the needs of the School District. Specifications shall be as open as possible. Invitations to bid shall include, but not be limited to, the following:
  - (a) Date, time and place of bids;
  - (b) Procedures for presenting bids;
  - (c) Conditions and terms for receiving bids;
  - (d) Procedures to be followed in opening bids and making recommendation to the School Board; and,
  - (e) The amount of the bid bond or good faith deposit, if any;
- (5) **Conditions or awarding contracts based on bids.**
  - (a) Bids shall be opened at the time and place specified within the bid documents. At the designated time, the person presiding over the bid opening shall announce the time and ask if all bids have been turned in. No other bids shall be accepted or withdrawn after the deadline. Bids by telegram or other means of delivery that do not qualify as a sealed bid shall not be accepted. Bids received by mail shall be stamped with the time and date received. Alterations written on the outside of a bid shall not be accepted. All bid openings shall be open to the public.
  - (b) The Superintendent or his designee shall have the responsibility for soliciting the assistance of the District administrative and instructional staff and the school employees who use the products to assist in the preparation of specifications and evaluation of bids.

- (c) The District shall maintain a list of active bidders, which will be updated as needed to add or delete vendors.
- (d) Bids shall be requested from at least three (3) appropriate sources for each authorized purchase. All bids shall be signed in ink or indelible pencil.
- (e) No bid may be withdrawn after submission except with Board approval based on the written recommendation of the Superintendent. Such written recommendation shall specify the basis for allowing the withdrawal. After formal award by the Board, no bid may be withdrawn by a bidder except for a material error, as determined by the Board.
- (f) Recommendations to the Board for action shall be determined on the basis of the lowest responsible qualified bid which meets specifications with consideration being given to the specific quality of the product, its conformity to the specifications, its suitability to District needs, the delivery terms, and the service and past performance of the vendor.
- (g) After bids have been opened and tabulated, they shall be made available to those persons who wish to study and copy them. In no case may the original copies be removed from the custody of the District Administrator in charge.
- (h) Any recommendation by the Superintendent of other than low bid shall be accompanied by a written statement prepared by the Superintendent giving the reasons and justifications for such action. Single items or combinations of items may be considered in determining the recommendation. The Superintendent may recommend to the Board the name of any firm which has proven to be unreliable or unqualified for exclusion from the bid list.
- (i) Final action on any bid or the letting of any bid shall be the decision of the Board in open session.
- (j) Approval of/use of any funds which are not already budgeted shall be made by the Board prior to the issuance of any contract or award of any bid.
- (k) The Board, in its sole discretion, may waive minor irregularities in bids or may reject all bids.



- (6) Hearings, Exhibits, or Demonstrations by Vendors.**
  - (a) The Superintendent or his designee shall be responsible for the arrangement of hearings, exhibits, or demonstrations by vendors interested in presenting their products. Employees of the school system shall not extend favoritism to any vendor or salesman.**
  - (b) Contractors for providing supplies, equipment and services by any member of the School Board, Superintendent or School Board employee is prohibited.**
  - (c) No employee or school official may make purchases for personal use through a school or the District office.**
  - (d) No employee shall apply for or receive personal services from commercial sources through a school or the District office.**
  - (e) Employees may participate in District surplus sales; provided that there is no preferential treatment of an employee.**
- (7) All items exempt from bid and quotation procedures by Florida Statutes and State Board of Education rules shall be exempt from School Board purchasing and bidding rules. State or other governmental agency purchasing contracts may be used in lieu of bids when it is to the advantage of the School Board. Purchases may be made from the Florida Division of Corrections without competitive bidding for items authorized by general or special law.**
- (8) When two or more vendors submit identical lowest and / or best bids meeting specifications, and all other terms and stipulations are equal, the School Board may, in its sole discretion, use one of the following methods to determine the successful bidder:**
  - (a) Preference to local bidder. Bidders in the District would be given preference over bidders from outside the County. If there were no local bidders, preference would be given to bidders from within the State over those from other states.**
  - (b) By Drawing. If two or more vendors involved in a tie bid have equal status with regard to location, a public drawing will be conducted to determine which vendor will be awarded the bid.**
  - (c) Emergency Situations. Occasionally, situations arise which necessitate immediate action in order to ensure the health and**

safety of students and staff, or to keep a facility in operation. In such cases, at the determination of the Superintendent, the normal procedures may be waived and all Board members will be notified of such action as soon as practicable. The District Administrator shall be required to make telephone contacts to request quotations, determine availability and ability to deliver services or products in a timely manner. All such contacts must be documented and followed by written bids from those contacted. The Superintendent shall be given all facts relating to the problem and a recommendation for the purchases necessary to resolve the problem. Upon the Superintendent's approval, the lowest and best bidder will be given authorization to proceed. A formal tabulation, giving complete details and justification, shall be submitted at the next regular Board meeting for ratification.

- (9) **Emergency Purchases or Bids.** Emergency purchases or bids may be requested in writing or by telephone as the emergency requires based on the Superintendent's or District Administrator's approval. Emergency as used herein means a situation that endangers the health, safety, or welfare of students, staff or the public, or jeopardizes a project. All emergency bids shall be tabulated and presented to the Superintendent who shall submit the matter to the School Board for action. The School Board minutes shall show the need to initiate emergency bid procedures and shall justify that regular bid procedures would cause a delay and be contrary to the public interest.
- (10) **Requisitions.** Each purchase shall be based upon a requisition originating from the principal or District department head. Each requisition or contract shall be properly financed, budgeted, and encumbered prior to issuing a purchase order. Under extreme emergencies, the Superintendent, District Administrator or designee may grant permission for a purchase without a requisition; provided, however, any emergency purchase shall be followed immediately with an emergency requisition. A purchase shall not precede a requisition except under emergency provisions.
- (11) **Informal Quotations for Purchases within limits established by Florida Statutes or State Board of Education rules are permitted.** Quotations shall be solicited from at least three (3) sources, except as provided in Subsection (13) herein, prior to issuing a purchase order for materials, services, or equipment established limits.

- (12) Purchase of Foods and Non-Food Items for the Food Service Department.** The Superintendent shall develop and prescribe a Competitive Procurement Plan for purchasing food and non-food supply items for the school food service program.
- (a)** The Plan shall contain procedures to ensure conformity with the Federal Food, Drug and Cosmetic Act, the Federal Meat Inspection Act, and the Meat Inspection Law of Florida when purchasing foods.
  - (b)** The Plan shall provide for various types of selection procedures as alternatives to the bidding requirements prescribed herein. Bidding requirements specified in this rule shall be waived if they conflict or are inconsistent with the Plan. All purchases of milk shall comply with State Board of Education rules.
  - (c)** Purchases of equipment items and professional services shall be excluded from the Plan and shall be subject to procedures for purchases described herein.
- (13)** Subject to provisions of law, the Superintendent may authorize purchase based upon bids approved by the state of Florida, other government agencies, or educational consortia.
- (14) Acquisition of Professional or Educational Services.** The Superintendent is authorized to contract for professional or educational services to complete projects or activities authorized or approved by the School Board.
- (a)** Selection of an architect, professional engineer, landscape architect, or land surveyor to perform professional services for a School Board project shall be in accordance with the School Board rule entitled, "Selecting Professional Services."
  - (b)** Contracts or commitments exceeding limits established by Florida Statutes or State Board of Education rule for educational services or professional services, other than those described in Subsection (14)(a) herein, shall be approved by the School Board prior to execution.
- (15) Conflict of Interest.** The following provisions shall apply for conflict of interest. Any violation of these provisions by a School Board employee may be grounds for dismissal.

- (a) No contract for goods or services may be made with any business organization in which:
  - (i) The Superintendent or School Board member has any financial interest whatsoever;
  - (ii) A spouse or child of the Superintendent or School Board member has an employment relationship or material interest as defined by Section 112.312, Florida Statutes; or,
  - (iii) A School Board employee has an employment relationship or material interest as defined by Section 112.312, Florida Statutes.
- (b) No School Board employee may directly or indirectly purchase or recommend the purchase of goods or services from any business organization in which his/her spouse or child has a material interest as defined by Section 112.312, Florida Statutes.
- (c) School Board employees or officials may not use bid prices or school prices or receive gifts or any preferential treatment in making personal purchases. A School Board employee shall not be prohibited from participating in any activity or purchasing program that is publicly offered to all School Board employees or in District surplus sales provided there is no preferential treatment.

**(16) Multi-Year Purchase Agreements.** No obligation shall be created by contract, purchase order, maintenance agreement, lease-purchase agreement, lease agreement, or other instrument that exceeds a period of twelve (12) months. The Superintendent shall develop and prescribe a uniform termination clause that shall be incorporated in and made a part of any multi-year obligation agreement or contract. Bids may be carried forward if it is in the best interest of the District.

**(17) All contracts for purchases made at the school level from internal accounts shall be initiated by the principal and shall follow the same procedures prescribed for purchasing in this policy.**

**(18) Bid Protest:**

- (a) A bidder, who wishes to file a bid protest, must file such notice and follow procedures prescribed by Section 120.57, F.S. for resolution. Notice must be filed with the District Administrator

in charge as designated in the bid requirements or such persons as the Superintendent designates.

- (b) Any person who files an action protesting a decision or intended decision pertaining to a bid pursuant to F.S. 120.57(b), shall post at the time of filing the formal written protest, a bond payable to the Liberty County School Board in an amount equal to one percent (1%) of the total estimated contract value, but no less than \$500 nor more than \$5000. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. If, after completion of the administrative hearing process and any appellate court proceedings, the district prevails, it shall recover all costs and charges, which shall be included in the final order or judgment, including charges made by the division of Administrative Hearings, but excluding attorney's fees. If the protester prevails, he/she shall recover from the District all costs and charges which shall be included in the final order of judgment, excluding attorney's fees.
- (c) Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed in Section 120.57, F.S., shall constitute a waiver of proceedings under Chapter 120, F.S.

**STATUTORY AUTHORITY:**

337.11(5)(A), 1001.42, F.S.

**LAWS IMPLEMENTED:**

112.312, 120.57, 212.0821, 255.04,  
274.02, 287.017, 287.057, 1001.43,  
1010.01, 1013.47, F.S.

**STATE BOARD OF EDUCATION RULES:**

6A-1.012; 6A-1.085; 6A-1.087; 6A-7.042

Revised: 5/11/2010

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7.701

**BID PROTEST RESOLUTION**

The following procedures shall govern the resolution of protests from contract bidding procedures prior to initiation of formal or informal proceedings pursuant to Chapter 120, Florida Statutes.

- (1) The School Board shall provide notice of its decision or intended decision concerning a bid solicitation or contract award as follows:
  - (a) For bid solicitation, notice of a decision or intended decision shall be sent by United States mail or by hand delivery.
  - (b) For any other Board decision relating to contract bidding procedures, notice of a decision or intended decision shall be given either by posting the bid tabulation at the location where the bids were opened, or by certified mail, return receipt requested. This notice shall contain the following statement:  
“Failure to file a protest within the time prescribed in Section 120.53, Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
- (2) Any person who is affected adversely by the Board decision or intended decision shall file with the Board a notice of protest in writing within 72 hours after the posting of the bid tabulation or after receipt of the notice of the Board’s decision or intended decision, and a formal written protest within ten (10) days after the date he filed the notice of protest. Failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
- (3) Upon receipt of a notice of protest which has been timely filed, the Board shall stop the bid solicitation process or the contract award process until the subject of the protest is resolved by final School Board action, unless the Board sets forth in writing particular facts and circumstances which require the continuance of the bid

solicitation process or the contract award process without delay to avoid an immediate and serious danger to the public health, safety or welfare.

