

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
October 8, 2019

AGENDA

- 9:00 a.m. Call to Order/Welcome/Pledge Ed daSilva, Chairman
- 9:02 a.m. School Configuration Janene Fitzpatrick
- 10:00 a.m. Alternative Health Care Options..... Ted Roush/Arthur J. Gallagher
and Company
- 11:00 a.m. School Safety and Other AdministrativeMalcolm Hines
Services Department Update
- FSSAT
- 11:30 a.m. Lunch
- 12:30 p.m. Assistant Superintendent of AdministrationBill Brothers
Department Update
- Dress Code
 - Policies (**pgs. 2-42**)
- 1:30 p.m. Assistant Superintendent of Instruction..... Janene Fitzpatrick
Department Update
- Student Progression Plans for 2019-2020
- 2:00 p.m. Transportation Department Update Jimmy Wilkerson
- 2:30 p.m. Human Resources Department Update..... Walter Boatright
- Job Descriptions (**pgs. 43-50**)
- 3:00 p.m. Superintendent Update..... Ted Roush
- 3:15 p.m. Adjourn

CHAPTER 3.00 - SCHOOL ADMINISTRATION

ADMINISTRATIVE ORGANIZATION

3.05*

POLICY:

The administrative head of each school is the School Principal. The District also appoints Assistant Principals and Assistant Principal-Curriculum Coordinators to the school as needed.

The District Staff exists to give support and direction to the schools. The Superintendent is assisted in this responsibility by administrators on staff in the positions of Assistant Superintendent, Director, Supervisor, Manager and Coordinator.

(Organization Chart is attached)

STATUTORY AUTHORITY:

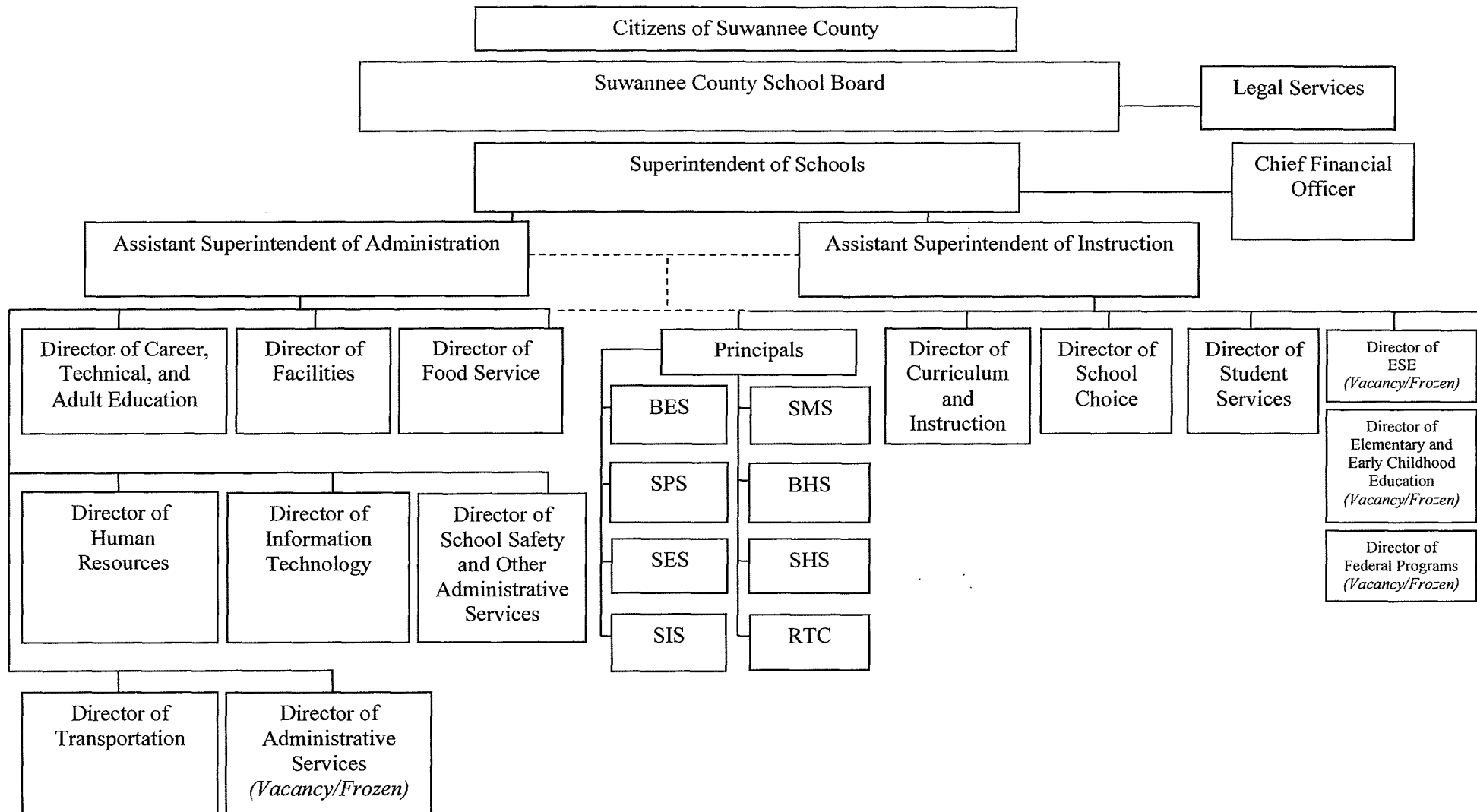
1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

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

<u>History:</u>	Adopted:
	Revision Date(s): 7/22/2014, 1/27/2015, 10/24/2017, 9/25/2018

SUWANNEE COUNTY SCHOOL DISTRICT ORGANIZATION CHART



CHAPTER 3.00 - SCHOOL ADMINISTRATION

SAFE AND SECURE SCHOOLS

3.06

POLICY:

I. Introduction

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

II. Orderly Environment

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

- A. No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.07 (Visitors).
- B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.
- C. This policy shall apply not only during school hours, but at any time students in good standing, teachers, employees and other such persons are on the school campus or school grounds, and shall also apply for all school activities which are held after school hours.
- D. Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall

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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.

