

SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
March 14, 2023

AGENDA

- 9:00 a.m. Call to Order/Welcome/Pledge ..... Jerry Taylor, Chairman
- 9:02 a.m. Assistant Superintendent of Administration ..... Malcolm Hines  
Department Update
- Policy Updates **(pgs. 2-32)**
  - Revised Form **(pg. 33)**
- 10:00 a.m. Assistant Superintendent of Instruction ..... Jennifer Barrs  
Department Update
- Summer school schedule and positions **(pgs. 34-39)**
- 10:30 a.m. Director of Career, Technical, and Adult ..... Mary Keen  
Education Department Update
- 10:45 a.m. Superintendent Update ..... Ted Roush
- 11:15 a.m. Adjourn

School Board Policies  
Summer 2023  
North East Florida Educational Consortium

Policy #	Req	Proc	Status	Option	Policy Title	Comments/Reason
5.15		X	Revision	1 & 2	Administration of Medication	Adding the Ability for schools to maintain and dispense Narcan. Policy is required but the Narcan language is district choice.
5.19	X	X	Revision		Student Records	PII information disclosure and Threat Assessment update
5.60			New		Use of Bathrooms and Changing Facilities	Request by District for policy
7.40	X	X	New		Online Educational Services Agreement/Contracts	Pursuant to Administrative Rule change 6A-1.0955

District Initiated Revisions

Policy 6.321 Health Insurance Premiums

**POLICY:**

- I. Each school principal shall designate a staff member(s) to administer medications. The staff member(s) shall be trained annually by the registered nurse at each school.
- II. Administration of medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. The Student Conduct and Discipline Code shall set forth provisions for administering medications.
- III. Narcotic analgesics will not be administered at school. Narcotics are known to cause decreased coordination and decreased levels of consciousness, thus presenting both impaired learning and safety issues for the student.
- IV. Medication must be transported to and from school by the parent/guardian or a responsible adult designated by the parent or guardian.
- V. Instructions for the use of the medication shall be provided in writing by the Florida licensed prescribing healthcare practitioner and/or described on the medication container provided by the Florida licensed prescribing healthcare practitioner or pharmacist.
- VI. All medications shall be delivered to the school office/clinic with a Medication Authorization Form completed and signed by the student's parent(s) or legal guardian and the Florida licensed prescribing healthcare practitioner, to grant permission for administering all medication. The form must include the following:
  - A. Name of Student;
  - B. Diagnosis;
  - C. Reason the medication must be given during the school day;
  - D. Name and purpose of medication;
  - E. Time and/or condition under which the medication is to be given;

F. Specific instructions on the administration of the medication as stated in Section IV above;

G. Approximate duration of medication to include beginning and ending date;

H. Allergies; and

I. Side effects;

VII. Receipt, Storage, Control and Return of Medications

- A. All medications being received by Suwannee District Schools, must be counted with the parent/adult delivering the medication and a school health staff person and/or a district school board employee who is receiving the medication. Verification of the count shall be made in writing on the Medication Administration Log Notes by the person delivering the medication(s) and the person receiving the medication(s);
- B. All medications being returned to parents/adults shall be counted with the parent/adult receiving the medication and a school health staff person and/or a district school board employee who is returning the medication. Verification of the count shall be made in writing on the Medication Administration Log Notes by the person returning the medication(s) and the person receiving the medication(s);
- C. All medication(s) to be administered to a student/students by designated and trained staff members while a student/students are away from school property and/or on official school business shall be counted with designated and trained staff members receiving the medication(s) and the school nurse or a school health staff person who is releasing the medication(s). Verification of the count shall be made in writing on the Medication Administration Log Notes by the person receiving the medication(s) and the person releasing the medication(s);
- D. All medications being returned to the school nurse/school health staff by designated and trained staff members shall be counted with designated and trained staff members returning the medication(s) and the school nurse or a school health staff person who is receiving the medication(s).

Verification of the count shall be made in writing on the Medication Administration Log Notes by the person returning the medication(s) and the person receiving the medication(s);

- E. Each prescribed medication to be administered by district school board personnel/school health staff shall be received and stored in its original container. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the school principal and/or the school nurse.
- F. Only medication in its ORIGINAL container from the store, the Florida licensed prescribing healthcare practitioner, or pharmacy will be accepted.
- G. All Non-Prescription/Over the Counter medications must be received by school board personnel /school staff in a sealed, unopened container with the student's name clearly written on the container.
- H. A separate Medication Authorization Form must be completed for each medication that must be given during school hours or school sponsored activities.

#### VIII. Changes to Medications

A new prescription bottle with correct labeling and a new Authorization for Medication Administration Form, completed by the student's parent(s)/guardian(s) and the Florida licensed prescribing healthcare practitioner, is required for any dosage changes.

- A. School health staff/district school board personnel cannot begin or discontinue medications, alter or change dosages or times of administration without a new, Medication Authorization Form, being completed by the parent(s)/guardian(s) and the Florida licensed prescribing healthcare practitioner.
  - B. Prescription labels shall not be altered with handwriting by a parent/guardian, school board personnel, or school health staff.
- IX. The first dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.

X. All medication which is kept at school/on school board property shall be stored in a secure place under lock and key with the student's name attached and clearly visible (except for students who have permission to self-administer emergency medications and/or medications for asthma, pancreatic insufficiency or cystic fibrosis and/or diabetes). Only authorized district school board personnel /school staff who have been designated by the principal and/or trained by the school nurse can have access to and administer said medication.

XI. Emergency Injectable Medications such as Epi-pens, Glucagon, etc. must be accessible immediately in case of an emergency. Only these medications with the exception of inhalers will leave the building in the event of an emergency. These medications should be kept in the clinic. It is not recommended to keep emergency medications in the classroom unless the student has been checked off to self-carry.

Emergency Injectable Medications may be kept in a secure but unlocked location in the clinic. If stored this way, there should be a sign on the outside of the medication cabinet indicating where the emergency medications are located.

XII. No medications (prescription or non-prescription), with an expired prescription date or that is past the manufacturers' expiration date will be administered at school or during school sponsored activities.