- (4) The Board, on its own initiative or upon the request of a protestor, shall provide an opportunity to resolve the protest by mutual agreement between the parties within fourteen (14) days of receipt of the formal written protest.
  - (a) If the subject of a protest is not resolved by mutual agreement within fourteen (14) days of receipt of the formal written protest, and if there are not disputed issues of material fact, an informal proceeding shall be conducted pursuant to Section 120.57, Florida Statutes, and rules related to administrative hearings.
  - (b) If the subject of a protest is not resolved by mutual agreement within fourteen (14) days of receipt of the formal written protest, and if there is a disputed issue of material fact, the Board shall refer the matter to the Division of Administrative Hearings of the Department of Administration for a formal hearing pursuant to Section 120.57, Florida Statutes, and rules related to administrative hearings.
- (5) Construction bids protested shall be in accordance with the policy on the topic found in the section of these policies dealing with construction.

**STATUTORY AUTHORITY:**

1001.42, 1001.43, F. S.

**LAWS IMPLEMENTED:**

120.53, 120.57, F. S.

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7.71

**SELECTING PROFESSIONAL SERVICES**

In accordance with state law, architectural and engineering services shall be solicited through an application procedure. Except in emergency situations, the Board shall publish a legal advertisement in a local newspaper of wide circulation, describing the project or projects for which services are required and specifying the application procedure. A professional services contract shall be negotiated and recommended to the Board.

The Superintendent or designee may authorize outside consultants to provide professional reviews, assistance, or training to divisions, departments or schools.

Full or part-time employees of the Board shall not contract for additional services to the Board as program consultants.

**STATUTORY AUTHORITY:**

1001.42, F.S.

**LAWS IMPLEMENTED:**

1001.43; 1001.53; 109.06; F.S.

**STATE BOARD OF EDUCATION RULES:**

6A-1.012, 2.0111

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7.72

**ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY**

- I. **Acquisition**
  - A. All property purchased through District funds, internal funds, or donations from outside sources shall be acquired using District purchasing procedures.
  - B. All property, including vehicular equipment, shall be under the full control and name of the School Board.
  - C. All property with a value consistent with the provisions of this policy manual, acquired through internal accounts or donations, shall be reported immediately by the principal or work site supervisor to the designated property records office on the prescribed forms.
  - D. Principals and work site supervisor shall be responsible for determining that all property is identified and accounted.
- II. **Exchange** - Each principal and work site supervisor shall determine the property needs for his/her school or department. The principal or District department head shall declare any property which is not needed, upon approval of the designated property control office, and may requisition additional property through proper procedures.
  - A. Surplus property shall be reported on proper forms to the designated Property Records office which shall be responsible for acquiring and storing the surplus property.
  - B. Property items with a value as established in I.C. above may be exchanged between schools and District departments when approval is granted by the designated property records office and subsequently by the appropriate District department head. Notification of each approval shall be filed in writing with the designated property records office to adjust property records of schools and District departments.

- C. School Board equipment may be used by employees away from School Board property under certain conditions when prior approval is obtained from the principal or District department head. These conditions include familiarization with the equipment for instructional purposes or improvement of job performance.
- D. School Board equipment shall not be used for gainful outside employment or private use of employees or by any outside group or organization.

III. Acquisition of real property is not included under this policy.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**274.01, 274.02, 1001.43, 1011.06, F.S.**

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**7.73**

**ACQUISITION OF REAL PROPERTY**

- (1) A determination by the School Board that real property is needed for school use shall be based on approved master planning data. Two (2) or more proposed locations shall be considered for each acquisition unless extenuating circumstances preclude such consideration. Extenuating circumstances shall be as follows:**

  - (a) Availability of alternate locations because of prior land use commitments; the need to acquire land adjacent to an existing school site for purpose of expanding said site; or the purpose of establishing a new school center adjacent to an existing school center for implementation of programs that may be suitably carried out through common use of facilities for more than one (1) school.**
  - (b) Joint use of land, as part of a master plan, for educational purposes and community recreational and cultural purposes.**
- (2) The Superintendent or designee may negotiate with the owner and determine the purchase price of the land, if such is determined to be in the best interest of the School Board.**
- (3) If it is determined to be in the best interest of the School Board, two (2) independent, qualified real estate appraisers shall be appointed to provide a standard narrative form of appraisal complete with supporting data. Final settlement shall not exceed the amount of the highest appraisal.**

- (4) If negotiations with the owner are not successful, the School Board may exercise its right of eminent domain, and proceedings shall be filed in a court having jurisdiction and a date of value established on which to base the market value of the property.
- (5) Topographical surveys and legal descriptions shall be obtained, including metes and bounds description of all real property considered for purchase.
- (6) Upon decision of the School Board to acquire real property, a title search shall be initiated by a competent, legal consultant or a title search company, and a policy of title insurance will be required upon completion of acquisition proceedings secured by surety satisfactory to the School Board.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43, 1001.44, 1013.13, 1013.14, F.S.**

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7.74

**LEASE AND LEASE-PURCHASE OF LAND, FACILITIES AND EQUIPMENT**

The Superintendent shall make recommendations to the School Board regarding any offer received from a person or entity for the lease or lease-purchase of any land owned by the District.

- (1) The lessee shall state in writing how the land will be used for educational purposes.
- (2) The Superintendent recommendation shall include:
  - (a) The location and description of the land and its present use.
  - (b) The long-range plan for its use.
  - (c) The stated use of the land by the prospective lessee.
  - (d) The fair market value of the parcel, as determined pursuant to State Board of Education rules, when the land is to be released by a lease to purchase agreement.
  - (e) The terms and value to be received from the prospective lessee.

- (3) Prior to final action on the proposal for a lease or lease-purchase agreement, the School Board shall hold an open and public hearing on the issue after due notice is given as required by Florida Statutes. At this meeting the proposed agreement, in its final form, shall be made available for inspection and review by the public.**

**The Superintendent may recommend the acquisition of land, facilities, and equipment under lease or lease-purchase agreements under provision of Florida Statutes through competitive bids or proposals.**

- (4) The Superintendent's recommendation shall include:**
- (a) Such acquisition is in the best interest of the District;**
  - (b) Length and terms of such agreements;**
  - (c) Procedures for developing and approval of agreements;**
  - (d) Estimated annual costs and sources of funding;**
  - (e) Proposed schedule for any required public advertisements and hearings;**
  - (f) All required written documents necessary for the execution and maintenance of agreements;**
  - (g) Agreements do not constitute a debt, liability, or obligation of the State or Board, or pledge the faith and credit of the State or Board.**

**STATUTORY AUTHORITY:****1001.42, 1001.57. F.S.****LAWS IMPLEMENTED:****1001.44; 1013.15; 1013.19, F.S.****LIBERTY COUNTY SCHOOL BOARD**

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7.75

**SALE, TRANSFER OR DISPOSAL OF PROPERTY**

Obsolete, uneconomical or inefficient surplus property, which serves no useful purpose, may be disposed of in accordance with state law and regulations. Prior to disposal, reasonable attempts should be made to salvage all or part of any item of property for school use.

When it is no longer practical that property be retained, it shall first be offered for sale or transfer to other governmental agencies. When not disposed of in this manner, the property shall be offered for sale to the public at large and to private businesses.

Any remaining surplus property may be declared unusable and disposed of in a reasonable, environmentally sound manner, including donation to appropriate nonprofit groups.

Disposal of unusable property shall occur only after due consideration of school needs.

**STATUTORY AUTHORITY:**

112.08; 1001.42 F.S.

**LAWS IMPLEMENTED:**

1001.43; 1006.41; 1013.28, F.S.

**STATE BOARD OF EDUCATION RULE:**

6A-1.087

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7.76

**LOST OR STOLEN PROPERTY**

- (1) The principal or designee shall notify the following individuals when any school property has been vandalized, stolen, or lost:**

  - (a) The proper law enforcement agency immediately to provide such information, as may be available if the property is believed to have been stolen;**
  - (b) The District Office by telephone; and,**
  - (c) In writing with a copy of such notice being sent to the Superintendent.**
- (2) The custodian of the property records shall prepare a written report and recommendations to the Superintendent if the property is not recovered within thirty (30) days.**
- (3) The Superintendent shall report to the Board any property that has been lost or stolen if not recovered within thirty (30) days after the discovery of the loss or theft except major losses shall be reported to the Board immediately. Such report shall include a recommendation that the property record be made inactive and any information applicable to personal liability shall also be reported.**

**STATUTORY AUTHORITY:****1001.42, F.S.****LAWS IMPLEMENTED:****1001.43, F.S.****STATE BOARD OF EDUCATION RULE:****6A-1.087****LIBERTY COUNTY SCHOOL BOARD**

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7.77

**INVENTORIES AND PROPERTY RECORDS**

The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the District. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number, and shall be consistent with all requirements of Florida Statutes and the rules of the Auditor General. School inventories shall be verified by the District administration at the Superintendent's direction.

- I. All equipment shall be listed that has a value or cost of seven hundred fifty (\$750.00) dollars or more. The principal shall notify the District office of all removals, transfers, and receipt of donated or purchased property that meets criteria for being recorded as a fixed asset in order to update records and new equipment.
- II. Property inventories shall be performed annually. It shall be each principal's duty to designate a person to make an annual inventory of all school property within his/her building(s). This report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair. Such inventory shall be filed with the District office either at the time designated in writing by the property control officer or at the time of any principal's resignation.
- III. Any incoming principal and the property control officer shall make an inventory of all school equipment when the new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the District office to identify any shortages or discrepancies.
- IV. The principal shall also be responsible for taking inventories of properties not covered in section I. herein such as student furniture, library books, films and tapes, and other materials as deemed appropriate. These inventory records, shall remain on file in the individual school.

- V. The Superintendent shall prescribe the procedures for the accountability of property as defined in Florida Statutes.
- VI. All equipment purchased by the various District organizations or by outside organizations for District use shall become School Board property and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.
- VII. The principal shall keep an inventory of all equipment in his/her school on forms provided by the property control officer.
- VIII. The Superintendent or designee shall maintain a current and perpetual inventory of all stock in School Board warehouses and shall file an annual end-of-the-year report of the count and value of such items with the finance department.
- IX. The Superintendent shall report to the School Board any property that has been lost or stolen if recovery is not made by the next regular School Board meeting after the discovery of the loss or theft. Such report shall include a recommendation for inactivation of the property record and information concerning possible personal liability which may be appropriate as the circumstance of the loss or theft may indicate.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**CHAPTER 274, 1001.43, F.S.**

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

**6A-1.087**

**Revised: 11/10/2009**

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7.80

**RISK MANAGEMENT INSURANCE**

The Superintendent shall recommend annually to the School Board insurance programs, including property, liability, worker's compensation and motor vehicle insurance that provide the best protection against loss to the District.

The Superintendent or designee is authorized to approve claim payments against the School Board up to deductible amounts specified in District risk insurance programs approved by the School Board. Claims payments in favor of the School District shall be accepted by the Superintendent or designee and shall be reflected in appropriate budget amendments brought to the School Board for approval.

**STATUTORY AUTHORITY:**

1001.42, F.S.

**LAWS IMPLEMENTED:**

1001.43; 1001.57, F.S.

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7.90

**EDUCATION FOUNDATION**

The Liberty County School Board authorizes the District to establish a foundation fund in the name of Liberty County Education Foundation, Inc. subject to the provisions of Florida Statutes.

