



Hernando School District

School Board Workshop

Agenda - Final

Tuesday, May 20, 2025

2:00 PM

District Office-Board Room
919 N. Broad Street
Brooksville, FL

CALL TO ORDER

PRESENTATIONS

1. [25-3001](#) Presentation of Districtwide Facilities Master Planning, by Jim Lipsey, School Planner, with Kathie Ebaugh and Nick Hill, of JBPro.

Attachments: [25-3001 Districtwide Facilities Master Plan_r1](#)
[25-3001 JBPro Proposal Draft 15 For Board Workshop](#)
[25-3001 Budget Sheet NO Financial Impact ACC](#)

2. [25-3017](#) Review and Tentative Approval of the Revised Student Code of Conduct for the 2025-2026 School Year, by Jill Kolasa, Director of Student Services

Attachments: [Outline of Revisions 2025.26](#)
[2025.26 SCC DRAFT Copy](#)
[2025.26 SCC FINAL Copy](#)
[Budget Sheet](#)

3. [25-3012](#) Review and Tentative Approval of the 2025-26 Staff Handbook Changes that Support the Ongoing Operational needs of the district.

Attachments: [Summary of Changes to Staff Handbook 2025-2026](#)
[Final_Master_Strike_Staff Handbook 25-26](#)
[Master_Clean_Staff Handbook 25-26](#)
[Budget Sheet NO Financial Impact](#)

4. [25-3039](#) Review and tentative approval of the Neola Policy Special Update- UGG/EDGAR September 2024, Special Update September 2024, and Special Update Public Participation- October 2024.

Attachments: [Policy updates update 5.12](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

5. [25-3021](#) Presentation of 2025 Survey Results for Staff, Parent and Student Annual Engagement Surveys

Attachments: [Final Combined Survey Presentation](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

GENERAL COUNSEL

ADDENDUM ITEMS

GOOD OF THE ORDER/BOARD DISCUSSION

School Board Comments

ADJOURNMENT

The next School Board Meetings are scheduled for June 3, 2025:

1:00 PM - Informal Meeting

2:00 PM - Workshop

6:00 PM - Regular Meeting

Mission Statement

The Hernando County School District Collaborates with students, parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.



Hernando School District

School Board Workshop

Agenda Item # 1. 25-3001

5/20/2025

Title and Board Action Requested

Presentation of Districtwide Facilities Master Planning, by Jim Lipsey, School Planner, with Kathie Ebaugh and Nick Hill, of JBPro.

Executive Summary

The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby requests the Board review the presentation of Districtwide Facilities Master Planning by Jim Lipsey, School Planner, with Kathie Ebaugh and Nick Hill, of JBPro, for a community-focused approach to capital planning.

My Contact

Brian Ragan
Director of Facilities & Construction
ragan_b@hcsb.k12.fl.us
352-797-7050

Jim Lipsey
School Planner
lipsey_j@hcsb.k12.fl.us
352-797-7050

2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



HERNANDO SCHOOL DISTRICT

Jim Lipsey, AICP-C, Hernando School Planner
Kathie Ebaugh, FAICP, JBPro Planning Director
Nick Hill, AICP, JBPro Senior Planning Project Manager

Districtwide Facilities Master Plan

Date: May 20, 2025



GROWTH IN HERNANDO



BOARD CONCERNS



STRATEGIES TO ADDRESS GROWTH



RECENT REDISTRICTING EFFORTS



A DIFFERENT APPROACH



MASTER PLANNING PROCESS



NEXT STEPS



GROWTH IN HERNANDO

HERNANDO COUNTY IS GROWING

218,150

Est. 2024 Pop.

(Census Bureau, 2025)

233,424

Projected 2035 Pop.

(BEBR Medium, 2024)



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COFTE PROJECTIONS

23,362

2023-24 SY
Student Enrollment

(FTE Survey 2/OCT 23)

23,909

Projected 2033-34 SY
Student Enrollment

(FLDOE COFTE Forecast)



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DEVELOPMENT PROJECTIONS

23,362

2023-24 SY
Student Enrollment

(FTE Survey 2/OCT 23)

28,974

Projected 2033-34 SY
Student Enrollment

(Davis/Benesch 10-Year Forecast)



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HOW GROWTH IMPACTS PUBLIC SCHOOLS



Overcrowding & Facility Needs

*More classrooms &
new schools*



Staffing & Resources

*More teachers, staff,
and instructional
materials*



Transportation & Infrastructure

*More buses, drivers,
routes, fuel, and
safety concerns*



Budgeting & Planning Pressures

*Increasing costs require
closer planning and
coordination efforts*



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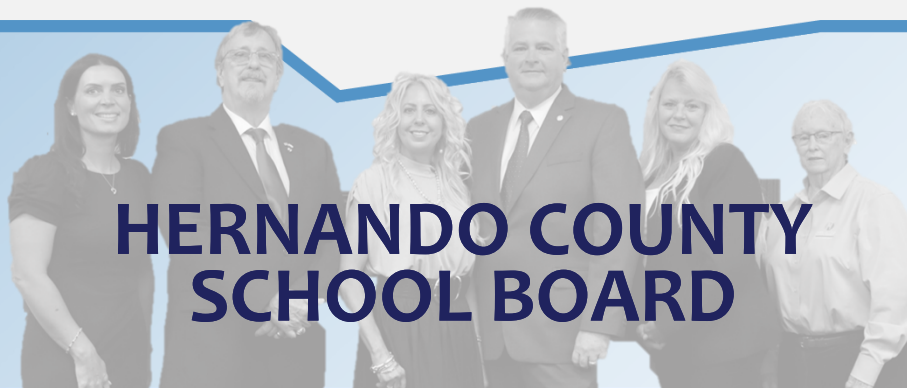
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BOARD CONCERNS



WE HEARD...

- ☞ *Set Vision and Goals Before Acting*
- ☞ *Engage Families and Communities*
- ☞ *Define Guiding Principles*
- ☞ *Offer Programs Aligned With Needs of Students and Employers*



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WE HEARD...

- 🗨️ **Community-Tailored / Choice Focused**
(local priorities, workforce needs, and unique school offerings)
- 🗨️ **Forward Thinking**
(technology, aerospace, semiconductor)
- 🗨️ **Job & Career Ready**



WE HEARD...

- ☞ Growth Along I-75 corridor, Ridge Manor Area
- ☞ Long bus rides to existing schools
- ☞ Future high school?
- ☞ Future K-8?

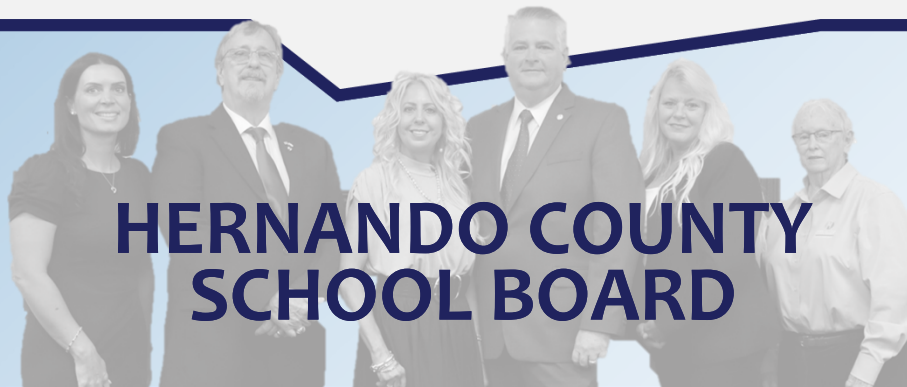


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WE HEARD...

- 🗣️ *Growth in Traditional Public Schools*
- 🗣️ *Increased State Choices*
- 🗣️ *What if a Charter or Private School Closes?*
- 🗣️ *Changing State Education Policies*



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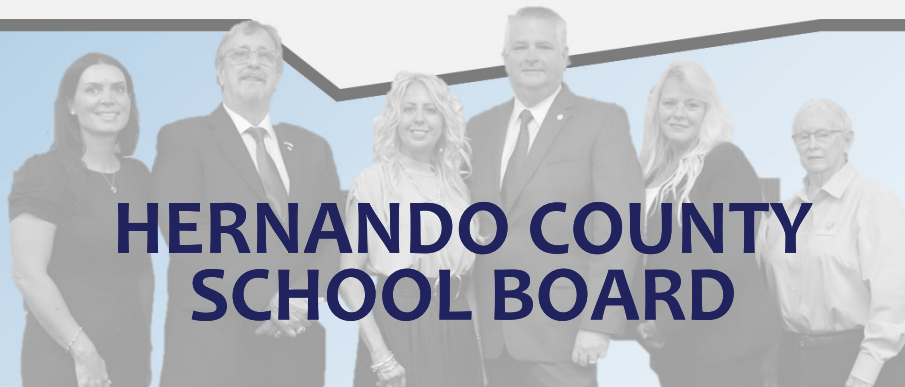
WE HEARD...

- ☞ *Schools with available capacity aren't located near growth areas*
- ☞ *Level out capacity across all schools by adjusting school boundaries*
- ☞ *Maximize capacity at magnet schools*



WE HEARD...

- ☞ *Prioritize spending to achieve long-term vision & goals*
- ☞ *Monitor potential revenue sources*
- ☞ *Plan first – then act!*



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STRATEGIES TO ADDRESS GROWTH

STRATEGIES FOR ADDRESSING GROWTH (Part 1 of 3)

Increase Capacity

| New School Construction | School Expansion |
|--|--|
| <ul style="list-style-type: none">+ Permanent, long-term solution+ Modern facilities and technology+ Relieves pressure district-wide+ Boosts community growth and image+ Avoids short-term fixes | <ul style="list-style-type: none">+ Lower building and operations cost than a new school+ Builds on existing infrastructure+ Faster than new schools+ Maintains school continuity+ Upgrades facility quality |
| <ul style="list-style-type: none">- Very high costs- Higher building and operational cost- Long construction timeline- Requires land and infrastructure- Risk of overbuilding | <ul style="list-style-type: none">- High costs- May not be near high growth areas- Construction disruption- Limited capacity gain- Site and design constraints |



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STRATEGIES FOR ADDRESSING GROWTH (Part 2 of 3)

Statutory Compliance



Florida Statutes §1013.35(2)(a)(6)

The identification of options deemed reasonable and approved by the school board which reduce the need for additional permanent student stations. Such options may include, but need not be limited to:

- a. Portables/Acceptable Capacity;
- b. Rezoning;
- c. Busing;
- d. Year-round schools;
- e. Charter schools;
- f. Magnet schools; and
- g. Public-private partnerships



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STRATEGIES FOR ADDRESSING GROWTH (Part 3 of 3)

Alternative Options

| Portables/ Acceptable Capacity | Redistricting | Busing | Year-Round Schools | Charter Schools | Magnet Schools | Public-Private Partnerships |
|--|---|--|--|--|--|---|
| <ul style="list-style-type: none"> + Efficient use of space + Cost-effective | <ul style="list-style-type: none"> + Balances enrollment + Avoids construction | <ul style="list-style-type: none"> + Uses underused schools + Reduces crowding | <ul style="list-style-type: none"> + Increases capacity + Reduces learning loss | <ul style="list-style-type: none"> + Adds choice + Relieves public schools | <ul style="list-style-type: none"> + Specialized programs + Reduces crowding | <ul style="list-style-type: none"> + Shares cost/risk + Speeds up delivery |
| <ul style="list-style-type: none"> - Larger class sizes - Resource strain | <ul style="list-style-type: none"> - Disruptive for families - Transport issues | <ul style="list-style-type: none"> - Higher costs - Long commutes | <ul style="list-style-type: none"> - Nontraditional schedule - Family challenges | <ul style="list-style-type: none"> - Oversight issues - Funding diversion | <ul style="list-style-type: none"> - Limited access - Competitive entry | <ul style="list-style-type: none"> - Less public control - Legal complexities |



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RECENT REDISTRICTING EFFORTS

2023 REZONING EFFORT

| Geographic Context | Data Assessed | Community Engagement | Reporting Format |
|--------------------|---|--|---|
| Winding Waters K-8 | <ul style="list-style-type: none">• Existing Student Locations• Existing School Capacity• Pending & Approved Development• Projected Capacity Needs | <ul style="list-style-type: none">• 3 Community Meetings• Online Comments | <ul style="list-style-type: none">• Redistricting Maps• Summary Presentation |

Outcome: ***DENIED***



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2024 REZONING EFFORT

| Geographic Context | Data Assessed | Community Engagement | Reporting Format |
|--------------------|---|--|--|
| Districtwide | <ul style="list-style-type: none">• Existing Student Locations• Existing School Capacity• Pending & Approved Development• Projected Capacity Needs | <ul style="list-style-type: none">• 39 Hours of Rezoning Committee Focus Group• 3 Community Meetings• Open Comment on <i>Let's Talk</i> platform | <ul style="list-style-type: none">• Redistricting Maps• Summary Memorandum• Summary Presentation |

Outcome: ***DENIED***



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WHY DID THEY FALL SHORT?



Focused on Student Location,
Not Community Needs



Number Driven Goals & Solutions



Participation Was Reactive
to Predefined Options



Lacked Insight into Why Families
Choose Schools & Neighborhoods



Overlooked Community
Identity & Values



Inconsistent Access to Specific Programs
(e.g., ROTC, IB, Clubs, etc.)

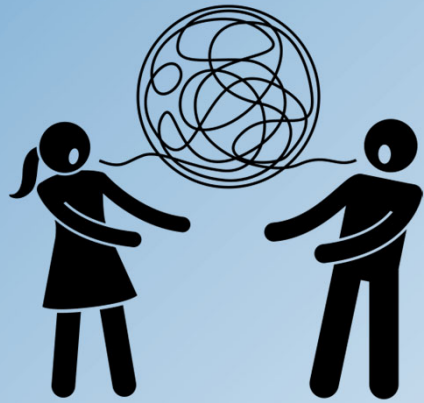


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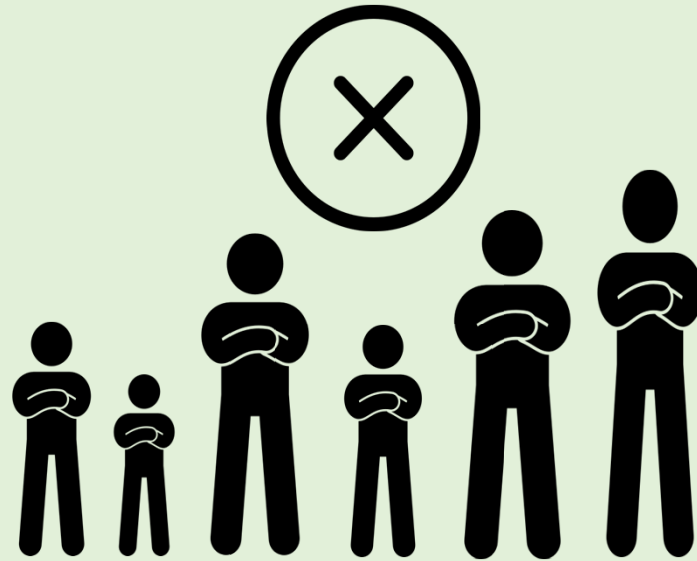
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HOW DID THEY FALL SHORT?



limited stakeholder participation



erosion of community trust & buy-in



public opposition



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A DIFFERENT APPROACH

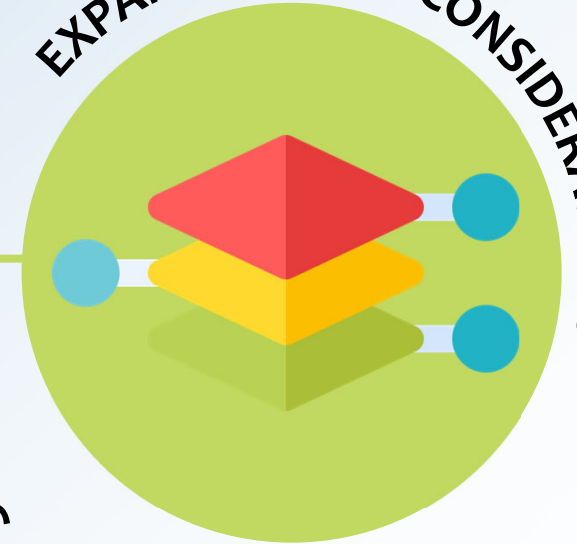




COMMUNITY DRIVEN PROCESS



EXPANDED DATA CONSIDERATIONS



COMPREHENSIVE SCHOOL PLANNING APPROACH



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EXPANDED DATA CONSIDERATIONS

Assessing More Than Just Capacity Numbers

Traditional Assessment:

- Existing Housing Units
- Pending Development
- Development Approvals
- Student Generation Rate
- Existing School Capacity
- Projected Capacity Needs
- Transportation LOS



Expanded Assessment:

- Community Priorities & Guiding Principles
- Educational Programs
- District Owned Lands & Facilities
- Upcoming Capital Needs & Improvements
- Impacts of School Choice



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COMPREHENSIVE SCHOOL PLANNING APPROACH

**INNOVATIVE
EDUCATION**

REZONING

MAGNET SCHOOLS

**COMMUNITY
ENGAGEMENT**

**IMPLEMENTATION
TEAMS**

**CAMPUS
MODERNIZATION**

BUSING

**SCHOOL
EXPANSIONS**

**NEW SCHOOL
FACILITIES**

**STUDENT
FOCUSED**

**DEVELOPER
AGREEMENTS**

**DISTRICT
PRIORITIES**



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A COMMUNITY-DRIVEN PROCESS

Meaningful Opportunities *to Lead*

community liaisons

advocates

coordinators

student leaders

committee members

volunteer facilitators

focus group participants

representatives

stakeholders

organizers



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A COMMUNITY-DRIVEN PROCESS

Meaningful Opportunities to *Engage In-Person*



Local Events



Focus Groups



In-School Activities



Workshops

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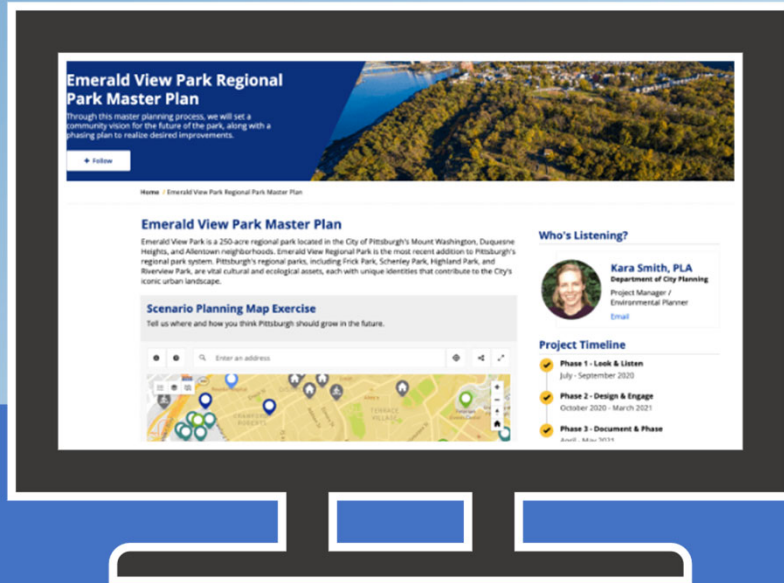
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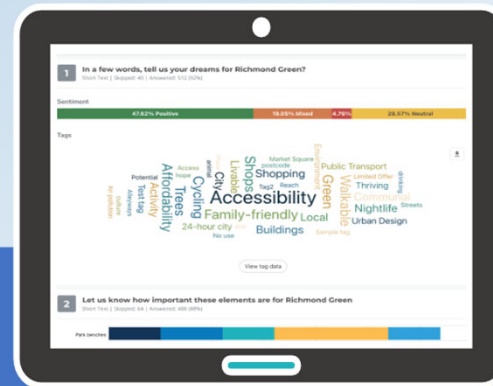


A COMMUNITY-DRIVEN PROCESS

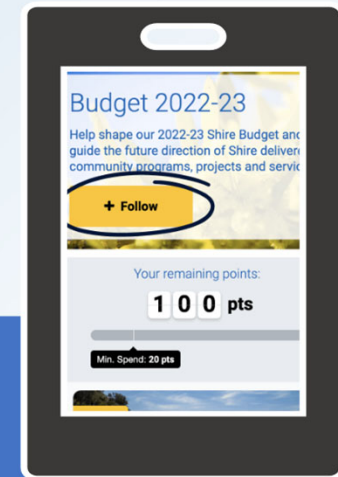
Meaningful Opportunities to *Engage Digitally*



Interactive Webpage



Polling & Surveys



Forums & Activities



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WHAT MAKES THIS APPROACH DISTINCTLY DIFFERENT?

Community Input = Schools of Choice



**Programs That
Reflect Real
Community
Priorities**



**Clearer
Understanding
of What
Families Want**



**Stronger
Trust & Better
Communication**



**Solutions That
Bridge
Program Gaps
& Improve
Choices**



**More Support
for District
Plans &
Investments**



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WHAT MAKES THIS APPROACH DISTINCTLY DIFFERENT?