### XIII. Special Conditions

A student with a special health condition(s) such as asthma, pancreatic insufficiency or cystic fibrosis, diabetes, or who has experienced or is at risk for life-threatening allergic reactions, may carry and self-administer prescription medication for emergency situations and/or for the treatment of pancreatic insufficiency or cystic fibrosis, asthma and/or diabetes, as approved by his/her Florida licensed prescribing healthcare practitioner and his/her parent/guardian. The approval of the Florida licensed prescribing healthcare practitioner and the parent and information regarding the medication required in section IV and V must be on file in the principal's and/or nurse's office. A student who has permission to self-administer emergency medication and/or medication for asthma pancreatic insufficiency or cystic fibrosis, and/or diabetes may carry the medication on the bus, to and from school-sponsored events, while participating in school-sponsored activities, and while in school.

The principal shall notify the bus driver and the transportation department regarding such students.

- A. The school nurse, (who is a Registered Nurse) upon performing a nursing assessment of a student, shall determine whether or not that student is ready to responsibly self-carry and administer medications at school or during school-sponsored activities without endangering the health and safety of themselves, school staff, and/or fellow students. If the school nurse determines that a student is not ready to responsibly self-carry and administer medications at school or during school-sponsored activities, the medication(s) will be administered by school health staff and/or trained district school board personnel.
- B. Parents are strongly encouraged to keep a back-up supply of any emergency medications, such as an inhaler, epipen, diabetes medication, etc., in the school clinic.
- C. Under NO circumstances should students show, share, dispense, or deliver prescription or non-prescription medication to another student.
- D. Opioid Antagonist Naloxone ("Narcan"). The School Board recognizes that the opioid epidemic is a public health crisis and access to opioid-related overdose reversal medication can be life-saving. The following protocols for the administration of Narcan in emergency situations are adopted to assist a person at risk of experiencing an opioid-related overdose.
  - 1. Definitions
    - a. Drug overdose: an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction.
    - b. Naloxone (Narcan): is a medication that may be obtained, pursuant to state law, and used to treat individuals who are experiencing, or may be experiencing, an opioid related overdose.
    - c. Opioids are illegal drugs including, but not limited to, heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone (OxyContin,

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Percodan, Percocet), hydrocodone (Vicodin), fentanyl, hydromorphone (Dilaudid), and buprenorphine.

2. The Superintendent shall adopt Administrative Guidelines governing the procurement, maintenance and use of Narcan at school, for use in emergency situations and emergency notification requirements. The Superintendent will consult with a licensed health professional when developing the Administrative Guidelines.
3. The Administrative Guidelines shall:
  - a. Specify the individuals (by position) employed by the School Board who may, in accordance with law, procure Narcan;
  - b. Include the physician-established protocol(s), as required by law;
  - c. Identify the location(s) in each school building where Narcan shall be stored;
  - d. Specify the conditions under which Narcan must be stored, replaced, and disposed of;
  - e. Specify the individuals (by position) employed by or under contract with the School Board, in addition to a licensed school nurse, who are authorized to access and use Narcan in emergency situations;
  - f. Specify the training that Board employees or contractors must complete before being authorized to access and administer Narcan; and
  - g. Specify that the assistance from an emergency medical service provider (911) must be requested as soon as practicable before or after Narcan is administered.
4. To the extent provided by law, the Board, its members, employees and contractors shall not be liable civilly for acts or omissions associated with procuring maintaining, accessing, or using Narcan in emergency situations as prescribed by this policy and any administrative guidelines.



5. Delegation of Responsibility
  - a. The School Medical Director shall provide and annually renew standing order of Narcan to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose on school grounds or at a school-sponsored activity, at which the school nurse or any other individual properly trained to administer Narcan is present as permitted by this policy. The standing order shall include at least the following information:
    - i Type of Naloxone (intranasal and/or auto-injector)
    - ii Date of issuance
    - iii Dosage
    - iv Signature of the school physician/school Medical Director
  - b. The standing order shall be maintained in the office of the Nurse Supervisor and copies of the standing order shall be kept in each location where Narcan is stored.
6. Acquisition, Storage and Disposal
  - a. The school nurse(s) shall obtain sufficient supplies of Narcan pursuant to the standing order in the same manner as other medical supplies are acquired for the school health program.
  - b. The school nurse or designee shall regularly inventory and refresh Narcan stocks, and maintain records thereof, in accordance with Administrative Guidelines, manufacturer's recommendations and any applicable Department of Health guidelines.
  - c. Narcan shall be safely stored in accordance with the drug manufacturer's instructions in the school nurse's office or other location(s) designated by the school nurse that is only accessible by the individuals' authorized to administer Narcan.
7. Training
  - a. School nurses shall be trained in the use of Narcan by the Flagler County Department of Health.

b. School Departments are encouraged to send other staff to be trained, including but not limited to coaches, guidance counselors, teachers, etc.

c. Training for designated staff shall occur annually prior to the beginning of each school year and throughout the year, as needed.

8. Parent Notification

a. Prior notice to the parents of a student of the administration of Narcan is not required.

E. If Narcan has been administered to a student, immediately following the administration, the school shall provide notice to the parent/guardian of the student who received Narcan.

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#### XIV. Records

A record shall be maintained on each student who receives any medication during school hours, including the time each dose of any medication was administered. These records shall be made available daily to the principal and authorized personnel.

#### XV. Discontinued Medication

When medication is discontinued, parents are required to pick up all unused medication within one week. When the school year ends, parents are required to pick up all unused medication by the end of the last student school day. Unclaimed medications will be destroyed. When medication is destroyed, this action shall be taken pursuant to 499.0121 Florida Statute, in such a manner as no one could make use of the medication or be harmed by it.

#### XVI. Medications Administered While Students Are Away from School Property

The requirements for the administration of medication while students are away from school property and/or on official school business shall be the same as those while on school property. All medications including non-prescription medications that are taken on field trips or other official school business must be in the original container with the student's name clearly visible on the container, and stored under lock and key (except for students who have permission to self-administer emergency medications and/or

medications for asthma, pancreatic insufficiency or cystic fibrosis, and/or diabetes). Only trained district school board personnel or school staff will administer medication away from the school site except for students who have permission to self-administer emergency medications and/or medications for asthma, pancreatic insufficiency or cystic fibrosis, and/or diabetes.