- (1) The Board of Directors of the Liberty County Education Foundation shall be approved by the School Board.
- (2) The Board of Directors is allowed to use the property, facilities, and personnel services of the District; however, such use must be in keeping with the District's policies regarding the use of facilities and grounds.
- (3) The School Board shall oversee the activities of the organization and shall provide for budget and audit review.
- (4) Such organization must be organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to, or for the benefit of, programs of the Liberty County School District.

**STATUTORY AUTHORITY:**

1001.42, F.S.

**LAWS IMPLEMENTED:**

1001.43, 1001.453, F.S.

**STATE BOARD OF EDUCATION RULE**

6A-1.001

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# **AUXILIARY SERVICES**

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8.10

**SAFETY**

- (1) The principal shall cooperate with the Police Department, the Fire Marshal, the Highway Patrol, and the County Sheriff's Department in providing safe conditions for students. School safety patrol units are encouraged.
- (2) The principal, bus drivers, teachers, school food service personnel, and custodians shall strive to protect the physical welfare of each student.
- (3) The principal shall remove hazards where possible and shall report in writing to the Superintendent or designee all other known hazards. Barbed wire shall not be used on school grounds except by the School Board's authorization.
- (4) Students shall be given information that encourages compliance with the safety belt usage law by means of appropriate courses such as driver education, health, and safety.
- (5) The District shall annually conduct a self-assessment of safety and security practices. Based upon this self-assessment and other concerns, if applicable, the Superintendent or designee shall present appropriate recommendations to the School Board for increasing safety and security and the School Board shall take such actions, as it deems necessary and appropriate to address safety and security in the District or at individual sites.

**STATUTORY AUTHORITY:**

1001.42(6), F.S.

**LAWS IMPLEMENTED:**

316.614; 985.401, 1006.062(3), 1006.07, F.S.

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8.11

**SAFETY PROGRAM**

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

This comprehensive program shall provide for the following:

- (1) Safety requirement for employees, students and visitors
- (2) Loss prevention/safety training
- (3) Work site safety inspections
- (4) Reporting of hazards
- (5) Work site safety committees
- (6) Accident/incident reports
- (7) Security
  - (a) Planning
  - (b) Security of personnel
  - (c) Security of facilities
  - (d) Monitoring
- (8) Contractor safety requirements.

**STATUTORY AUTHORITY:**

**1001.42(6), F.S.**

**LAWS IMPLEMENTED:**

**316.614, 1006.062(3), 1006.07, F.S.**

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8.12

**TOXIC SUBSTANCES IN SCHOOL WORK AREAS**

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

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

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:**

1001.43, F.S.

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8.13

**INFECTION CONTROL GUIDELINES**

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

1. Rubber or latex gloves shall be worn and discarded after one (1) use.
2. Body secretions or blood shall be removed by using a freshly prepared disinfectant solution as prescribed in approved Liberty County School's operating procedures. All soiled surfaces shall be cleaned with this mixture by using disposable towels, whenever possible. Any substitute disinfectant solution shall be approved by the appropriate District staff member.
3. All soiled articles shall be disinfected and discarded in red bags pursuant to approved guidelines.
4. Mops and other cleaning implements shall be thoroughly rinsed in the disinfectant solution.
5. Hands shall be washed thoroughly with soap and water after removing gloves or if bare hands accidentally contact anybody secretions.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.43, 1012.23, F.S.**

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8.14

**INSPECTIONS**

- (1) All school buildings shall be inspected at least once during each school fiscal year by a person who is certified by the designated state agency. Such inspection shall be conducted to determine compliance with State Board of Education rules and shall include, but not be limited to, wiring, plumbing, structural parts, safety hazards, and general repair needs. A copy of such inspection report(s) shall be submitted to the principal, Superintendent or designee, and School Board
- (2) The Superintendent or designee shall report to the designated state agency, the results of initial measurements on the level of indoor radon in all District school buildings and any facility housing students.
  - (a) Procedures for determining the level of indoor radon shall conform to measurement procedures established by the designated state agency.
  - (b) Repeated measurements on the level of indoor radon shall be performed and reported to the designated state agency at five (5) year intervals subsequent to the initial measurement if required.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:**

404.056, 1001.43, 1013.12, F. S.

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8.141

**FISH VALIDATION AND REVIEW**

The Liberty County School District's survey must be submitted as a part of the district educational facilities plan as defined in s. 1013.35. To ensure that the data reported to the Department of Education as required by this section is correct, the department shall annually conduct onsite review of five (5) percent of the facilities reported for each school district completing a new survey that year. If the department's review finds the data reported by a district is less than ninety-five (95) percent accurate, within one (1) year from the time of notification by the department the district must submit revised reports correcting its data. If a district fails to correct its reports, the commissioner may direct that future capital outlay funds be withheld until such time as the district has corrected its reports so that they are not less than ninety-five (95) percent accurate.

In conducting the FISH validation and review, the following protocols must be followed beginning July 1, 2011:

1. DOE/District staff must carry identification that can be visible at all times.
2. DOE/District staff may only visit those schools and ancillary sites predetermined by the District and the Department.
3. DOE/District staff may not use electronic measuring devices when validating the net square feet of any space listed in FISH. Approved measuring devices are cloth or metal hand held measuring tapes only.
4. DOE/District staff measuring teams must consist of a minimum of three (3) members. Two (2) members operating the hand held measuring device and a third member to act as secretary.

5. School District will provide to the DOE/District staff a 3-ring notebook containing the most FISH report for each facility to be measured.
6. DOE/District staff must make written notation of each measurement or description error for each space that does not match information found in FISH. Spaces found that do not occur in FISH should also be noted.
7. A copy of all notes and measurements made by DOE/District staff must be provided to the District within two (2) working days of completing the visit. The District will have seven (7) calendar days after receiving these findings to audit the results. All discrepancies found by the District must be reported in writing to the DOE.
8. No changes will be made to the District FISH information until such changes are agreed upon by the DOE and District staff.
9. All measurements and proposed changes to the District's FISH file will only be completed by District staff and then be audited and validated by DOE staff.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:**

1013.31 (1) (B) 1, 1013.35 F. S.

Adopted: 10/11/2011

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8.15

**FACILITY FIRE SAFETY INSPECTION**

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

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:**

125.56, CHAPTER 633, 1001.43, 1013.12, F.S.

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8.20

**SANITATION AND PREVENTIVE MAINTENANCE**

- (1) The Board shall strive to provide well-maintained schools and facilities, which are safe from hazards, are sanitary, and are properly equipped and adequately lighted and ventilated. The Superintendent or designee shall be responsible for maintenance and upkeep of school plants.
  
- (2) The school principal or work site supervisor or designee shall be responsible for maintaining satisfactory standards of sanitation and housekeeping. A formal inspection of all buildings under his/her supervision shall be made at least once each month including all toilet areas, food service areas, storage rooms, and other student or staff occupied areas.
  
- (3) The principal shall report, in writing, to the Facilities Department any needed repairs to any buildings or the grounds. Any emergency repairs shall be reported to the Department by telephone and confirmed in writing.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:**

1001.43, F.S.

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#### 8.21

#### **Energy Conservation**

The Board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

We recognize the importance of adopting an energy conservation policy to govern this program. We also affirm the implementation of this policy will be the joint responsibility of the board, administration, faculty, staff, students, support personnel, and Energy Education. Success is based on cooperation amid all groups.

To ensure the overall success of our behavior-based energy conservation program, the following areas will be emphasized:

1. A designated campus Administrator will be accountable for energy conservation on his/her campus with Energy Education Specialist teams conducting energy audits and providing timely feedback.
2. All personnel at each campus are expected to make a positive contribution to maximize energy conservation and produce real energy savings.
3. Energy Education will implement its energy conservation program primarily through an energy management team led by the Energy Education Specialist(s) in accordance with “Energy Guidelines” that will be adopted by administration and will define the “rules of engagement” for our energy program.
4. Accurate records of energy consumption and cost will be maintained by the Energy Education Specialist for each campus to provide verifiable performance results on the goals and progress of the energy conservation program.

Further, to promote a safe, healthy learning environment and to complement the energy conservation program, each campus shall review and adhere to the preventive maintenance and monitoring plan administered by the campus physical plant for its facilities and systems, including HVAC, building envelope, and moisture management.

**Whereas** the Board is responsible for overseeing the operations and fiscal accountability of each institution under its governance,

**Whereas** the Board embraces energy conservation and desire for the Liberty County School Board to become a nationwide institutional leader in energy conservation as part of our social responsibility to respect our natural resources,

**Whereas** the Board has engaged Energy Education to use its expertise to develop and implement a comprehensive, behavior-based energy conservation program across the Liberty County School Board,

**Therefore**, the Board directs the Superintendent and his/her agents to develop and implement short and long range strategies to maximize energy conservation.

**Approved: January 10, 2012**

**LIBERTY COUNTY SCHOOL BOARD****POLICY MANUAL****CHAPTER 8.0****8.22****VANDALISM AND MALICIOUS MISCHIEF**

The principal or designee shall report any vandalism immediately to the Superintendent or designee and to the proper law enforcement agency giving all available information.

- (1) A student who willfully damages school property shall be properly disciplined and his/her parent(s) or legal guardian, if the student is a minor, shall be requested, in writing, to restore or to replace any damaged property in accordance with the true value as determined by the principal, the responsible District department head, or in extreme cases the Superintendent or designee and/or School Board. In extreme cases of vandalism, a student shall be subject to suspension or expulsion from school under the charge of serious misconduct. The Code of Student Conduct shall identify disciplinary procedures for students who abuse school property. An adult student involved in the destruction of school property shall be held solely responsible for the damages.
- (2) A civil action against the student's parent(s) or legal guardian may be instituted by the School Board in an appropriate action to recover damages in an amount not to exceed the limit prescribed by Florida Statutes if vandalism or theft of school property is known to have been committed by a minor and the parent(s) or legal guardian refuses to restore or replace the property.
- (3) In any case of willful or negligent damage to school property by a person other than a student, the user or the person responsible for the damage shall

replace the property or pay the damages in accordance with the true value as determined by the Superintendent or designee.

- (4) Each organization which is granted a permit for the use of public property shall be responsible for any damage to the buildings, equipment, or grounds beyond that which would be considered normal wear and tear and shall pay for any such damage in accordance with the true value as determined by the Superintendent or designee. Failure to comply with a request for payment of such assessed damages shall result in the individual, group, or organization being ineligible for further use of school property and such legal action as the School Board deems proper to recover the amount of damages.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**741.24, 806.13, 1001.43, 1013.10, F. S.**

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8.30

**PURPOSE AND FUNCTIONS OF THE TRANSPORTATION PROGRAM**

The transportation program shall be administered to provide safe and efficient services at the lowest possible cost. Transportation funds shall be used primarily to provide transportation of students to and from the nearest appropriate school as determined by the School Board and in accordance with Florida Statutes.

The Superintendent or designee or designee shall be responsible for supervising, administering, investigating, and resolving problems of the District's transportation system. This shall include determination that all School Board employees involved with the transportation system are knowledgeable of applicable Florida Statutes and State Board of Education rules.

The Superintendent or designee or designee shall develop a handbook that sets forth guidelines, responsibilities, directions and procedures for the District's transportation system. The handbooks and modifications to it shall be subject to School Board approval.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:** 234.01, 1001.43, 1006.21, 1006.21(3), 1006.22, 1006.23, 1011.68, F.S.