- E. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the board chairperson, Superintendent/designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at schools or school activities.
- F. No person except law enforcement, security officers and other legally identified individuals as special deputies, may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events. However, district employees may possess a securely encased concealed firearm in their vehicle in accordance with F.S. 790.25 (5).

III. Safety, Security and —Emergency Plans

- A. The Superintendent shall develop a School Safety and Security Plan with input from representatives of the local law enforcement agencies, the local Fire Marshall(s), representative(s) from emergency medical services; building administrators, representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the Suwannee County Health Department.

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- B. As required by state law, the Superintendent shall require the use of the Safe School Assessment Survey based on the School Safety and Security Best Practices Indicators created by FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-assessment of the District's current safety and security practices.
- C. Upon completion of these self-assessments, the Superintendent shall convene a safety and security review meeting for the purpose of (a) reviewing the current School Safety and Security Plan and the results of the self-assessment; (b) identifying necessary modifications to the plan; (c) identifying additional necessary training for staff and students; and (d) discussing any other related matters deemed necessary by the meeting participants.
- D. The Superintendent shall present the findings of the safety and security review meeting to the Board for review and approval of appropriate school safety, emergency management and preparedness plans. The Superintendent shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the School Safety and Security Plan and/or implement in order to improve school safety and security. The School Safety and Security Plan is, however, confidential and is not subject to review or release as a public record.
- E. The Superintendent shall report the self-assessment results and any action taken by the Board to review the School Safety and Security Plan to the Commissioner of Education within thirty (30) days after the Board meeting.
- F. Emergency management and preparedness plans shall include notification procedures for weapon use and active shooter/hostage situations, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.

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- G. Emergency management and preparedness procedures for active shooter situations shall engage the participation of the district school safety specialist, threat assessment team members, faculty, staff and students for each school and be conducted by the law enforcement agency or agencies designated as first responders to the school's campus.
- H. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.
- I. Copies of school plans shall be provided to county and city law enforcement agencies, fire departments, and emergency preparedness officials.

IV. Threat Assessment

- A. The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. The Board's threat assessment process is designed to be consistent with the process set forth in the joint U.S. Secret Service and U.S. Department of Education publication. Threat Assessment in Schools: a Guide to Managing Threatening Situations and to creating Safe School Climates for identifying, assessing, and managing students who may pose a threat. The goal of the threat assessment process is to take appropriate preventative or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed. The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

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- B. The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each team shall be headed by the principal and shall include a person with expertise in counseling (school/psychological), instructional personnel, and law enforcement (school resource officer) and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self.
 - 1. The threat assessment team will be responsible for the assessment of individuals whose behavior may pose a threat to the safety of school staff and/or students and coordinating resources and interventions for the individual.
 - 2. Upon a preliminary determination that a student poses a threat of violence or physical harm to him/herself or others, the threat assessment team may obtain criminal history record information. The team must immediately report its determination to the Superintendent who must immediately attempt to notify the student's parent or legal guardian. The team will coordinate resources and interventions to engage behavioral and or mental health crisis resources when mental health or substance abuse crisis is suspected.
 - 3. The threat assessment team must plan for the implementation and monitoring of appropriate interventions to manage or mitigate the student's risk for engaging in violence and increasing the likelihood of positive outcomes.

V. Safety – Procedures

- A. School alarms shall be monitored on a weekly basis and malfunctions shall be reported for immediate repair.
- B. A safety program shall be established consistent with the provisions of Policy 8.01.

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- C. Emergency evacuation drills (fire, hurricane, tornado, active shooter/hostage situation, other natural disaster, and school bus) shall be held in compliance with state requirements and formulated in consultation with the appropriate public safety agencies. Each principal, site administrator or transportation official is responsible for
 - 1. Developing and posting emergency evacuation routes and procedures;
 - 2. Assigning and training all staff members in specified responsibilities to ensure prompt, safe and orderly evacuation;
 - 3. Identifying and reporting hazardous areas requiring corrective measures; and
 - 4. Preparing and submitting a written report of each emergency evacuation drill to the District office.
- D. In the event of an emergency, the Superintendent is authorized to dismiss early or close any or all schools. Except that the principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such actions shall be reported immediately to the Superintendent or designee along with a statement describing the reasons for the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.

VI. Safety – Violence Prevention

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

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VII. Security

- A. The Superintendent shall establish and implement a Domestic Security Plan consistent with the requirements of the National Incident Management System (NIMS).
- B. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.
- C. Designate an administrator as the school safety specialist for the District.
- D. A review of each school's security provisions shall be conducted annually by the principal with a written report submitted to the Superintendent or designee for submission to the Board for review.
- E. Each school's emergency plan shall include security provisions including emergency lockdown procedures.
- F. Establishing policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community.
- G. Adhering to background screening procedures for all staff, volunteers and mentors.
- H. Security trailers may be located on school property.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**316.614, 790.115, 790.25, 1001.43, 1001.51,
1006.062, 1006.07, 1006.145, 1006.1493, 1006.21, 1013.13, F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-1.0403, 6A-3.0171

History:

Adopted:

Revision Date(s): 12/17/02, 4/27/10, 5/22/2018, 9/25/2018

Formerly: Campus Disorders and Trespassing 3.06

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

STUDENT PROGRESSION PLAN

4.01

POLICY:

The School Board shall approve the *Student Progression Plan* and copies shall be maintained in the District Office and at each school. The Plan shall be pursuant to Florida Statutes and shall be comprehensive to include student performance standards and promotional and graduation requirements for Grades K-12, adult and general education, exceptional student education, dual enrollment, job entry, and vocational education including programs and courses in agriculture, business, marketing, health occupations, public service, home economics, industrial, technical education, and compensatory education. The plan shall include options for virtual instruction, academic acceleration and early high school graduation. After School Board approval, the District *Student Progression Plan* shall be made a part of this rule. The Area Vocational-Technical Center shall be authorized to add courses / programs during the school year in addition to those listed in the Student Progression Plan. These courses / programs shall be added on the basis of business, industry, or community needs.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43, 1002.3105, 1002.321, 1003.4156,
1003.4281, 1003.4295, 1003.437, 1003.49, 1008.25, F.S.

History:

Adopted:

Revision Date(s): 11/20/01, 4/27/2010, 4/24/12, 10/23/12,
7/22/2014, 1/27/2015

Formerly: IA, Pupil Progression Plan 4.01

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

ACADEMIC AND CAREER PLANNING

4.025

- I. Middle grade students shall participate in a career and education planning course during the sixth seventh or eighth grade. The course must be internet-based, customizable to each student, and include research-based assessments to assist with determining educational and career options and goals. Career exploration shall be included in the curriculum. The purpose of this course shall be to enable students and parents to develop ~~realistic~~ a personalized academic achievement and career goals for postsecondary experience. ~~By the end of the course, each student shall have completed a four (4) to five (5) year academic and career plan (ePersonal Education Planner) based on postsecondary and career goals.~~
- II. The academic and career plan shall include
 - A. A destination;
 - B. A major area of interest;
 - C. A list of courses to meet the requirements of the destination and major area of interest.
 - D. A detailed explanation of the requirements for earning a high school diploma designation.
 - E. The requirements for each scholarship in the Florida Bright Futures Scholarships Program
 - F. The requirements for state university and Florida College System institution admission.
 - G. Opportunities available to earn college credit in high school, including Advanced Placement courses; the International Baccalaureate Program; the Advanced International Certificate of Education Program; dual

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enrollment, including career dual enrollment; and career education courses.

- III. Destinations shall include
 - A. Four (4) year college or university, community college plus university, or military academy degree;
 - B. Two (2) year postsecondary degree;
 - C. Postsecondary career certificate;
 - D. Immediate employment or entry level military; or
 - E. A combination of any of these destinations.
- IV. The destinations shall accommodate the needs of exceptional education students to the extent appropriate for individual students. These students may follow the courses outlined in the *Student Progression Plan*.
- V. Completion of the academic and career plan shall be required for promotion to grade nine (9).
- VI. Secondary schools shall ensure that students and parents are aware of the destinations and the process of developing and revising academic plans.
- VII. The District shall encourage the business community to support career preparation by providing internships and apprenticeships.
- VIII. Each high school principal shall
 - A. Designate an instructional or administrative staff member to serve as a specialist who will:
 - 1. Coordinate the use of student achievement strategies;

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2. Assist teachers in integrating academic and career curricula, using technology, providing feedback about student achievement and implementing career and technical preparation programs;
 3. Coordinate the review of academic plans; and
 4. Coordinate the collection and retention of signed academic plans.
- B. Implement strategies to improve reading, writing and mathematics skills and eliminate deficiencies in these areas.
- C. Ensure that each student shall have an academic advisor if parental involvement is not evident.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1003.4156, 1003.491, F.S.

HISTORY:

ADOPTED: 4/27/10

REVISION DATE(S): 7/22/2014

FORMERLY: NEW

CHAPTER 5.00 – STUDENTS

REQUIREMENTS FOR ORIGINAL ENTRY

5.05

POLICY:

- I. Any student who initially enrolls in the District shall be required to present have on file with the immunization registry a certification of immunization for those communicable diseases as required by Florida Statutes. Any child who is excluded from participation in the immunization registry must present or have on file with the school such certification of immunization.
 - 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. Immunization shall be as required by the State of Florida. The Superintendent shall maintain a current list of required immunizations.
 - C. A transfer student from another Florida district may be granted thirty (30) days to provide documentation of school entry health examination and certificate of immunization prior to school attendance.
 - D. 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.

CHAPTER 5.00 – STUDENTS

- B. The Superintendent may grant exceptions to this rule pursuant to Florida Statutes.
 - C. The health examination shall be completed by a health professional 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 non-public 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 and any prior referrals to mental health services. If the student is admitted, the student may be placed in an appropriate educational program and referred to mental health services identified by the school district, when appropriate, at the direction of the School Board. The District may waive or honor the final order of expulsion or dismissal of a student if an act would have grounds for expulsion according to the receiving District School Boards Code of Student Conduct.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1003.01; 1003.21; 1003.22; 1006.07 F.S.

STATE BOARD OF EDUCATION RULE: 6A-6.024

History:

Adopted:

Revision Date(s): 12/15/98, 11/20/01, 5/25/10, 9/25/2018

ZERO TOLERANCE FOR SCHOOL- RELATED CRIMES

5.13*

POLICY:

- I. It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. The District shall strive to protect students, staff, visitors and volunteers from harm and to protect victims of crime from further victimization. This policy applies to conduct on School District property, school or District provided transportation and at any school or District sponsored activity. This policy implements the State Board of Education's zero tolerance policy as outlined in Florida Statutes.
- II. Acts that pose a serious threat to school safety are those acts that endanger the life or safety of a student, staff member or other person on campus or at a school or District sponsored activity. 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 Board for expulsion or expelled from their regular school, unless the superintendent requests in writing that the School Board modify the requirement by assigning the student to a disciplinary program or second chance school, in accordance with Article X:
 - A. Such acts include but are not limited to:
 1. homicide (murder, manslaughter);
 2. sexual battery;
 3. armed robbery;
 4. aggravated battery;
 5. battery or aggravated battery on a teacher or other school personnel
 6. kidnapping or abduction;
 7. arson;

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8. possession, use or sale of any firearm or weapon;
9. possession, use or sale of a controlled substance;
10. possession, use or sale of any explosive device;
11. threat or false report to do harm related to bombs or weapons,
or
12. victimization of students.