**STATUTORY AUTHORITY:**

1001.41, 001.42, F.S.

**LAW(S) IMPLEMENTED:** 381.88, 381.885, 381.887, 499.003, 768.13, 1001.21, 1001.43, 1002.20, 1002.22, 1006.062, 1014.06, F.S.

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**STATE BOARD OF EDUCATION RULE(S):** 6A-6.0251, 6A-6.0252, 6A-6.0253

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**STATE DEPARTMENT OF HEALTH RULE(S):**

64F-6.004

**History:**

Adopted: 7/25/06

Formerly:

Revision Dates(s): 10/26/10, 8/25/2015, 9/25/2018

**POLICY:**

School Board Rules and procedures for maintaining student records shall be consistent with Florida Statutes, including the "Parents' Bill of Rights", State Board of Education Rules, and Federal Laws relating to Family Educational Rights and Privacy Acts and Privacy Rights of Parents and Students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible 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.

- I. Procedures on student records shall be approved by the School Board. Included shall be provisions of the Family Educational Rights and Privacy Act requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain nonemergency medical examinations.

II. Definitions

- A. Education records means records that are directly related to a student and that are maintained by the District or a party acting on behalf of the District, as defined in 20 USC Section 1232g(a)(4).
- B. Eligible Student means a student who has reached 18 years of age or is attending a postsecondary institution, at any age.
- C. Online educational service means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function.
- D. Student means any individual who is or has been in attendance in a district school and regarding whom the District maintains education records.
- E. Parent or parents, includes parents or guardians of students who are or have been in attendance at a school or institution.
- F. Personally identifiable information or "PII" means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII

includes, but is not limited to, direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifiers (such as a student's social security number or Florida Education Identifier (FLEID) number. PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

- G. Therapeutic treatment plan means a plan that identifies the mental health diagnosis, or condition, the therapy or intervention goal(s), the type of school-based mental health intervention, and the school-based mental health services provider responsible for providing the mental health intervention or therapy.
- H. Therapy progress notes means notes maintained by a school-based mental health services provider that summarize the focus and progress toward treatment goals(s) of each therapy or intervention session.
- I. Third-party vendor or Third-party service provider means any entity, whether public or private, that provides services to the Board through a contract or agreement. The term does not include the Florida Department of Education or the Department's contractors and subcontractors.

- III. Parents, as defined by law, and students shall be notified annually of their rights regarding education records.
- IV. The District shall not collect or retain information including biometric information restricted by §1002.222, F.S.
- V. The District acknowledges important information relating to a minor child should not be withheld inadvertently or purposefully, from the parent, including information relating to the minor child's health, well-being, and education, while the minor child is in the custody of the school district.
- VI. Parents have the right to access and review all school records related to the minor child including but not limited to, the right to access school safety and discipline incidents as reported pursuant to section 1006.07 (7) and (9), F.S.

VII. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from public records law as required by Florida Statutes.

VIII. A school may release a student's education records to partners to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities and other signatory agencies as allowed by law.

IX. Directory Information. The District shall make available, upon request, certain information known as directory information without prior permission of the parents or eligible student. The District shall charge fees for copies of designated directory information as provided in State law. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates as student directory information: a student's name; photograph; address; telephone number, if it is a listed number; e-mail address; date and place of birth; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; grade level; enrollment status; date of graduation or program completion; awards received; and most recent educational agency or institution attended.

A. An annual written notice shall be given to inform parents and eligible students of their rights of access, waiver of access, challenge and hearing, privacy, categories of personally identifiable student information designated as directory information data, and the location and availability of the District's policy on education records of students. Parents or eligible students may, by providing a written statement to the principal within two (2) weeks of the first day of the school year or entry into the school system request that all specific portions of directory information for that specific student not be released.

B. Directory information shall not be provided to any organization for profit-making purposes, unless the request is approved, in a nondiscriminatory manner, by the Superintendent.

C. In accordance with Federal law, the District shall release the names, addresses, District-assigned e-mail addresses (if available), and telephone

listings of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. Such data shall not be released if the eligible student or student's parents submit a written request not to release such information. The recruiting officer is to sign a form indicating that any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer. A secondary school student or parent of the student may request that the student's name, address, District assigned e-mail address (if available), and telephone listing not be released without parental consent.

X. Information contained in education records must be classified and retained in accordance with F.A.C. 6A-1.0955 and this policy as follows:

- A. Category A: Information for each student which must be kept current while the student is enrolled and retained permanently in the manner prescribed by Section 1001.52(2), F.S.
- B. Category B: Information which is subject to periodic review and elimination when the information is no longer useful in the manner prescribed by Section 1001.52(3), F.S.

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XI. Where records are opened to parents or eligible students, schools shall make available a member of the professional staff to interpret the record and shall provide copies upon request and payment of the current District copy rate, which shall not exceed the maximum rate for copies of public records as set forth in F.S. Chapter 119. The copy rate will include the actual reproduction costs and will not include the labor costs for retrieval. The copy rate may be waived by the District.

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XII. School officials shall provide requesting parents or eligible students an opportunity for a hearing to challenge the content of their child's or eligible student's school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

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A. Parent or eligible student may request in writing an informal meeting with the custodian of the record for the purpose of requesting the correction, deletion, or expunction of any inaccurate, misleading, or otherwise inappropriate data or material contained in the student record.

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B. If the parties at the informal meeting agree to make deletions, to expunge material, or to add a statement of explanation or rebuttal to the file, such agreement shall be reduced to writing and signed by the parties, and the appropriate school officials shall take the necessary actions to implement the agreement. If an agreement is not reached, notification of the denial and of the right to a formal hearing shall be made in writing to the parent or eligible student with a copy to the Superintendent or designee.

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C. Upon the request of a parent or eligible student, a formal hearing shall be held. The hearing shall be requested, in writing, within ten (10) days of the written notice of denial at the informal meeting, to the Superintendent or designee, who shall appoint a hearing officer. The hearing officer may be any official of the school system with no direct interest in the outcome of the hearing. The hearing officer shall convene and conduct the hearing and shall render a decision in writing to all concerned parties within ten (10) days of the conclusion of the hearing. Such hearing shall be held within a reasonable period of time but in no case shall be held more than thirty (30) days from the date of the written request.