**STATE BOARD OF EDUCATION RULE:**

6A-3.017

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8.301

**SCHOOL BUS DRIVER SAFETY PROCEDURES**

The Liberty County School District school bus drivers must establish and maintain an overall driving and safety record, which exemplifies careful driving habits and meets the criteria established in the District Safe Driving Plan. The immediate supervisor is responsible for monitoring the driving records of all employees under his/her supervision who is assigned to drive a school district vehicle, and all drivers are required to report to their supervisor all accidents and violations in which they are involved as the driver of a school district vehicle. Failure to report may result in termination of employment.

As professional bus operators and bus aides or other employees involved in transporting students, the use of cell phones during the operation of a school bus or other district vehicles transporting students is prohibited. Cell phone usage includes Bluetooth and other hands-free devices. The following guidelines apply:

1. Bus operators, aides and other district employees involved in transporting students are allowed to carry cell phones on their person during performance of their jobs.
2. The use of cell phones during the performance of their job duties is strictly prohibited except during an emergency that cannot be handled by means of the bus radio or other district-owned communication device. Use is defined to include the action of texting.
3. Bus operators or other district employees transporting students must not use their cell phone while driving the bus or other district vehicles even if the bus or other vehicle has no passengers.

**STATUTORY AUTHORITY:**

1001.41; 1012.23, F. S.

**LAWS IMPLEMENTED:**

1001.43; 1012.31; F. S.

**Revised: 3/8/2011**



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8.31

**STUDENT TRANSPORTATION**

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

- (1) Exceptions may be made in the case where a child is handicapped or when it has been determined that the nearest route taken will be extremely unsafe for the child to walk due to the traffic, natural hazards, or other peculiar circumstance.
- (2) Determination of such unsafe conditions shall be the responsibility of the Superintendent or designee upon the consideration of findings of the supervisor of transportation in cooperation with the bus driver, and recommendations of school administration, law enforcement agencies, or local safety groups.
- (3) When it is impractical to provide bus transportation for reasons of isolation from regular school bus routes to the school of assignment, a parent, aide, or other person transporting the student may be authorized by the Board to be reimbursed at the rate provided by law.
- (4) Periodically student transportation routes and student walking conditions shall be reviewed to determine if hazardous conditions exist. Appropriate request for designation of hazardous conditions shall be provided as required by state law or State Board of Education rules.

**STATUTORY AUTHORITY:****1001.41, 1001.42, F.S.****LAWS IMPLEMENTED:****1001.43, 1006.21, 1006.21(3), 1006.23, 1011.68, F.S.****STATE BOARD OF EDUCATION RULE:****6A-3.001; 6A-3.017****LIBERTY COUNTY SCHOOL SYSTEM**

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8.32

**BUS ROUTES**

- (1) **Designation of Bus Routes.** The School Board shall delegate to the Superintendent or designee authority to designate the route to be traveled regularly by each school bus. Each such route shall meet the following requirements:
- (a) The route shall be planned, scheduled, and adjusted to the capacity of the bus to serve students whose homes are beyond a reasonable walking distance from the school center to which they are assigned, except as otherwise provided by Florida Statutes and State Board of Education rules. The routing and scheduling of buses shall be planned to eliminate the necessity for students to stand while the bus is in motion. In emergency situations where the number of transported students in a bus exceeds the rated seating capacity, the bus shall proceed at such a reduced rate of speed to maximize students' safety.
  - (b) Designated school bus routes shall be restricted to those areas where road conditions, bridge capacities, and the number of transported students allow such service to be economically feasible and practicable.
  - (c) A route shall not be extended for the purpose of accommodating students whose homes are within a reasonable walking distance by a

shorter or more economical route that is available to serve the students.

- (d) School bus routes shall, insofar as possible, be restricted to main routes and county-maintained roads.
  - (e) A suitable turning area shall be available for any route requiring a bus to be turned around.
  - (f) Only one (1) bus shall be assigned students on any given route unless the school schedules necessitate a dual assignment of buses.
  - (g) Student loading and unloading stops shall be established at least one quarter of a mile (1,320 feet) apart; provided, however, stops may be closer than one quarter of a mile when students' safety and welfare is involved.
  - (h) As of October 1, 2004 the Liberty County School District may not establish or relocate a bus stop within 1000 feet of a released sexual offender's residence. The Department of Corrections will notify the Liberty County School Board of certain sexual offenders prior to release from prison.
- (2) **Spur Routes.** A spur route shall exist only when an extremely hazardous condition is present, requiring the bus to deviate from the main trunk.
  - (3) **Change in Routes.** School bus drivers shall not discontinue stops, begin new stops, or otherwise change a route without prior approval of the Superintendent or designee or designee.
  - (4) **Other Provisions.** Students who are approved to attend a District school which is not located in their assigned attendance area shall be ineligible for

transportation provided by the School Board except as otherwise permitted by the School Board rule.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.43, 1006.21, F.S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-3.017**

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8.34

**TRANSPORTION LIABILITY**

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

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:**

1001.43, 1006.21, 1006.24, F.S.

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8.35

**EXITING THE SCHOOL BUS**

No student shall leave the school bus on his/her way to or from school without the student's parent(s) or legal guardian and the principal or designee's written authorization except at the customary destination of the bus that shall be either the school or the assigned stop.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:**

1006.21, 1006.22, F. S.

**STATE BOARD OF EDUCATION RULES:**

6A-3.017

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8.36

**TRANSPORTING STUDENTS IN PRIVATE VEHICLES**

- (1) The Liberty County School Board will normally use school buses, as defined in Florida Statutes, for all regular transportation of students, prekindergarten through grade 12. “Regular transportation” or “regular use” means to and from school or school-related activities that are part of a scheduled series or sequence of events to the same location. Regular transportation of students in motor vehicles other than school buses may occur only under the following conditions:
- (a) When transportation is for a physically handicapped or isolated student and the Board has entered into a written agreement for the transportation of the student.
  - (b) When the transportation is part of a comprehensive contract for a specialized educational program between the Board and a service provider for instruction, transportation and other services.
  - (c) When the transportation is provided through a public transit system.
  - (d) When the transportation of students is necessary or practical in a School Board owned or commercially leased passenger car not to exceed eight students in designated seating positions.



- (2) Except as provided above, the transportation of students in private vehicles may be authorized by the principal on a case-by-case basis only under the following conditions;
- (a) When a student is ill or injured and must be taken home or to a medical treatment facility under non-emergency circumstances and
- (i) The school has been unable to contact the student's parent or guardian, or such parent, guardian or responsible adult designated by the parent or guardian is not available to provide the transportation;
  - (ii) Proper adult supervision of the student is available at the location to which the student is being transported;
  - (iii) The transportation is approved by the school principal or designee; and
  - (iv) If the school has been unable to contact the parent or guardian prior to the transportation, the school continues to attempt to contact the parent or guardian until the school is able to notify the parent or guardian of the transportation and the circumstances.
- (b) When the transportation is in connection with a school function or event in which the school has undertaken to participate and
- (i) The function is a single event which is not part of a scheduled series or sequence of events to the same location, such as, but not limited to, a field trip, recreational outing, a competitive or

cooperative event, or an event connected to an educational program; and

- (ii) **Transportation is not available, as a practical matter, using a school bus or school board passenger car; and**
  - (iii) **Each student's parent or guardian is notified in writing about the transportation arrangement and gives written consent before a student is transported in a private vehicle.**
- (c) **When Board employees are required to use their own vehicle to perform duties of employment, and such duties include the occasional transportation of students.**
- (3) **Any private vehicles used to transport students under this policy shall be currently registered in the state of Florida, be insured for personal injury protection and property damage liability in at least the minimum amounts required by law, and be in good working order. A person wishing to transport students in a private vehicle will request approval by submitting his/her driver's license, vehicle registration and insurance I.D. card, to the principal in a reasonable amount of time before the planned travel. The principal will examine the driver's license, vehicle registration and insurance cards, and may, in his or her discretion, give approval for the transportation of students in the private vehicles as requested. A student who is transported to any activity in a private vehicle approved under this Policy shall return from the activity in the same vehicle, unless the student is released to his/her parents.**
- (4) **Student transportation in private vehicles may only be authorized for trips within the state of Florida. When transportation is authorized in a private vehicle, students may only be transported in designated seating positions and**

shall be required to use the occupant crash protection system provided by the vehicle manufacturer. A student who is transported to an activity in a private vehicle approved under this policy shall return from the activity in the same vehicle, unless the student is released to his/her parent.

- (5) Employees will be covered by the Board's liability program when they are transporting students as part of their assigned or related duties. Benefits due from private vehicle insurance will be primary, except for worker's compensation, in accordance with state law.
- (6) Notwithstanding any other provision of this policy, in an emergency situation that constitutes an imminent threat to student health or safety, school personnel may take whatever action is necessary under the circumstances to protect students.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1006.21, 1006.22, 1006.24, F. S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-3.017**

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8.37

**SEAT BELTS**

- I. The driver and passengers of all vehicles on School Board property, on School Board business, or participating in school-sponsored activities shall wear seat belts at all times the vehicle is in motion. Violation of this policy could result in loss of driving privileges on School Board property, and/or denial of all insurance claims including but not limited to workman's compensation.
- II. The number of passengers of a vehicle shall not exceed the number of safety belts which were installed by the manufacturer.

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

**LAW(S) IMPLEMENTED:** 316.003, 316.614, 1001.43, 1006.21, F.S.

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

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8.38

**AUTOMOTIVE EQUIPMENT**

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

- (1) Automotive equipment shall be used exclusively for school business. It shall not be used for unauthorized purposes.
  - (a) The Superintendent or designee shall report any unauthorized equipment usage to the School Board.
  - (b) Violation of this rule shall be cause for disciplinary action.
- (2) Failure of the operator to notify the Transportation Supervisor as to any mechanical defect of any piece of automotive equipment may be cause for disciplinary action by the School Board.
- (3) All mechanical defects of equipment, where repairs are needed, shall be the Superintendent or designee or designee's responsibility and repairs shall be made immediately; provided that the vehicle may be withdrawn from use by the Superintendent or designee until the repairs are made. The School Board shall not assume any financial responsibility for purchases or contract for repairs unless prior approval is obtained from the Superintendent or designee or designee.
- (4) The Transportation Supervisor shall determine that all equipment is inspected at regular intervals. The equipment shall be placed in the District's garages for repairs or service if needed.

- (5) Under no conditions shall equipment be repaired by a private shop or private individual without approval of the Superintendent or designee or Transportation Supervisor.
- (6) The person who is assigned a vehicle on a full-time basis shall be responsible for delivering the vehicle to the District's garage for inspection as prescribed by the Transportation Supervisor.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:**

1006.21, 1006.22, F.S.

**STATE BOARD OF EDUCATION RULE:**

6A-3.017

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8.39

**VEHICLE MAINTENANCE PROGRAM**

- (1) All transportation equipment shall be maintained in safe operating condition. The Transportation Supervisor shall be responsible for a planned program of maintenance to keep all vehicles running safely and efficiently. This program shall include:**

  - (a) Instructing bus drivers in methods of anticipating and noting maintenance problems.**
  - (b) Inspecting and servicing all vehicles as prescribed in State Board of Education rules on a periodic basis.**
  - (c) Maintaining service and repair records on each vehicle as required by State Board of Education rules. A checklist shall be devised for use in recording the results of the safety inspection.**
  - (d) Planning and scheduling preventive maintenance, through major overhaul and repair of all equipment.**
  - (e) Training through in-service activities for apprentice mechanics.**
- (2) The mechanical condition of each school bus shall be determined at least once each thirty (30) working days that the bus is in operation. Any school**

bus that does not comply with the requirements of Florida Statutes and State Board of Education rules shall be withdrawn immediately from use until it meets such requirements.