TRADITIONAL REDISTRICTING

Number-driven effort

Narrow focused analysis of development & transportation

School zone capacity solutions

PROPOSED FACILITIES MASTER PLAN

Community-driven effort



Wide ranging analysis of educational choices & needs



District-wide comprehensive solutions





MASTER PLANNING PROCESS

DATA & ANALYSIS

Element One **Analyze**

- *Future Development Analysis*
- *Student Enrollment Projections*
- *Educational Program Review*

Element Two **Plan**

- *Preliminary Educational Facilities Plan*
- *Updated Educational Facilities Plan*
- *Final Draft Educational Facilities Plan*

Element Three **Confirm**

- *Plan Initiatives*
- *Plan Revisions*

Adopt

COMMUNITY ENGAGEMENT



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COMMUNITY ENGAGEMENT

Element One **Analyze**

Objective:

Determine community core values & key focus areas

Engagements:



Workshops



Local Events



Digital Feedback

Element Two **Plan**

Objective:

Determine guiding principles; review plan and school zones

Engagements:



Workshops



Local Events



Digital Feedback

Element Three **Confirm**

Objective:

Confirm plan direction and school zones changes

Engagements:



Workshops



Local Events



Digital Feedback

Adopt

DATA & ANALYSIS

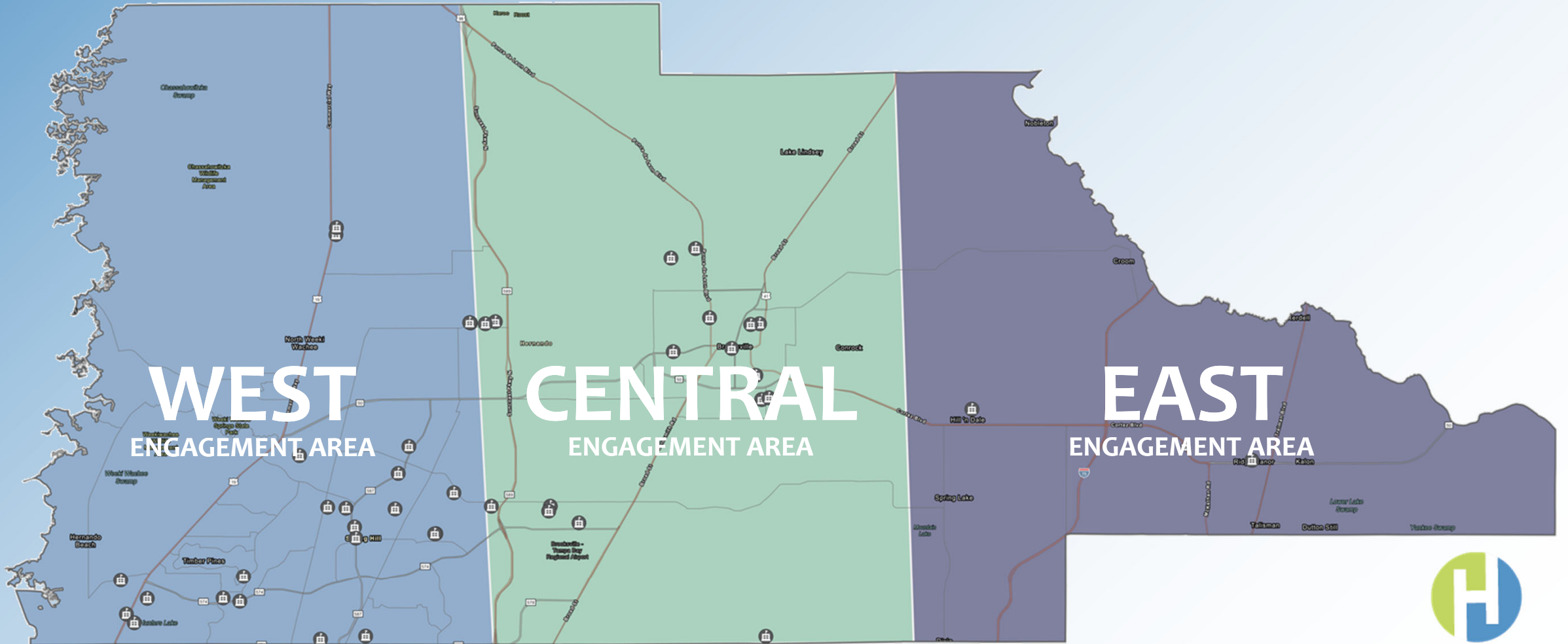


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ENGAGEMENT AREAS





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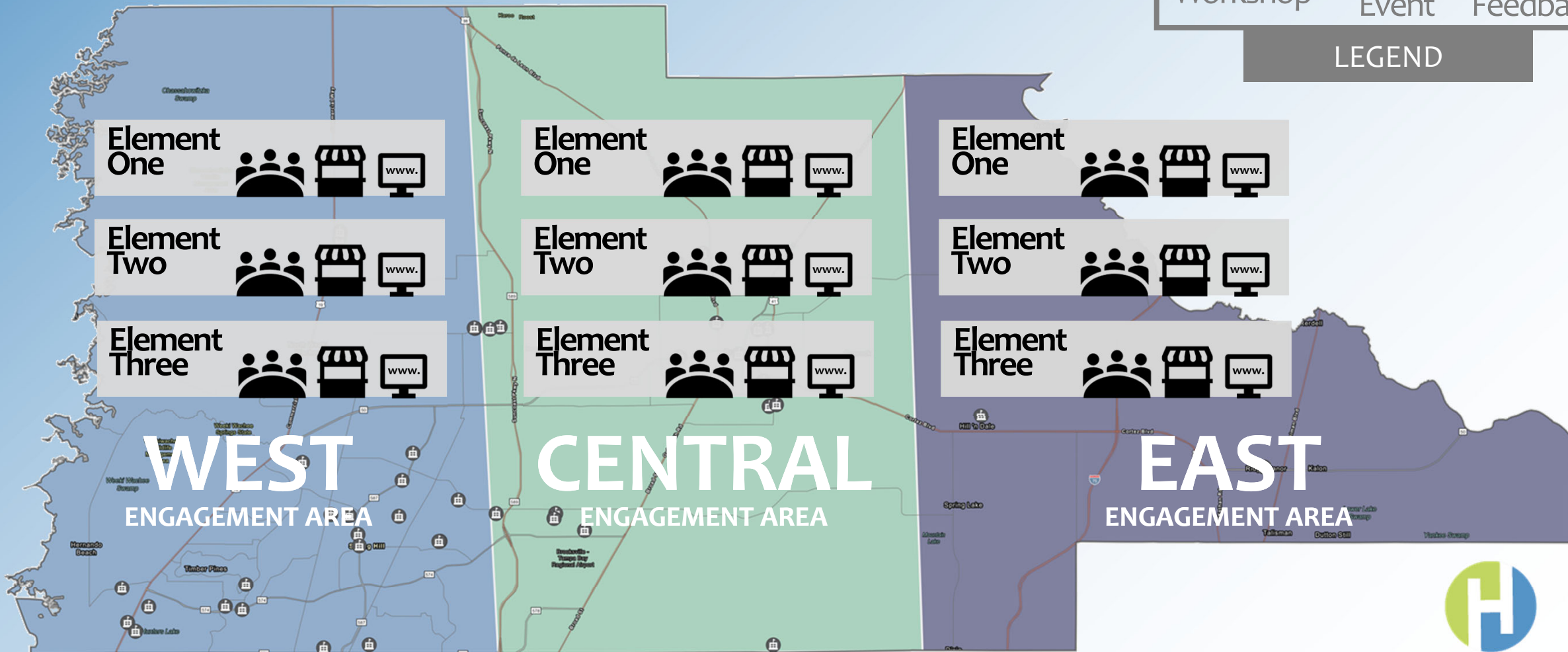
ENGAGEMENT OPPORTUNITIES


Workshop


Local Event


Digital Feedback

LEGEND



PROJECT SCHEDULE

| ELEMENT 1: ANALYZE PROGRAMS & SCHOOL ZONES | | | | | ELEMENT 2: PLAN GUIDING PRINCIPLES | | | | ELEMENT 3: CONFIRM INITIATIVES & REVISIONS | | | | ADOPT PLAN | | | |
|--|------------|------------|-------------|------------|---------------------------------------|------------|------------|------------|--|------------|------------|-------------|-------------|------------|-------------|------------|
| JUN '25 | JUL '25 | AUG '25 | SEPT '25 | OCT '25 | NOV 25 | DEC '25 | JAN '26 | FEB '26 | MAR '26 | APR '26 | MAY '26 | JUNE '26 | JULY '26 | AUG '26 | SEPT '26 | OCT '26 |

Master Planning



Public Engagement



IMPLEMENTATION SCHEDULE (FOLLOWING ADOPTION)

SCHOOL ZONE BOUNDARY CHANGES

Student Enrollment
Updates

DEC. 2026

Student School Choice
Window

FEB. 2027

New Zone Boundaries
in Place

AUG. 2027

STRATEGIC FACILITY IMPROVEMENTS

Facility Needs

WINTER 2026/27

Draft Five-Year Work
Plan

SPRING 2027

Review Five-Year Work
Plan

SUMMER 2027

Adopt Five-Year Work
Plan

FALL 2027

PRIOTIZED CAPITAL PROJECTS & BUDGET

Identify Capital Projects

WINTER 2026/27

Draft Capital Projects
Budget

SPRING 2027

First Budget Hearing

JULY 2027

Adopt Final Budget

SEP. 2027



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Chapter 01

Introduction & Planning Context

Chapter 02

Community Framework

Chapter 03

District Growth & School Capacity

Chapter 04

School Choice & Educational Programs

Chapter 05

Educational Facilities Strategies

Chapter 06

Implementation & Adoption



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NEXT STEPS



Choose the master planning effort instead of traditional redistricting



Direct staff to finalize resources, capacity, and expertise needed to perform such an effort



Approve master planning effort



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May 12, 2025

Jim Lipsey, AICP-C
Hernando County School District
School Planner
Facilities & Construction Department
919 North Broad Street
Brooksville, FL 34601

Re: ***Hernando County School District 2026 Educational Facilities Plan***
Scope of Services

Dear Mr. Lipsey,

JBrown Professional Group Inc. (JBPro) is pleased to submit our proposal to provide planning services for the **Hernando County School District 2026 Educational Facilities Plan**. This project will be a collaborative effort led by the Hernando County School District in partnership with the JBPro team.

The proposal below presents the work needed to accomplish each component of this project.

I. General Project Description: The Hernando County School District 2026 Educational Facilities Plan will be based upon JBPro's community-oriented approaches to school planning. JBPro planners and GIS professionals will work with district staff to implement a facilities planning effort through which we work with the district's school community, students, staff, citizens, and leadership to listen, learn, validate, and adopt an educational facilities plan to maximize the capacity of the district's educational facilities and provide for the growth of student populations. The 2026 Educational Facilities Plan will establish strategies to 1) maximize use of existing campuses, 2) construct new campuses in targeted locations, and 3) adopt revised school zone attendance boundaries. The district's recently completed capacity assessment and proposed facility expansion efforts will form the basis for determining school capacity priorities, providing a foundation for establishing revised school attendance zones, and identifying an optimal approach to constructing new school facilities.

The JBPro Team will work with your planning and communication staff on a community engagement effort to listen to the community's concerns regarding school capacity, education programs, transportation, and other school-related topics. By listening to the community's



Civil Engineering



Surveying



Landscape Architecture



Planning



GIS



Construction Services

concerns, the district will gain valuable insight on how best to provide educational facilities and revise school attendance zones in a way that not only provides for the capacity needs of the growing district, but also the educational needs of the community, while being sensitive to the needs of parents and students.

II. Project Team: JBPro recognizes the importance of this project to Hernando County School District. We also recognize the various skills and tools that will be needed to provide for a community-driven school facilities planning process. The project team will be comprised of JBPro’s consultants, key district administrators, and district planning staff.

JBPro will lead this project with Kathie Ebaugh, FAICP, serving as Principal Planner in Charge and Nick Hill, AICP, as Project Manager and primary point of contact. Together, Kathie and Nick bring nearly 40 years of combined planning experience, including close to 15 years working for and with school districts across Florida. Their proven expertise ensures the leadership, technical insight, and project coordination needed to successfully execute complex school facility development and community planning efforts. Kathie brings over a decade of experience as a School Facilities Planning Director for multiple Florida districts, where she led community-based school capacity and planning initiatives similar in scope and impact.

GIS services to support data updates and analysis will be provided by Nick Hill and John Gilreath, GISP. John is a certified GIS professional with extensive experience in school capacity assessments, having worked with more than twenty school districts throughout Florida. Michael Granto, an experienced school planning data analyst, also supports the team with expertise in GIS-based school capacity analysis, enrollment projections, and rezoning studies. Additional planning and GIS support will be provided by other members of the JBPro team as needed. Detailed resumes for all key team members are included in Attachment A.

III. Scope of Services:

JBPro proposes to provide the following Scope of Services for this project.

Task 1. Community Discussions and Project Meetings

Timeframe: Throughout Planning Effort, Spring 2025–Fall 2026

The foundation for the Hernando County School District 2026 Educational Facilities Plan process is a combination of community discussions and project meetings that ensure the goals of the project, district capacity, and school programming needs and demands are well understood and communicated. These community discussions will expand upon and reflect the district’s current facility planning and school construction efforts to ensure the new school attendance zone boundaries optimize the district’s capacity. Additionally, developing

new school attendance zones utilizing a community engagement strategy ensures the community has meaningful opportunities to participate and contribute to this planning process. The project meetings are to be held throughout to ensure that the process most accurately reflects the needs of the district and demands of its future school planning efforts. Prior to any community discussion or project meeting, staff will be given up to two opportunities to review and revise presentations and meeting materials.

The Community Discussions will take place through the 2025/26 School Year starting Summer 2025 and concluding Summer 2026 and will be completed in three phases:

- **Phase 1. Community Priorities & Key Concerns:** Engage the Hernando County community in a district-wide discussion about the community’s common educational priorities and key education concerns. Provide opportunities for community members—students, faculty and staff, parents, residents, and others—to share their ideas, experiences, and values related to the Hernando County School District and the school attendance zone boundaries. During this first set of discussions, information about the needed change will be shared with the community. Draft scenarios will not be presented during this phase to provide the district an opportunity to listen to the community and learn about their concerns and priorities prior to presenting solutions.
- **Phase 2. Educational Facilities Guiding Principles and Preliminary Draft Scenarios:** Establish community-driven guiding principles which will serve as the primary framework for providing for student population growth, maximizing school capacity, and updating school attendance zones. Review and provide opportunities to discuss 1) expanding the capacity of existing campuses, 2) constructing new educational facilities, and 3) revising school attendance zones. During this second set of discussions, the district will collaborate with the community to 1) confirm the direction by which the new capacity is being provided and attendance zone boundaries are being updated, and 2) provide input on an initial set of draft updated attendance zone boundary maps.
- **Phase 3. Final Educational Facilities Strategies and Revised Attendance Zone Maps:** Review the recommended facilities strategies and draft proposed school attendance zones, evaluating their ability to effectively achieve the district’s guiding principles while being responsive to the community’s input about how to accommodate student population growth and the initial draft district attendance zone maps.

For each phase, three types of community engagement efforts will facilitate interactive feedback:

1. **In-person Workshops:** In-person workshops are formal, structured meetings that are publicized and held at multiple locations in three zones of the district: Western—Central—Eastern:

- 1 workshop held for each of the 3 phases in 3 areas of the county—west, central, and east. This proposed schedule provides an alternative approach by aligning the engagement timeline with the geographical areas of the county where community members reside. By structuring the schedule in this way, it ensures that all community members have an equal opportunity to participate in discussions, with events strategically scheduled in the western, central, and eastern areas of the county. This approach not only promotes inclusivity but also allows the discussions and feedback to focus on the unique needs and concerns of residents in each specific section of the county.

2. **Local Events:** Local events include student or parent activities, community festivals, local school events, or other local community events. These informal events provide local outreach and engagement opportunities for those who cannot attend a workshop and will be located throughout the district. In addition to leading events, the JBPro team will provide presentation materials and engagement training to empower district staff, the steering committee, and other stakeholders to effectively lead local events in the Western—Central—Eastern Areas:

- 9 events—1 local event held for each of the 3 phases in three regions of the district—west, central, and east. Hosting local events in all three districts will ensure that events are accessible to all areas of the county—western, central, and eastern.

3. **Online engagement:** Online engagement utilizing digital tools that provide additional opportunities for community members to provide feedback beyond the in-person workshops and local events. The district will maintain the online engagement platform using its existing communications platform. JBPro will be responsible for providing the district with online engagement activities for each of the three phases. Alternative online engagement platforms are available through JBPro at an additional cost if the district would like to use a more robust system.

- Online Engagement Schedule: 3 online engagement periods.

Sub-Task 1.1 Project Team Meetings

The project team will meet at least once a month to review and discuss details of the project. The project team will collaborate on community discussions, planning assessments, policy development, and task schedule, allowing all team members to make meaningful contributions to the project. The project team will begin with an in-person internal project kick-off meeting, focusing on a review and discussion of the details of the scope, deliverables,

and schedule. The kickoff will take place in June 2025 to provide the strong foundation needed for this process by:

1. Confirming the general schedule of community meetings;
2. Determining data assessment needs;
3. Reviewing previous district school planning efforts; and
4. Considering the influence of other district educational efforts.

Sub-Task 1.2 Community Engagement Discussions

Community engagement discussions will take place through SY 25/26 and will engage the community in discussions concerning the district's capacity demands, transportation resources, population growth, existing school campuses, future school locations, and educational programs will provide the entire Hernando County community with a chance to actively participate in discussions about how to best provide educational services through expanded and new educational facilities and updated school attendance zones. The community discussions will facilitate interactive participation of all community members through a variety of in-person activities. Surveys, prioritization games, polling tools, and illustrations will engage, inform, and guide community planning conversations.

Sub-Task 1.3 Steering Committee Discussions

Starting in June 2025 and continuing through to adoption hearings in October 2026 the district will organize a project steering committee to help vet and organize the community engagement discussions, data assessments, and proposed recommendations pertaining to school facilities, educational programs, and student attendance zones. The steering committee will be comprised of additional district staff, school administrators, and board appointed community members. These discussions will ensure that the community engagement input, data review, draft student generation rates, proposed study recommendations pertaining to school facilities, programs, and student attendance zones all adequately provide for the district's current and future needs.

Sub-Task 1.4 Board Presentations and Briefings

Following the completion of each phase of community engagement discussions, a presentation will be made to the Hernando County School Board. These presentations will ensure the elected officials are able to provide leadership on the updated student attendance zones. These presentations will demonstrate how the proposed zones meet the district's educational needs while remaining sensitive to the school community's concerns. Prior to any Board Workshop in which draft facility strategies and maps will be presented, JBPro will meet one-on-one with each school board member to provide a briefing and answer questions about the proposed facility strategies and updates to school attendance zones.

Task 2. Development, Growth, Capacity, and Educational Program Assessment

Timeframe: June 2025—December 2025

Fundamental to drafting the updated student attendance zones is an evaluation of development, student growth, school facility capacity, and educational programs. Through this assessment, the JBPro team will determine the district's student generation rate to determine the impact future growth is projected to have on the district's school capacities. All data for this assessment is to be provided by district staff. This evaluation is critical to ensure the district's facility strategies and updated student attendance zones can accommodate projected student growth and meet the current and future educational needs of the Hernando County community.

Through this task the district will establish updated 2025/26 Student Generation Rates based on:

- Residential types: single family, multi-family, and mobile home units
- Education level: elementary, middle, and high school levels

The updated student generation rate will be based on a data analysis of:

- Residential development activity data through October 2025
- Student enrollment data from the 2025/26 October Cycle 2 FTE Count

Sub-Task 2.1 Development Mapping and Growth Analysis

Conduct an analysis of the development data pertaining to growth and development in Hernando County. The analysis will include developing maps, conducting a technical review of growth, and identifying changes in growth conditions. The analysis will provide:

1. An update of residential development approvals occurred as of October 2024;
2. An evaluation of the number of dwelling units constructed since the last update to the district's student generation rate using available building permit data; and
3. A phasing plan for the construction over the next 5, 10, and 20 years.

Sub-Task 2.2 Student Enrollment Analysis

Review and analyze Hernando County School District's 40-day FTE count data from October 2025. This review and analysis will include the following components:

1. Determine the 2024/25 student generation rates for single family, multi-family, and mobile home units at the elementary, middle, and high school levels;
2. Assess the growth rate of each school in Hernando County School District since the last update to the district's student generation rates;
3. Assess the FISH capacities for SY 2024/25;
4. Determine the 5, 10, and 20-year growth rates based on FISH capacities; and

5. Identify additional 5, 10, and 20-year capacities needed to meet FISH capacities.

Sub-Task 2.3 Educational Program Review

Review Hernando County School District’s educational programs. This review and analysis will include the following components:

1. Outline any special programs at elementary, middle, and high school levels;
2. Review any special programs unique to a specific campus, including magnet programs;
3. Identify opportunities to expand programs at elementary, middle, and high school levels; and
4. Identify opportunities to expand special program offerings, including magnet programs.

Task 3. Draft 2026 Educational Facilities Plan Preparation

Timeline: January 2026—June 2026

Based on the information received from the community engagement discussions and the data analyzed from the development, growth, capacity, and program assessments, JBPro will draft, revise, and finalize the 2026 Educational Facilities Plan. Through the plan, Hernando County School District will establish and adopt capacity strategies for providing educational facilities that meet student growth needs at existing schools and generated by student attendance zone changes. These strategies will aid in identifying new school locations (particularly in the county’s eastern region) and proposing educational program enhancements. Drafts will be presented to the Hernando County community, steering committee, and school board for evaluation, review, and revision. As part this task, JBPro will create up to four sets of revisions to the proposed capacity, site, and program strategies and student attendance zone maps.

Sub-Task 3.1 Preliminary Draft 2026 Educational Facilities Plan

The first draft of the 2026 Educational Facilities Plan will be prepared based on the data assessments and input received during the first phase of the community engagement discussions. It will aim to implement the district’s guiding principles and address both the concerns of the Hernando County community and the educational, site, and capacity needs of the district. The first draft will be shared with the community, steering committee, and School Board in the second phase of the community engagement discussions. This sub-task will include up to two sets of staff revisions.

Sub-Task 3.2 Updated Drafts 2026 Educational Facilities Plan

An updated draft of the 2026 Educational Facilities Plan will be prepared based on the first phase of community engagement discussions. The updated draft will then be edited to reflect the input received in the second phase of community engagement discussions. The updated

draft will again be shared with the community, steering committee, and school board in the third phase of community engagement discussions. This sub-task will include up to one set of staff revisions.

Sub-Task 3.3 Final Draft 2026 Educational Facilities Plan

After the third phase of the community engagement discussions, JBPro will provide one final draft of the updated 2026 Educational Facilities Plan. This draft will seek to reflect the values, concerns, and needs of the district and its community members. It will be shared with the steering committee and online with the Hernando County community prior to being submitted to the School Board for adoption. This sub-task will include up to one set of staff revisions.