The expulsion limit is mandatory for a minimum of one (1) full year from the student's regular school.

- B. Prior to taking such action against any student, the School Board shall ensure that 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 of Education Rule 6A-6.0331. This provision shall not be construed to remove a School Board's discretion in cases where mitigating circumstances may affect decisions on disciplinary action.
- C. The 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.
- D. Local law enforcement authorities shall 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 parents or legal guardian 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.

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- E. 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 preference, or disability. Annually, the principal shall review school discipline data with the school advisory council in developing school improvement plans to maintain a safe and healthy school environment that protects the civil rights of all students.
- III. Acts that are considered petty misconduct may disrupt the educational process but do not endanger the life or safety of an individual. Such acts include but are not limited to:
 - A. Cellular telephone violation;
 - B. Defiance of authority;
 - C. Disruption, minor;
 - D. Dress code violation;
 - E. Eating or drinking on the bus;
 - F. Forgery;
 - G. Horseplay;
 - H. Leaving campus without permission;
 - I. Lying or misrepresentation;
 - J. Profanity;
 - K. Vehicle parking violation.
- IV. The District shall establish agreements with the county sheriff's office and local police department(s) that provide for reporting conduct that threatens school safety and obtaining assistance from the appropriate law enforcement agency. Law enforcement consultation is not required for petty acts of misconduct which are not a threat to school safety.
- V. The District shall report to the appropriate law enforcement agency any act that poses a threat to the safety or welfare of students, staff and other

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persons on school property or at school events or is a serious violation of law. The following acts when committed on School District property or at a District activity shall be reported to the appropriate law enforcement agency:

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

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

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- XI. The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.
- XII. If a student committing any of the offenses in this policy is a student with a disability, the School Board shall comply with the applicable State Board of Education rules.
- XIII. Any student found to have committed a violation of Section 784.081(1), (2) or (3), Assault or Battery on Specified Officials or Employees shall be expelled or placed in an alternative school setting or other program as appropriate. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.
- XIV. A student or his/her parent may request a review by the Superintendent of any disciplinary action taken by the District. Such request must be submitted in writing to the Superintendent within ten (10) days of the imposition of disciplinary action.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

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

STATE BOARD OF EDUCATION RULE(S):

6A-6.03311

HISTORY:

Adopted:

Revision Date(s): 11/21/2000, 2/23/10, 3/22/2011,
9/25/2018, 7/23/2019

Formerly: New

CHAPTER 6.00 – PERSONNEL

CHILDREN OF MILITARY FAMILIES

5.40+

- I. The District shall recognize the provisions of the *Interstate Compact on Educational Opportunities for Military Children* and shall address the educational transition issues faced by military families.
- II. Assistance to children of military families, as defined in the *Compact*, shall include but not be limited to
 - A. Enrollment and eligibility;
 - B. Educational records;
 - C. Placement;
 - D. Attendance; and
 - E. Graduation.
- III. A student must be considered a resident for enrollment purposes and provided preferential treatment in the controlled open enrollment process when presented with an official military order advising that the parent is transferred or pending transfer to a military installation within the school district.
- IV. The Superintendent shall develop procedures to assist students who are children of military families and to remove barriers to educational success.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1000.36, 1001.43, 1003.05, F.S.

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____

CHAPTER 5.00: STUDENTS

BULLYING AND HARASSMENT

5.101*

I. Statement Prohibiting Bullying and Harassment

- A. It is the policy of the Suwannee County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
- B. The District upholds that bullying or harassment of any student or school employee is prohibited
 - 1. During any education program or activity conducted by a public K- 12 educational institution;
 - 2. During any school-related or school-sponsored program or activity;
 - 3. On a school bus of a public K-12 educational institution; or
 - 4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K- 12 education institution within the scope of the School District, meaning regardless of ownership, any computer, computer system, computer network that is physically located on school property or at a school-related or school-sponsored program or activity; . or
 - 5. Through the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the School District or a school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the

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education process or orderly operation of a school. School staff is not required to monitor any nonschool-related activity, function, or program.

II. Definitions

- A. Accused is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.
- B. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:
 - 1. Teasing;
 - 2. Social Exclusion;
 - 3. Threat;
 - 4. Intimidation;
 - 5. Stalking;
 - 6. Cyberstalking
 - 7. Physical violence;

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8. Theft;
9. Sexual, religious, ~~or~~ anti-semetic or racial harassment;
10. Public or private humiliation; or
11. Destruction of property.

The term *bullying* shall include cyberbullying whether or not specifically stated.

- C. Complainant is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.
- D. Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.
- E. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in course of conduct to communicate, or 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.

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- F. Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that
1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
 2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits;
 3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
 4. Has the effect of substantially disrupting the orderly operation of a school.
- G. Bullying and harassment also encompass
1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
 2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by
 - a. Incitement or coercion;
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system;

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- c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

III. Behavior Standards

- A. The Suwannee County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
- B. The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment.
- C. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.
- D. Student rights shall be explained in the *Student Code of Conduct*;
- E. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the *Student Code of Conduct*.