- (3) Only School Board or government-owned vehicles may be repaired or serviced in the school bus garage.
- (4) The School Board shall maintain appropriate school bus replacement programs to assure appropriate maintenance of the bus fleet.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1006.21, 1006.22, 1006.25, F.S.**

**STATE BOARD OF EDUCATION RULES:**

**6A-3.0171**

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8.40

**GENERAL FOOD SERVICE REQUIREMENTS**

- (1) The Liberty County School Board school food service program shall operate according to requirements set forth in Florida Statutes, and State Board of Education rules. The school food service program shall include the federally reimbursed lunch program, ala carte food, beverage offerings, and sale of food and beverage items offered through vending machines or other methods to students at all school facilities during the school day and may include other federally reimbursed Children Nutrition Programs.
- (2) The school food service program shall be an integral part of the District's educational program, offering nutritional and educational opportunities to students.
- (3) Foods and beverages available in schools shall be only those that meet the nutritional needs of students and contribute to the development of desirable health habits unless permitted otherwise by State Board of Education rules and approved by the Superintendent or designee.
- (4) The school food service program shall meet the standards for Food Service and Sanitation and Safety as provided by the Florida State Board of Health and Florida State Department of Education.
- (5) School food and nutrition service funds shall not be considered or treated as internal funds of the school, but shall be a part of the district school funds. School food and nutrition service funds shall be subject to all the requirements

applicable to the district fund such as budgeting, accounting, reporting, and purchasing and such additional requirements as set forth in the written procedures manual authorized in this policy.

USDA commodities shall be acquired, stored, and utilized in accordance with United States Department of Agriculture and related State Board of Education rules.

- (6) The Superintendent or designee shall develop a written procedures manual to govern school food and nutritional services programs.
- (7) The district will make every effort to support Florida farmers by purchasing when possible fresh and high-quality foods grown in Florida.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1006.06, 1006.0605, F.S.**

**STATE BOARD OF EDUCATION RULES:**

**6A-7.040, 6A-7.041, 6A-7.042, 6A-7.045**

**Revised 9/13/10**

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**8.41**

**MEAL PATTERNS**

All Liberty County Schools with grades K-12 shall participate in the National School Lunch and Breakfast Programs and serve student meals according to meal patterns established by the United States Department of Agriculture. Schools may participate in other Child Nutrition Programs; meals shall be served to students according to meal patterns established by the United States Department of Agriculture.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1006.06, F.S.**

**STATE BOARD OF EDUCATION RULE:****6A-7.040****LIBERTY COUNTY SCHOOL SYSTEM**

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**8.42****FREE AND REDUCED PRICE MEALS**

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

- (1) The income Eligibility Guidelines for free or reduced price meals shall be in accordance with the scales provided by the Florida Department of Education as adopted by the State Board of Education based upon income guidelines prescribed by the United States Secretary of Agriculture.
- (2) Eligibility criteria shall be applicable to all District schools and shall provide that all students from a family meeting the eligibility criteria and attending any District school are offered the same benefits.
- (3) Procedures for implementing the free and reduced price meal services shall be reviewed annually and shall be in accordance with procedures and guidelines published by the Florida Department of Education and the United States Department of Agriculture.

**STATUTORY AUTHORITY:****1001.42, 1001.43, F.S.****LAWS IMPLEMENTED:****1006.06, 1006.0605, F.S.**

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**8.50****SCHOOL CONSTRUCTION BIDS**

- (1) All school construction bids shall be the immediate responsibility of the Superintendent or designee. All applicable Florida Statutes, State Board of Education rules, and School Board rules shall be observed in school construction bid procedures.
- (2) The Superintendent or designee shall be responsible for preparing the legal notice for bids and shall determine that such notice meets the requirements of Florida Statutes and State Board of Education rules and contains the information needed by the prospective bidders to include the following:
  - (a) Date, time and place relating to submitting of bids;
  - (b) Pre-qualifications of bidder;
  - (c) Procedures for presenting bids;
  - (d) Conditions and terms for receiving bids;
  - (e) Procedures to be followed in opening and presenting bids to the School Board; and,

- (f) **Conditions for awarding contracts based on bids.**
- (3) **The advertisement for bids shall be published in at least one (1) local newspaper having circulation in the district. Such advertisement shall be published at least once each week for three (3) consecutive weeks and the last notice shall appear at least one (1) week prior to the opening of bids.**
- (4) **In addition to the publishing of the advertisement for bids, the bid documents shall be sent to at least three (3) prospective bidders. The advertisement or specifications shall not specify the use of materials or systems by a sole source.**
- (5) **Bid bonds shall be required on new construction and any renovations or remodeling exceeding twenty-five thousand dollars (\$25,000.00).**
- (6) **These provisions shall be followed for construction bids:**
  - (a) **The bid time and date shall be established by the School Board after the Superintendent or designee's recommendation.**
  - (b) **Bids shall be opened at the designated time in the invitation to bid. At the designated time, the person presiding shall inquire if all bids have been received; no other bids shall be accepted and no bid may be withdrawn after the deadline. Negligence on the part of the bidder in preparing the bid shall confer no right for withdrawal after the designated time for opening of bids. Bids by telegram shall not be accepted nor shall any other type of bid be accepted which cannot be classified as a sealed bid. Bids received by mail shall be stamped with the time and date received by the Purchasing office.**
  - (c) **All bids shall be opened, read aloud, and recorded in the presence of all persons.**

- (d) Each bid shall be accompanied by a bid bond, a certified check, or a cashier's check in an amount equal to five percent (5%) of the total amount of the bid. Failure to include such bond shall automatically disqualify the bid from further consideration.
  - (e) The board will consider all bids received and within the time limit stated in the advertisement for bids will either reject all bids or award the contract to the lowest and best bid with preference to materials, contracts, builders, architects, and laborers who reside within the county and state, whenever such materials can be purchased at no greater expense.
  - (f) When a construction contract has been awarded to a contractor on the basis of proper bids, payments on that contract shall be made on a scheduled basis in an amount approved by the architect. This amount shall consider the ten percent (10%) hold-back required by Florida Statutes. Upon completion of the construction, the final payment shall be made only on the School Board's approval after proper inspection of the facilities.
- (7) The specifications for construction bids may not be written to limit any purchase of systems or materials to a specific brand or a single source of supply, unless the School Board, after consideration of all available alternative materials and system, determines that the specifications of a sole material or system is justifiable, based upon its cost interchangeability.
- (8) All bid requests shall include a notification to bidders that failure to file a bid protest within the time and in the manner prescribed by School Board rule shall constitute a waiver of any further right to protest such bid award.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**255.04, 287.055; 287.057, 1001.43, 1013.46 - .48, F.S.**

**LIBERTY COUNTY SCHOOL SYSTEM**





**LIBERTY COUNTY SCHOOL BOARD  
POLICY MANUAL  
CHAPTER 8.0**

**8.501**

**PROTESTS OF CONSTRUCTION CONTRACT BIDS**

- (1) The Liberty County School Board shall provide notice of its decision or intended decision concerning a bid solicitation or a contract award for construction projects as follows:**

  - (a) For a bid solicitation, notice of a decision or intended decision shall be given by United States Mail or by hand delivery.**
  - (b) For any other School Board decision, notice of a decision or intended decision shall be given either by posting the bid tabulation at the location where the bids were opened or by certified United States Mail, return receipt requested. The notice required by this paragraph shall contain the following statement: “Failure to file a protest within the time prescribed in Section 120.53(5), F.S., shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.**
- (2) Any person who is affected adversely by the School Board’s decision or intended decision shall file a notice of protest in writing with the Superintendent or designee within seventy-two (72) hours after the posting of the bid tabulation or after receipt of the notice of the School Board decision or intended decision and shall file a formal written protest within ten (10) days after the date of filing of the notice of protest. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, F.S. Bid protest shall be accompanied by a bond as prescribed in 337.11(5) (a), F.S.**
- (3) Upon receipt of a notice of protest which has been timely filed, the School Board shall stop the bid solicitation process or the contract award process**

until the subject of the protest is resolved by final agency action, unless the School Board sets forth in writing particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay in order to avoid an immediate and serious danger to the public's health, safety, or welfare.

- (4) The School Board, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within fourteen (14) days of receipt of a formal written protest.**
  - (a) If the subject of a protest is not resolved by mutual agreement within fourteen (14) days of receipt of the formal written protest, and if there is no disputed issue of material fact, an informal proceeding shall be conducted pursuant to Section 120.57(2), F.S., and applicable agency rules before a person whose qualifications have been prescribed by rules of the agency.**
  - (b) If the subject of a protest is not resolved by mutual agreement within fourteen (14) days of receipt of the formal written protest, and if there is a disputed issue of material fact, the agency shall refer the protest to the division for proceedings under Section 120.57, F.S.**

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**120.53(5), 337.11(5) (A), 1001.43, 1013.02, F.S.**

**LIBERTY COUNTY SCHOOL BOARD**

**LIBERTY COUNTY SCHOOL BOARD  
POLICY MANUAL  
CHAPTER 8.0**

8.51

**RENOVATIONS OR REMODELING OF FACILITIES**

- (1) The Superintendent or designee when recommending the preliminary school budget, or any amendments thereto relating to capital outlay projects may, after evaluation, recommend to the School Board that suitable projects costing two hundred thousand dollars (\$200,000.00) or less be provided on a day labor basis.
- (2) Parent groups, school staff and civic associations often raise funds to make improvements to various School Board facilities. Building codes, Florida State Department of Education rules, School Board rules and Florida Statutes regulate such changes. In addition, these changes often have cost implications on maintenance, energy usage and inhibitions to future site construction. The change or addition always poses questions regarding Board liability for the facilities as any deviation from State Regulations would be a factor in a damage suit, if the change in facility was related to a personal injury.
- (3) When a project is being considered at any existing facility, the following procedures shall be followed:

  - (a) A description of the proposed project, including an approximation of the expected cost, shall be submitted to the school principal for review and approval on the Request for Change(s) to School Board Facility form.

- (b) Full funding for the design costs, construction and any other related costs must be identified.**
- (c) If the principal is in agreement, he/she shall request approval from the Superintendent or designee to submit the request.**

  - (i) If the project requires funding from the District, the Director of Finance must be consulted to determine feasibility and availability of funds.**
  - (ii) Should a booster club, PTA, or other school-affiliated group be supplying the funds, the Superintendent or designee must be informed.**
  - (iii) All projects must comply with State Board of Education rules.**
  - (iv) If the project will affect the student capacity of the school, approval of the Superintendent or designee is required.**
- (d) Prior to an installation or construction, a detailed design must be submitted to the Facilities Supervisor. The content of this request shall include a detailed project description and a statement regarding the method of funding. Plans and/or specifications will be reviewed by the Facilities and Maintenance Departments.**

  - (i) Upon completion of the plans and specifications, such must be submitted for review for compliance with State Board of Education Regulations with consideration given to the impact upon the maintenance and energy usage of the facilities and inhibitions to future site construction. A minimum of ten (10) days is required and must be provided for review of plans and specifications, plus time to prepare an agenda item to present to the School Board if judged appropriate by the Superintendent or designee.**

- (ii) After approval by the School Board, plans may require submission to the Department of Education. (Department of Education approval that will take approximately two (2) to three (3) months.)
- (iii) Upon Department of Education approval, (if required), the project must either be formally advertised and bid, in accordance with State Board of Education rules or a minimum of three sealed proposals must be obtained to ensure compliance with the Construction Documents. The bids must contain a work schedule to facilitate inspections by the reviewing department.