Task 4. 2026 Educational Facilities Plan – Final Document

Timeframe: July 2026—October 2026

Once the final draft of the 2026 Educational Facilities Plan has been confirmed by the steering committee, district staff will lead the effort to adopt the Hernando County School District 2026 Educational Facilities Plan. The adoption hearings and transmittal will be organized by district staff. The final adoption hearings and document formatting will be conducted by district staff with support from JBPro. The adopted 2026 Educational Facilities Plan will include three components vetted through the community engagement process: 1) facilities capacity for addressing future student growth, 2) educational program recommendations, and 3) revised student attendance zone boundaries.

Sub-Task 4.1 Plan Adoption Workshop & Revisions

The final adoption draft will be presented to the Hernando County School Board at a public workshop. District staff, with the support of JBPro, will lead a discussion about how this final draft meets the community demands and addresses the district's school capacity and program needs. Final comments will be obtained from School Board Members and incorporated into the adoption materials. This task will include one set of staff revisions.

Sub-Task 4.2 Plan Adoption Hearings & Publication

Based on the School Board's review of the 2026 Educational Facilities Plan, JBPro will prepare the final materials. District staff, with support from JBPro, will present the final 2026 Educational Facilities Plan to the Hernando County School Board at a public hearing for adoption.

IV. Fees:

This proposal is based on the fee structure established in the City of Palatka Planning Continuing Services Contract, which is being utilized as a piggyback agreement. Using the hourly rates outlined in that contract, the total fee for this engagement is proposed as a lump sum of \$434,800. Should the School Board request adjustments to the proposed engagement schedules, JBPro will work collaboratively to revise the scope and fee schedule as needed to align with project priorities.

A. If, at any point during the contract period, the District requests additional services not included in the Scope of Services outlined above, or if the JBPro team is required to perform tasks originally designated for District staff, the scope and associated costs may be adjusted accordingly. These additional efforts may include but are not limited to: expanded engagement workshops or local events as described in Task 1; creation or collection of data needed to complete analyses in Task 2; preparation of additional document drafts in Task 3; or addressing board-related issues necessary for adoption in Task 4. Any such additional work will be billed at the professional services rates established in the City of Palatka Planning Services Contract, included in Attachment C, unless otherwise modified through mutual agreement between the District and JBPro.

B. Invoicing is proposed monthly based on task completion.

| Project Tasks, Time Frame, and Fees | | | |
|--|---|---|------------------|
| Tasks | Sub-Tasks | Time Frame | Fees |
| 1. Community Discussions and Project Meetings | 1.1 Project Team Meetings 1.2 Community Engagement Discussions 1.3 Steering Committee Discussions 1.4 Board Presentations and Briefings | Entire Project, Summer 2025 – Fall 2026 | \$257,000 |
| 2. Development, Growth, Capacity, and Educational Program Assessment | 2.1 Development Mapping and Growth Analysis 2.2 Student Enrollment Analysis 2.3 Educational Program Review | June 2025 – December 2025 | \$40,000 |
| 3. Draft Educational Facilities Plan Preparation | 3.1 Preliminary Draft Educational Facilities Plan 3.2 Updated Draft Educational Facilities Plan 3.3 Final Draft Educational Facilities Plan | January 2026 – June 2026 | \$121,300 |
| 4. Educational Facilities Plan Adoption | 4.1 Plan Adoption Workshop and Revisions 4.2 Plan Adoption Hearings and Publication | July 2026 – October 2026 | \$16,500 |
| TOTAL | | | \$434,800 |

V. Additional Services:

Additional services will be billed at standard hourly rate charges per JBPro's Hourly Schedule, as included in the City of Palatka's piggybacked Planning Services Contract. JBPro is prepared to provide additional services to assist the district with implementation of the 2026 Educational Facilities Plan, as needed.

VI. Attachments

- A. Key Team Members Resumes
- B. Detailed Hourly Fee Schedule Based on the Palatka Planning Services Contract
- C. City of Palatka Planning Services Contract

Attachment A:
Key Team Members Resumes

Kathie Ebaugh, FAICP - Director of Planning

Kathie Ebaugh, FAICP, is a nationally recognized school planning leader known for her innovative, community-focused approach to educational facility planning. With a career spanning districts across Florida, she brings deep expertise in capital planning, enrollment forecasting, redistricting, facility siting, and interlocal agreement coordination. Kathie is a champion of treating public schools as integral community assets, designing strategies that align educational infrastructure with neighborhood identity, accessibility, and shared public use.

Project Experience

Marion County Public Schools Facility Planning Services
Marion County, FL (2024–Current)

As Principal in Charge, Kathie provides executive oversight and strategic direction for school planning services, ensuring that all deliverables meet state planning requirements and align with the district’s long-term infrastructure and enrollment needs. Kathie oversees a multidisciplinary team responsible for strengthening the procedural clarity and effectiveness of school concurrency frameworks and interlocal agreements (ILAs). This includes guiding efforts to update ILAs in coordination with local governments and aligning the reporting of development data with key planning milestones such as the 40-day FTE student enrollment count. The team delivers a range of planning tools—including future development databases, buildable unit inventories, school capacity models, and enrollment projections—to inform redistricting, school siting, and capital investment decisions.

JBPro also provides procurement services for facility contracting, supporting school districts in vendor selection, bid development, and contract administration. Under Kathie’s direction, the team reviews and confirms the proper collection and tracking of school impact fees to ensure compliance and fiscal accountability. She facilitates interagency collaboration through participation in Technical Working Groups and PSPO Boards, and supports high-level public presentations and policy adoption to advance coordinated, future-ready school planning.

Director of Planning, Sarasota County School Planning
Sarasota County, FL (2014–2019)

At Sarasota County Schools, Kathie led strategic planning for a high-performing district of 61 schools serving over 42,000 students—ranked among the 110 largest school districts in the nation. She directed the development and adoption of interlocal agreements for joint-use facilities, implemented school concurrency evaluations, and conducted in-depth FISH capacity assessments to inform growth management strategies. Kathie spearheaded a comprehensive districtwide study that evaluated school capacities, identified future site acquisition needs, and optimized capital funding and impact fee strategies. Her leadership transformed the district’s approach to facility planning by integrating collaborative, community-driven engagement processes that elevated local input in capital project prioritization and long-range investment decisions.



Total Experience:

28 years

Experience with Firm:

3 years

Firm Location:

3530 NW 43rd Street
Gainesville, FL 32606

Education:

M.S. Public Administration,
Florida Gulf Coast University
(2018)

M.S. City & Regional Planning
Morgan State University (2004)

B.S. Political Science
Towson University (1996)

Professional Registration:

American Institute of Certified
Planners, #020818

AICP College of Fellows (2024)

Professional Affiliations:

American Institute of Certified
Planners
American Planning Association
Florida Planning and Zoning
Association
Florida Educational Facilities
Planning Association

Kathie Ebaugh, FAICP - Director of Planning

Project Experience (continued)

Lake County School District Auxiliary Facilities Audit **Lake County, FL (2024–Current)**

As Principal in Charge, Kathie provides strategic oversight and executive leadership for JBPro's work with Lake County Schools, guiding the delivery of a comprehensive Ancillary Facilities Space Performance Audit. Under her direction, JBPro leads a multidisciplinary team in evaluating the district's existing facilities, growth patterns, and operational demands to inform long-range planning decisions. A central focus of this effort is improving service coordination by assessing how key district support services—currently housed across multiple office locations—can be more effectively organized to reduce inefficiencies, improve internal communication, and better serve school communities. Kathie ensures that all recommendations are data-driven, fiscally responsible, and aligned with state requirements and the district's broader strategic goals. She oversees stakeholder engagement, facilitates interdepartmental coordination, and leads the development of policies, spatial plans, and procurement strategies—including property acquisition evaluations—that will guide future investment.

Bay District Schools (BDS) Educational Facilities Planning **Bay County, FL (2023–Current)**

The BDS Growth and Capacity Assessment provided the district with a comprehensive evaluation of how Bay County's rapid residential growth would impact its public school system. Kathie served as Project Manager for a multidisciplinary team of planners, GIS analysts, and facilities experts who analyzed planned and permitted residential development, student locations, enrollment trends, and existing and projected school capacities. In the first year, the team delivered a detailed inventory and spatial analysis of development activity across Bay County and its municipalities, helping to identify future capacity needs and growth hotspots. In the second year, Kathie led efforts to translate this data into strategies for long-range planning, including enrollment forecasting, capacity gap analysis, and infrastructure coordination with local governments. The findings enabled BDS to make informed decisions about school siting, redistricting, and capital investments while serving as a tool for interlocal collaboration and public engagement.

Walton County School District, Facility Planning and Student Growth **Walton County, FL (2024–Current)**

As Principal in Charge, Kathie provides high-level strategic oversight and interagency coordination for JBPro's school planning work in Walton County. She ensures that all technical analyses—such as student yield modeling, enrollment forecasting, and growth mapping—are aligned with district priorities and integrated into a cohesive planning framework that supports long-range decision-making. Kathie leads coordination with school district leadership and local government partners to ensure the planning process reflects shared infrastructure needs, growth trends, and policy goals. Under her guidance, the project team—including GIS analysts and planners—translates complex data into actionable recommendations for school siting, redistricting, and capital investment.

Director of Planning, Lee County School District **Ft. Myers, FL (2019–2022)**

In her role, Kathie directed planning and capital strategy for a district of 119 schools serving 94,927 students. Under her leadership, the department implemented new practices for funding, planning, and developing both school sites and district ancillary facilities, enabling the district to more effectively prioritize and budget for competing capital projects. Key initiatives included districtwide master planning and project scoping for K–12 schools, special education programs, and technical education centers. Her work emphasized the integration of emergency management shelters, joint-use facilities, and adequate FISH capacity, while also addressing transportation impacts and site-level constraints. Kathie also led districtwide redistricting efforts and conducted a comprehensive buildout study to guide future planning.

Flagler County Schools Student Generation Rate (SGR) Analysis **Flagler County, FL (2024)**

Kathie served as Project Manager for the SGR Analysis, which evaluated student enrollment trends in relation to residential development patterns across Flagler County. The assessment included a comprehensive review of residential land use, zoning entitlements, and approved development activity to determine how new housing would impact student populations. SGRs were calculated by housing type at elementary, middle, and high school levels and presented to the school board and Interlocal Working Group to support planning, concurrency, and future school capacity decisions.

Nick Hill, AICP - Senior Planner

Nick Hill, AICP, is a school planning, GIS, and community engagement specialist who brings a unique blend of technical expertise and public-focused strategy to every project. He supports school districts across Florida by translating enrollment data, development trends, and planning needs into clear, actionable solutions that strengthen coordination and future-ready decision-making. With experience in impact fee assessments, facilities procurement, ILA updates, and joint jurisdictional collaboration, Nick helps bridge the gap between local governments and school districts.

Project Experience

Marion County Public Schools Public School Planning Officials ILA Services
Marion County, FL (2024–Current)

Nick Hill, AICP, serves as the Project Manager for Marion County Public Schools’ Public School Planning Officials (PSPO) Interlocal Agreement (ILA) Services and also leads as the district’s Facilities Procurement Manager. In this capacity, Nick oversees the development of the annual Technical Education Facilities Plan (TEFP), guiding collaboration between the School District, local governments, and the PSPO Board to ensure school facility planning is fiscally sound, legally compliant, and strategically aligned with community growth. He directs all aspects of project implementation, including GIS-based analyses of future development activity, enrollment trends, and school capacity—ensuring spatial data is fully leveraged to support long-range forecasting and planning. A key component of his leadership includes evaluating and confirming the proper collection and use of school impact fees, ensuring revenues are aligned with adopted ordinances and directly support needed infrastructure improvements. Nick also manages the evaluation and refinement of the ILA process, facilitates the Technical Working Group (TWG), and ensures that all deliverables align with state planning requirements and district capital priorities. He regularly supports public presentations, strategic communications, and post-adoption implementation of the TEFP, helping to ensure Marion County’s school planning efforts are proactive, data-driven, and coordinated across agencies.

Lake County Ancillary Facilities and Site Audit
Lake County, FL (2024–Current)

Nick Hill, AICP, brings a strong foundation in planning, GIS analytics, and project management to his role as Project Manager for JBPro’s Ancillary Facilities Space Performance Audit for Lake County Schools. With a sharp eye for detail and a systems-oriented approach, Nick leads the full lifecycle of the project—from technical analysis to strategic coordination. He manages a multidisciplinary team tasked with evaluating how existing district facilities, development trends, and dispersed support services can be restructured to enhance operational efficiency and long-term facility performance. Nick’s work is instrumental in identifying opportunities to consolidate functions across multiple sites, reduce redundancy, and improve internal coordination within the district. His expertise in GIS-based modeling, enrollment forecasting, and capital planning ensures that recommendations are data-driven, fiscally sound, and aligned with broader educational and infrastructure goals. Through thoughtful leadership and technical fluency, Nick delivers practical, forward-thinking solutions that support both immediate decision-making and long-range planning for the district.



Total Experience:

8 years

Experience with Firm:

<1 year

Firm Location:

3530 NW 43rd Street
Gainesville, FL 32606

Education:

Master’s in Urban & Regional
Planning, University of Florida
(2019)

B.A. Public Administration
and Minor in Urban & Regional
Planning, University of Central
Florida (2015)

Professional Registration:

American Institute of Certified
Planners, #33455

Professional Affiliations:

American Institute of Certified
Planners
American Planning Association
Florida Educational Facilities
Planning Association

Advisory Board Positions:

Gainesville City Plan Board
Vice Chair (3/2023–Current)

Nick Hill, AICP - Senior Planner

Project Experience (continued)

Bay District Schools (BDS) Growth and Capacity Study

Bay County, FL (2024)

Nick Hill, AICP, served as the Data Project Manager and GIS Lead for the Bay District Schools (BDS) Growth and Capacity Assessment, overseeing the collection, validation, and analysis of spatial and demographic data to evaluate the impact of Bay County's rapid residential growth on school infrastructure. He coordinated directly with each local government in the county to compile and confirm development activity—including planned and permitted residential projects—ensuring the district's analysis was accurate, current, and jurisdictionally consistent. As GIS Lead, Nick integrated residential development data with school attendance boundaries, facility capacities, and student location trends using ArcGIS Pro, producing advanced mapping, enrollment projections, and buildout models. His work was central to identifying future capacity shortfalls, supporting school siting decisions, and guiding long-range capital planning. Nick's leadership ensured the district had a comprehensive, data-driven foundation for making informed decisions about school infrastructure aligned with countywide growth patterns.

Walton County Schools Student Generation Rate Analysis

Walton County, FL (2024–Current)

Nick Hill, AICP, serves as the Data Project Manager and GIS Lead for Walton County Schools' annual Student Generation Rate Analysis, overseeing the organization and analysis of development data collected through the school concurrency process. He provides strategic oversight to ensure the data is accurately categorized by housing type and location, and that the methodology for calculating student generation rates is clear, consistent, and aligned with district planning needs. He remains actively involved in refining the methodology and adapting it to reflect changing development patterns and planning priorities. Under his direction, the team produces straightforward, actionable outputs—student yield estimates by school level and supporting maps and tables—that the district uses to inform annual planning, growth monitoring, and intergovernmental coordination. Nick's leadership ensures the analysis is delivered with clarity, quality, and practical value.

School Facilities Elements

Multiple Locations in Florida (2024–Current)

Nick Hill, AICP, serves as Project Manager for the drafting of Public School Facilities and School Concurrency Elements in comprehensive plans for the cities of Williston, Palm Coast, Deltona, and Palatka. In this role, he leads coordination between local jurisdictions and county school districts to develop policies that align land use, infrastructure, and school planning. His work supports improved intergovernmental dialogue and ensures public schools are recognized not just as infrastructure, but as integral community assets that contribute to the vitality, identity, and character of the local area. Nick guides the integration of student enrollment data, growth forecasts, and school siting strategies into policy frameworks that promote walkability, safe routes to school, and multimodal access. He also identifies opportunities for shared use of school facilities and joint planning initiatives that maximize public investment and serve broader community needs. Through his leadership, comprehensive plan elements become tools for strengthening coordination, supporting smart growth, and enhancing the role of public schools in livable, connected communities.

John Gilreath, GISP - Director of GIS

Having joined JBPro in 2023, John Gilreath is currently responsible for overseeing geospatial projects and program development in his role as Director of GIS Services. As an K-12 school GIS expert, John has extensive experience using GIS mapping skills to inform school planning assessments. His technical expertise includes SREF, FISH, CADD, plotting, scanning, and Bluebeam.

Project Experience

Bradford County Schools CAD to ArcGIS Conversion; Student Generation Rate Analysis

Bradford County, FL (2023–2024)

JBPro coordinated our efforts with Facilities staff and school principals to gather data on space utilization and critical assets located on school property. In addition to the assets outlined in HB 301, JBPro and Bradford Schools staff compiled a list of additional assets requested by local law enforcement. We began converting and digitizing school floor plan data into GIS maps with the ultimate goal of sharing digital, current floor plan maps with first responders in the County as directed by HB 301. JBPro recently completed a student generation rate analysis as the first steps towards drafting an Inter-Local Agreement and establishing concurrency mitigation and development review policies and procedures.

Flagler County Schools FISH CAD Conversion to ArcGIS Indoors

Flagler County, FL (2024)

Project Manager for integration of CAD data into a comprehensive and detailed GIS Indoors dataset for space planning. Flagler Schools also desired an additional integration of the existing FISH data into the Information Model to facilitate reporting and facilities management. JBPro will lead the ArcGIS Indoors conversion and produce a final deliverable for use in web applications, dashboards, and reporting in ArcGIS Indoors by Flagler Schools.

Bay District Schools Educational Facilities Planning

Bay County, FL (2023–2024)

John Gilreath, GISP, served as the GIS Analyst for the multi-variable analysis and demographic studies for planning the future of Bay District Schools. The impacts of Hurricane Michael in 2018 and the 2020 pandemic greatly affected the population and distribution of school aged children. Utilizing facilities condition, the U.S. Census, and school system data sets, he created a model to determine future needs for facilities and school capacity based on population growth. JBPro completed geocoding of over 30,000 student address data sets for the 2013, 2017, and 2023 District student populations. Additionally, the team consolidated and geocoded over 20 years of building permits from Bay County and municipalities to view population trends in a time-enabled slider function on a web map.



Total Experience:

20 years

Experience with Firm:

2 years

Firm Location:

3530 NW 43rd Street
Gainesville, FL 32606

Education:

M.S. Geosciences-GIS/Remote
Sensing, Mississippi State
University (2006)

B.S. Environmental Sciences,
University of Mary (2000)

B.A. Geography,
University of Mary (2000)

Professional Registration:

Certified Geographic Information
Systems Professional #90088

Certifications:

Certified GIS/LIS Technologist,
American Society for
Photogrammetry and Remote
Sensing (2009)

Certified Remote Sensing
Technologist, American Society
for Photogrammetry and Remote
Sensing (2009)

John Gilreath, GISP - Director of GIS

Project Experience (Continued)

GIS & School Planning Professional Services for Alachua County Public Schools

Alachua County, FL (2014–2024)

As Project Manager, John is responsible for providing data collection, analysis and visualization services for the ACPS District. Recent tasks included mapping student address data, updating planning data sets for concurrency areas and examining zoning/attendance issues. The project database also includes Certificate of Occupancy permits from the Alachua County and City of Gainesville building departments that are mapped, matched and maintained to the County housing inventory as a method to analyze development rates in the region. John's team designed and maintains an ArcGIS file geodatabase and ArcGIS Online maps containing information on items including but not limited to school enrollment and capacity, school concurrency, and school facilities.

GIS and Professional Planning Services for Santa Rosa County Schools

Santa Rosa County, FL (2017)

Project Manager to assist the Santa Rosa County School District's Administrative Services Department in the areas of school planning, transportation and development review. Tasks have included mapping student addresses, creating geodatabases with school capacity and enrollment information and creating transportation model for the District. He utilized ESRI's Network Analyst to create network service areas based on County roads and calculate each student's shortest path to their assigned school. All elementary, middle and high schools were examined for their distribution of students as well as the average distance traveled. Schools close to or over allotted capacity were noted as part of this analysis.

Comprehensive Campus LiDAR Collection, University of Florida

Gainesville, FL (2021–2022)

Johns Served as the Project Manager responsible for a GIS and Mobile LiDAR team that performed a full campus scan of roadway corridors, green spaces, and forested areas using a combination of mapping techniques. Mr. Gilreath provided mobile LiDAR scans for over 20 miles of roadway corridors to assist in pedestrian safety, ADA compliance, and street lighting studies. Open area and green spaces are being scanned using an off-road ATV with mobile scanning capabilities, allowing UF to compare the accuracy of other design plans and surveys to a master campus-wide control. Lakes and inaccessible areas as well as sports fields will be mapped using a UAV equipped with a high accuracy LiDAR sensor for a full 3D campus model.

Michael Granto - Planner/GIS Analyst

Michael Granto is a planner and GIS specialist with a focus on K–12 school district planning. He supports enrollment forecasting, facility siting, and school concurrency analysis using GIS tools to evaluate demographic trends, land use patterns, and capacity needs. Michael brings a hands-on, analytical approach to every project, aiming to provide school districts with the insights they need to make informed and strategic decisions.

Project Experience

Bay County School Capacity Study
Bay County, FL (2024–Current)

In this project, Michael conducts a spatial analysis to evaluate how future residential development impacts school enrollment capacity, using development order data and parcel-level GIS. He reformats and integrates geospatial datasets, aligns proposed developments with school attendance zones, and calculates projected student yields based on housing type and planned unit counts. The resulting data supports school district planning decisions related to capacity, concurrency, and future facility needs. Michael’s analysis also facilitates coordination between school districts and local governments, informing long-range planning, school siting, and capital improvement strategies. Final outputs include detailed maps, data tables, and summary reports presented during joint planning meetings and policy discussions.