IV. Consequences

- A. Committing an act of bullying or harassment

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1. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
 2. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
 3. Consequences and appropriate remedial action for a school employee, found to have committed an act of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate.
 4. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment, shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
- B. Wrongful and intentional accusation of an act of bullying or harassment
1. Consequences and appropriate remedial action for a student, found to have wrongfully and intentionally accused another as a means of bullying or harassment, range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
 2. Consequences and appropriate remedial action for a school employee, found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements.

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3. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

V. Reporting an Act of Bullying or Harassment

- A. At each school, the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.
- B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.
- C. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.
- D. The principal of each school in the District shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in person or anonymously and how this report will be acted upon.
- E. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.
- F. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.
- G. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future

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employment, grades, learning or working environment, or work assignments.

- H. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).
- I. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

VI. Investigation of a Report of Bullying or Harassment

- A. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and shall begin with a report of such an act. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or harassment allegedly committed against a child while the child is en route to school aboard a school bus or at school bus stop.
- B. The principal or designee shall select an individual(s), employed by the school to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.
- C. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- D. The investigator shall collect and evaluate the facts including but not limited to
 - 1. Description of incident(s) including nature of the behavior;
 - 2. Context in which the alleged incident(s) occurred;
 - 3. How often the conduct occurred;

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4. Whether there were past incidents or past continuing patterns of behavior;
 5. The relationship between the parties involved;
 6. The characteristics of parties involved, *i.e.*, grade, age;
 7. The identity and number of individuals who participated in bullying or harassing behavior;
 8. Where the alleged incident(s) occurred;
 9. Whether the conduct adversely affected the student's education or educational environment;
 10. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 11. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
- E. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include
1. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
 2. A written final report to the principal.
- F. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
- G. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment and the investigative procedures that follow.
- VII. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District

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- A. The principal or designee will assign an individual(s) to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.
- B. The investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District.
 - 1. If it is within the scope of the District, a thorough investigation shall be conducted.
 - 2. If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.
 - 3. If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents/legal guardians of all students involved.
- C. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated.

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

- A. Immediate notification to the parents/legal guardians of a victim of bullying or harassment.
 - 1. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

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2. If the bullying or harassment incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform the parents/legal guardian of the victim(s) involved in the bullying or harassment incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states “. . .a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”

- B. Immediate notification to the parents/legal guardians of the perpetrator of an act bullying or harassment.

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

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

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

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

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

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- A. The teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, *e.g.*, school counselor, school psychologist), to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents or legal guardian are included.
 - B. School personnel or the parent/legal guardian may refer a student to the school intervention team or equivalent school-based team with a problem-solving focus for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the intervention team.
 - C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.
 - D. A school-based component to address intervention and assistance shall be utilized by the intervention team. The intervention team may recommend
 - 1. Counseling and support to address the needs of the victims of bullying or harassment;
 - 2. Research-based counseling or interventions to address the behavior of the students who bully and harass others, *e.g.*, empathy training, anger management; and/or
 - 3. Research-based counseling or interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.
- X. Reporting Incidents of Bullying and Harassment
- A. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. Cyberbullying incidents shall be included

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within the bullying incidents category. The report shall also include in a separate section each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.

- B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment as incident codes as well as bullying-related as a related element code.

1. SESIR Definitions

- a. Bullying – Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.
- b. Harassment – Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

- 2. Bullying and/or harassment incidents shall be reported in SESIR with the bullying (BUL) or harassment (HAR) code. Unsubstantiated incidents of bullying or harassment shall be coded UBL or UHR.
- 3. If the bullying/harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the

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relevant incident code and the bullying-related code. Such incidents are:

- a. Alcohol
- b. Arson
- c. Battery
- d. Breaking and Entering
- e. Disruption on Campus
- f. Drug Sale/Distribution Excluding Alcohol
- g. Drug Sale/Possession Excluding Alcohol
- h. Fighting
- i. Homicide
- j. Kidnapping
- k. Larceny/Theft
- l. Robbery
- m. Sexual Battery
- n. Sexual Harassment
- o. Sexual Offenses
- p. Threat/Intimidation
- q. Trespassing
- r. Tobacco
- s. Vandalism

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- t. Weapons Possession
 - u. Other Major (Other major incidents that do not fit within the other definitions)
 - C. Discipline and referral data shall be recorded in Student Discipline/Referral Action Report and Automated Student Information System.
 - D. The District shall provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department.
 - E. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat / intimidation incidents as well as any bullying-related incidents that have as a basis sex, race, or disability shall include the incident basis. Victims of these offenses shall also have the incident basis (sex, race, or disability) noted in their student records.
- XI. Instruction on Identifying, Preventing, and Responding to Bullying or Harassment
- A. The District shall ensure that schools sustain healthy, positive, and safe learning environments for all students. It is committed to maintain a social climate and social norms in all schools that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers; administrators; counselors; school nurses; other nonteaching staff such as bus drivers, custodians, cafeteria workers; school librarians; parents/legal guardians; and students.
 - B. Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment as well as how to effectively identify and respond to bullying or harassment in schools.

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

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

XIII. Publicizing the Policy

- A. At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.
- B. Each District school shall provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks and through other reasonable means.
- C. The Superintendent shall also make all contractors contracting with the District aware of this policy.

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- D. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students in a student assembly or other reasonable format.
- E. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.