Projects funded by booster clubs, PTA or other school affiliated groups, will also be handled by the “respective” group during the bid/proposal process. It is recommended proposals be sealed when submitted and opened at a designated time, in the presence of at least the school principal, the president of the parent group, a representative of the purchasing department, facilities department, or maintenance department, and the designing architect/engineer, if applicable.

- (e) In the event the project cost is expected to exceed \$25,000.00 a registered architect/registered professional engineer must be engaged to design, prepare, and “Seal” the necessary construction documents in accordance with State Board of Education rules. The project cost shall include all materials and labor, production design fees, reproductions, testing and surveys.
- (f) All bids or proposals, including work schedules, must then be submitted to the Facilities Supervisor for review and determination of the low bidder’s compliance with the projects’ contract documents.

The project's originating group must make a recommendation regarding acceptance of the low bidder.

- (g) When compliance has been established, PTA, booster club, or other school-affiliated group will receive written authorization to proceed from the Superintendent or designee.
- (h) Depending on the scope of work involved, supplemental, periodic the maintenance department as determined by the facilities supervisor may make inspections.
- (i) Upon completion of the work the facilities supervisor must be contacted for final inspection prior to acceptance of the School Board at one of its regularly scheduled meetings.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.43, 1013.01, 1013.35, 1013.45, F.S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-2.0111**

**LIBERTY COUNTY SCHOOL BOARD**

**LIBERTY COUNTY SCHOOL BOARD  
POLICY MANUAL  
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8.512

**CHANGE ORDERS**

The Superintendent or designee is authorized to approve construction change orders which will not increase the contract amount more than six thousand dollars (\$6,000.00) over the original contract amount or the last contract amount (increase or decrease) approved by the School board and recorded in its minutes.

- (1) All requested change orders must be in writing and must be approved in writing before the work is done.
- (2) Requested change orders concerning the same subject shall not be split in the event that the sum total of the initial requested change order increases the contract amount by more than six thousand dollars (\$6,000.00).
- (3) In the Superintendent or designee's absence, the facilities supervisor shall serve as the Superintendent or designee's designee.
- (4) Copies of all approved change orders shall be provided to the school Board at its first regular or special meeting following the approval date of the change order.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F. S.

**LAWS IMPLEMENTED:**

1001.43, 1013.48, F.S.

**STATE BOARD OF EDUCATION RULE:**

6A-2.0111

**LIBERTY COUNTY SCHOOL SYSTEM**



**LIBERTY COUNTY SCHOOL BOARD  
POLICY MANUAL  
CHAPTER 8.0**

8.61

**TELECOMMUNICATIONS AND INTERNET USE AND SECURITY**

- (1) **Telephone Service.** In order to promote efficiency and economy, the Superintendent or designee or designee shall develop a uniform system for implementing effective telephone service systems, including use of telephone lines to support technology. School personnel shall be informed of this system.

Logs shall be maintained of long distance calls by work location. Logs shall be in a uniform format. Staff shall not utilize the School Board telephone system for conducting personal business.

Telephone service billings and long distance logs shall be subject to periodic review and audit. No person shall charge personal calls to the School Board.

- (2) **Liberty County School Board recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills.**

To that end, we provide access to technologies for student and staff use.

The LCSB Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Liberty County School District network is intended for educational purposes.
- All activity conducted over the network or while using district technologies (district provided devices) will be monitored and records retained through the use of a content filter.

- Access to online content via the network will be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Users are expected to follow the same rules for good behavior and respectful conduct online as they are offline.
- Misuse of school resources may result in disciplinary action.
- Liberty County School District makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

The attached LCSB Acceptable Use Policy is adopted by reference as part of this rule. All users are expected to read and understand the AUP. Schools shall maintain signature documentation of an annual contract renewal.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:**

386.201- 386.209, 1001.43, F.S.

**Revised: 4/13/2010; 10/11/2011, 6/12/2012**

**LIBERTY COUNTY SCHOOL SYSTEM**



**Liberty County School Board Employee  
Network/Internet Responsibility Contract**

**Please read the following carefully before signing this document. This is a legally binding contract and must be signed before network access is given.**

Liberty County School District's Network(s) provides access to network(s)/Internet services for educational purposes. The Internet is an electronic information communications "highway" connecting millions of computers all over the world. It is understood that all users will have access to the Internet and with this access comes the availability of some material that may not be considered to be of educational value within the context of school learning.

Efforts are made to direct students to educationally related material and to block all content that is not appropriate through the implementation of a district firewall (as required by the Children's Internet Protection Act.) However, on a telecommunications network(s) it is impossible to control all materials and sites. As a Liberty County School District Employee it is your responsibility to ensure that you and any students under your supervision use the network in the context of school learning.

As a pre-cursor to this contract, you must acknowledge that Liberty County School District is a publicly-owned entity. Therefore, any correspondence is subject to Florida's "Public Records" law; absent a specific exclusion, written communications to and from Liberty School District employees are considered public record. ***All network activity is subject to monitoring and is considered "Public Records" as well.***

Provided below are guidelines to establish the responsibilities you hold as an employee. If any user violates any of this provision, they shall be subject to disciplinary action up to and including termination.

- I. **ACCEPTABLE USE:** The purpose of Liberty County School District's provision of access to the Internet is to support research and education in and among schools and academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research consistent with the educational objectives of Liberty County Schools. Use of other organizations' networks or computing resources must comply with rules appropriate for that network. Transmission of any materials in violation of any U.S. or state organization is prohibited. This includes, but is not limited to: ***copyrighted material***, threatening or obscene materials, or materials protected by trade secret. ***Use of activities for profit is not acceptable.*** Use for product advertisement or political lobbying is also prohibited. (Employee Initials \_\_\_\_\_)

- II. **RESTRICTIONS/APPROPRIATE USE:** Network use requires that you abide by the Restrictions and Appropriate Use requirements. These include, but are not limited to the following:

**NETIQUETTE/HARASSMENT.** Be polite; do not threaten, bully, swear or use vulgarities or any other inappropriate language in any form of communication. Anything pertaining to illegal activities or harassment is strictly forbidden. (Employee Initials \_\_\_\_\_)

**PRIVACY.** All guidelines provided through the Family Education Rights and Privacy Act (FERPA) must be adhered to by all employees for ALL student data in your custody. Do not reveal the personal data that will reveal the identity of yourself or others. All communications and information accessible via the network should be assumed to be restricted for school use only. (Employee Initials \_\_\_\_\_)

**ACCESSING PROHIBITED SITES; USE OF PROXY SERVICES** Liberty County School District utilizes a firewall to prevent users from accessing inappropriate content, sites that are known to be infected, or sites considered to be void of educational value within the context of school learning. Any attempt to bypass content filtering, such as the use of proxy sites or the use of any other services in an attempt to bypass content filters is strictly prohibited. ~~ADDITIONALLY, EMPLOYEES MUST SUPERVISE STUDENTS ON THE NETWORK AT ALL TIMES. NEGLIGENCE IN SUPERVISION OF STUDENT WHILE THEY ARE UTILIZING RESOURCES OF OUR NETWORK(S) IS CONSIDERED A DIRECT VIOLATION OF THIS CONTRACT.~~ (Employee Initials \_\_\_\_\_)

**SECURITY:** Security on any computer system is a high priority, especially when the system involves many users and confidential data. If you feel you can identify a security problem within the network, you must notify a system administrator either in person or via the network. Do not demonstrate the problem to other users. ~~Do not use another individual's account,~~ forge messages or post anonymous messages. ~~Attempts to log into the network as a system administrator or any other form of unauthorized access may result in immediate disciplinary action.~~ (Employee Initials \_\_\_\_\_)

**VANDALISM:** Vandalism will result in an disciplinary action which may include criminal prosecution, monetary consequences, and possible termination. This includes, but is not limited to, contamination, ~~unplugging network cables from walls OR devices owned by Liberty County School District,~~ the deletion or reconfiguration of data or degradation of system performance in any way, and damage to devices (ie. computers) connected to Liberty County School District network(s). (Employee Initials \_\_\_\_\_)

**IMPROPER USE OF EQUIPMENT/USE OF EQUIPMENT NOT PROVIDED BY THE LIBERTY COUNTY SCHOOL BOARD:** ~~Only equipment provided by and maintained by the Liberty County School Board may be utilized on any segment of the Liberty County School District's network(s).~~ This includes, but is not limited to, the use of personal computers or devices, network devices and personal cellular devices (i.e. mobile hotspot/air cards). Equipment on the network should be used in such a way that it would not disrupt the network(s) use by others. (Teacher Initials \_\_\_\_\_, Parent Initials \_\_\_\_\_)

- III. **SERVICES:** Liberty County School District will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained via Liberty County School network services is at your own risk. Liberty County School District denies any responsibility for accuracy or quality of information obtained throughout network services.
- IV. **NETWORK MONITORING:** ALL users who access the Liberty County School District network(s) ~~understand and agree that all activity is subject to recording and monitoring by system administrator(s). Monitoring may not be apparent to the end user at the time in which monitoring is conducted.~~ (Employee Initials \_\_\_\_\_)
- V. **CONSEQUENCES FOR BREAKING THIS CONTRACT:** ~~Breaking this contract will result in disciplinary action up to and including termination.~~

~~"I understand and will abide by the above Terms and Conditions for use of network services. I further understand that any violation of the regulation above is unethical and may constitute a criminal offense.~~

**~~Should I commit any violation or be negligent in supervising student network usage, disciplinary action may be taken up to and including termination AND/OR appropriate legal action."~~**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date



## **Liberty County School District Network/Internet Responsibility Contract**

**Please read the following carefully before signing this document. This is a legally binding contract and must be signed before network access is given.**

Liberty County School District's Network(s) provides access to network(s)/Internet services for educational purposes. The Internet is an electronic information communications "highway" connecting millions of computers all over the world. It is understood that all users will have access to the Internet and with this access comes the availability of some material that may not be considered of any educational value within the context of school learning.

Efforts will be made to direct students to educationally related material and block all content that is not appropriate through the implementation of a district firewall. However, on a telecommunications network(s) it is impossible to control all materials and sites. The administration and Board of Education of Liberty County School District firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility of users procuring material that is not consistent with the educational goals within each school.

Provided below are guidelines to establish the responsibilities you are about to acquire. If any user violates any of this provision, his or her account or access privileges may be terminated AND appropriate disciplinary actions may be taken as outlined in section VII of this contract.