Marion County Public Schools Growth and Development Study
Marion County, FL (2024–Current)

As GIS Planner/Analyst, Michael leads the spatial analysis for this district-wide growth study, which assesses long-range enrollment pressures on K–12 schools by mapping and quantifying all potential residential development across the county. He compiles and analyzes buildable units across multiple entitlement levels—including the Future Land Use Map, zoning designations, approved and antiquated subdivisions, recorded plats, active permits, and units under construction—to create a comprehensive view of future development capacity and timing. Using ArcGIS Pro and demographic projection models, he aligns growth patterns with school attendance boundaries to estimate the pace and location of future student enrollment increases. His work directly informs decisions about when and where new school capacity is needed, supporting school siting, rezoning, and capital improvement planning. Final deliverables include GIS-based buildout maps, development phasing projections, and summary tables used by district staff and planning partners.

Walton County School District Capacity Analysis
Walton County, FL (2024–Current)

Michael serves as the lead GIS Planner/Analyst for a countywide assessment of school infrastructure capacity in Walton County, conducted in response to projected residential growth and increasing enrollment demand. He utilizes GIS datasets—including parcel-level residential permit data, future land use maps, zoning layers, and school attendance boundaries—to identify areas where student populations are projected to exceed existing capacity. Using ArcGIS Pro, he spatially aligns development trends with enrollment zones and applies Microsoft Excel and Python scripting to generate student yield projections based on housing types. His analysis supports strategic recommendations for new school siting, redistricting, and long-range facility planning. The project also identifies high-growth corridors where alignment with local comprehensive plans and capital improvement schedules is critical.



Total Experience:

3 years

Experience with Firm:

<1 year

Firm Location:

3530 NW 43rd Street
Gainesville, FL 32606

Education:

Master’s Urban and Regional
Planning, University of Florida (Exp.
Graduation Fall 2025)

B.A. Sustainability Studies
University of Florida (2023)

Professional Affiliations:

American Planning Association

American Planning Association -
Florida Chapter

Attachment B: Detailed Hourly Fee Schedule

| Task | Sub-Task | Desc. | Intern | | Planner | | Senior Planner | | Planning Director | | GIS Director | | | |
|--------|----------|------------|--------|--------------|---------|----------|----------------|-------|-------------------|-------|--------------|-------|--------------|---------------|
| | | | Hours | Total | Hours | Rate | Total | Hours | Total | Hours | Total | Hours | | Total |
| 1 | 1.1 | PM | 0 | \$ - | 40 | \$125.00 | \$ 5,000.00 | 40 | \$ 6,000.00 | 40 | \$ 7,800.00 | 0 | \$ - | \$ 18,800.00 |
| | 1.2 | Comm. Eng. | 150 | \$ 15,750.00 | 315 | \$125.00 | \$ 39,375.00 | 435 | \$ 65,250.00 | 315 | \$ 61,425.00 | 0 | \$ - | \$ 181,800.00 |
| | 1.3 | SCM | 0 | \$ - | 60 | \$125.00 | \$ 7,500.00 | 60 | \$ 9,000.00 | 60 | \$ 11,700.00 | 0 | \$ - | \$ 28,200.00 |
| | 1.4 | BM | 0 | \$ - | 60 | \$125.00 | \$ 7,500.00 | 60 | \$ 9,000.00 | 60 | \$ 11,700.00 | 0 | \$ - | \$ 28,200.00 |
| | | | 150 | \$ 15,750.00 | 475 | | \$ 59,375.00 | 595 | \$ 89,250.00 | 475 | \$ 92,625.00 | 0 | \$ - | \$ 257,000.00 |
| 2 | 2.1 | Dev. | 20 | \$ 2,100.00 | 30 | \$125.00 | \$ 3,750.00 | 40 | \$ 6,000.00 | 10 | \$ 1,950.00 | 10 | \$ 1,950.00 | \$ 15,750.00 |
| | 2.2 | Enroll. | 20 | \$ 2,100.00 | 30 | \$125.00 | \$ 3,750.00 | 40 | \$ 6,000.00 | 10 | \$ 1,950.00 | 10 | \$ 1,950.00 | \$ 15,750.00 |
| | 2.3 | Programs | 10 | \$ 1,050.00 | 20 | \$125.00 | \$ 2,500.00 | 20 | \$ 3,000.00 | 10 | \$ 1,950.00 | 0 | \$ - | \$ 8,500.00 |
| 3 | | | 50 | \$ 5,250.00 | 60 | | \$ 10,000.00 | 80 | \$ 15,000.00 | 20 | \$ 5,850.00 | 20 | \$ 3,900.00 | \$ 40,000.00 |
| | 3.1 | Prelim. AZ | 50 | \$ 5,250.00 | 80 | \$125.00 | \$ 10,000.00 | 100 | \$ 15,000.00 | 80 | \$ 15,600.00 | 70 | \$ 13,650.00 | \$ 59,500.00 |
| | 3.2 | Update AZ | 20 | \$ 2,100.00 | 40 | \$125.00 | \$ 5,000.00 | 80 | \$ 12,000.00 | 40 | \$ 7,800.00 | 60 | \$ 11,700.00 | \$ 38,600.00 |
| | 3.3 | Final AZ | 10 | \$ 1,050.00 | 20 | \$125.00 | \$ 2,500.00 | 40 | \$ 6,000.00 | 40 | \$ 7,800.00 | 30 | \$ 5,850.00 | \$ 23,200.00 |
| | | | 80 | \$ 8,400.00 | 140 | | \$ 17,500.00 | 220 | \$ 33,000.00 | 160 | \$ 31,200.00 | 160 | \$ 31,200.00 | \$ 121,300.00 |
| 4 | 4.1 | Board WKSP | 30 | \$ 3,150.00 | 0 | \$125.00 | \$ - | 20 | \$ 3,000.00 | 10 | \$ 1,950.00 | 0 | \$ - | \$ 8,100.00 |
| | 4.2 | Adoption | | \$ - | 0 | \$125.00 | \$ - | 30 | \$ 4,500.00 | 20 | \$ 3,900.00 | 0 | \$ - | \$ 8,400.00 |
| | | | 30 | \$ 3,150.00 | 0 | \$ - | \$ - | 50 | \$ 7,500.00 | 30 | \$ 5,850.00 | 0 | \$ - | \$ 16,500.00 |
| Totals | | | 310 | \$ 32,550.00 | 675 | | \$ 86,875.00 | 945 | \$ 144,750.00 | 685 | \$135,525.00 | 180 | \$ 35,100.00 | \$ 434,800.00 |

Attachment C:
City of Palatka Planning Services Contract

MASTER CONSULTING SERVICES AGREEMENT

THIS MASTER CONSULTING SERVICES AGREEMENT (this "Agreement") is made and entered into as of the 5th day of July, 2023, (the "Effective Date"), by and between THE CITY OF PALATKA, a Florida municipal corporation with offices located at 201 N. 2nd Street, Palatka, Florida 32177 (hereinafter referred to as "CITY"), and JBrown Professional Group, Inc., a Florida for profit corporation with offices located at 3530 N.W. 43 Street, Gainesville, Florida 32606 (hereinafter referred to as "JBPRO"). Collectively, CITY and JBPRO are hereinafter referred to as "the Parties" of this agreement.

Witnesseth:

WHEREAS, the CITY desires JBPRO to provide certain professional consulting services as described in Exhibit A (RFQ 2023-04 Continuing Services) and in separate Work Orders to be issued hereunder pursuant to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties, in consideration of the foregoing recitals and the mutual covenants hereinafter set forth and in subsequently issued Work Orders, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, here agree as follows:

1. *Provision of Services/Method of Project Authorization*

1.1 This Agreement provides the terms upon which the CITY may avail itself of the professional consulting services of JBPRO from time to time over the period of time specified hereinafter as described in Exhibit A (RFQ 2023-04 Continuing Services) which is incorporated together with exhibits and addenda completed by JBPRO which contain the substance of JBPRO's bid, are attached and consists of 67 pages total, all of which are incorporated into this agreement by reference herein.

1.2 JBPRO shall provide, in accordance herewith, the professional consulting services described in separate Work Orders issued hereunder (the "Services"). Each Work Order, when signed by the Parties, shall be incorporated into and form a part of this Agreement. Each such Work Order shall contain a Project Description, Scope of Services, Project Schedule, Deliverables, Compensation Terms, and special provisions or conditions specific to the Services or project being authorized (the "Project"). An outline of the Work Order is attached to this Agreement as Exhibit B, (Sample Work Order). In the event of a conflict between this Agreement and any Work Order issued hereunder, the terms of the Work Order shall govern the provision of the particular Services of Project involved.

1.3 Should CITY issue a purchase order or other instrument related to JBPRO, it is understood and agreed that such document is for the CITY's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If CITY does issue a purchase order number or other similar instrument, it is understood and agreed that JBPRO shall indicate the purchase order number on the invoices sent to CITY.

1.4 Since JBPRO has no control over the cost of labor, materials, or equipment or over the contractor's methods of determining prices, or over competitive bidding or market conditions, when requested by CITY to estimate project construction costs, JBPRO opinions of probable costs provided as a service hereunder are to be made on the basis of its experience and qualifications and represent its best judgment as a design professional familiar with the construction industry. However, JBPRO cannot and does not guarantee that proposals, bids, or the construction costs will not vary from opinions of probable costs prepared by it. If CITY wishes greater assurance as to the construction costs, it shall employ an independent cost estimator at its own expense. Services to modify approved documents to bring the construction cost within any limitations established by CITY will be considered Additional Services and entitle JBPRO to additional compensation which shall be negotiated and mutually agreed upon by the Parties.

1.5 If the Services are to include services during construction, any resident engineering, construction inspection or testing provided by JBPRO is for the purpose of determining the contractor's compliance with the functional provisions of Project specifications only. JBPRO neither guarantees nor insures any contractor's work nor assumes sole and complete responsibility for Project site conditions during the course of construction of the Project, including safety of all persons and property.

1.6 The Services shall be performed by JBPRO utilizing the standard of care normally exercised by professional consulting firms in performing comparable services under similar conditions (this standard of care does not mean such Services shall be perfect or error free). Other than that as expressly set forth herein, JBPRO makes no warranties or guarantees whatsoever, whether expressed or implied, of merchantability or fitness for a particular purpose, with respect to any services performed under this Agreement.

2. CITY'S Responsibilities

2.1 City shall provide full information regarding its requirements for the Services of Projects and shall arrange for JBPRO, its' agents' and Consultants' access to the site of work.

2.2 CITY shall designate a representative authorized to act on its behalf with respect to the Services or Project. CITY's authorized representative shall examine all studies, reports, sketches, probable costs, drawings, specifications, proposals, and other documents submitted by JBPRO or furnish information required of CITY and shall render in writing decisions pertaining thereto promptly so as not to delay the progress of JBPRO Services.

2.3 CITY shall provide JBPRO, its' agents and sub-consultants access to its records to the extent necessary to perform JBPRO obligations hereunder. If any off-site investigations are required, it shall be CITY's responsibility to secure the required access rights from site owners.

3. *Effective Date and Purpose of Agreement*

The parties hereto agree that under this Agreement, JBPRO will provide professional consulting services of a specified nature as described in Exhibit A, RFQ 2023-04 Continuing Services, attached hereto and incorporated as if fully set forth herein, when and if the CITY requests JBPRO to provide such services. This is a continuing contract pursuant to Section 287.055, Florida Statutes (Consultants' Competitive Negotiation Act) and may be terminated without cause by either party as provided herein.

4. *Compensation and Method of Payment*

4.1 CITY shall compensate JBPRO for the Services on the basis as set forth herein and in each separately issued Work Order.

4.2 JBPRO shall pay all applicable sales taxes; or the CITY shall provide to JBPRO its tax exemption information, where appropriate.

4.3 JBPRO shall invoice CITY monthly for all Services rendered and Reimbursable Expenses incurred pursuant to this Agreement, and each invoice shall be due and payable in accordance with the Florida Prompt Payment Act (Sec. 218.70, et seq., Fla Stats.). CITY shall notify JBPRO in writing of any disputed amount contained in an invoice within thirty (30) business days from the date of invoice; otherwise, all charges shall be deemed acceptable and correct.

4.4 Compensation due JBPRO under this Agreement is due and payable at JBPRO offices in 3530 N.W. 43 Street, Gainesville, Florida 32606 (or at such other location as may be specified by JBPRO in writing).

4.5 If CITY fails to make any payment due JBPRO for Services and Reimbursable Expenses within forty-five (45) days after the date of an undisputed invoice (or within thirty days after resolution of a disputed invoice), the amounts due JBPRO shall accrue interest at the lesser of one and one half percent (1.5%) per month or the maximum rate allowed by law from the forty fifth (45th) day; and, in addition, JBPRO may, after giving seven (7) days written notice to CITY, suspend Services under this Agreement until JBPRO has been paid in full all amounts due for Services and Reimbursable Expenses, including all accrued but unpaid interest, without JBPRO incurring liability due to such suspension.

4.6 The CITY, in its sole discretion, will determine the method of payment for services under this Agreement. These payments may include traditional payment (by check or wire transfer) or standard payment (by Credit Card). JBPRO agrees to accept payment by either means and no additional surcharges or fees will be considered or paid to JBPRO. JBPRO will be responsible for credit card interchange fees.

5. *Delays/Charges*

5.1 Any delay or default in the performance of any obligation of JBPRO under this Agreement resulting from any cause beyond JBPRO reasonable control shall not be deemed a breach of this Agreement. The occurrence of such event shall suspend the obligations of JBPRO as long as performance is delayed or prevented thereby, and the compensation due JBPRO hereunder shall be equitably adjusted.

5.2 During the performance of Services hereunder, the CITY shall have the right, by written instrument, to make changes in, omissions from, or to require additions to the Services (hereinafter collectively referred to as "Changes"). In the event that Changes require the preparation of additional drawings and/or specifications, or require additional services by JBPRO, then, upon completion of such additional services, JBPRO shall be entitled to an equitable increase in compensation for such additional services rendered due to the Changes.

6. *Direct Personnel Expenses Defined*

Direct Personnel Expenses are defined as the cost of salaries of employees of JBPRO engaged on the Project and of mandatory and customary benefits such as statutory employee benefits, insurance, sick leave, holiday, vacations, pensions, and similar benefits. Exhibit C (Hourly Rate Schedule) attached hereto is the schedule of hourly costs for each position within JBPRO.

7. *Reimbursable Expenses Defined*

Reimbursable Expenses are in addition to the Direct Personnel Expenses described in Section 6 herein and are defined as actual expenditures made by JBPRO, its employees, or its sub-consultants in the interest of the Services of Project, including but not limited to:

Sub-consultants' fees, computer and computer aided drafting and design (CADD) charges, fees paid for securing approval of authorities having jurisdiction of the Project, toll telephone calls and FAX charges, reproductions and printing charges of all types for Project-specific documents, mailing and shipping charges, equipment and laboratory use fees, photography, model materials, and all other material and expendable supplies directly used with respect to the Project.

8. *Insurance*

8.1 JBPRO shall not commence any work in connection with this Agreement until it has obtained all of the following types of insurance and such insurance has been approved by the CITY, and has named the CITY as an additional insured, except for Worker's Compensation Coverage and Professional Liability, nor shall JBPRO allow any sub-consultant to commence work under this Agreement until all similar insurance required of the sub-consultant has been obtained.

Nonresidential insurers shall have a current and valid Certificate of Authority issued by the State of Florida, Department of Insurance authorizing it to write insurance policies in the State of Florida and do business in the State of Florida. Insurers shall have at least a Policy Holder Rating of A and Financial Rating of Class IV as identified in the latest issue of "Bests Key Rating Guide" unless otherwise accepted by the CITY in writing.

8.2 JBPRO insurance, and the insurance of any other party bound to JBPRO, shall be considered primary. CITY's insurance, if any, shall be considered excess, as may be applicable to claims which arise out of indemnifications, insurance, certificates of insurance and any additional insurance provisions of this agreement.

8.3 Loss Deductible: CITY shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of deductibles shall be the sole responsibility of JBPRO.

8.4 Sub-consultants' Insurance: JBPRO shall require each of its sub-consultants to procure and maintain, during the life of the subcontract, insurance of the types specified in this Article or insure the activities of its sub-consultants as required in this Section 8.

8.5 Certificate of Insurance: The CITY shall be furnished proof of insurance coverage as follows.

- The name of the insured, the name of the insurer, the number of the policy, its effective date, and its termination date;
- Statement that the insurer will mail notice to the CITY and a copy to JBPRO at least thirty (30) days prior to any reduction in coverage, cancellation, renewal, or non-renewal of the policy;
- Certificate of Insurance shall be in the form as reasonably approved by the CITY and such Certificate shall clearly state all the coverage required in this Section 8.
- Receipt of certificates or other documentation of insurance or policies or copies of policies by the CITY or by any of its representatives which indicate less coverage than required by this agreement does not constitute a waiver of JBPRO obligations to fulfill the requirements of this Article.

8.6 Workers' Compensation Insurance: JBPRO shall have in full force, during the life of this agreement, Workers' Compensation and Employer's Liability Insurance for all its employees connected with work under this agreement. In the event any work is subcontracted, JBPRO shall require the sub-consultant similarly to provide Workers' Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by JBPRO. JBPRO may provide a workers' compensation waiver in lieu of workers' compensation insurance where such waiver is properly approved by the Florida Department of Labor and Employment Security and accepted by the CITY in writing. Such insurance or waiver shall comply with the Florida Workers' Compensation law. In case any class of work conducted under this agreement is not protected under this agreement the Workers' Compensation

statute, JBPRO shall provide adequate insurance, satisfactory to the CITY for the protection of employees not otherwise protected.

8.7 **Liability Insurance:** JBPRO shall have in full force, during the life of this agreement, Commercial General Liability and Commercial Automobile Liability Insurance that shall protect the CITY from claims for damage for bodily injury and personal injury, including accidental death, as well as claims for property damages which may arise from tasks associated with or carried out under this agreement, whether such operations are by itself or by anyone directly or indirectly employed by JBPRO. The amount of such insurance shall be minimum limits as follows:

- **Commercial General Liability:**
 - Minimum Coverage is \$1,000,000 per occurrence
 - Coverage shall include premises, operations, products, completed operations, independent contractors contractual liability covering this agreement, contracts and leases, broad form property damage coverage, personal injury and bodily injury.

If Umbrella or Excess liability coverage is used to satisfy the requirements of this Article, it shall not be more restrictive than the underlying insurance policy coverage.

- **Commercial Automobile Liability**
 - Minimum Coverage is \$1,000,000 per occurrence
 - Coverage shall include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

8.8 **Professional Liability Insurance:** During the term of this Agreement, JBPRO will carry Professional Liability insurance which will cover liability for any claim or non-performance on account of any error, omission, or other provable negligence caused by JBPRO. The amount of insurance shall not be less than \$1,000,000 per claim and aggregate. The CITY may require a higher limit as mutually agreed with JBPRO for specific Work Orders.

9.0 *Termination/Suspension*

9.1 This Agreement may be terminated without cause by either party upon fifteen (15) days written notice. In the event of termination, JBPRO shall be compensated, as provided herein, for Services performed through the date of receipt of such written notice of termination, together with Reimbursable Expenses then due.

9.2 If the Project is suspended for more than ninety (90) consecutive days, JBPRO may be compensated, as provided herein, for Services performed through receipt of written notice of such suspension, together with Reimbursable Expenses then due. When the Project is resumed, JBPRO compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of JBPRO Services.

10. *Use of Documents and Electronic Deliverables*

10.1 All Documents and Electronic Deliverables created by JBPRO during the term of this Agreement and produced in conjunction with an executed task order shall become property of the CITY.

10.2 Copies of Documents that may be relied upon by CITY are limited to the printed copies (also known as “hard copies”) that are signed and sealed by JBPRO. Electronic files of text, data, graphics, or other types that are furnished by JBPRO (“Electronic Deliverables”) to CITY are only for convenience of CITY. Any conclusion or information obtained or derived from such Electronic Deliverables shall be at the CITY’s sole risk. If there is a discrepancy between the Electronic Deliverables and the hard copies, the hard copies govern.

10.3 CITY agrees that it shall perform acceptance tests or procedures on the Electronic Deliverables within the ninety (90) day acceptance period and such errors shall be corrected by JBPRO. In the event that CITY does not inform JBPRO of any errors within the ninety (90) day acceptance period, CITY shall be deemed to have accepted the Electronic Deliverables and JBPRO shall not be responsible to cure any errors thereafter.

10.4 When transferring Electronic Deliverables, JBPRO makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operation systems, or computer hardware differing from those used by JBPRO at the beginning of this Project.

11. *Indemnification*

11.1 JBPRO agrees to assume liability for and indemnify, and hold harmless the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney’s fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of JBPRO, in the performance of this Agreement. JBPRO liability hereunder shall include all attorney’s fees and costs incurred by CITY in the enforcement of this indemnification provision. This includes claims made by the employees of JBPRO against the CITY, and JBPRO hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of the Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement.

Subject to the limitation set forth in this Section, each party shall cooperate, and cause its agents to cooperate, in the defense or prosecution of any third-party claim and shall furnish or cause to be furnished such records and information, and attend such conferences, discovery proceedings, hearings, trials, or appeals, as may be reasonably requested in conjunction therewith.

It is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.08, Florida Statutes, as amended. JBPRO expressly agrees that it will not claim, and waives any claim, that this indemnification shall be construed as to waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

11.2 JBPRO Status as an Independent Contractor: That status of JBPRO under this Agreement is that of an independent contractor. Nothing in this agreement shall create or be construed as creating a partnership between the CITY and JBPRO, nor shall JBPRO be an agent of the CITY.

11.3 Waiver of Subrogation: The CITY and JBPRO waive all rights against each other for damages caused by perils covered by insurance provided under this Agreement to the extent covered by such insurance, except such rights as they may have to the proceeds of such insurance held by the CITY and JBPRO as trustees. JBPRO shall require similar waivers from all sub-consultants and their subcontractors and suppliers.