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D. The parents or eligible student, and officials of the school shall be afforded a full and fair opportunity to present evidence relevant to the issue(s) raised. The hearing shall be recorded and available to all parties. However, the record of such hearings are exempt from disclosure under F.S. Chapter 119.

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E. If the decision of the hearing officer is that the records are not inaccurate, misleading, or otherwise in violation of privacy rights, the parent or eligible student shall be allowed to comment in writing on the information in the education record and set forth any reasons for disagreeing with the decision. This written response shall be filed in the education records of the student.



~~VIII~~XIII. Student information that is confidential and exempt shall not be released except when authorized by §1002.221, F.S.

XIV. Disclosure of Personally Identifiable Information (PII)

A. Prior Written Consent

1. Prior written consent of the parent or eligible student shall be obtained prior to disclosing PII of the student other than directory information. The written consent shall include: signature of the parent or eligible student; date; specification of records or information to be disclosed; purpose of the disclosure; and the party or class of parties to whom a disclosure is to be made.

2. Disclosures of PII of the student will be made only on the condition that the party or parties to whom the information is disclosed shall not disclose the information to any other party without prior written consent of the parent or eligible student, as appropriate. PII of a student disclosed to an institution, agency, or organization may be used by its officers, employees, and agents, but only for the purpose for which the disclosure was made. The District presumes the parent or eligible student has the authority to grant permission for disclosure of PII of a student unless the District has been provided with evidence that there is a legally binding instrument or State law or court order governing such matters as divorce, separation, or custody which provides to the contrary.

B. Without Prior Written Consent

1. PII or records of a student may be released to the following persons or organizations without the prior written consent of the eligible student or the student's parent:

a. Officials of schools, school systems, career centers, or public postsecondary educational institutions in which the student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent or student upon request.

b. Other school officials, including teachers within the educational institution or agency, who have a legitimate

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educational interest in the information contained in the records.

2. The United States Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, the Comptroller General of the United States, or State or local educational authorities who are authorized to receive such information subject to the conditions set forth in applicable Federal statutes and regulations of the United States Department of Education, or in applicable State statutes and rules of the State Board of Education.
  3. While the disclosure of PII without consent is allowed under the audit exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of PII.
  4. Any entity receiving PII pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, the entity must enter into a written agreement with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the PII will not be re-disclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.
- XV. Student records may be disclosed to a court of competent jurisdiction in compliance with an order of that court or the attorney of record in accordance with a lawfully issued subpoena, upon the condition that the student and the student's parents are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

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XVI. If the District initiates legal action (a lawsuit) against a parent, or if the parent initiates legal action against the District. In such circumstances, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with legal action as the plaintiff or to defend itself.

XVII. Record of Disclosures. A record of any requests or disclosures of PII of a student shall be maintained except for disclosures to the parent or eligible student; disclosure of directory information; or to any other school officials with a legitimate educational interest. The record of requests for disclosure shall include the following: the parties who have requested or obtained personally identifiable student information, the legitimate interests of the persons requesting or obtaining the information, and date parental/eligible student consent was obtained.

XVIII. Disclosures for Health or Safety Emergencies. In the event of a health or safety emergency, disclosure of PII of a student may be made by school officials. Such emergency situations shall be declared in writing to the Superintendent by a recognized legal official with authority to declare such emergency. The declaration of a health or safety emergency shall include the need for specific personally identifiable student information, the time requirements for the information, and the parties to whom the information is disclosed who are responsible for utilizing the information to deal with the emergency.

XIX. Transfer of Student Records. District, upon receiving a written request for another school, public or private, within or out of State, shall transfer within three (3) school days the records of the student.

A. The records to be transferred shall include:

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1. Category A and B (including disciplinary records with respect to suspension and expulsion) records as defined by Rule 6A-1.0955 F.A.C.
2. Verified reports of serious or recurrent behavior patterns, including substantive and transient threat assessment evaluations and intervention services; and
3. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by School District or charter school staff, as appropriate.
4. Non-threats as described in F.A.C. 6A-1.0955 must not be transferred with a student's educational record, unless one of the following conditions are met:
  - a. The parent of the student who was the subject of a non-threat finding requests that the record be retained in the student's file; or
  - b. The threat assessment team has made a determination that the non-threat finding must be retained in order to ensure the continued safety of the school community or to ensure the well-being of the student. Such determination and reasoning for maintaining the record must be documented with the non-threat finding. When this determination is made, the threat assessment team must re-evaluate the decision on an annual basis to determine if the record is no longer useful. The student's age and length of time since the original assessment must be considered in those evaluations.

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XX. Reporting of student database 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.

**XXI. Social security numbers may be collected from students**

- A. To be used as student identification numbers as required by 1008.386, F.S., until the Department of Education has issued a student identification number;
- B. To facilitate the processing of student scholarships, college admission, and other applications; and
- C. For other purposes when consent of the parent or adult student is granted.

**XXII. Required use of online educational services by students and parents.** In order to protect a student's PII from potential misuse and in order to protect students from data mining or targeting for marketing or other commercial purposes, the Board requires the review and approval of any online educational service that students or their parents are required to use as part of a school activity (1) regardless of whether there is a written agreement governing student use, (2) whether or not the online educational service is free, and (3) even if the use of the online educational service is unique to specific classes or courses. The following requirements also apply to online educational services:

- i. The Superintendent is responsible for reviewing the online educational service's terms of service and privacy policy for compliance with State and Federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. 6501-6506, and F.S. 1002.22;
- ii. The Superintendent is responsible for the review and approval of online educational services that will be required for students to use;
- iii. Parents and eligible students will be notified via [phone] email [or txt] any time they are required to use an online educational service that collects student PII;
- iv. If student PII will be collected by the online educational service, parents and eligible students will be provided notification regarding the information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure.

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XXIII. The Board will not utilize any online educational service that will share or sell a student's PII for commercial purposes without providing parents a means to either consent or disapprove.