**II. ACCEPTABLE USE:** The purpose of Liberty County School District's provision of access to the Internet is to support research and education in and among schools and academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research consistent with the educational objectives of Liberty County Schools. Use of other organizations' networks or computing resources must comply with rules appropriate for that network. Transmission of any materials in violation of any U.S. or state organization is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene materials, or materials protected by trade secret. Use of commercial activities by for profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.  
(Student Initials \_\_\_\_\_, Parent Initials \_\_\_\_\_)

**III. PRIVILEGES:** *The use of the Liberty County School network services, outside of state-mandated assessments, is a PRIVILEGE, not a right,* and inappropriate use outlined in section III of this contract may result in a cancellation of those privileges.  
(Student Initials \_\_\_\_\_, Parent Initials \_\_\_\_\_)

**IV. RESTRICTIONS/APPROPRIATE USE:** The use of an account requires that you abide by the Restrictions and Appropriate Use requirements. These include, but are not limited to the following:

**NETIQUETTE/HARASSMENT.** Be polite; do not threaten, bully, swear or use vulgarities or any other inappropriate language in any form of communication. Anything pertaining to illegal activities or student harassment is strictly forbidden. (Student Initials \_\_\_\_\_, Parent Initials \_\_\_\_\_)

**PRIVACY.** Do not reveal the personal address or phone numbers of yourself to any other person. All communications and information accessible via the network should be assumed to be restricted for

school use only. Do not forward/distribute an e-mail without permission from the author.  
(Student Initials \_\_\_\_\_, Parent Initials \_\_\_\_\_)

**CONNECTIVITY.** Do not use the network in such a way that would disrupt the network's use by others. ***This includes unplugging network cables from walls OR devices owned by Liberty County School District.*** (Student Initials \_\_\_\_\_, Parent Initials \_\_\_\_\_)

**ACCESSING PROHIBITED SITES; USE OF PROXY SERVICES:** Liberty County School District utilizes a firewall to prevent users from accessing inappropriate content, sites that are known to be infected, or sites considered to be void of educational value within the context of school learning. Any attempt to bypass content filtering, such as the use of proxy sites or the use of any other services in an attempt to bypass content filters is strictly prohibited.  
(Student Initials \_\_\_\_\_, Parent Initials \_\_\_\_\_)

**SECURITY:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem within the network, you must notify a system administrator either in person or via the network. Do not demonstrate the problem to other users. ***Do not use another individual's account,*** forge messages or post anonymous messages. Attempts to log into the network as a system administrator or any other form of unauthorized access may result in immediate cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network services.  
(Student Initials \_\_\_\_\_, Parent Initials \_\_\_\_\_)

**VANDALISM:** Vandalism will result in an enforcement of consequences outlined in section VII of this contract AND may include criminal prosecution AND/OR monetary consequences. This includes, but is not limited to, contamination of the network(s), the deletion or reconfiguration of data or degradation of system performance in any way, and damage to devices (i.e., computers) connected to Liberty County School District network(s). (Student Initials \_\_\_\_\_, Parent Initials \_\_\_\_\_)

**USE OF EQUIPMENT NOT PROVIDED BY THE LIBERTY COUNTY SCHOOL BOARD:** ***Only equipment provided by and maintained by the Liberty County School Board may be utilized on any segment of the Liberty County School District's network(s).*** This includes, but is not limited to, the use of personal computers or devices, network devices and personal cellular devices (mobile hotspots/air cards). (Student Initials \_\_\_\_\_, Parent Initials \_\_\_\_\_)

- V. **SERVICES:** Liberty County School District will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained via Liberty County School network services is at your own risk. Liberty County School District denies any responsibility for accuracy or quality of information obtained throughout network services.
- VI. **NETWORK MONITORING:** ALL users who access the Liberty County School District network(s) understand and agree that all activity is subject to recording and monitoring by system administrator(s). Monitoring may not be apparent to the end user at the time in which monitoring is conducted. (Student Initials \_\_\_\_\_, Parent Initials \_\_\_\_\_)
- VI. **UPDATES:** Liberty County School District may occasionally require new registration and account information from you to continue providing services. You must notify the system administrator of any changes in your account information. These Terms and Conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and

~~understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Florida, United States of America.~~

**VI. ~~CONSEQUENCES: BREAKING THIS CONTRACT WILL RESULT IN DISCIPLINARY ACTION WHICH SHALL INCLUDE, BUT NOT BE LIMITED TO;~~**

- ~~First Offense:~~ privileges revoked for up to 5 days, parent meeting
- ~~Second Offense:~~ privileges revoked for up to 30 days, ISS for up to 3 days, and parent meeting
- ~~Subsequent Offenses:~~ privileges revoked for a full school year (180 days), OSS for up to 3 days, and parent meeting

(Student Initials \_\_\_\_\_, Parent Initials \_\_\_\_\_)

~~Major Offenses which result in malicious activity (i.e., use of proxy sites) are subject to immediate consequences above and beyond those listed above. Vandalism may also carry criminal AND/OR monetary consequences.~~

~~Note: Network access will be provided to any student, regardless of prior offenses, to meet mandated state wide assessments.~~

~~"I understand and will abide by the above Terms and Conditions for use of network services. I further understand that any violation of the regulation above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action perused."~~

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**~~PARENT OR GUARDIAN NETWORK RESPONSIBILITY CONTRACT~~**

~~As the parent or guardian of this student, I have read the Terms and Conditions for the use of Liberty County School network services. I understand that these Privileges are designed for educational purposes. I will not hold Liberty County School District responsible for material acquired or problems related to the use of the material acquired on the network.~~

~~I hereby give my permission for my child to utilize Liberty County School network services and I accept full responsibility for their actions.~~

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date





## **Introduction**

Liberty County School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Liberty County School District network is intended for educational purposes.
- All activity conducted over the network or while using district technologies (district provided devices) will be monitored and records retained through the use of a content filter.
- Access to online content via the network will be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Users are expected to follow the same rules for good behavior and respectful conduct online as they are offline.
- Misuse of school resources may result in disciplinary action.
- Liberty County School District makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

## **Technologies Covered**

Liberty County School District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, phone access and more.

As new technologies emerge, Liberty County School District will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

### **Usage Policies**

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

### **Web Access**

Liberty County School District provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review. Use of proxies or attempts in "hacking" are considered serious offenses

### **Email**

Liberty County School District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, Liberty County School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users such as My Big Campus and Google Apps for Education.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

### **Mobile Devices Policy**

Liberty County School District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to their care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued devices off the school district network will be monitored and filtered.

### **Personally-Owned Devices Policy**

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express written permission from IT staff.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## **Downloads**

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

## **Education**

Curriculum will be provided to users beginning in the 2012-2013 school year for education on these topics:

- Appropriate online behavior- safety and responsibility.
- Social Networking- safe and responsible interaction with other individuals on social networking websites and in chat rooms.
- Cyber Bullying- increase students awareness about cyber bullying and response.

## **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways they never intended.

## **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of a district employee or parent if you're using the device at home immediately.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

### **Examples of Acceptable Use**

I will:

- ✓ Protect my network credentials (username and password) to prevent misuse of my account. I realize that use of my account by others does not exempt me from disciplinary interventions.
- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.

- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.
- ✓ Not leave computer unattended while logged in.
- ✓ Not use unauthorized devices on the school network.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Examples of Unacceptable Use**

I will not:

- ✓ Share my network credentials with family and friends.
- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.

- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **District Employee Expectations**

In addition to the "Examples of Acceptable Use" above, district employees are expected to:

- ✓ Safeguard network and academic software credentials to protect any sensitive data.
- ✓ Supervise students on the network at all times and redirect inappropriate behavior.
- ✓ Administer e-safety curriculum if applicable to grade/subject taught.

### **Limitation of Liability**

Liberty County School District will not be responsible for damage or harm to persons, files, data, or hardware.

While Liberty County School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Liberty County School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

- Employee violation of these policies will result in disciplinary actions up to and including termination.

Liberty County School District will administer the appropriate punishment on a case-by-case basis and consequences are intended to educate the student on the impact of the violation. Liberty County School District will make all reasonable accommodations to avoid consequences which may impact academic progress.

**SIGNATURE(S) REQUIRED ON NEXT PAGE**



**AS A STUDENT: I have read and understood this Acceptable Use Policy and agree to abide by it:**

\_\_\_\_\_  
(Student Printed Name)

\_\_\_\_\_  
(Student Signature) (Date)

**I have read and discussed this Acceptable Use Policy with my child:**

\_\_\_\_\_  
(Parent Printed Name)

\_\_\_\_\_  
(Parent Signature) (Date)

**AS A LIBERTY COUNTY SCHOOL DISTRICT EMPLOYEE: I have read and understood this Acceptable Use Policy and agree to abide by it:**

\_\_\_\_\_  
(Employee Printed Name)

\_\_\_\_\_  
(Employee Signature) (Date)

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8.70

**MANAGEMENT INFORMATION SYSTEM**

The Liberty County School District shall develop and maintain an integrated information system for educational management. The Superintendent or designee shall assure that compatibility exists with the state comprehensive management information system. Procedures and guidelines shall be developed to assure that adequate management information support needs are met.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:**

386.201- 386.209, 1001.11, 1008.385, F. S.

**LIBERTY COUNTY SCHOOL SYSTEM**

**LIBERTY COUNTY SCHOOL BOARD  
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8.80

**RECORDS RETENTION AND DISPOSAL**

- (1) The Liberty County School Board shall establish and maintain a system for the retention and destruction of District school records in order to reduce the space required for record storage and to permit the Superintendent or designee to administer the affairs of the District more efficiently.
- (2) Pursuant to public records laws and rules of the Florida Department of State, the Division of Library and Information Services office shall develop a records retention schedule for each records series of type of record, including teacher's records on each student's grade and attendance.
- (3) Records which are designated as permanent in Florida Statutes, and by the Division of Archives, History and Records Management of the Florida Department of State, and those selected by the School Board or Superintendent or designee as having permanent value, may be destroyed after being photographed or reproduced on film or electronic storage, provided applicable audits have been completed for the period covering the dates of said documents. Photographs or microphotographs, in the form of film or prints or other electronic storage made in compliance with this rule, shall have the same force and effect as the originals and shall be treated as originals for the purpose of admissibility in evidence.
- (4) After complying with the provisions of Florida Statutes, the Superintendent or designee is authorized, at his/her discretion, to destroy general

correspondence over three (3) years old and other records, papers, and documents over three (3) years old which are on the retention schedule approved by the Division of Archives, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained five (5) years.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**257.37, 119.01, 119.041, 1001.43, 1001.52, F.S.**

**LIBERTY COUNTY SCHOOL BOARD**

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**CHAPTER 8.0**

**8.81**

**Food Allergies**

Liberty County School District views the potentially fatal allergic reactions to peanuts, nuts and related products as a distinct category of food allergy. The effectiveness of these policies requires cooperation between the School and families and vigilance within the community per the expectations that follow.

Any food from an outside source must follow the School policy regarding food brought to School that does not originate in Liberty County School District Food Service Department. Foods which contain peanut or nut products may not be brought to classrooms or to other events on campus. Consult the appropriate classroom teacher about any/all food allergies in the class prior to bringing food to the School.

It is the responsibility of the family to:

1. Notify the school about your child's allergies.
2. Provide written medical documentation, instructions, and medications as directed by a physician.
3. Deliver/provide to the school any approved medications for your child in original containers on the first day of school.
4. Consider purchasing a medical alert bracelet and encourage your child to wear it at all times if the allergy is especially dangerous.

Based upon this notification, Liberty County School District will:

1. Circulate a list of students with allergies on a need-to-know basis to division heads, coaches, faculty, advisors, and food service personnel.
2. Review information on food allergies, various treatments, the signs and symptoms of anaphylaxis, and instruction in use of epi-pen before school opens and periodically during the year with appropriate faculty.

3. Provide appropriate faculty a student Allergy Action Plan with information on food and/or other allergies specific to the classroom/students to be kept in the classroom for reference.
4. Maintain open and as needed communication between home and school.
5. Ensure that our Food Service Department always prepares food with full knowledge of all ingredients: no use of nuts, peanuts or nut oils. Reviews all manufactured products to ensure that there are no peanut or peanut oil ingredients.