XIV. Review of Policy

The Superintendent and appropriate staff shall review this policy at a minimum every three (3) years. The review shall include input from parents, law enforcement, and other community members. The Superintendent shall present the policy and any recommended changes to the School Board for consideration.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1003.04, 1003.31, 1003.32, 1006.07,
1006.08, 1006.09, 1006.10, 1006.147, F.S.,
20 USC 1232g

STATE BOARD OF EDUCATION RULE(S):

6A-10.081

HISTORY:

ADOPTED: 12/16/2008

REVISION DATE(S): 1/28/2014, 8/25/2015,
6/28/2016, 10/24/2017

**REVIEWED
DATE(S)**

CHAPTER 6.00 – PERSONNEL

CERTIFICATION OF ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL

6.19*

POLICY:

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

- I. The Superintendent shall designate a certification contact person to work directly with the Bureau of Educator Certification, Florida Department of Education, to assist personnel with certification issues.
 - A. If an individual employed by the District does not achieve a passing score on any subtest of the general knowledge examination, the District must provide information regarding the availability of state-level and district level supports and instruction to assist in achieving a passing score.
 - B. Information must include state-level test information guides, school district test preparation resources and preparation courses offered.
- II. An individual nominated for an instructional position shall be properly certificated, be eligible for certification, meet conditions prescribed in State Board of Education Rules or qualify for employment or re-

CHAPTER 6.00 – PERSONNEL

employment as a non-degreed vocational education or adult education teacher based on School Board Rule.

- III. Pursuant to Sections 1012.39, 1012.55 and 1012.57, employment of temporary instructors, teachers of adult education, non-degreed teachers of career education, adjunct educators, career specialists, and experts in the field, each school district will establish the minimal qualifications for the issuance of ** County Public Schools Certificates. Such certificates establish eligibility for employment, but do not confer a right to employment.
- A. The School Board defines an adjunct educator as a teacher who has expertise in the subject area to be taught. A teacher shall be considered to have expertise in the subject area to be taught if the teacher demonstrates sufficient subject area mastery through passage of a subject area test. The district is permitted to issue adjunct certificates to qualified applicants.
- B. Adjunct certificate holders should be used primarily to enhance the diversity of course offerings offered to all students.
- C. Adjunct teaching certificates issued for full time teaching positions are valid for no more than three (3) years and are nonrenewable.

STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED:

1001.43; 1011.60; 1012.24; 1012.54;
1012.55; 1012.56; 1012.57, F.S.

STATE BOARD OF EDUCATION RULES:

6A-1.0501; 6A-1.0502; 6A-1.0503

History:

Adopted:

Revision Date(s): 6/22/10

Formerly: GCD

SCHOOL DISTRICT OF SUWANNEE COUNTY

SCHOOL SECURITY GUARD

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) ~~Licensed as a security guard or eligible for licensing.~~
- (3) Minimum of three (3) years law enforcement experience.
- (4) Or other appropriate certificates/licenses required by the District.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of applicable laws, rules, and policies. Ability to deal calmly and effectively with crises. Ability to work well with people in stressful situations. Must exhibit initiative, high degree of awareness of surroundings, and good judgment. Ability to communicate effectively orally and in writing. Ability to work responsibly with minimum supervision.

REPORTS TO:

Assigned Administrator

JOB GOAL

To protect employees, students and property at assigned site.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Patrol grounds, buildings and parking lots.
- * (2) Use strategies to prevent incidents and to protect employees, students, and property of the School District of Suwannee County.
- * (3) Maintain an approved, flexible work schedule by clocking in at appropriate sites at appropriate times.
- * (4) Complete referrals, incident reports, and other reports in an acceptable manner.

Employee Qualities/Responsibilities

- * (5) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons.
- * (6) ~~Follow attendance, punctuality and proper dress rules.~~
- * (7) Ensure adherence to good safety standards.
- * (8) Maintain confidentiality regarding school/workplace matters.
- * (9) Model and maintain high ethical standards.
- * (10) Demonstrate initiative and high level of visibility in assigned area to fulfill project goals and objectives.

SCHOOL SECURITY GUARD (Continued)

- *(11) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- *(12) Work closely with county law enforcement agencies and Director of School Safety and Other Administrative Services.
- *(13) Communicate with students, parents, staff and administrators.
- *(14) Keep supervisor informed of potential problems or unusual events.
- *(15) Respond to inquiries and concerns in a timely manner.

System Support

- *(16) Maintain a professional attitude in working with the public.
- *(17) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(18) Demonstrate support for the School District and its goals and priorities.
- *(19) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(20) Prepare all required reports and maintain all appropriate records.
- (21) Perform other tasks consistent with the goals and objectives of this position.
- (22) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- (23) Appear before the school board as needed.
- (24) Shall assume additional responsibilities as assigned by the Superintendent.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force regularly to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

*Essential Performance Responsibilities

3/25/02

SCHOOL DISTRICT OF SUWANNEE COUNTY

ADMINISTRATIVE SUPPORT SPECIALIST

FOOD SERVICE / FEDERAL PROGRAMS

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree with specialization in food and nutrition, business management, or other acceptable field, or Five (5) years of successful job related experience.
- (2) Satisfactory criminal background check and drug screening.
- (3) Valid Florida Drivers licenses
- (4) Demonstrated proficiency in computerized data entry and other technology skills.

KNOWLEDGE, SKILLS AND ABILITIES:

➤ Food Service

~~Knowledge of State Board of education and local regulations, state statutes, federal laws and USDA regulations as they relate to food services. Knowledge of current trends, standards and best practices related to purchasing, standards of health, safety and cleanliness. Working knowledge of financial analysis, management, and accounting principles. Knowledge of audit requirements and standards; quality control techniques; nutrition and quantity food production. Skills in administrative and financial management operations. Knowledge of computer applications as related to job function. Ability to plan and analyze nutritional menus. Ability to communicate effectively both orally and in writing. Ability to exercise strong interpersonal skills and sound judgment.~~

➤ Federal Programs

Ability to perform responsible secretarial and assigned administrative duties to support the Director. Broad knowledge of the organization, operation and goals of the workplace. Good oral and written communication skills. Effective use of business math. Knowledge and use of computer software, office equipment, office practices and procedures. Ability to read and apply knowledge of organizational rules, regulations, procedures, functions and personnel, to compose effective and accurate correspondence and to deal with non-routine matters with a minimum of instruction. Ability to exercise independent judgment in assigned duties and deal effectively with school and District personnel and the public. Ability to keep records and reference files, to assemble and organize data and to prepare composite reports from such data. Ability to promote a harmonious atmosphere and smooth flow of business. Ability to maintain confidentiality. Ability to establish and maintain positive working relationships with others. Demonstrable skills in use of electronic computing equipment. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Knowledge of and skill in spreadsheets and other computer applications. Ability to work independently. Effective oral and written communication skills. Possess good mathematical skills.