The CITY and JBPRO waive all rights against each other for loss or damage to any equipment used in connection with performance under this Agreement and covered by any property insurance. JBPRO shall require similar waivers from all sub-consultants and their subcontractors and suppliers.

If the insurance policies referred to in Section 8 above require an endorsement to provide for continued coverage where there is a waiver of subrogation, the owner of such policies will cause them to be so endorsed; failure to obtain endorsement nullifies the waiver of subrogation.

12. Equal Opportunity Employer

JBPRO is an equal opportunity employer. JBPRO does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability or veteran status and will take affirmative action to employ and advance in employment qualified minorities, women, disabled veterans, veterans of the Vietnam Era or disabled individuals.

13. Contingent Fees

JBPRO warrants that it has not employed or retained any person or entity, other than bona fide employees working solely for JBPRO, whose fee, commission, percentage, gift, or other consideration from JBPRO is contingent upon, or results from, that person's or entity's procuring this Agreement.

14. Construction

This Agreement, the rights and obligations of the Parties hereto, and any claims or disputes relating thereto shall be governed by, interpreted, construed and enforced in accordance with, the laws

of the State of Florida with all claims filed in a court of competent jurisdiction in Putnam County (but excluding the choice of law rules thereof).

15. *Waiver of Jury trial*

CITY and JBPRO hereby knowingly, voluntarily, and intentionally waive the right any of them have to a trial by jury with respect to any litigation based hereon, or arising out of, under or in connection with this Agreement and any agreement contemplated to be executed in conjunction herewith, or any course of conduct, course of dealing, statements (whether verbal or written) or actions of either party. All disputes under this agreement will be adjudicated in Putnam County, Florida.

16. *Dispute Costs*

In the event a dispute shall arise under or about this Agreement, then the prevailing party therein shall be entitled to recover from the non-prevailing party all reasonable costs, expensed and attorneys' fees, as determined by a court of competent jurisdiction, which may be incurred on account of such dispute, whether or not suit or other legal or quasi-legal proceedings may be brought, as well as at every state of any such proceedings from the time such dispute first arises through trial, or other proceedings and all appellate process.

17. *Successors and Assigns*

Except as otherwise expressly provided, all provisions herein shall be binding upon and shall inure to the benefit of the Parties, their legal representatives, successors and assigns.

18. *Entire Agreement*

This Agreement and the Attachments hereto set forth the entire agreement between the Parties. Any prior conversations or writings are merged herein and extinguished. No subsequent amendment to this Agreement shall be binding upon CITY or JBPRO unless reduced to writing and signed by both Parties.

The captions and numbers appearing herein are inserted only as a matter of convenience and are not intended to define, limit construe or describe scope or intent of any paragraph nor in any way affect this Agreement.

19. *Partial Invalidity*

If any provision of this Agreement or any application thereof to any person or circumstances shall, to any extent, be invalid, the remainder of the Agreement or the application of such provision to persons or circumstances other than those as to which it is held invalid shall not be affected thereby and each provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

20. Notices

Any notice, demand, request or other instrument which may be or required to be given under this Agreement shall be delivered in person, sent by United States Certified or Registered Mail; postage prepaid, or sent by reputable overnight courier service and shall be addressed to either party at the address as hereinabove given. Any notice shall be deemed delivered upon hand delivery or three (3) days after depositing such notice in postal receptacles, return receipt requested, or one (1) day after depositing such notice with a reputable overnight courier service. Either party may designate such other address as shall be given by written notice.

Notices shall be provided to the following:

To CITY:

City Manager
City of Palatka
201 N. 2nd Street
Palatka, FL 32177

To CONSULTANT:

Planning Director
JBPRO
3530 NW 43rd Street
Gainesville, FL 32606

21. No Partnership

Nothing contained in this Agreement shall be deemed or construed so as to create the relationship of employer-employee, principal-agent, joint venturers, co-adventurers, or partners between CITY and JBPRO, and they are and shall remain independent contractors one as to the other.

22. Counterparts

This Agreement may be executed in two or more counterparts, each of which may be executed by one or more of the Parties hereto, but all of which, when delivered and taken together, shall constitute but one Agreement binding upon all of the Parties hereto.

23. Additional Provisions

23.1 JBPRO will not act as consultant for the development of any real, private property within the current boundaries of the City of Palatka without prior written consent from CITY.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on their behalf by their duly authorized representatives, under seal, all as of the day and year first above written.

CITY:

CITY OF PALATKA

By: 

Typed Name: Jonathan Griffith

Title: City Manager

Attest:

By: 

Typed Name: Sunni Krantz

Title: City Clerk

JBPRO

JBPRO & ASSOCIATES, INC.

By: 

Typed Name: Kathie Ebaugh, AICP, MPA

Title: Planning Director

Attest:

By: 

Typed Name: Michael Brown

Title: Director of Administration

[CORPORATE SEAL, optional]

Attachments:

EXHIBIT A, RFQ 2023-04 Continuing Services

EXHIBIT B, SAMPLE WORK ORDER

EXHIBIT C, HOURLY RATE SCHEDULE as needed.

RFQ 2023-04 CONTINUING PROFESSIONAL PLANNING AND INSPECTION SERVICES

ATTACHMENT A

RFQ 2023-04 CONTINUING PROFESSIONAL PLANNING AND INSPECTION SERVICES RESPONSE

What is the main purpose of the book?

Answer:

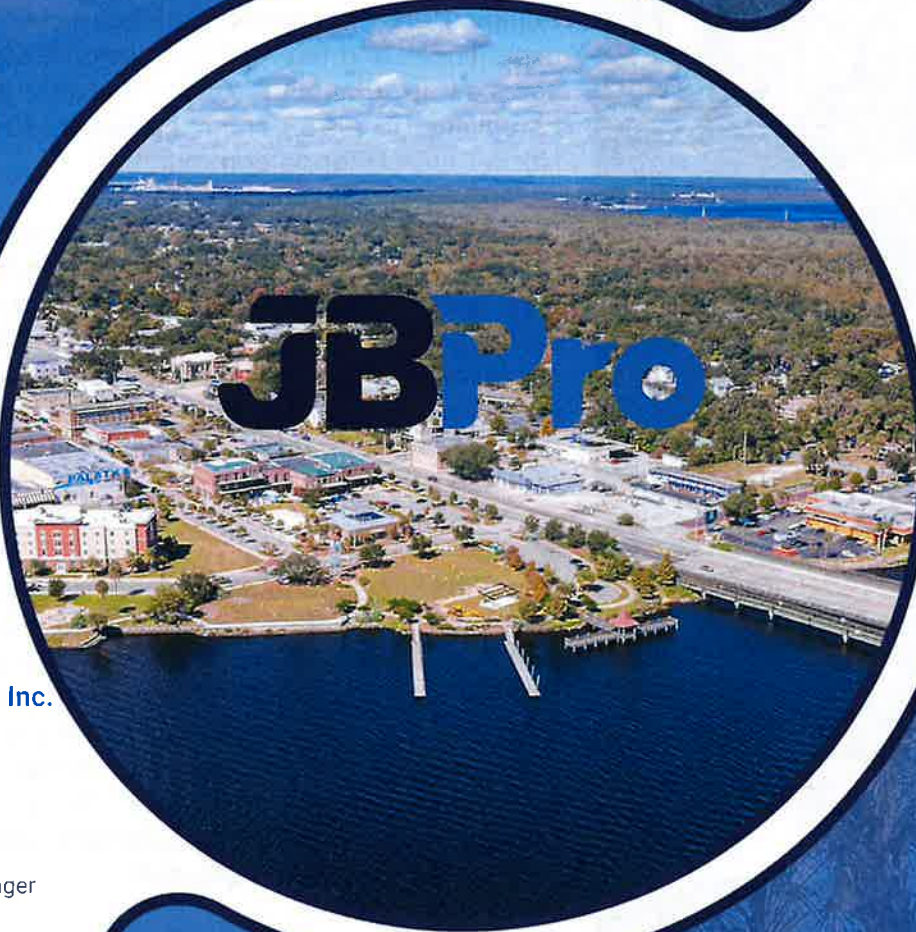
The main purpose of the book is to provide a comprehensive overview of the history and development of the English language.

City Of Palatka

RFQ 2023-04

Continuing Professional
Planning & Inspection Services

Digital Copy



06/01/2023

prepared by

JBrown Professional Group Inc.

4420 US-1 S, Suite 1

St. Augustine, FL 320866

contact person

Kathie Ebaugh, AICP, MPA

Director of Planning, Project Manager

(941) 234-6263

kathie.ebaugh@jbpro.com

prepared for

City of Palatka

ATTN: Ms. Sunni Krantz

City Clerk

201 North 2nd Street

Palatka, FL 32177-373

Transmittal Letter



Dear Ms. Sunni Krantz, Interim City Clerk:

JBrown Professional Group Inc. (JBPro) is very pleased to submit our qualifications for the City of Palatka Continuing Professional Planning and Inspection Services (RFQ 2023-04). JBPro is an experienced and talented Professional Services firm that provides services in Planning, Civil Engineering, and Land Surveying. Established in 1995, our firm has nearly 30 years experience serving North-Central Florida communities.

We have experience planning, designing, and permitting projects in Palatka and the surrounding Putnam County area. Our vast local government experience and nearby office locations make us perfectly suited to serve the City of Palatka. The City of Palatka is in our primary service area ideally situated between both of our North Central Florida offices. JBPro has staff members in Putnam County daily, and we look forward to serving the citizens and government of Palatka.

We have thoroughly reviewed the RFQ 2023-04, the goals of this City, and your existing planning tools and understand the needs as presented in the RFQ. As a planning, engineering, and surveying firm that works with many jurisdictions we understand the value of having clearly defined community planning and development initiatives that reflect the City distinct's character. Additionally, we recognize the importance of establishing a planning vision that will shape the City's future. Finally, we also understand the need of meeting the RFQ requirements and have developed a work approach that exceeds this goal.

For this contract, **Kathie Ebaugh, AICP, MPA** will lead the planning initiatives. Ms. Ebaugh has spent most of her career working for public planning departments and is recognized for her commitment to actively engaging community members, youth, entrepreneurs, and other stakeholders in discussions about planning decisions. She is excited by the opportunity to bring her experience community-focused planning projects and commitment to vision-based planning to the City of Palatka. Ms. Ebaugh will be joined by a hand-picked team of planning, design, and development professionals to tackle different areas of the City of Palatka Continuing Professional Planning and Inspection Services.

Supplementing JBPro's role as lead consultant, our Project Team also includes three exceptional firms, who have been carefully chosen for their complementary experience, compatible philosophy, and seamless rapport.

- **The Corradino Group**
- **Community Planning Collaborative LLC**
- **Vive Design**

The JBPro Team will focus on identifying the key issues, trends, and strategies that will help equip the City manage long-term growth and change, while celebrating and preserving the natural beauty, history and unique identity of its local communities. We understand the dynamics of the City and understand the requirements and expectations of the RFP. In response, we have carefully assembled a team that has the right mix of expertise, experience, nimbleness, creativity, and technical strength to help the City of Palatka succeed in this important endeavor.

JBPro is committed to serving the City of Palatka as one of its primary service areas and clients. If selected, we will prioritize our working relationship and always be responsive and dedicated to the needs of Palatka.

We have tremendous experience providing professional services to local governments. We look forward to bringing this experience to the City of Palatka in support of the City's planning and development projects and initiatives.

As the Director of Engineering at JBPro, I will also commit to supporting our project effort. JBPro group is very excited to serve the City of Palatka, and look forward to providing your City exceptional service.

Sincerely,



Christopher Potts, PE
Director of Engineering, JBrown Professional Group Inc.
06/01/2023

Respondent Information

Federal Taxpayer ID 46-3710755

Contact Person Kathie Ebaugh

Office (352) 375-8999 x 1401

Cell (941) 234-6263

Email kathie.ebaugh@jbpro.com



Cade Museum

Gainesville, FL

JBPro Project: 2013-2018

Why Should The City of Palatka Select **JBPro**

JBPro offers a variety of specific benefits to the City. Among these benefits are:

- **Demonstrated experience and familiarity in the City**
- **Availability of personnel for immediate response to requests**
- **In house Planning and GIS**
- **Commitment to minimizing costs**
- **Ability to meet all schedule and performance goals**
- **Quality construction plans**
- **Construction administration services**
- **Extensive federal, state and local permitting experience**
- **Integrated GIS/BIM and UAS for design and asset inventories**
- **Local staff committed to successful completion of all projects**

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Depot Park

JBP^{Pro}

1

Firm Background



50

Professional
Employees



600+

Clients
Satisfied



2,600+

Contracts
Completed



28

Years of
Experience

After nearly 3 decades of service, JBPro remains passionate in advocating for our public sector clients through planning and community development projects that support each City's unique character.

Led by our founder, Jay Brown, PE, JBPro provides exceptional technical advice and development support from recognized planning, engineering, and surveying professionals. Our team focuses on executing project specific approaches that address each community's unique qualities. This approach ensures that the plans, projects, and initiatives we work on will support your City's distinct goals and achieve your City's future vision.

With 50 employees, JBPro has the skills, resources, and expertise to meet the City of Palatka's needs. With our home in North Central Florida, we understand our region's unique planning and development demands. With a team of planning, design, and management partners, we are able to expand our services to address any concern the City may have. With a strong commitment to service, we are able to respond to any service request you may have efficiently and effectively.



JBPro is a Certified Small Business in the City of Gainesville. We are a local firm that has been actively working with each of the City's departments since our founding in 1995.

Business Structure

JBPro is a small but highly capable development services group. Our small business enterprise (SBE) includes 50 staff members with extensive planning, civil engineering, and survey experience. Our planning team is led by Kathie Ebaugh, AICP, who has over 27 year of experience leading public planning efforts including community engagement efforts, comprehensive plans and land development standards, small area plans, and Main Street programs. Kathie will act as the project manager for this project.

Ms. Ebaugh will be supported by our GIS, civil engineering, and surveying teams. Our GIS department is led by John Gilreath, GISP, who has the nontechnical experience to support the City's mapping and data assessment needs. Our engineer department is led by Chris Potts, PE and includes 18 civil engineers with extensive experience and expertise in all areas of site planning, civil engineering, and plan development. Our Survey Department is led by Troy Wright, PSM, and includes 2 professional licensed surveyors, 6 field crews, and all the latest modern survey technology including aerial drones, laser scanners, and robotic total stations.

We bridge the gap between companies that are too small to provide reliable and consistent service and companies that are too large to overcome bureaucracy and corporate demand.

Corporate Information

Business Type S-Corporation

Regionality Local

Established 1995

Annual Report Filed 03/22/2023

Years in Business

28 years

Phone (904) 789-8999

Toll Free (844) Go-JBPro

Fax (352) 375-0833

Email contact@jbpro.com

Website jbpro.com

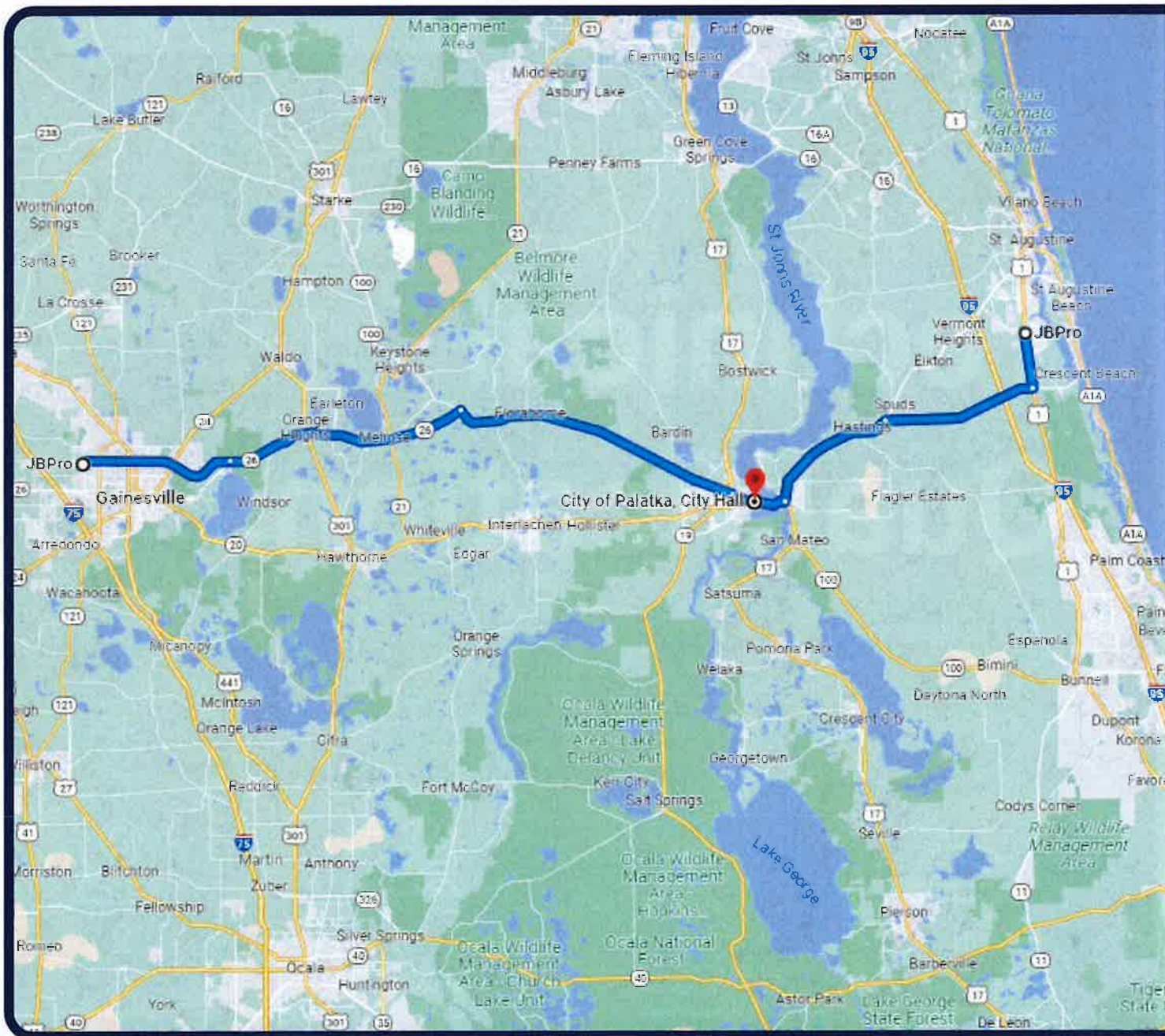
Address 4420 US-1 S, Suite 1
St. Augustine, FL 32086

We are ideally situated in North Central Florida with robust staff availability and the ability for our clients to work directly with our company leaders. Our team is immediately available to assist the City of Palatka with any of the initiatives, projects, and work efforts outlined in the RFQ 2023-04.

The quality of our work has been recognized by our peers. Our Depot Park project won an Outstanding Environmental Project Award locally, and our SW 9th Street Roadway project received the APWA statewide and national awards as the Transportation Project of the Year. Our employees are officers of the local ASCE chapter, FL Women in Planning group, and are active with local charitable organizations and Boards. Our company received a Founder's Award from Millard Fuller, the founder of Habitat for Humanity for service to the organization. We value our community and our clients and are excited about the opportunity to serve the City of Palatka.

Office Locations

JBPro's locations makes us perfectly suited to serve the City of Palatka. Our main office headquarters is located in Gainesville, FL, only **49 miles** away from the City of Palatka City Hall. In 2021 we also opened our St. Augustine Branch, a short **26 mile** drive away from the City Hall. With both of these locations JBPro is able to quickly support the City of Palatka's planning and development needs.



Archer Rd/ Tower Rd
Signalization

JBPPro

2

Technical Qualifications



5

Professional
Engineers



2

Professional
Surveyors



5

Professional
Planner



2

GIS
Professional

JBPPro exceeds the minimum qualifications as stated in the RFQ



Professional Licensing - We comply with all applicable state and federal licensing laws and have provided copies of the active professional licenses of our key professionals.



Local Offices - We have multiple office locations perfectly positioned to quickly support the City of Palatka for any project or initiative they may need.



Project Experience and Capability - We have formed an exceptional and well-rounded team to address each service requested by the City. Our team of professionals has demonstrated well above 5 years of experience in their areas of expertise.



Performance Requirements - We have fully read and understand the scope, nature of work, general requirements, and will retain qualified staff capable of performing the professional services to be provided.



Proof of Insurance - We have provided proof of the relevant insurance coverage and specific amounts listed in the RFQ.

Firm Qualifications

JBPro understands that the City of Palatka desires to select consultant(s) to provide consulting services for the following types of projects and more:

- | | |
|--|---|
| A. Comprehensive Plan Amendments | N. Development Design Guidelines |
| B. Land Development Code Amendments | O. Economic Analysis to facilitate Catalytic Site Economic Redevelopment |
| C. Environmental planning | P. Stormwater Implementation Plan (Green Infrastructure, LID's, BMP's) |
| D. Stormwater Management Inspections | Q. Complete Streets, Landscape, and Streetscape Design |
| E. Site Inspections | R. Parks and Open Space Analysis and Design |
| F. Small Area Studies | S. Urban Design including Mixed Use and Urban Infill |
| G. Historic Preservation Studies and Activities | T. Catalytic Site Economic Redevelopment; |
| H. Grants and Alternative Funding | U. Prepare and present information to City Commission, City Advisory Boards, Citizen Interest Groups and other public meetings |
| I. GIS/Mapping/Graphic Art | V. Blight evaluation services, in the context of code enforcement, CRA creation and/or brownfields |
| J. Intergovernmental Agreements | |
| K. Socio-Economic Data, Estimates, Projections, Studies | |
| L. Transportation related studies and data collection | |
| M. Traffic Impact Analysis and Review | |

With nearly 30-years of experience working with and for local governments, JBPro understands how to develop, adopt, and implement local plans. Our consultant firm is focused on achieving each local government's priorities and ensuring that their unique community development goals are achieved. JBPro has staked our reputation on a genuine commitment to our clients and producing high-quality planning and design work. We work hard for our clients and we make sure their projects are successful.