**STATUTORY AUTHORITY:** 1001.42, 1001.43, F.S.

**LAWS IMPLEMENTED:** 1006.06, 1006.0605, F.S.

**ADOPTED: 11/10/2009**

**LIBERTY COUNTY SCHOOL SYSTEM**

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8.82

**SPECIAL DIETARY NEEDS**

- I. School food service staff shall make substitutions or modifications for students with disabilities. Such substitutions or modifications shall be based on a written prescription from a licensed physician.
- II. Students with food allergies that may result in severe, life threatening reactions shall be provided with food substitutions as prescribed by a licensed physician.
- III. The principal shall ensure that all appropriate staff are knowledgeable about a student's special dietary needs. Confidentiality of medical information shall be maintained.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1002.20, 1006.06, F.S.  
20 USC §1232g (FERPA)  
P.L. 108-446 (IDEIA)

STATE BOARD OF EDUCATION RULE(S) 6A-7.040, 6A-7.041, 6A-7.0411

Revised: 3/8/2011

# **SCHOOL/COMMUNITY**



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**9.10**

**PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS**

Each school principal is encouraged to cooperate with parent and school support groups in the District. The school principal shall be responsible for forming and assisting organizations that are desired and necessary for the school program; such organizations shall be kept active by the school principal for the duration of their need and encouraged to maintain accurate financial and activity records.

**STATUTORY AUTHORITY:**

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

**LAWS IMPLEMENTED:**

**1001.43, F.S.**

**LIBERTY COUNTY SCHOOL BOARD**

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**9.20**

**PUBLIC INFORMATION**

Because the schools belong to the people who created them by consent and who support them by taxation, it is the declared intent of the School Board:

- (1) To keep the citizens adequately informed through appropriate channels of communication on policies, programs, problems, needs and the planning of the school system and to carry out this policy through its own efforts and the Office of the Superintendent or designee.
- (2) To seek advice and opinion of the people of the School District.
- (3) To require each school and the District staff members to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens of the District and which would promote the welfare of the school system; provided, that any news released by a particular school be approved by the principal, and that any release relating to the District as a whole shall be approved by the Superintendent or designee.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43, 1001.51, F.S.**

**LIBERTY COUNTY SCHOOL BOARD**

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**9.21**

**ANNUAL SCHOOL REPORT**

Each school shall develop and distribute the school's annual school report each year. Reports must be distributed to all parents, guardians, and adult students and made available to the general community upon request.

Reports shall follow a uniform District-wide format that is easy to read and understand. Each report shall include the elements required by Florida Statutes and State Board of Education rules. Reports may include other information as approved by the Superintendent or designee.

Schools may include other information in the report about the school's progress and other related school information determined by the school advisory council.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.11, 1008.345. F. S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-1.09982**

**LIBERTY COUNTY SCHOOL BOARD**

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9.30

**USE OF FACILITIES**

The Superintendent or his/her designee may approve the use of school property, facilities, and equipment for any group provided herein. The use of school property, facilities and equipment shall not interfere with the educational program of the school. The principal shall be responsible for safeguarding the school property, facilities, and equipment, enforcing and informing groups of School Board rules and executing proper forms. All individuals and/or groups desiring the use of school property, facilities, and equipment must complete a Request For Use of Facilities Form.

- (1) **Use of School Property Without Charge.** The Superintendent or designee may authorize the use of school facilities without charge, except as may be required for supervision or clean up. School facilities may be made available to:
  - (a) National youth groups (e.g., scout groups) operating under the sponsorship of a county organization provided the group is properly supervised. District use agreements may be executed with the community organization for all schools or for an individual school.
  - (b) The Supervisor of Elections for voting precincts in any election provided the election does not interfere with the school's operation.
  - (c) Any governmental or community agency when specifically approved by the Superintendent as being in the public interest.
- (2) **Use of Facilities With a Charge.** The Superintendent or his/her designee may permit the use of school facilities by a civic, religious, or other organization

for non-school activities on a specific, temporary, or short-term basis. The following conditions shall apply:

- (a) The payment of the fee shall be in accordance with subsection (3) herein.
  - (b) School Board approval, upon the Superintendent and principal's recommendations shall be required for repetitious use for a period of more than six (6) months.
  - (c) The principal shall determine sufficient supervision and adequate custodial service of the school facility.
  - (d) The use of the cafeteria shall require permission from the principal. The use of school food service facilities shall require that a food service employee(s) or School Board employee operate the kitchen.
- (3) **Fees.** If the facility or equipment is being used for commercial or private gain and an admission or attendance fee is being charged, a rental fee will be charged for the use of the facility and equipment. The amount of rental fee will be based on a schedule of fees approved by the Board upon the recommendation of the Superintendent.
- (4) **Payment of Required Fees.** Fees as specified in subsection (3) herein shall be paid in advance to the Superintendent's Office for use of facilities. Full reimbursement for custodial, supervisory, and other required services or for damages to the facility, furnishings, or equipment shall be paid within ten (10) days of billing. Checks shall be made payable to the Liberty County School Board, and sent to the Finance Office.
- (5) **Liability and Insurance Coverage.** Each organization utilizing school facilities shall:
- (a) Agree to hold the School Board harmless from any liability that may accrue the School Board as a result of use;
  - (b) Provide general liability insurance coverage in the amount of at least three hundred thousand dollars (\$300,000.00) naming the School Board as an additional insured; and

- (c) Execute a form of indemnity agreement as prescribed by the Superintendent.
- (6) **Prohibited Uses of School Facilities.** School property, facilities, and equipment shall not be used for the following purposes:
  - (a) Programs involving any form of gambling or other illegal activity;
  - (b) Private teaching for personal gain, unless specifically approved in advance by the School Board;
  - (c) Programs in violation of Florida Statutes or School Board rules; and,
- (7) **Special Provisions.** The following special provisions shall apply:
  - (a) Restrooms shall be made available for all organizations using the school facilities.
  - (b) Any school or community event sponsor or vendor who uses school facilities shall notify the local public health unit not less than three (3) days prior to a scheduled school carnival, fair, or other celebration involving the sale or preparation of food or beverages.

**STATUTORY AUTHORITY:**

**1001.42, F. S.**

**LAWS IMPLEMENTED:** 106.15, 509.032, 509.232, 1001.33, 1001.43, 1001.51, 1013.10, F.S.

**LIBERTY COUNTY SCHOOL BOARD**

## **PROCEDURES FOR USE OF FACILITIES**

**9.30**

1. Use of school facilities will be granted upon approval of the application, proof of insurance, and payment in advance of the established charges unless other arrangements are made at the time of application.
  - a. Copies of all Requests For Use of Facilities shall be filed in the Superintendent's Office
  - b. Additional copies of the Requests For Use of Facilities shall be provided to the site administrator and the renting group.
2. When the renting group does not have their own insurance they may purchase insurance through PAEC in the Superintendent's Office.
3. All basic charges shall be paid through the District Superintendent's Office.
  - a. Payment of the Refundable Clean-up Fee shall be paid separately from the Rental charges
  - b. Copies of receipts for payment of facility use shall be filed with the applications in the Superintendent's Office
2. When appropriate, payment for Clean-up Fees will be returned to the renting group from the Superintendent's Office
3. When admission is charged or monies collected, the applicant shall be prepared, upon request, to provide the Finance Director with a financial statement of revenue and expenses.
4. A responsible representative of the renting group must be on the premises during after-school use of school facilities. The District reserves the right to require a custodian or other authorized district representative to be present, as well.
5. School equipment may not be used unless operated by personnel approved by the building principal or program administrator.
6. The renting organization will pay for all breakage and damage in or to the building or property. The user must exercise utmost care on school premises and hold the School District harmless from all liability from the use of the requested facilities.
  - a. Payment for breakage and damage shall be made to the Liberty County School Board
  - b. Documentation of payment for breakage and damage shall be filed with the application in the Superintendent's Office.
7. No school equipment can be moved without permission from the building principal and, when moved, must be returned to its original position. Instructional and athletic supplies are not available to the renter.
8. Profane language, possession or use of illegal substances, use of tobacco, possession of weapons, boisterous conduct, betting, or other forms of gambling will not be permitted on school premises.
9. No decorations or application of materials to wall or floors will be allowed without the permission of the building principal or program administrator. Applicants are

**required to remove materials, equipment, furnishings, or rubbish left after use of school facilities. No sign shall be placed on the outside of school buildings.**

- 10. A District Food Service or School Board employee is required to be on duty for all activities involving kitchen use for events such as banquets, dinners, carnivals, festivals, bazaars, or other special events requiring kitchen facilities. Kitchens shall not be entered by any group during the instructional school day. Rules posted in kitchens shall be observed. The building principal will be kept advised by the employee of any deviation from standard kitchen usage regulations.**



**LIBERTY COUNTY SCHOOL BOARD  
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9.40

**ADVERTISING IN SCHOOLS**

Schools facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency; or individual organization; nor shall Liberty County School Board employees or students be employed in such a manner.

Advertising on school buses shall be prohibited. The following are exceptions:

- (1) School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency; provided that such cooperation does not restrict or interfere with the educational program of the school and is not-partisan and non-controversial.
- (2) A school may use film or other educational materials which contain advertising. The film or materials shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.
- (3) The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.
- (4) Demonstrations of educational materials and equipment shall be permitted with the principal's approval.
- (5) Schools may utilize athletic facilities for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.

**STATUTORY AUTHORITY:****1001.42, F.S.****LAWS IMPLEMENTED:****1001.43, F.S.****LIBERTY COUNTY SCHOOL BOARD**

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**9.50**

**DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS**

Literature or materials that originate from out-of-school sources shall be approved by the Superintendent or designee prior to distribution to students.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43, 1006.08, F.S.**

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9.60

**VISITORS**

Any person entering the premises of a school shall report to the principal or his/her supervisory designee and make known the purpose of the visit.

- (1) This policy does not apply to routine deliveries or scheduled maintenance visits.
- (2) A student not enrolled in the school or a student not accompanied by a parent or guardian is prohibited from visiting a school unless otherwise approved by the principal.
- (3) Parents/guardians are invited to visit the schools. To avoid interrupting the daily program, the parent/guardian should request a conference for after school hours or during a teacher's conference period. Parents/guardians are encouraged to plan such conferences with the teachers and shall sign in at the principal's office, utilize the Level 1 background procedures and be issued a visitor's badge at the time they arrive on the campus.
- (4) Any person who enters or remains upon District property without legitimate purpose may be found to be trespassing and, therefore, in violation of Florida Statutes and subject to arrest and penalties as defined by statutes.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1006.145, 1006.07, F.S.**

**REVISED: 06/12/2012**

**LIBERTY COUNTY SCHOOL BOARD**

**LIBERTY COUNTY SCHOOL BOARD**

**POLICY MANUAL****CHAPTER 9.0****9.70****RELATIONS WITH GOVERNMENTAL AUTHORITIES**

- (1) When possible, the Liberty County School Board will cooperate with local, state and federal organizations or agencies; however, such cooperation shall not be at the expense of district level or local school programs.**
- (2) The Superintendent or designee may initiate or accept proposals and request for cooperative endeavors; major final action shall be subject to Board review and approval.**
- (3) Community relations of a continuing nature may be temporarily approved by the Superintendent or designee if they involve no cost to the system, and will neither disrupt the school system nor involve substantial use of facilities or personnel.**
- (4) Formal agreements shall require advance Liberty County School Board approval. The Board shall also review and approve major cooperative agreements or arrangements between other school districts, colleges, universities, correctional schools or other educational organizations.**
- (5) Guidelines related to joint activities and requests for cooperation shall address costs that may be incurred, the extent of school personnel involvement, and prior agreements or arrangements with the same or similar organizations.**
- (6) Long-range facilities planning shall be coordinated with other governmental agencies as required by law.**

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.51, 1013.33, 1013.36, F. S.**

**LIBERTY COUNTY SCHOOL BOARD**