REPORTS TO:

~~Superintendent or Designee~~ Assistant Superintendent of Instruction

ADMINISTRATIVE SUPPORT SPECIALIST
FOOD SERVICE / FEDERAL PROGRAMS (Continued)

JOB GOAL	
(A)	To assist in providing an outstanding nutrition program of food services that meets local, state, and federal requirements, is fiscally sound, and delivers nutritious, appealing meals for district students and meets their health and dietary needs.
(B)	To perform administrative and secretarial duties to ensure the effective and efficient operation of assigned area of responsibility.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

➤ Food Service

- * (1) Assist in directing and coordinating the implementation of the school food service plan in accordance with program requirements, regulations and policies of federal government (USDA), Florida Department of Education and the school district.
- * (2) Provide leadership, resources, and assistance in the attainment and use of equipment, supplies, food, and other assets.
- * (3) Assist in evaluating all requests and recommendations for purchases of new and replacement equipment.
- * (4) Coordinate the maintenance and repair of food service equipment.
- * (5) Assist in submitting requests for grants for federal programs and equipment, managing grants, overseeing discretionary funds, and maintaining auditable records.
- * (6) Interact with principals, using appropriate, positive communication styles concerning the operation of the food service program.
- * (7) Assist with the preparation and review of food productions records and instruct personnel in the correct use of these records when appropriate.
- * (8) Perform menu costing and work with the Supervisor to develop pricing strategies for all menu, snack bar and ala carte items.
- * (9) Assist with the development of policies and procedures for all food service operations.
- * (10) Assist with developing and executing marketing plans and materials.
- * (11) Explore new product opportunities to include food, non-food and equipment.
- * (12) Assist in procurement and distribution of food, supplies, and commodities and equipment.
- * (13) Assist in testing new recipes and food products and maintaining the master file of approved standardized recipes.
- * (14) Assist in coordination, implementation and evaluation of staff development activities in assigned areas.
- * (15) Perform additional duties specific to the school, department or program.
- * (16) Shall assume additional responsibilities as assigned by the Superintendent.

ADMINISTRATIVE SUPPORT SPECIALIST FOOD SERVICE / FEDERAL PROGRAMS (Continued)

Service Delivery (Continued)

➤ Federal Programs

- *(1) Perform clerical duties required by activities and functions of the workplace, including preparing and sending correspondence, receiving and routing incoming/outgoing mail and courier, setting up and maintaining files, handling personnel records and requests, preparing, processing and submitting required agenda items, applications, reports, forms, grants, records, minutes, guides, manuals and other assigned projects.
- *(2) Make travel arrangements and prepare itineraries.
- *(3) Prepare materials for dissemination to school, District staff, parents and community.
- *(4) Maintain and/or process all files as appropriate.
- *(5) Obtain, assemble and organize pertinent data into proper form for local, state and federal audits.
- *(6) Perform financial duties required by the activities and functions of the workplace, assisting in preparation and maintenance of budget and other assigned projects.
- *(7) Maintain sick / vacation leave records.
- *(8) Prepare departmental payroll reports for submission
- *(9) Make arrangements for meetings and conferences.
- *(10) Develop materials for use for presentations, conferences and workshops.
- *(11) Provide miscellaneous clerical services for various boards and committees on which designated supervisor/director serve.
- *(12) Follow School Board policies.
- *(13) Perform additional duties specific to the school, department or program.
- *(14) Keep records of important meetings, dates and appointments.
- *(15) Type purchase orders and process for payment.
- *(16) Assist and keep track of Monitoring paperwork for Federal grants.
- *(17) ~~Shall assume additional responsibilities as assigned by the Superintendent.~~

Employee Qualities/ Responsibilities

- *~~(17)~~ Follow attendance, punctuality and proper dress rules.
- *~~(18)~~ Ensure adherence to good safety standards.
- *~~(19)~~ Maintain confidentiality regarding school/ workplace matters.
- *~~(20)~~ Maintain a courteous and professional manner.
- *~~(21)~~ Model and maintain high ethical standards.
- *~~(22)~~ Demonstrate initiative in performance of assigned responsibilities.
- *~~(23)~~ Maintain expertise in assigned area to fulfill project goals and objectives.
- *~~(24)~~ Participate successfully in the training programs offered to increase skills and proficiency related to assignment.
- *~~(25)~~ Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.