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XXIV. If a student is required to use an online educational service, the Board will include on its website a description of the student PII that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure. The website will also include a link to the online educational service's terms of service and privacy policy, if publicly available.

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XXV. Contracts or agreements with third-party vendors. All contracts or agreements executed by or on behalf of the Board with a third-party vendor or a third-party service provider must protect the privacy of education records and student PII contained therein. Any agreement that provides for the disclosure or use of student PII must:

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- i. require compliance with FERPA, its implementing regulations, and F.S. 1002.22;
- ii. where applicable, require compliance with COPPA, 15 U.S.C. 6501-6506, and its implementing regulations; ensure that only the student PII necessary for the service being provided will be disclosed to the third party;
- iii. prohibit disclosure or re-disclosure of student PII unless one of the conditions set forth in F.A.C. 6A 1.0955(11)(b) has been met.
- iv. Contracts or agreements with a third-party vendor or third-party service provider may permit the disclosure of student PII to the third party only where one or more of the following conditions has been met:
  1. the disclosure is authorized by FERPA and 34 CFR §99.31;
  2. the disclosure is authorized by the Board's directory information provisions set forth in this policy and implemented in accordance with FERPA and 34 CFR §99.37; or
  3. the disclosure is authorized by written consent of an eligible student or parent. Consent must include, at a minimum, an explanation of who the student PII would be disclosed to, how it would be used, and whether re-disclosure is permitted. Any re-disclosure must meet the requirements of F.A.C. Rule 6A-1.0955(11)(b) and this policy.

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STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 119.07(1); 119.071; 1001.43; 1001.52; 1002.22; 1002.221, 1002.222, **1002.72**, 1003.25; 1008.386, **1014**, et. Seq., F.S.; F.A.C. 6A-1.0955; F.S.

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20 USC§ 1232g (34 CFR PART 99) pl 103-382 (34 CFR PART 99)

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**P.L. 103-382 (34 CFR PAR 99); 20 USC 1400 et. seq., Individuals with  
Disabilities Act; Privacy Rights of Parents and Students – P.L. 90-247**

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STATE BOARD OF EDUCATION RULE(S):

6a-1.0955

History:

Adopted:

Revision Date(s): 5/25, 2010, 3/22, 2011, 1/27/2015,  
10/27/2020, 4/27/2021, 10/26/2021

Formerly: JO

## CHAPTER 5.00 – STUDENTS

### **Use of Bathrooms and Changing Facilities**

**5.60**

- I. To the extent permitted by law, each multiple-occupancy bathroom or changing facility owned or operated by the District shall be designated for and used only by persons based on the person's biological sex. This policy does not prohibit the District from providing reasonable accommodations, upon request, to any student who has a need or desire for increased privacy, regardless of the underlying reason.
- II. In accordance with law, a person's biological sex is identified on the person's official birth certificate provided the statement was:
  - A. Entered at or near the time of the person's birth; or
  - B. Modified only to the extent necessary to correct any type of scrivener or clerical error in the person's biological sex.
- III. For the purposes of this policy, "multiple-occupancy bathroom or changing facility" means a location where a person may reasonably be in a state of undress, including a restroom, locker room, or shower room. Also, for purposes of this policy, "multiple-occupancy bathroom or changing facility" means a location designed or designated to be used by more than one individual at a time, where a person may be in a state of undress in the presence of another person, regardless of whether the facility provides curtains or partial walls for privacy. The term includes but is not limited to a school restroom, locker room, changing room, or shower room.
- IV. The provisions of this section shall not apply to individuals entering a multiple-occupancy restroom or changing area designated for use by the opposite sex, when the purpose for entering the room is:
  - A. For custodial, maintenance or inspection purposes; or
  - B. To render emergency medical assistance.

#### **STATUTORY AUTHORITY:**

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

#### **LAW(S) IMPLEMENTED:**

**1001.43, F.S.**

#### **HISTORY:**

**ADOPTED: \_\_\_\_\_**  
**REVISION DATE(S): \_\_\_\_\_**  
**FORMERLY: NEW**



**POLICY:**

- I. The School Board may pay an employee's normal health insurance contribution as provided herein:
  - A. The health insurance premium for one (1) month may be paid when an employee enters a non-pay leave status. The employee shall be provided an opportunity to continue the total health insurance payment, after the School Board's one (1) month contribution, for a period not to exceed twelve (12) months while on non-pay leave status.
  - B. The health insurance premium may be paid when an employee enters a non-pay leave status involving a worker's compensation claim.
  - C. The normal contribution shall be paid until the employee is released to return to work or a settlement is reached in the worker's compensation case through regular channels.
  - D. 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. Twelve (12) weeks will equal six (6) cumulative Board portions which will occur when missing six (6) paychecks with Board portions.
  - E. School Board members and employees who are a Florida resident and a member of the Florida National Guard or a reserve in any branch of the United States military and who are  
  
called into active military duty are entitled to health insurance pursuant to the provisions and conditions prescribed in Section 250.341, Florida Statutes.

- F. 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.
- G. Retired Suwannee 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 immediately upon retirement from active employment with the School Board and continues without interruption. Retirement shall mean application for and receipt of retirement benefits under any Florida Retirement System plan. An employee who retires under the Public Employee Optional Retirement Program (PEORP) shall be considered a retiree if he/she meets the age and service requirements defined in 112.0801, F.S. 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 unless eligible for an employee contribution as stipulated in the collective bargaining agreement.

STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED:

112.0801; 250.341; 1001.43, F.S.

History:

Adopted:

Revision Date(s): 10/26/10

Formerly: GCBC; GDBC

## CHAPTER 7.00 – BUSINESS SERVICES

### ONLINE EDUCATIONAL SERVICES AGREEMENTS/CONTRACTS

7.40\*\*

The District is committed to maintaining the privacy and security of student data and teacher and principal data and will follow all applicable laws and regulations for the handling and storage of this data in the District and when disclosing or releasing it to others, including, but not limited to, third-party contractors. The District adopts this policy to implement the requirements of state and federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§6501-6506, 20 U.S.C. Section 1232g(a)(4) and personally identifiable information ("PII") as defined in 34 CFR §99.3, and Section 1002.22, F.S., F.A.C. §6A-1.0955(9) as well as to align the District's data privacy and security practices.