JBPro has a proven record of exceeding the needs of our local government clients through the implementation of successful planning and development projects.

Our clear objective is to provide the City great planning and design projects that are developed collaboratively, will stand the test of time, and will lead to great outcomes for the citizens of Palatka.

To ensure we offer the City the best possible product, we have selected from our roster of partners specific firms that we believe provide complimentary services at a cost-efficient value:

- **The Corradino Group**
- **Community Planning Collaborative LLC**
- **Vive Design**

Org Chart

The City of Palatka

JBPro

Jay Brown, PE
President

Kathie Ebaugh, AICP
Director of Planning/
Palatka Project Manager

John Gilreath, GISP
Director of GIS

Troy Wright, PSM
Director of Surveying

Chris Potts, PE
Director of Engineering

Planning Team

Richard White, PSM
Senior Survey Manager

Joey Coutts, SIT
St. Augustine
Survey Manager

Kyle Willems, PE
Engineering Design &
Operations Manager

Surveying Crew #1

Surveying Crew #4

Logan Peters, PE
Project Manager

Tim Boehlein, PE
Project Manager

Elizabeth McAlister, EI
Project Manager

Surveying Crew #2

Surveying Crew #5

Engineering Team #1
Design Engineer
Production Engineers
CAD Technicians

Engineering Team #2
Design Engineer
Production Engineers
CAD Technicians

Engineering Team #3
Design Engineer
Production Engineers
CAD Technicians

Surveying Crew #3

Surveying Crew #6

**THE
CORRADINO
GROUP**

Joseph Corradino, AICP
Transportation Planner



Ennis Davis, AICP
Historic Preservation

Adrienne B, AICP
Environmental Planner

Vive Design, LLC

Marsha Swider, PLA
Landscape Architect

Anthony J. "Jay" Brown Jr., PE

Principal-in-Charge

Jay Brown is both a community leader and a preeminent civil engineer in the greater Gainesville area. Shortly after earning his PE license, Mr. Brown started his own engineering firm in 1995. Now called JBrown Professional Group Inc. (JBPro), the company has grown steadily since its founding by developing strong relationships with community leaders, review agencies, governments and the University of Florida. In his 28 years as the President of JBPro, Mr. Brown has become an expert in civil engineering design, municipal and regulatory permitting, and permit negotiations.

Project Experience

4th St. South Roadway and Drainage Improvements

Jacksonville, FL (Ongoing)

Principal Engineer for the reconstruction of the 4th St. S roadway corridor to improve the condition and stormwater collection facilities to address the significant flooding concerns due to outdated infrastructure. The Civil Engineering team will perform initial site visits and research to assess the property and identify proposed stormwater issues in order to design the storm sewer conveyance system improvements as well as the necessary water and wastewater utility adjustments.

UF-642 SW Campus Transportation Improvements

Gainesville, FL (2019-2022)

Principal Engineer for complex transportation and utility improvements in the SW portion of the UF Main Campus. Those improvements included a new roundabout, turn lane improvements, a new roadway (Ballpark Way) between Hull Road and SW Archer Road, and extensive drainage improvements. JBPro designed and permitted the roadway improvements, drainage improvements and pedestrian ADA improvements with FDOT, UF, and SJRWMD.

Poe Springs Park Improvements

High Springs, FL (2019-2020)

Principle Engineer for improvements at Poe Springs Park to remediate damage from Hurricane Irma in 2017. It included the removal and replacement of 900 LF +/- of existing boardwalk that leads to the spring, raising the boardwalk for improved flood protection, adding handrails along the boardwalk, improving the ADA accessibility to the trails and hardscape, and removing and replacing the existing canoe launch stairway.

Depot Park

Gainesville, FL (2010-2016)

Mr. Brown was the project manager and principal engineer for a historic signature park development in downtown Gainesville that involved the renovation of a historic Train Depot and construction of a 20-acre park property within an environmentally challenged brownfield. The park project included a robust children's playground, rail trails, a hardscape promenade along a master regional stormwater treatment pond, picnic pavilions, bathroom structure, gateway entry features, and passive landscaping and pedestrian trails throughout. The civil design services for this project involved significant ADA accessibility challenges and permitting with various agencies, including the City of Gainesville, GRU, FDEP, and SJRWMD.



Total Experience:

36 years

Education

B.S. Civil Engineering,
University of Florida (1986)

Post-Baccalaureate Studies,
University of Florida (1986-87)

Professional Registration

Florida Professional Engineer,
License #PE43879, Civil

Professional Affiliations

American Society of
Civil Engineers (ASCE)

Director of Builders Association
of North Central Florida (BANCF)

National Home Builders
Association (NHBA)

Gainesville Quarterback Club

American Council of
Engineering Companies

Kathie Ebaugh

AICP, MPA

Director of Planning Project Manager

With over 27 years of experience, Kathie is a proven planning professional experienced in facilitation, land development standards, capital budgeting, economic development, main street development, and intergovernmental coordination. She was the project manager for several vision-based comprehensive plans. Whether it be a discussion about public facilities and programs, community visioning, or City plans, Kathie has actively involved community members in the decision-making effort. In doing so, she has been an innovator in developing community engagement processes that provide opportunities for community members to have a genuine voice in planning decisions.

Project Experience

Neighborhood Design & Development: Berkely Oaks Replat Williston, FL (2022-2023)

Kathie served as planning manager for the redesign, replat, and code update for an antiquated subdivision in the City of Williston. Originally platted in the mid-20th century, this neighborhood did not meet the City's current planning, land development, or zoning code standards. Additionally, it is located within an airport-noise zone and adjacent to the City's junior-senior high school. Through a collaborative private-public planning effort, new neighborhood standards were established. These new standards provided pedestrian and bike connectivity to the school, addressed the airport noise and height concerns, provided for public utilities and infrastructure, created architectural design practices, and improved transportation access.

Rebuilding History: Franklin Park Elementary Ft Myers, FL (2019-2022)

Kathie served as planning manager for the rebuild of one of Fort Myer's oldest elementary schools. Prior to designing and constructing the new campus, Lee County Schools initiated a development effort to promote the history of the school, the surrounding neighborhoods, and the community's future. The effort sought to establish a planning and development strategy that moved the educational program forward while ensuring the school design reflected the community's history.

Lee Plan: New Horizon 2035 Lee County, FL (2010-2014)

Project manager and lead planner for a long-range planning effort to update the county's comprehensive plan. The planning process provided an opportunity to work with elected and policy leaders to address the county's needs for and concerns about the future, establish a new development structure, and identify land use strategies to implement that structure. This planning effort focused on addressing two key concerns: 1) development pressures and opportunities and 2) how future growth would impact the county's character. This project also addressed the county's operational structure by establishing a framework for how the county's departments could work better to address development issues and opportunities.

Building on History; Promoting the Future: Federal Hill Main Street Baltimore, MD (1999-2001)

Kathie served as the executive director for the main street program in an historic water front community. FedHill supported the development of community center by promoting downtown activities, supporting small businesses, promoting urban design, and encouraging economic revitalization of the downtown center and surrounding neighborhoods. The neighborhood-focused economic development program collaborated with businesses and residents to promote community events, building rehabilitation, park and streetscape design, business development, and historic preservation.



Total Experience:

27 years

Education

M.S. Public Administration,
Florida Gulf Coast University
(2018)

M.S. City & Regional Planning
Morgan State University (2004)

B.S. Political Science
Towson University (1996)

Professional Registration

American Institute of Certified
Planners #020181

Professional Affiliations

American Institute of Certified
Planners

American Planning Association

American Planning Association
- Florida Chapter

Florida Planning and Zoning
Association

Florida Educational Facility
Planning Association

Christopher Potts, PE, LEED GA

Director of Engineering

Chris graduated from the University of Florida with a Bachelor of Science in Civil Engineering in 2007 and has been a licensed Professional Engineer since 2011. Since joining JBPro in 2020 Chris has demonstrated great leadership managing multiple engineering teams on a variety of site development projects. Chris has worked extensively with both the public and private sectors, demonstrating strong client advocacy in design and permitting needs. He values a hands-on approach through each phase of project development, focusing his attention on the details and having a clear understanding of client needs and how to address them. Chris prides himself on delivering quality, successful projects on time and under budget.

Project Experience

Veteran's Park

Gainesville, FL (2020-Present)

Senior Project Manager and Engineer of Record for an extensive improvement project for Alachua County's Veterans Memorial Park, which is a well utilized recreation complex and a Veteran's memorial site. The project improvements include a new driveway entrance and parking lot, a large memorial themed splash park, new trails and hardscape, renovated basketball and volleyball courts, landscape, and lighting improvements. The projected cost for the improvements is \$2M.

Blue Springs & Henry Beck Park

Levy County, Florida (2021-Present)

Senior Project Manager for this park project in Levy County, Florida. The project involves creating new ADA access facilities for disabled citizens to access the springs system at both Henry Beck Park and the Blue Springs Park. JBPro is providing topographic surveying services as well as engineering design services for the design of the hardscape and site grading improvements.

NE 9th Ave Roadway Expansion

Gainesville, FL (2022)

Project Manager for the design of a new paved roadway to improve neighbourhood connectivity, and to provide improved access to existing lots within the neighbourhood. The new roadway was planned to connect NE 16th Terr. to NE 17th Dr. within a previously undeveloped corridor. The project also included the design of a wet detention stormwater system and utility upgrades. This project was deemed a high priority by the City of Gainesville Commission.

UF-642 SW Campus Transportation Improvements

Gainesville, FL (2019-2022)

Engineer of Record for complex transportation and utility improvements in the SW portion of the UF Main Campus. Those improvements included a new roundabout, turn lane improvements, a new roadway (Ballpark Way) between Hull Road and SW Archer Road, and extensive drainage improvements. JBPro designed and permitted the roadway improvements, drainage improvements and pedestrian ADA improvements with FDOT, UF, and SJRWMD.

NW 16th Avenue Resurfacing Project

Gainesville, FL (2019-2020)

Design of a 0.90 mile roadway resurfacing project in the midtown City limits of Gainesville, FL. The project extended from NW 13th St. to N. Main St. and includes an updated traffic signal at NW 2nd St. The project included milling, resurfacing, restriping, sidewalk replacement, and ADA improvements. The project also included an expansion project with Gainesville Regional Utilities to redesign wastewater mainlines within the right-of-way.



Total Experience:

16 years

Education

B.S. Civil Engineering,
University of Florida (2007)

Professional Registration

Florida Professional Engineer,
License #PE73842, Civil

Certifications

LEED Green Associate

Professional Affiliations

American Society of
Civil Engineers

Kyle Willems, PE

Engineering Design & Operations Manager

Kyle received his Bachelor of Science in Civil Engineering from the University of Florida in 2016 and earned his Master of Science in Civil Engineering with a concentration in structural engineering in 2018. Since joining the JBPro family in September of 2018, Kyle has become an integral part of the team, managing continuing services projects for Alachua County and Alachua County Public Schools. His expertise ranges from subdivision and roadway design to site plan and infrastructure improvement design. He prides himself in producing quality designs in an efficient and organized manner to meet all of our client's needs on each and every project.

Project Experience

Veteran's Park

Gainesville, FL (2020-Present)

Project engineer for \$2,000,000 expansion to an Alachua County public park. The park improvements included a new splash pad, pavilions, restrooms, sidewalks, new parking facilities, utility extensions, and new stormwater management facilities. The park improvements were permitted with Alachua County, GRU, and SJRWMD.

UF-642 SW Campus Transportation Improvements

Gainesville, FL (2020-2021)

Project Engineer for the design of a new roundabout to better distribute traffic flow at the busy intersection of Radio Rd. & Museum Drive on the UF main campus. The project involved extensive utility coordination due to multiple historical utility lines of all types that crossed the project limits. A large double barrel box culvert was designed to provide a major new stormwater discharge for Lake Alice to bypass Museum Rd. in major storm events without overtopping. SJRWMD ERP Permitting provided.

UF Golf Course Drainage Report

Gainesville, FL (2021)

Project Manager of the design of grading and drainage improvements to improve stormwater management conditions at the UF Golf Course. JBPro's Engineering team designed flood protection adjacent to the fairway of Hole # 7 and recommended the relocation of the discharge for the Hole #7 stormwater pumping station from the Driving Range to the fairway of Hole #15. JBPro coordinated with UF Physical Plant Division, St. Johns River Water Management District (SJRWMD), and FDEP to finalize the required permitting.

Wiles Elementary Parking Improvements

Gainesville, FL (2019-2020)

Project Engineer for site parking and drainage improvements project for the Alachua County School Board. The project involved improvements to the existing parking area to increase vehicular and bus circulation, expand the drop off queue, add sight lighting and improve ADA accessibility. New stormwater improvements were required including permitting with SJRWMD.

Poe Springs Park Improvements

High Springs, FL (2019-2020)

Project Engineer for a park improvement project at Poe Springs Park that was necessary to remediate damage that occurred during Hurricane Irma in September 2017. Those improvements included the removal and replacement of 900 LF +/- of existing boardwalk that leads to the spring, raising the boardwalk for improved flood protection, adding handrails along the boardwalk, improving the ADA accessibility to the trails and hardscape, and removing and replacing the existing canoe launch stairway. The project was performed for Alachua County Parks and Recreation.



Total Experience:

7 years

Education:

B.S. Civil Engineering,
University of Florida (2016)

M.S. Civil Engineering,
University of Florida (2018)

Professional Registration

Florida Professional Engineer,
License #PE93446, Civil

Professional Affiliations

American Society of
Civil Engineers

John Gilreath, GISP

Director of GIS

John M. Gilreath, GISP, has just recently joined JBPro as our new Director of GIS Services and Business Development. He is currently responsible for overseeing geospatial projects and program development. He manages JBPro's GIS/remote sensing program including project planning, data development, data management and quality control. Mr. Gilreath brings extensive knowledge in GIS, database design, GPS data collection, asset management and remote sensing

Project Experience

GIS Asset Inventory of Pre/Post Construction for SR 836 Operational, CapaCity and Interchange Improvements, McKim & Creed, Inc.

Miami-Dade Expressway Authority (MDX), Miami-Dade County, Florida (2016-2023)

GIS Project Manager to provide a comprehensive inventory of all existing MDX assets for a 4-mile stretch of the Dolphin Expressway (SR 836) in Miami. Responsible for performing a pre-construction inventory for monitoring new/removed/modified assets as construction on SR 836 progresses. Additionally, will perform a mobile LiDAR scan and survey to create a spatially accurate inventory for MDX maintenance and asset depreciation tracking upon construction completion. This is a comprehensive inventory effort for the major east-west travel corridor in the City of Miami. He will also manage the creation of a geodatabase to meet MDX operational standards and will include over 18 GIS layers for the OpenRoad Tolling (ORT) system, intelligent transportation system (ITS), lighting, utility conduit, drainage/ stormwater, signage and road design (attenuators, guardrails, etc).

Alternative Corridor Evaluation-SR 56 Extension from US 301/SR 41 to US 98/SR 35, AECOM

FDOT District Seven, Pasco County, Florida(2019-2021)

Served as the GIS Manager on an inter-disciplinary team evaluating multiple corridors for immediate barriers to road construction and the potential alternatives to corridors. Coordinated the collection of over 40 variables for evaluating the environmental and socioeconomic impacts to the project study area. Assembled a raster-based constraint model to identify areas amenable/restricted for potential construction. Provided a summary of constraints in each corridor as well as an overall constructability potential ranking for each corridor.

Tax Increment District Parcel Valuation Analysis

Gainesville Community Redevelopment Agency, Alachua County,Florida (2016-2017)

Project Manager responsible for assisting in the valuation of parcels included in the CRA districts for their annual tax increment calculations. The 2016 tax increment financing district liability calculations were provided by Alachua County and examined by DRMP staff. Exceptions to parcel inclusion, changes to parcel boundaries and the assessed parcel valuations were verified and compared to previous annual reports. Mr. Gilreath interpreted legal descriptions and coordinated with Alachua County Property Appraiser staff to ensure correct parcel valuations and locations for a final annual valuation report.

Socioeconomic Analysis and Site Suitability Report

Gainesville Community Redevelopment Agency, Alachua County,Florida (2016-2017)

Project Manager for DRMP's continuing GIS services contract with the City of Gainesville. Together with the CRA and an independent marketing firm, Mr. Gilreath was responsible for gathering data and creating a report detailing suitable development sites in East Gainesville. Standard data sets from the decennial US Census and 5-year American Community Survey were used for a variety of demographic and economic analysis. Specific data for building permits, certificates of occupancy, business license (by type) and development review petitions were mapped and included in the analysis. In addition, commuter flows, drive-time profiles, traffic counts and existing infrastructure were also determined for each area of interest. He worked with a marketing firm to produce high- quality graphics and distilled data for the report which will be used for marketing businesses interested in relocating or starting up in Gainesville.



Total Experience:

19 years

Education

M.S. Geosciences-GIS/Remote Sensing, Mississippi State University (2006)

B.S. Environmental Sciences, University of Mary (2000)

B.A. Geography, University of Mary (2000)

Professional Registration

Certified Geographic Information Systems Professional #90088

Certifications

Certified GIS/LIS Technologist, American Society for Photogrammetry and Remote Sensing (2009)

Certified Remote Sensing Technologist, American Society for Photogrammetry and Remote Sensing (2009)

Professional Affiliations

American Public Works Association (APWA) Santa Fe Branch Chair (2014-2017)

Branch District State Representative (2022-2024)

Exhibit J

Sub-Contractors List



EXHIBIT J

SUB-CONTRACTORS/CONSULTANTS LIST

Proposer's Name: JBrown Professional Group Inc. Phone #: (904) 789-8999
 RFQ Title: Continuing Professional Planning and Inspection Services RFQ #: 23-04

NOTE: List all sub-contractors/consultants you invited to bid on this project, whether they were selected or not. If sub-consultants will not be used on this agreement, initial the line below. **Form must be submitted with your proposal.** Use additional sheets if necessary.

The City reserves the right to reject any proposals if the Proposer names sub-consultants who have previously failed in the proper performance of an award, or failed to deliver on time contracts of a similar nature, or who is not in a position to perform under this award. The City reserves the right to inspect all facilities of any sub-consultant in order to make a determination as to the foregoing.

| Company Name | Work To Be Performed | Contact Person | Telephone Number |
|--|----------------------|-------------------------------|-----------------------|
| 1. <u>The Corradino Group</u> | <u>C.L.M</u> | <u>Joseph Corradino, AICP</u> | <u>(305) 606-2364</u> |
| 2. <u>Community Planning Collaborative</u> | <u>G.H.N.T</u> | <u>Ennis Davis, AICP</u> | <u>(904) 219-7499</u> |
| 3. <u>Vive Design</u> | <u>I.Q.S</u> | <u>Marsha Swider, P.L.A</u> | <u>(214) 478-6452</u> |
| 4. _____ | _____ | _____ | _____ |
| 5. _____ | _____ | _____ | _____ |
| 6. _____ | _____ | _____ | _____ |

_____ I affirm that Sub-contractor/consultants will not be used to complete projects under this agreement.

Print Preparer's Name: Christopher Potts, PE

Title: Director of Engineering

Signature: _____

Christopher Potts

Date: 05/17/2023

Failure to fully complete, sign and submit this Form may result in rejection of the submittal

Joseph M. Corradino, AICP

Transportation Planner

Mr. Corradino is President of The Corradino Group, Inc. and heads the company's land use and transportation planning operations. Over his 30-year career, he has been an advocate of planning transportation and land use in concert with one another. In doing so, he has focused on working with local governments to create and improve their comprehensive plans, zoning codes and transportation master plans. Joe Corradino knows well what it takes to be successful in this arena, where local municipalities oversee land use decisions, and larger governments are in charge of transportation.

Project Experience

Fort Lauderdale Las Olas Streetscape Corridor Study

City of Fort Lauderdale, Florida

Principal-in-Charge. The City of Fort Lauderdale commissioned this Streetscape Corridor Analysis along Las Olas Boulevard to further identify opportunities and challenges to provide key components of a vision that will ground the future development of the area. The City of Fort Lauderdale is committed to promoting safe, accessible, multi-modal travel evidenced by its implementation of Complete Streets and Vision Zero policy. As the major thoroughfare connecting Downtown Fort Lauderdale and Central Beach, Las Olas Boulevard must balance moving people efficiently through a balance of transportation needs, inclusive of pedestrian, bicycling, vehicular, and transit modes, with space programmed to safely accommodate other alternative modes of transportation such as scooters. The Conceptual Design included a consensus vision that enhances the branding for the Boulevard and the City's branding as both an international destination and the place for live, work, and play in South Florida. The Conceptual Design created a coordinated, iconic, context-sensitive design for the five distinct character areas. The traffic analysis included a review of the existing and future 2040 conditions.

Miami-Dade County TPO SMART Plan/North Corridor.

Miami-Dade County, Florida

Project Manager. On April 21, 2016, the Miami-Dade TPO Governing Board passed the Strategic Miami Area Rapid Transit (SMART) Plan recognizing the community's long-standing desire to advance a program of rapid transit and supporting projects to address the mobility needs throughout Miami-Dade County. The six SMART Corridors are: North Corridor (NW 27th Avenue); South Dade TransitWay; Tri-Rail Coastal Link (Northeast/FEC Corridor); East-West Corridor (SR-836); Kendall Corridor; and, Beach Corridor.

Homestead General Planning Services

Homestead, Florida

The Corradino Group, Inc. was tasked with completing Comprehensive Plan Future Land Use Plan Map amendments, the rezoning of City-owned properties in downtown Homestead and amending the zoning code to allow for public and retail/entertainment facilities.

Transportation Master Plan, General Planning and Engineering Services

City of Doral, Florida

Principal-in-Charge/Project Manager. Doral most closely aligns with the East/West Corridor. The issue here is that Doral has an exploding downtown. The City has worked diligently since incorporation to re-land use and "up zone" the community. The Corradino Group developed the City's first transportation master plan; reviewed developments moving through the public hearing process.