ADMINISTRATIVE SUPPORT SPECIALIST

~~FOOD SERVICE / FEDERAL PROGRAMS~~ (Continued)

Inter/ Intra- Agency Communication and Delivery

➤ Food Service

- * (26) ~~Assist with facilitating contracted food service agreements.~~
- * (27) ~~Assist with preparing specifications and evaluating bids related to food service operations.~~
- * (28) ~~Establish schedules for bidding, ordering and delivery.~~
- * (29) ~~Assist in planning menus and nutritional analysis that meet state and federal requirements.~~
- * (30) ~~Assist in monitoring the USDA commodity program.~~
- * (31) ~~Assist in evaluating all phases of the food service program and implementing improvements as needed.~~
- * (32) ~~Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.~~
- * (33) ~~Keep the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by children through participation in the school food service program.~~
- * (34) ~~Keep supervisor informed of potential problems or unusual events.~~
- * (35) ~~Serve on district, state or community councils or committees as assigned or appropriate.~~
- * (36) ~~Assist in the interpretation of programs, philosophy and policies of the District to staff, students, parents and the community.~~
- * (37) ~~Work closely with District and school staffs to support school improvement initiatives and processes.~~
- * (38) ~~Cooperate with other government agencies to procure goods and services.~~
- * (39) ~~Maintain open communication with principals, students, teachers, parents, and the Health Department.~~

➤ Federal Programs

- * (17) Sort and distribute mail and other memoranda.
- * (18) Communicate effectively with staff, administrators and the public.
- * (19) Keep supervisor/director informed of potential problems or unusual events.
- * (20) Respond to inquiries and concerns in a timely manner.
- * (21) Serve on school/District committees as required or appropriate.
- * (22) Answer the telephone and greet visitors in a courteous and professional manner.
- * (23) Receive and route incoming calls.

Systemic Functions/ Support

➤ Food Service

- * (40) ~~Monitor compliance with federal, state and School Board rules and regulations.~~
- * (41) ~~Assist in providing technology support for food service.~~
- * (42) ~~Assist in human resources issues and staffing.~~
- * (43) ~~Assist in emergency shelter operations in staffing and procuring food.~~
- * (44) ~~Prepare all required reports and maintain all appropriate records.~~
- * (45) ~~Represent the District in a positive and professional manner.~~

ADMINISTRATIVE SUPPORT SPECIALIST**~~FOOD SERVICE~~ / FEDERAL PROGRAMS** (Continued)

- ~~*(46) Assist in developing the department budget and monitor its implementation as required.~~
- ~~*(47) Perform other tasks consistent with the goals and objectives of this position.~~
- ~~*(48) Assist in developing annual goals and objectives consistent with and in support of district goals and priorities.~~
- ~~*(49) Assist in the development of School Board policies.~~

➤ **Federal Programs**

- *(24) Exhibit interpersonal skills to work as an effective team member.
- *(25) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(26) Demonstrate support for the School District and its goals and priorities.
- *(27) Prepare all required reports and maintain all appropriate records.
- *(28) Perform other tasks consistent with the goals and objectives of this position.
- *(29) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(30) Appear before the board as needed.
- *(31) Shall assume additional responsibilities as assigned by the Superintendent.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY SCHEDULE CONFIDENTIAL EMPLOYEES 2019-2020
SECRETARIAL AND OTHER PERSONNEL

REGULAR DUTY HOURS 8:00 AM - 4:30 PM

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
5	23963	24305	24916	25688	26444	27205	27963	28731	29491	30253	31246	32207	32714	33196	33677
4	25450	26214	26689	27456	28211	28980	29740	30504	31266	32029	33061	34058	34599	35106	35613
3	27010	27492	27964	28732	29490	30257	30806	31778	32546	33309	34372	35396	35955	36482	37009
2	28787	29265	29741	30504	31266	32031	32790	33513	34297	35079	36186	37248	37836	38391	38947
1B	30109	30539	31031	31795	32565	33367	34116	34903	35668	36434	37575	38663	39275	39847	40418
1A	31307	31743	32226	32998	33770	34571	35315	36100	36847	37638	38804	39920	40550	41146	41742
1AA	32581	33061	33552	34315	35045	35854	36621	37388	38157	38925	41336	42504	43179	43807	44435
1C	40847	41964	43085	44208	45327	46450	47568	48690	49806	50928	52608	54064	54922	55725	56528
1D	36165	36647	37137	37902	38630	39436	40208	40975	41743	42512	44923	46159	46891	47578	48265
1E	37062	37541	38036	38796	39525	40335	41104	41870	42634	43405	45821	47074	47818	48520	49222
1	34101	34582	35074	35840	36567	37377	38144	38911	39680	40447	42897	44096	44794	45449	46104

CLASSIFICATION LEVEL

5	General Secretary
4	District Level Secretary, District Secretary (Custodian of Records)
3	Administrative School Secretary/Confidential, Administrative Secretary IT
2	Administrative Secretary II
1B	Administrative Secretary I, School Bookkeeper, Operations Manager Transportation
1A	Personnel Specialist, Accounts Payable Specialist, <u>Administrative Support Specialist – Federal Programs</u>
1AA	Assistant Superintendents' Secretary, Asst. Textbook and Certification, Secretary for Administration, Employee Benefits Specialist, Financial Aid Specialist
1C	IT Specialist, Network Specialist, Software Specialist, Facilities Technology Technician, Supervisor/Payroll, Assistant Coordinator of Food Service, Attendance Assistant
1D	
1E	
1	Secretary to the Superintendent, <u>Administrative Support Specialist – Food Service/Federal Programs</u>

Normally upon appointment to a position, employee will be placed in step "0"; however, the Superintendent, upon consideration of pertinent factors, (educational backgrounds, prior experience, see job description), may approve placement into any of the succeeding steps. Thereafter, employee will progress to the succeeding step on July 1 of each year, provided he has performed satisfactorily for a minimum period of nine (9) months as of June 30.

All salaries are based on 12 months. Where employee is on less than 12 months, salary will be prorated on a monthly basis.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 196 for 10 months, 216 for 11 months, and 261 for 12 months.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of \$175.00 per contract month worked, effective July 1, 2015.

Effective July 1, 2019-June 30, 2020 Adopted _____ by the
SUWANNEE COUNTY SCHOOL BOARD
1729 Walker Avenue, SW, Suite 200
Live Oak, Florida 32064
386/647-4600