This procedure is required whether or not there is a written agreement governing student use, and whether or not the online educational service is free. This procedure is required even if the use of the online educational service is unique to specific classes or courses. Prior to entering into an online educational services agreement, the following review and approval procedure shall be followed.

#### 1. Definitions:

- a. "Commercial or marketing purpose" means the sale of student data; or its use or disclosure for purposes of receiving remuneration, whether directly or indirectly; the use of student data for advertising purposes, or to develop, improve, or market products or services to students.
- b. "Contract or other written agreement" means a binding agreement between an educational agency and a third-party, which includes, but is not limited to, an agreement created in electronic form and signed with an electronic or digital signature or a click-wrap agreement that is used with software licenses, downloaded, and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.
- c. "Disclose" or "disclosure" means to permit access to, or the release, transfer, or other communication of personally identifiable information by any means, including oral, written, or electronic, whether intended or unintended.
- d. "Education records" means an education record as defined in the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.

## CHAPTER 7.00 – BUSINESS SERVICES

- e. "Educational agency" means a school district, school, or charter school.
- f. "Eligible student" means a student who is eighteen years or older.
- g. "Online educational service" means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function. Examples include online services that students or parents use to access class readings, assignments, or videos, to view learning progression, or to complete assignments. This does not include online services that students or parents may use in their personal capacity or to online services that districts or schools may use to which students or parents do not have access, such as a district student information system.
- h. "Parent" means a parent, legal guardian, or person in parental relation to a student.
- i. "Personally identifiable information" or "PII" as applied to student data means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifiers (such as a student's social security number or Florida Education Identifier (FLEID) number). PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. It also includes data as applied to teacher or principal data.
- j. "Principal" means a building principal subject to annual performance evaluation review
- k. "Release" has the same meaning as disclosure or disclose.
- l. "Student" means any person who is or has been in attendance in a district school and regarding whom the District maintains education records.
- m. "Student data" means personally identifiable information (PII) from the student records of an educational agency.
- n. "Teacher" means a teacher subject to annual performance evaluation review

## CHAPTER 7.00 – BUSINESS SERVICES

- o. "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release pursuant to 1012.31, F.S.
- p. "Third-party contractor/service provider/vendor" means any person or entity, other than an educational agency, whether public or private, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to the educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This term will include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities and is not an educational agency, and a not-for-profit corporation or other nonprofit organization, other than an educational agency. The term does not include the Florida Department of Education or the Department's contractors and subcontractors.
- q. "Unauthorized disclosure" or "unauthorized release" means any disclosure or release not permitted by federal or state statute or regulation, any lawful contract or written agreement, or that does not respond to a lawful order of a court or tribunal or other lawful order.

### 2. Data Collection Transparency and Restrictions

As part of its commitment to maintaining the privacy and security of student data and teacher and principal data, the District will take steps to minimize its collection, processing, and transmission of PII. Additionally, the District will:

- a. Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.
- b. Ensure that it has provisions in its contracts with third-party contractors or in separate data sharing and confidentiality agreements that require the confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.
- c. Any agreement for online educational services shall contain an explicit prohibition against sharing or selling a student's PII for commercial purposes without providing parents a means to either consent or disapprove.

## CHAPTER 7.00 – BUSINESS SERVICES

- d. This disclosure prohibition does not prevent the purchase, merger, or other type of acquisition of a third party provider or online educational service by another entity, provided that the successor entity continues to be subject to the provisions of this rule with respect to previously acquired PII.
- e. If student PII will be collected by the online educational service, the Superintendent shall establish procedures for notifying parents and eligible students of information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any.

### 3. **Data Protection and Terms of Service**

Prior to submitting any online services agreement or contract to the School Board for approval, the Superintendent, or designee shall:

- a. Designate a person or persons responsible for the review and approval of online educational services that are required for students to use.
- b. Ensure the online educational service's terms of service and privacy comply with state and federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. ss. 6501-6506, and Section 1002.22, F.S.
- c. Ensure the Online Educational Services Agreement contains an explicit prohibition against sharing or selling a student's PII for commercial purposes without providing parents a means to either consent or disapprove. (This disclosure prohibition does not prevent the purchase, merger, or other type of acquisition of a third party provider or online educational service by another entity, provided that the successor entity continues to be subject to the provisions of this policy with respect to previously acquired PII.
- d. Establish procedures for notifying parents and eligible students if student PII will be collected by the online educational service on how it will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any.
- e. Ensure the service or application is inventoried and evaluated, and supports the schools' and districts broader mission and goals.

### 4. **District Data Privacy**

The District will protect the privacy of PII by:

## CHAPTER 7.00 – BUSINESS SERVICES

- a. Ensuring that every use and disclosure of PII by the District benefits students and the District by considering, among other criteria, whether the use and/or disclosure will:
  - b. Improve academic achievement;
  - c. Empower parents and students with information; and/or
  - d. Advance efficient and effective school operations.
  - e. Not including PII in public reports or other public documents.
5. The District affords all protections under FERPA and the Individuals with Disabilities Education Act and their implementing regulations to parents or eligible students, where applicable.
6. **Click-Wrap Agreements**

Periodically, District staff may wish to use software, applications, or other technologies in which the user must "click" a button or box to agree to certain online terms of service prior to using the software, application, or other technology. These are known as "click-wrap agreements" and are considered legally binding "contracts or other written agreements".

- a. District staff are prohibited from using software, applications, or other technologies pursuant to a click-wrap agreement in which the third-party contractor receives student data or teacher or principal data from the District unless they have received prior approval from the Superintendent, or designee.
  - b. The District will develop and implement procedures requiring prior review and approval for staff use of any software, applications, or other technologies pursuant to click-wrap agreements.
7. **Notice:**
- For any online educational service that a student is required to use, the district will provide notice on its website of the PII information that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure. This notice will include a link to the online educational service's terms of service and privacy policy, if publicly available.
8. **Compliance:**

Pursuant to this policy any online educational service provided through a Third-party vendor or Third-party service provider must be School Board approved. An employee's failure to follow this policy may result in disciplinary proceedings, up to and including termination.