Total Experience:

30 years

Education

M.A. Community Planning,
University of Cincinnati (1992)

B.A. Geography,
Villanova University (1990)

Professional Registration

American Institute of Certified
Planners No. 012032

Professional Affiliations

Mayor, Village of Pinecrest, FL (2016
– Present)

Vice Mayor, Council Member Village
of Pinecrest, FL (2006-2014)

Miami-Dade MPO, Transportation
Planning Council – (2009-2016)

Miami-Dade MPO, Citizens
Transportation Advisory Committee,
(2004-2006)

Miami-Dade County, Development
Permitting Advisory Committee,
(2005-2007)

Chairman of the Board, American
Planning Association; Gold Coast
Section Executive Board (2005-
2007)

Chairman of the Board, Board of Dir.
Chamber South (2006 - 2016)

Chairman of the Board, Doral
Business Council (2005-2007)

Chairman, Planning Board, Pinecrest
(2004-2006)

Ennis Davis, AICP

Historic Preservation

Mr. Davis brings over 21 years of experience in the preservation, cultural heritage, architectural design, real estate development and planning fields. Mr. Davis has served as a project manager, consultant and urban planner on numerous project throughout the Florida and the Southeastern United States. Mr. Davis is also the author of award-winning books *Re/aiming Jacksonville*, *Images of Modern America: Jacksonville*, and *Cohen Brothers: The Big Store*.

Project Experience

LIFT Jax - Historic Eastside Withintrification Strategy

Jacksonville, Florida

Consultant: The Eastside Withintrification strategy is designed to preserve and transform the Historic Eastside neighborhood through equitable community development by improving access to social services, cultural development, wealth building, education, safety and an innovative approach to stimulating and preserving affordable housing opportunities. Tasks involved with this project include the production of a historic resources survey, addition to the National Register of Historic Places, the creation of a culturally appropriate zoning overlay to guide context sensitive infill development and stimulate market rate affordable housing opportunities, grant writing to successfully obtain funding for a grocery store, eliminating the neighborhood's food desert status.

Nassau County - American Beach Cultural Heritage Plan

Amelia Island, Florida

Subconsultant: Designated to the National Register of Historic Places on January 28, 2002, American Beach is a historic beach resort developed by and for African Americans in 1935 that emerged as a popular destination for beach vacationers during segregation. The purpose of the American Beach Cultural Heritage Experience Enhancement Initiative was to capture the essence, protect the sense of place, honor the rich cultural heritage of the community, and authentically tell the story of American Beach through the built and natural environment. Tasks included extensive community engagement, cultural heritage, long-range, historic preservation, parks, placekeeping, resilience and transportation planning

Cosmo Preservation Association - Freedom Park Heritage Panels

Cosmo, Florida

Consultant: This project involved extensive engagement with community of Cosmo, culminating with the creation of the first public heritage markers in Jacksonville honoring Gullah Geechee people - descendants of Central and West Africans who were enslaved in the Carolinas, Georgia and northeastern Florida. The settlement of Cosmo took shape following the Civil War when families of former enslaved made a life for themselves by establishing a community around hunting, farming, mullet fishing, crabbing, shrimping and harvesting oysters at Mill Cove. As a part of the Cosmo Preservation Association's work to preserve the community's legacy, tasks included public engagement, oral history interviews, GIS mapping, heritage marker graphic design and multiagency coordination.

LaVilla Neighborhood - LaVilla Heritage Trail & Gateways Committee

Jacksonville, Florida

Volunteer: Founded in 1866, LaVilla is the oldest urban Black community in Florida and a key contributor to the country's early ragtime, blues and jazz music genres. Negatively impacted by redlining, urban renewal and facing development pressure, the LaVilla Heritage Trail and Gateway Committee was established to build consensus between the Downtown Investment Authority and the grassroots LaVilla community. Serving as chair of the committee, this effort involved extensive community engagement to place the LaVilla community in position to lead an inclusive revitalization process that promoted the preservation of the built environment and historic urban landscape. This project also involved interpretive and cultural planning for the implementation of a Heritage Trail, neighborhood gateway entrances and branding initiatives.



Experience:

21 years

Education

BA, Architecture, Florida A&M University (2001)

Certifications

American Institute of Certified Planners (AICP): #026224

Professional Affiliations

American Planning Association (APA) Florida - Vice President of Membership and Outreach

Florida Trust for Historic Preservation Board Member

Groundwork Jacksonville Board Member

Just Community Planning Board Member (co-founder)

Next City Vanguard Class (2013 Class)

Moderncitiescom (co-founder)

Thejacksonmagcom (co-founder)

Adrienne Burke, AICP, Esq.

Environmental Planning

Ms. Burke is a certified planner and licensed attorney who brings 15 years of experience in local government and nonprofit management, budgeting, and leadership in the areas of land use planning and historic preservation. She has served as a planner and Planning Director for several local governments in Florida. Her expertise is in cultural and natural resource policy, as well as land development code and comprehensive plan management. Preservation specialties include cemeteries, African American history, and resilience.

Project Experience

Miami-Dade County – Long Range Planning

Miami, Florida

As Principal Planner, processed future land use applications for development within unincorporated Miami-Dade County. Took lead in evaluating updates for the Community Health and Design Element based on Evaluation and Appraisal Report recommendations. Worked with long-range planning team to assess redesign of Comprehensive Development Master Plan (CDMP) to make the document more user-friendly and accessible.

Nassau County - American Beach Neighborhood Planning

Amelia Island, Florida

Designated to the National Register of Historic Places in 2002, American Beach is a historic beach resort developed by and for African Americans in 1935 that emerged as a popular destination for vacationers during segregation. As part of Nassau County staff, experience includes leadership in facilitating strategic planning to identify strategies to protect and highlight the historic character of the community, as determined by the neighborhood in a community-driven process. Extensive community outreach around planning, zoning and historic preservation options, surveying residents, initiation of a Community Redevelopment Area, and changes to the zoning code were a part of the planning efforts.

Nassau County - Western Nassau Heritage Preservation Plan Outreach

Nassau County, Florida

In response to a Fall 2017 Urban Land Institute report on the impacts of growth on rural Western Nassau County, the Nassau County Planning and Zoning Board (PZB) formed a subcommittee, the Western Nassau Heritage Preservation Committee (WNHPC). Served as the project lead for the strategic planning process. Extensive community outreach and engagement was held during the planning process with traditional stakeholders such as municipalities, the School Board, and business partners, but also going into the community attending events such as a 4-H Open House, car show, and Christmas festival. The Committee and staff then translated community input into the Western Nassau Heritage Preservation Vision Book with goals, objectives, and strategies to be implemented over the planning horizon through 2045.

Terracon/ESI - Preservation Policy Development

Titusville, Florida and Marathon, Florida

These projects involved drafting preservation policy recommendations for preserving historic resources in Titusville and Marathon, which were part of larger projects that included historic resource survey efforts. Tasks associated with these projects included primary responsibility for drafting the preservation policy recommendations for both communities. These documents include the foundations of historic preservation practice in the United States, preservation law basics, and specific recommendations for implementing policy in the community in relation to other local planning regulations and plans. Information was also included on the evolution of historic preservation to include more diverse heritage, the recent past, climate change, housing affordability, and legacy businesses.

City of Fernandina Beach – Comprehensive Plan Updates

Fernandina Beach, Florida

While on planning staff with the City, participated in the Evaluation and Appraisal Report update process for the Comprehensive Plan. Upon completion of the EAR process, responsible for drafting and updating policies for the Coastal Management Element and Recreation and Open Space Element, and creating a new Historic Preservation Element.



Experience:

15 years

Education

J.D., Environmental + Land Use Law, University of Florida (2007)

M.S. Historic Preservation + Urban Planning, University of Florida (2007)

B.A., History, University of Virginia (2002)

Certifications

American Institute of Certified

Planners (AICP): #31190
Florida Bar #50602

Professional Affiliations

National Council on Public History Advocacy Committee Member

National Alliance of Preservation Commissions CAMP Trainer

Florida Public Archaeology Network Board Member

University of Florida Department of Urban and Regional Planning Advisory Council Member

American Planning Association (APA) Florida Chapter - Equity, Diversity and Inclusion Committee Member

Marsha Swider, PLA

Landscape Architect

Ms. Swider brings nearly 15 years of landscape architectural and site planning expertise to the project team. She is a registered Landscape Architect in the State of Florida and is a Florida-Friendly Landscaping Certified Professional with extensive experience in master plan development and revitalization strategies. She has a passion for public engagement and thrives in bringing community members, stakeholders, and leaders together to create integrated community visions. Marsha enjoys bringing community visions to life through the combined use of hand drawn and digital illustrations that capture the future growth and redevelopment potential of community spaces.

Project Experience

2021 San Felasco Tech City Master Plan

Alachua, Florida

As part of this effort, Marsha completed an illustrative rendering of the final Master Plan to include in the submittal package. The Master Plan rendering is featured on San Felasco Tech City's website at <https://sanfelascotechCity.com/.docs.google.com/document/d/1arwCZ8kfVD0MkOTQZdqcsfSJjsDVQYD6/edit>

2020 Newberry Community Redevelopment Agency Master Plan

Newberry, Florida

Marsha led the Schematic Design process with the Newberry CRA and community stakeholders over the course of 3 design charrettes. Two hand drawn Concepts were developed and included in the submittal package as part of the Newberry CRA Master Plan initiatives.

2018 North Fulton Community Improvement District Master Plan

Alpharetta, Georgia

In effort to consolidate previous planning efforts, studies, and proposed projects into a single, cohesive, strategic plan, Marsha helped in the review, analysis, and development of key illustrative graphics that summarized the Perimeter Community Improvement Districts (PCIDs) priority projects. Alongside PCID Staff, Marsha met with PCIDs Board of Directors, leaders in the cities of Brookhaven, Dunwoody, and Sandy Springs, as well as project managers from the Georgia Department of Transportation to form the consolidated plan. The final publication can be found on PCIDs website. https://perimetercid.org/wp-content/uploads/2021/01/2020-04-28_PCID-Consolidated-Plan_UPDATE_v2-1.pdf

2019 Perimeter Community Improvement Districts

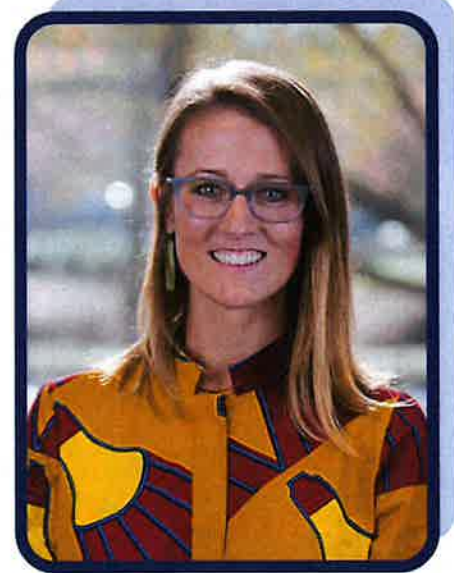
Sandy Springs, Georgia

Marsha led key stakeholder meetings with CID members, elected officials, and prospective CID members to gather input and foster a greater understanding of property owner needs and priorities. Many of the graphics included in the final publication can still be found in the 2021 Blueprint update https://70df1dd9-d20f-4fb3-9a36-ad2261a410d8.filesusr.com/gd/1c3bf6_673766f3670941fbafb38fb47333b0e9.pdf

2017 Buckhead Community Improvement District Master Plan

Buckhead, Georgia

Marsha led the illustrations and publication of the Buckhead Redefined planning document. The Executive Summary won the American Planning Association Outstanding Planning Document Award in 2018. https://www.buckheadcid.com/wp-content/uploads/2017/09/2017-07-10_Executive-Summary.pdf



Experience:

12 years

Education

BA, Landscape Architecture and Urban Planning, Texas A&M (2011)

Certifications

Registered Landscape Architect
LA6667564

Florida Department of Business and Professional Registration

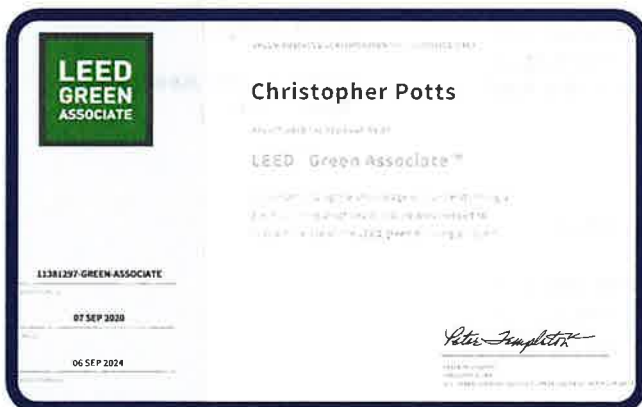
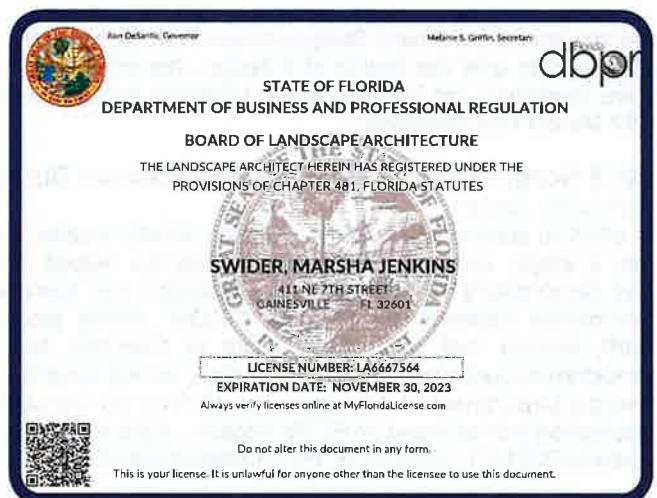
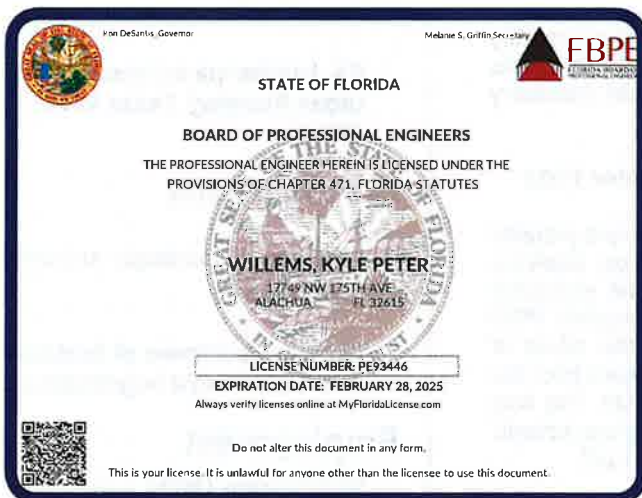
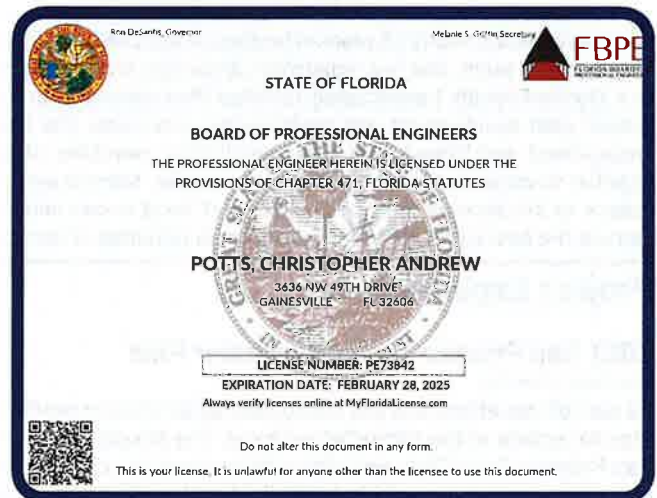
Employment

Vive Design (2022 – present)

Kimley-Horn and Associates
(2012-2022)

Coleman and Associates
(2011 - 2012)

Copy Of Relevant, Licenses And/Or Certifications



Tioga Town Center

JBP^{ro}

3

Experience

Similar Awarded Contracts

Current Continuing Services Contracts

JBPro currently holds 12 Continuing Services Contracts with Public Entities, including a Continuing Services Contract for Putnam County. We hope to win this new contract and are able to add the City of Palatka to the growing list of Public Entities that are satisfied with our work and continue to choose JBPro.

Putnam County

Project Location: Putnam County, FL

Date: 05/24/2022 - 05/23/2025

Contact: Leigh Doran

Phone: (386) 329-0212

Email: leigh.doran@putnam-fl.gov

Address: 2509 Crill Avenue
Palatka, FL 32177

City of Jacksonville Beach

Project Location: Jacksonville Beach, FL

Date: 10/04/2021 - 10/03/2026

Contact: Kayle Moore

Phone: (904) 247-6213

Email: kmoore@jaxbchfl.net

Address: 1460-A Shetter Ave, Second Floor
Jacksonville Beach, FL 32250

City of Gainesville

Project Location: Gainesville, FL

Date: 09/26/2018 - 09/30/2023

Contact: Brian Singleton

Phone: (352) 334-5070

Email: singletonbm@Cityofgainesville.org

Address: 12 SE 1st Street, 3rd Floor
Gainesville, Florida 32601

Town of Orange Park

Project Location: Town of Orange Park, FL

Date: 10/29/2021 - 10/28/2024

Contact: Stephen Smith

Phone: (904) 264-2635

Email: ssmith@townop.com

Address: 2042 Park Avenue
Orange Park, Florida 32073

City of Gainesville WSPP

Project Location: Gainesville, FL

Date: 05/17/2023 - 05/17/2026

Contact: Betsy Waite, PE

Phone: (352) 393-8187

Email: WaiteED@gainesvillefl.gov

Address: Thomas Center, Building B
306 NE Sixth Ave, Gainesville, Florida 32601

University of Florida MP

Project Location: Gainesville, FL

Date: 07/01/2020 - 06/30/2023

Contact: Robert Hatker

Phone: (352) 294-3572

Email: rhatker@ufl.edu

Address: University of Florida,
Gainesville, FL 32611

ent possible

Alachua County

Project Location: Alachua, FL

Date: 02/13/2018 - 09/30/2023

Contact: Ramon Gavarrete

Phone: (352) 374-5245

Email: rgavarrete@alachuacounty.us

Address: 12 SE 1st Street, 3rd Floor
Gainesville, Florida 32601

City of Newberry

Project Location: Newberry, FL

Date: 01/12/2021 - N/A

Contact: Mike New

Phone: (352) 258-6373

Email: MNew@NewberryFL.gov

Address: 25440 W. Newberry Road
Newberry, FL 32618

Levy County

Project Location: Levy County, FL

Date: 12/08/2020 - 12/07/2023

Contact: Alicia Tretheway

Phone: (352) 441-0964

Email: tretheway-ali@levycounty.org

Address: 310 School Street,
PO Box 310 Bronson, FL 32621

City of Alachua

Project Location: City of Alachua, FL

Date: 10/14/2021 - 09/30/2022

Contact: Michael DaRoza

Phone: (386) 418-6100

Email: mdaroza@Cityofalachua.com

Address: 15100 NW 142nd Terrace
Alachua, FL 32615

Clay County School Board

Project Location: Clay County, FL

Date: 10/06/2022 - 10/04/2023

Contact: Bertie Staefe

Phone: (904) 336-6736

Email: bertha.staefe@myoneclay.net

Address: 900 Walnut Street
Green Cove Springs, FL 32043

Jacksonville Airport Authority

Project Location: Jacksonville, FL

Date: 10/01/2022 - 09/30/2025

Contact: Samantha Smid

Phone: (904) 741-3209

Email: samantha.smid@flyjacksonville.com

Address: 2400 Yankee Clipper Drive
Jacksonville, FL 32218

UF-642 SW Campus Transportation Improvements



Project Information

Project Location: Gainesville, FL

Years Completed

Design Complete: 2019

Construction Complete: 2022

Cost: \$11,860,896.00

Services: Civil Engineering & Stormwater Management Design, Permitting & Inspections, Construction Administration, Surveying, Transportation & Streetscape Study & Design, Stormwater Implementation

Description: This project involved several transportation improvements around the SW section of the University of Florida. One of the projects involved the design of a new roundabout to better distribute traffic flow at the busy intersection of Radio Rd. & Museum Drive on the UF main campus. The project involved extensive utility coordination due to multiple historical utility lines of all types that crossed the project limits. The Civil Engineering team worked together to create the design of a major box culvert drainage structure. This large double barrel box culvert was designed to provide a new stormwater discharge for Lake Alice to bypass Museum Rd. in major storm events without overtopping flooding the nearby roadway. JBPro coordinated with the St. Johns River Water Management District to secure ERP permits for the construction activity. Another portion of this project was the design of the high-profile entrance to the University of Florida's campus on Ballpark Way and Museum Road. JBPro led a team to create a gateway entrance and experience for the new Baseball stadium for fans on foot, bus, and vehicles.

Project Owner Information:

Owner:
University of Florida

Contact:
Stuart Cullen

Title:
Project Manager III

Address:
405 NW 39th Ave, Gainesville, FL
32609

E-mail:
stuartcullen@ufl.edu

Phone:
(352) 273-4030



4th St. South Roadway and Drainage Improvement



Project Information

Project Location: City Of Jacksonville Beach, FL

Years Completed

Design Complete: Ongoing

Construction Complete: N/A

Cost: \$3,500,000 (projected)

Services: Civil Engineering & Stormwater Management Design, Permitting & Inspections, Surveying, Transportation & Streetscape Study & Design, Stormwater Implementation

Description: This project involves the reconstruction of the 4th St. S roadway corridor to improve roadway conditions and stormwater collection facilities, addressing the significant flooding concerns due to outdated infrastructure. JBPro is working with the City of Jacksonville Beach Public Works Department to adequately resize the existing pipes and redesign the roadway profile. The Civil Engineering team will perform initial site visits and research to assess the property and identify proposed stormwater issues, and design the storm sewer conveyance system improvements as well as the necessary water and wastewater utility adjustments. JBPro is coordinating with the St. Johns River Water Management District for applicable permitting and is providing Construction Administration services for the bidding portion of the construction phase. This is one of our current major roadway and drainage improvement projects. JBPro is more than capable of providing any transportation or streetscape design services to the City, whether it be improvements to functional traffic flow, roadway conditions, or stormwater management.