**Commented [1]:** Need to confirm if we can use a policy to provide delegated authority for those districts that do not bring all of their items to the School Board.

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## CHAPTER 7.00 – BUSINESS SERVICES

### 9. Parent/Guardian Notice:

- a. The use of any non-approved online educational software, web-based tools or mobile applications on district provided devices may result in the student's PII being disclosed and not protected.
- b. Students shall only use School Board approved online educational software, web-based tools or mobile applications on district provided devices. The use of any non-approved online educational software, web-based tools or mobile applications on district provided devices may result in disciplinary proceedings, up to and including expulsion.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1001.43, F.S.

LAW(S) IMPLEMENTED: 1001.22; 1001.21; F.S.

20 U.S.C. s. 1232g(a)(4); 15 U.S.C. ss. 6501-6506

34 CFR §99.3;

F. A.C. § 6A-1.0955

HISTORY:

ADOPTED:

FORMERLY



**SUWANNEE COUNTY SCHOOLS  
OBJECTION TO THE USE OF A SPECIFIC MATERIAL FORM**

The following information is required concerning all challenged materials:

Author, compiler, or editor \_\_\_\_\_

Publisher \_\_\_\_\_

Title \_\_\_\_\_

Reason(s) for objection \_\_\_\_\_

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Page number(s) for each item challenged \_\_\_\_\_

Parent/Resident's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Parent/Resident's Address \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Resident \_\_\_\_\_ Date \_\_\_\_\_

**Suwannee County School District  
2023 Summer School Schedule  
(Monday – Thursday)**

All positions will be based on student attendance.

***Elementary Programs***

**3<sup>rd</sup> Grade Summer Reading Camp**

Eligibility:	Third grade students who have recent FAST performance at Level I or equivalent. Third grade students who have recent FAST performance at Level II or equivalent for remediation purposes as space permits Incoming third grade students who are identified having a significant reading deficiency based on progress monitoring data for window three
Schedule:	Two (2) week session: 7/24/2023 – 8/2/2023 located at BES, SPE, SRE, and SSE 8:00 a.m. - 1:30 p.m. student day (5.5 hrs.) 8:00 a.m. - 2:30 p.m. teacher day (6.5 hrs.)
Personnel:	Ten teachers: Two (2) BES, (3) SPE, (3) SRE, (2) SSE 1:10 ratio as necessary depending state assessment scores
Funding:	Federal Grant: 22B119 Intensive Afterschool & Weekend Academies

**Pre-Kindergarten (VPK)**

Eligibility:	Per DOE guidelines
Schedule:	6/5/2023 – 8/2/2023 located at SPE (36 days) 8:00 a.m. - 4:30 p.m. student day (8.5 hrs.) 7:00 a.m. - 5:00 p.m. teacher day (10 hrs.)
Personnel:	Three (3) teachers with a 1:12 ratio
Funding:	VPK/ARP

**ESE Consult/Extended Year Services (ESY)/Medically Fragile**

Eligibility:	Elementary and/or secondary students IEP's indicate a need for extended year services or as identified on student IEPs
Schedule:	6/6/2022 – 7/21/2022 located at SPE and BES 8:00 a.m. – 12:30 p.m. (students) 8:00 a.m. – 1:30 p.m. (teachers) 6/1/22 – 8/1/22 transportation provided if needed
Personnel:	Three (3) teachers: one (1) BES and two (2) located at SPE Three (3) paraprofessionals: one (1) BES and two (2) located at SPE One (1) nurse at SPE to serve all students
Transportation:	Two (2) bus drivers, and two (2) bus attendants – as needed for ESE Travel
Funding:	IDEA Grant

***Secondary Programs***

**Suwannee High School**

	<b>Driver's Education (6 weeks)</b>
Schedule:	6/6/2023 – 7/20/2023 at SHS 8:00 a.m. – 3:00 p.m.
Personnel:	Two (2) teachers – as needed for SHS, and SVS (up to 7 hours per day)
Funding:	Federal Grant: 23A238 ARP/ESSER Supplemental Programing

**Credit Recovery Grades 8-11 (6 Weeks)**  
 Schedule: 6/12/2023 – 7/20/2023 at SHS  
 8:00 a.m. – 2:00 p.m.  
 Personnel: Six (6) teachers (6 hours per day)  
 Two (2) paraprofessionals (6 hours per day)  
 One (1) dean (up to an additional 100 hours)  
 Funding: Federal Grant: 23A238 ARP/ESSER Supplemental Programing

**Algebra 1 Boot Camp (2 weeks)**  
 Schedule: 6/26/2023 – 7/6/2023 at SHS  
 8:00 a.m. – 2:00 p.m.  
 Personnel: One (1) teacher (6 hours per day)  
 Funding: Federal Grant: 23A238 ARP/ESSER Supplemental Programing

### **Branford High School**

**Credit Recovery Grades 8-11 (6 Weeks)**  
 Schedule: 6/12/2023 – 7/20/2023 at BHS  
 8:00 a.m. – 2:00 p.m.  
 Personnel: One (1) teacher (6 hours per day)  
 One (1) paraprofessional (6 hours per day)  
 One (1) dean (up to an additional 100 hours)  
 Funding: Federal Grant: 23A238 ARP/ESSER Supplemental Programing

**Algebra 1 Boot Camp (4 weeks)**  
 Schedule: 6/12/2023 – 7/6/2023 at BHS  
 8:00 a.m. – 2:00 p.m.  
 Personnel: One (1) teacher (6 hours per day)  
 Funding: Federal Grant: 23A238 ARP/ESSER Supplemental Programing

**Hope/PE (3 weeks)**  
 Schedule: 6/12/2023 – 6/29/2023 at BHS  
 8:00 a.m. – 2:00 p.m.  
 Personnel: One (1) teacher (6 hours per day)  
 Funding: Federal Grant: 23A238 ARP/ESSER Supplemental Programing

**Driver's Education (3 weeks)**  
 Schedule: 6/12/2023 – 6/29/2023 at BHS  
 8:00 a.m. – 3:00 p.m.  
 Personnel: One (1) teacher – as needed for driving portion ONLY for BHS, and SVS  
 (up to 7 hours per day)  
 Funding: Federal Grant: 23A238 ARP/ESSER Supplemental Programing

### **Suwannee Virtual School**

**Virtual Instruction Grades 6-12**  
 Schedule: 6/12/2023 – 7/20/2023 at SVS  
 Personnel: Twelve (12) teachers (1 hour per day)  
 Funding: Federal Grant: 23A238 ARP/ESSER Supplemental Programing

***Federal Programs*****21<sup>st</sup> Century Summer School Program**

Eligibility: As determined by grant – any student grades PK - 5  
 Schedule: Seven (7) week session: 6/5/2023 – 7/20/2023 located at SPE, SRE, SSE, BES  
 8:00 a.m. - 12:00 p.m. student/teacher (4 hrs.)  
 7:30 a.m. – 12:30 p.m. site coordinators (5 hrs.)  
 Personnel: Four (4) Site Coordinators: One (1) SPE, (1) SRE, (1) SSE & (1) BES  
 Twelve (12) Paraprofessionals: One (3) SPE, (3) SRE, (3) SSE & (3) BES  
 Funding: 21<sup>st</sup> Century Community Learning Centers Grant

**Students in Transition Summer Program**

Eligibility: Students meeting the homeless definition  
 Schedule: 6/5//2023 – 6/8/2023  
 9:00 a.m. – 2:00 p.m. (students)  
 8:30 a.m. - 2:30 p.m. (teacher & paras)  
 Teacher and One (1) para-up to 6 additional hours for planning and materials prep  
 Personnel: One (1) teacher and three (3) paraprofessionals located at SMS  
 Transportation: One (1) bus driver  
 Funding: ARP-HCY (American Rescue Plan - Homeless Children and Youth Project)

**Migrant Summer Evening Program**

Eligibility: Students and parents meeting the migrant definition  
 Schedule: June 13, 15, 20, and 22, 2023  
 6:30 p.m. – 8:30 p.m. (students/parents)  
 5:00 p.m. - 8:30 p.m. (teacher and paras)  
 Personnel: One (1) teacher and four (4) paraprofessionals located at SSE  
 Funding: Title I Part C

**Migrant Summer Day Program**

Eligibility: Students meeting the migrant definition  
 Schedule: 6/12/2023-6/22/2023 (Monday-Thursday)  
 9:00 a.m. – 2:00 p.m. (students)  
 8:30 a.m. - 2:30 p.m. (teachers and paras)  
 8:00 a.m. - 3:00 p.m. (coordinator)  
 Three (3) teachers up to 6 additional hours for planning.  
 Coordinator up to 7 additional hours for enrollment/planning/data  
 Personnel: One (1) coordinator, three (3) teachers, and three (3) paraprofessionals: location TBD  
 Transportation: One (1) bus driver  
 Funding: Title I Part C

***Food Service***

Meals for students in summer school will be arranged through the Director of Food Service.  
 Schedule and personnel requested through the Director of Food Service.

***RIVEROAK Technical College Programs***

**(Monday-Thursday)**

**IV Therapy**

July 12-13, 2023 OR July 19-20, 2023

8:00 a.m. – 4:00 p.m.

Exact Dates TBD

NO graduation

**Patient Care Technician**

Certification/Licensure Testing May 30, June 2, June 7

Graduation: June 8, 2023

**Pharmacy Technician**

May 31-July 6, 2023

Monday, classroom on campus 8:10 a.m.-2:45 p.m.

Clinical rotations will be off-site Tuesday, Wednesday, Thursday, 8:00 a.m.-4:00 p.m.

July 10-July 25, 2023

Monday through Thursday, classroom on campus 8:10 a.m.-2:45 p.m.

Graduation: July 27, 2023

**Practical Nursing**

June 5-June 28, 2023

Cohort 1: Monday through Thursday, classroom on campus from 8:00 a.m.-4:00 p.m.

Cohort 1: Graduation: June 29, 2023, Suwannee County Coliseum, 6:00 p.m.

June 5-August 9, 2023

Cohort 2: Tuesday and Thursday, classroom on campus from 8:00 a.m.-4:00 p.m.

Cohort 2: Clinical rotation will be off-site Monday and Wednesday 8:00 a.m.-4:00 p.m.

New Cohort begins: August 10, 2023

**Surgical Technology**

June 5-August 9, 2023

Monday-Thursday 8:00 a.m.-3:30 p.m.

Clinical rotation may be off-site or in simulation lab on campus

**Suwannee County School District  
2023 Summer School Personnel**

**All positions will be based on student attendance**

<b>Program</b>	<b>Number of Employees/Position</b>	<b>Funding</b>
3 <sup>rd</sup> Grade Summer Reading Camp	10 – Teachers	Federal Grant: 22B119 Intensive Afterschool & Weekend Academies
Pre-Kindergarten (VPK)	3 – Teachers	VPK/ARP Funds
Extended Year Services (ESY) Services for ESE	3 – Teachers 3 – Paraprofessional 1 - Nurse 2 - Bus Drivers 2 – Bus Attendants	IDEA Grant
Credit Recovery (Grades 8-11)	9 – Teachers 3 – Paraprofessionals 2 – Deans	Federal Grant: 23A238 ARP/ESSER Supplemental Programing
Driver's Education	3 - Teachers	Federal Grant: 23A238 ARP/ESSER Supplemental Programing
Hope/PE	1 – Teacher (BHS)	Federal Grant: 23A238 ARP/ESSER Supplemental Programing
Virtual Instruction	12 – Teachers (SVS) – <i>As needed to complete courses already in progress</i>	Federal Grant: 23A238 ARP/ESSER Supplemental Programing
21 <sup>st</sup> CCLC	4 – Site Coordinators 12 – Paraprofessionals	21 <sup>st</sup> CCLC Grant
Migrant (day and evening)	1 – Coordinator 4 - Teachers 7 – Paraprofessionals	Title I Part C

1 – Bus Driver

Students in Transition

1 – Teacher  
3 – Paraprofessionals  
1 – Bus Driver

ARP-HCY (American  
Rescue Plan-Homeless  
Children and Youth)