Project Owner Information:

Owner:
City of Jacksonville Beach

Contact:
Kayle Moore

Title:
Project Engineer

Address:
11 North Third Street
Jacksonville Beach, FL 32250

E-mail:
kmoore@jaxbchfl.net

Phone:
(904) 247-6213



Veterans Memorial Park Recreation Improvements



Project Information

Project Location: Gainesville, FL

Years Completed

Professional Services: 2022

Construction: Ongoing

Cost: \$1,200,000

Services: Civil Engineering Design & Permitting, Construction Administration, Stormwater Management Design & Permitting, Surveying

Description: This project consists of various improvements to the Veterans Memorial Park. The primary improvement is a new splash pad park with a restroom building addition, shade structures, hardscape, landscape, parking, stormwater and other infrastructure improvements. JBPro is the design team lead which included a landscape architect, architect, electrical engineers, and geotechnical engineers. JBPro worked closely with Alachua County Staff to understand the objectives and goals for the project. The splash pad will have a unique design to honor Veterans from all branches of the military services. As a significant park project, this contains many passive and active recreation design components similar to a new park project. JBPro coordinated with the Alachua County Parks and Open Space on the project schedule. The JBPro design team initiated the project with an upfront boundary, topographic and tree survey performed in a timely manner to make sure the project was able to meet the initial design and permitting schedule. A weekly coordination meeting with the design team promotes constant communication during the initial phases of the project as well as throughout the design phase. The design plans were internally reviewed at various stages to evaluate progress.

Project Owner Information:

Owner:

Alachua County Parks & Open Space

Address:

408 W University Avenue,
Gainesville, FL 32061

Contact:

John Morris

E-mail:

jmorris@alachuacounty.us

Title:

Project Manager

Phone:

(352) 548-1219



City of Williston Planning Services and GIS Technical Assistance



Project Information

Project Location: Williston, FL

Years Completed: 2022

Cost: \$50,000

Services: Comprehensive Planning, Zoning, GIS Maps, Land Development Regulations, Grants Assistance, Small Area Plans, and Economic Development

Description: As a rural community at the edge of two growing communities in North Central Florida, the City of Williston is facing increased growth pressures that could change its small town character. In order to help manage the growth pressures and support its unique quality of life, JBPro is working with the City to develop a comprehensive, strategic planning strategy. Through this effort, JBPro works with the planning staff to provide planning support, technical assistance, project research, and development review for public and private development initiatives. Work efforts that JBPro and the City have initiated include: a new neighborhood regulatory plan for an antiquated subdivision, GIS up-date of the Future Land Use and Zoning Maps, research of community conditions and grant opportunities for an economic resiliency plan, consideration of viability of a Main Street program for the downtown area, evaluation of City permit and development fees, and preliminary assessments of the City's planning policies and practices. Through these efforts, JBPro has become the City's trusted advisor for future planning projects.

Project Owner Information:

Owner:
City of Williston

Contact:
Laura Jones

Title:
Community Development Manager

Address:
50 NW Main Street
Williston, FL 32636

E-mail:
City.planner@willistonfl.org

Phone:
(352) 528-3060 Ext. 111



Socioeconomic Analysis and Site Suitability Report

Description: John Gilreath served as Project Manager responsible for a continuing services contract to the City of Gainesville, to analyze the annual tax parcel valuation statements provided by the Alachua County Property Appraiser to the Community Redevelopment Agency (CRA). The parcel valuations are used as a baseline for the CRA's budgetary process. He closely coordinated with the numerous project stakeholders including the CRA, City, County, and Property Appraiser staff to review the impact of valuations to the TIF revenue transfer. The inclusion of all relevant parcels and value changes over time by utilizing SQL reports and geospatial analysis of parcel boundaries and attributes are included. An annual view of CRA district legal descriptions and parcel transactions is also reported to the CRA down to the individual parcel level. He also assisted the CRA and independent marketing firms to gather data and create reports detailing suitable development sites in East Gainesville. In addition, commuter flows, drive-time profiles, traffic counts and existing infrastructure were also determined for each area of interest.

Project Information

Project Location: Alachua County, FL

Years Completed: 2017

Cost: \$16,000

Services: GIS, Parcel Appraisal Valuations, Economic Development, Demographic and Economic Data, Site Suitability, and SQL

Project Owner Information:

Owner:

Gainesville Community
Redevelopment Agency

Address:

802 NW 5th Avenue Gainesville FL

Contact:

Sarah Vidal

E-mail:

vidalsc@ci.gainesville.fl.us

Title:

Director (former)

Phone:

(352) 234-0807

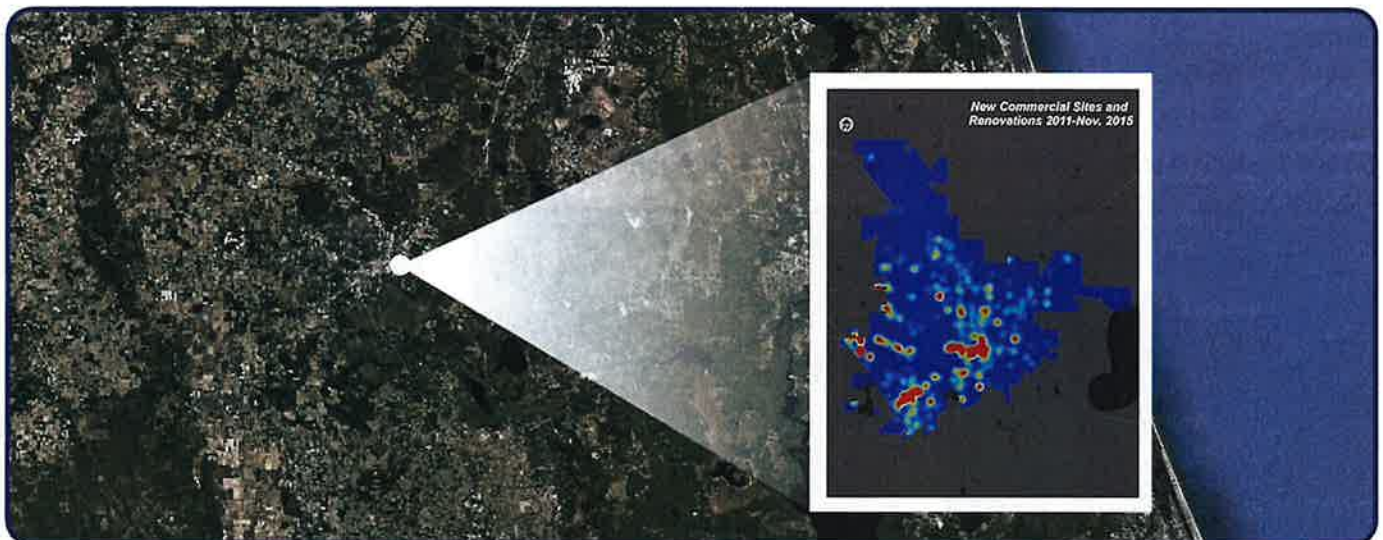


Exhibit H

Reference List



EXHIBIT H

REFERENCE LIST

Proposer's Name: _____

List a **minimum of three (3) client references** that can speak to the Proposer's experience and performance, within the last five (5) years. References from public sector clients are preferred. The City will send Reference Check Surveys via email to the references provided. If the contact information is incorrect or the reference does not respond, the firm will lose points awarded for this criterion.

| Reference #1 | |
|-------------------------|--|
| Company Name: | University of Florida |
| Location (City, State): | 405 NW 39th Ave, Gainesville, FL 32609 |
| Contact Person: | Stuart Cullen |
| Contact Number: | (352) 273-4030 |
| Email Address: | stuartcullen@ufl.edu |
| Dates of Service: | 2018 - 2022 |
| Services Provided: | Civil Engineering & Stormwater Management Design, Permitting & Inspections, Construction Administration, Surveying Transportation & Streetscape Study & Design, Stormwater Implementation (Green Infrastructure, LID's, BMP's) |
| Reference #2 | |
| Company Name: | City of Williston |
| Location (City, State): | 50 NW Main Street, Williston, FL 32636 |
| Contact Person: | Laura Jones |
| Contact Number: | (352) 528-3060 Ext. 111 |
| Email Address: | city.planner@willistonfl.org |
| Dates of Service: | 2022 |
| Services Provided: | Comprehensive Planning, Zoning, GIS Maps, Land Development Regulations, Grants Assistance, Small Area Plans, and Economic Development |
| Reference #3 | |
| Company Name: | Alachua County Parks & Open Space |
| Location (City, State): | 408 W University Avenue, Gainesville, FL 32061 |
| Contact Person: | John Morris |
| Contact Number: | (352) 548-1219 |
| Email Address: | jmorris@alachuacounty.us |
| Dates of Service: | 2022 - Ongoing |
| Services Provided: | Civil Engineering & Stormwater Management Design, Permitting & Inspections, Construction Administration, Surveying Parks and Open Space Analysis and Design, Stormwater Implementation (Green Infrastructure, LID's, BMP's) |

Failure to fully complete and submit this List may result in rejection of the submittal.

Barr Hammock Boardwalk

JBPro

4

Insurance



JBPro's Insurance Policy Meets and Exceeds the Requirements Listed in the RFQ. Our Policy accounts for a surplus of \$500,000 in Employer's Liability Insurance and \$100,000 in the Commercial General Liability Requirements.



JBPRO-01

AMATTOX

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/18/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|--|--|--|--|
| PRODUCER Hub International Florida 2811 NW 41st Street Gainesville, FL 32606 | | CONTACT NAME: PHONE (A/C, No, Ext): (352) 377-2002 FAX (A/C, No): (352) 376-8393 E-MAIL: ADDRESS: | |
| | | INSURER(S) AFFORDING COVERAGE | |
| | | INSURER A: Westfield Companies NAIC # 24112 | |
| | | INSURER B: Bridgefield Employers Insurance Company 10701 | |
| | | INSURER C: QBE Insurance Corporation 39217 | |
| | | INSURER D: | |
| | | INSURER E: | |
| | | INSURER F: | |

| COVERAGES | | CERTIFICATE NUMBER: | | REVISION NUMBER: | | |
|---|---|---------------------|---------------|-------------------------|-------------------------|---|
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. | | | | | | |
| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER | X X | CWP0754997 | 10/1/2022 | 10/1/2023 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 150,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY | X X | CWP0754997 | 10/1/2022 | 10/1/2023 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N/A | 830-53009 | 10/1/2022 | 10/1/2023 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000 |
| C | Professional Liab | | ANE43971-03 | 12/30/2022 | 12/30/2023 | Aggregate limit 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached (if more space is required))
 City of Palatka is Additional Insured & both Primary & Non-contributory terms apply for General Liability & Auto Liability, including Ongoing & Completed Operations for General Liability, & Waiver of Subrogation applies for General Liability, Auto Liability & Workers' Compensation, when required in a written contract or agreement with the Insured, as per the terms & conditions of the policy endorsements.

| | |
|---|--|
| CERTIFICATE HOLDER City of Palatka 201 North 2nd Street Palatka, FL 32177 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |
|---|--|

*Museum Rd/ Radio Rd
Roundabout*

JBP_{ro}

5

Required Forms

Exhibit A Contact Sheet



EXHIBIT A



CONTACT SHEET CITY OF PALATKA, FL

Name: JBrown Professional Group Inc.

Federal Taxpayer ID: 46-3710755

Mailing Address: 4420 US-1, Suite 1

City, State, & Zip Code: St. Augustine, FL, 32086

Telephone: (904) 789-8999 Fax: (352) 375-0833

Cell Phone: (321) 543-0400

Email: chris.potts@jbpro.com

Submitted By: Christopher Potts, PE

Title: Director of Engineering

Vendor Accepts Credit Cards*: ☒ Yes ☐ No (Please Circle)

Accounting Contact:

Name: Deontae C. Lafayette Title: Director of Finance

Email Address: deontae.lafayette@jbpro.com Phone: (407) 697-3697

*See preferred method of payment under "Prompt Payment Act" section of the General Conditions

Exhibit B

Sworn Statement



EXHIBIT B



CITY OF PALATKA, FLORIDA SWORN STATEMENT UNDER F.S. SECTION 287.133(3)(A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Qualifications, Proposal or Contract for _____
Request for Qualifications (RFQ) 2023-04 Continuing Professional Planning and Inspection Services
2. This sworn statement is submitted by (entity) JBrown Professional Group Inc. whose business address is 4420 US-1, Suite 1, St. Augustine, FL, 32086 and (if applicable) Federal Employer Identification Number (FEIN) is 46-3710755 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is Christopher Potts, PE and my relationship to the entity named above is Director of Engineering.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors,

executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Palatka, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding thirty six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)
- ☒ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - ☐ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)
 - ☐ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)
 - ☐ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

Christophe Ross 06/01/2023
Signature Date:

STATE OF FLORIDA

COUNTY OF Alachua

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 1st day of June, 2023, and is personally known to me, or has provided _____ as identification.



Jennifer Newbegin
Notary Public
State of Florida
Comm# HH075654
Expires 12/29/2024

Jennifer Newbegin
Notary Public
My Commission expires: 12/29/24

Exhibit C Drug Free Workplace



EXHIBIT C



DRUG-FREE WORKPLACE CERTIFICATION

The below-signed Proposer certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee understands the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: JBrown Professional Group Inc.

CITY: St. Augustine STATE: FL ZIP CODE: 32086

TELEPHONE NUMBER(S): (904) 789-8999 EMAIL: contact@jbpro.com

SIGNATURE: Christopher Potts

NAME (TYPED OR PRINTED): Christopher Potts, PE TITLE: Director of Engineering

Exhibit D E-Verify



EXHIBIT D



E-VERIFY STATEMENT

Request for Qualifications (RFQ) 2023-04 Continuing
Bid/Proposal/RFQ Number: Professional Planning and Inspection Services

Project Description: The City of Palatka is requesting submittals of qualifications from
professional firms with in-house expertise in Planning, Engineering and/or Landscape Architecture

Vendor/Consultant acknowledges and agrees to the following:

Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and
2. All persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with the Department.

Company/Firm: JBrown Professional Group Inc.

Contact Name (Print): Christopher Potts, PE

Authorized Signature: Christopher Potts

Title: Director of Engineering

Date: 06/01/2023

Exhibit E

Respondent Certification



EXHIBIT E



RESPONDENT'S CERTIFICATION

I have carefully examined the Request for Qualifications (RFQ), the other related documents identified in the RFQ, and the following Addenda, receipt of all which is hereby acknowledged:

| <u>Addendum No.</u> | <u>Addendum Date</u> |
|---------------------|----------------------|
| <u>1</u> | <u>05/17/2023</u> |
| <u>2</u> | <u>05/18/2023</u> |
| <u> </u> | <u> </u> |
| <u> </u> | <u> </u> |

1. I hereby propose to furnish the goods or services specified in the RFP. I agree that my bid will remain firm for a period of 120 days in order to allow the City adequate time to evaluate the bids.
2. I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.
3. The applicant certifies to the best of his/her knowledge and belief, that his/her principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in paragraph 1.b of this certification; and



- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, Local) terminated for cause or default.
4. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the City of Palatka.

I further certify, under oath, that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a bid for the same product or service; no officer, employee or agent of the City of Palatka or any other proposer is interested in said bid; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

JBrown Professional Group Inc.

Name of Business

Christopher Potts 06/01/2023

Signature

Date:

Christopher Potts, PE

Printed Name

Director of Engineering.

Title

STATE OF FLORIDA

COUNTY OF Alachua

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 1st day of June, 2023, by Christopher Potts.



Jennifer Newbegin
Notary Public
State of Florida
Comm# HH075654
Expires 12/29/2024

Jennifer Newbegin
(NOTARY SEAL) (Signature of Notary Public-State of Florida)
(Name of Notary Typed, Printed, or Stamped)

Personally Known ☒ OR Produced Identification _____

Type of Identification Produced _____

Exhibit G

Proposers Checklist



EXHIBIT G

PROPOSAL CHECKLIST

Please use the following checklist as a reference document to confirm all requirements are met in your RFQ submission. **This checklist must be submitted as part of the Proposal.** Please be advised that this checklist should not be interpreted as a comprehensive list of all information required by this Solicitation from prospective Proposers. It simply serves as a guide for the most significant documents to be included in the Proposal and should be enhanced as deemed necessary. It is solely the Proposer's responsibility to read and understand all requirements and adhere to all issued Addenda.

| Requirements | OFFICE USE ONLY |
|---|-----------------------|
| One (1) original copy of proposal (bearing original signatures) | ✓ |
| Four (4) copies of proposal | ✓ |
| One (1) electronic copy of proposal (USB) | ✓ |
| Proposal Checklist – EXHIBIT G | ✓ |
| Contact Information Sheet – EXHIBIT A | ✓ |
| Respondent Certification – EXHIBIT E | ✓ |
| Transmittal Letter (<i>Refer to Section 2.1</i>) | ✓ |
| Table of Contents (<i>Refer to Section 2.2</i>) | ✓ |
| TAB #1 – FIRM BACKGROUND (<i>Refer to Section 2.3</i>) | |
| Summary | ✓ |
| TAB #2 – TECHNICAL QUALIFICATIONS (<i>Refer to Sections 2.4 – 2.6</i>) | |
| Firm Qualifications | ✓ |
| Staff with Qualifications | ✓ |
| TAB #3 – EXPERIENCES & REFERENCES (<i>Refer to Sections 2.7 – 2.9</i>) | |
| Experience | ✓ |
| References – EXHIBIT H | ✓ |
| TAB #4 – INSURANCE (<i>Refer to Section 2.10</i>) | |
| Proof of Insurance | ✓ |
| TAB #5 – REQUIRED FORMS (<i>Refer to Section 2.11</i>) | |
| Forms to be submitted: EXHIBITS A – J | ✓ |
| Proposer's Disclosure – EXHIBIT E | ✓ |
| Document Notification Affidavit – EXHIBIT I | ✓ |
| E-Verify Form – EXHIBIT D | ✓ |

PLEASE ENSURE THE MAILING LABEL IS AFFIXED TO THE SEALED ENVELOPE.

IMPORTANT: Failure to submit the requested copies or complete and submit the required forms may result in submittal being deemed non-responsive and removed from consideration.

Exhibit I

Document Notification Affidavit



EXHIBIT I

DOCUMENT NOTIFICATION AFFIDAVIT

STATE OF Florida COUNTY OF Alachua

I, Christopher Potts, PE acknowledge that I have
(Printed Name)


legal authorization to contractually bind JBrown Professional Group Inc.
(Company Name)

I acknowledge that as part of my response to this solicitation I have read and reviewed copies of the following documents/notifications, attached:

- Conflict of Interest Disclosure
- No Lobbying Notification
- No Collusion Affidavit
- Immigration Laws Notification
- Drug-Free Workplace Provisions
- Public Entity Crimes Notification
- Debarment and Suspension Certification, Proposer must submit their Company Profile Page from SAM.GOV with their RFQ.
- Scrutinized Vendor Certification
- E-Verify Acknowledgement, Proposer must submit their Company Profile Page from E-Verify with their bid.
- Vendor Performance Acknowledgement

I hereby swear or affirm that I have read and that I understand and accept all the requirements and regulations imposed by the above-referenced documents and that I acknowledge and accept that the above-referenced documents and all terms and conditions contained therein are included in the response to this solicitation.

The foregoing Affidavit was subscribed and sworn to before me this 1st day of June 20 23 by Christopher Potts who is personally known to me or who has produced _____ as identification and who did take an oath.

 Jennifer Newbegin
Notary Public
State of Florida
Comm# HH075654
Expires 12/29/2024

Jennifer Newbegin
Notary Public Name

Jennifer Newbegin
Notary Public Signature

Notary Commission Expiration: 12/29/24



JBPro

RFQ 2023-04 CONTINUING PROFESSIONAL PLANNING AND INSPECTION SERVICES

ATTACHMENT B

RFQ 2023-04 CONTINUING PROFESSIONAL PLANNING AND INSPECTION SERVICES SAMPLE WORK ORDER

Work Order 21-65R
Palatka Municipal Airport, Palatka, Florida
Construction Administration, Periodic Construction Monitoring & Observation, and
Q-A Material Testing

PASSERO ASSOCIATES (PA) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement with the City of Palatka, dated May 9, 2019, of which all terms and conditions are incorporated herein by reference, and Schedule C - Required Federal Contract Provisions.

Project Location: Palatka Municipal Airport, Palatka, Florida.

Project Description: This project includes construction of a new 6 Unit T-Hangar 166'-4" x 54'-4" x 14'-0" with sliding hangar doors. Also included is associated site clearing and demolition, utilities, Asphalt Taxi-lane and Aprons, pavement marking, regrading of site, retention pond, Concrete sidewalks, and gravel beds. See the attached Schedule A Scope of Work for further information.

Scope of Basic Services: Construction Administration, Periodic Construction Monitoring & Observation (See Schedule A: Scope of Work).

Scope of Special Services: Quality Assurance Material Testing

Client Manager: John Youell, Airport Manager.

PA Program Manager: Matt Singletary, P.E.

PA Project Manager: Matt Singletary, P.E.

| | | |
|--|--------------------------|-------------|
| <u>Basic Services Compensation & Method of Payment:</u> | Lump Sum (Not-to-Exceed) | \$80,000.00 |
|--|--------------------------|-------------|

| | | |
|--|--------------------------|-------------|
| <u>Special Services Compensation & Method of Payment:</u> | Lump Sum (Not-to-Exceed) | \$11,191.00 |
|--|--------------------------|-------------|

| | | |
|-----------------------------------|--------------------------|-------------|
| <u>Total Project Cost:</u> | Lump Sum (Not-to-Exceed) | \$91,191.00 |
|-----------------------------------|--------------------------|-------------|

Schedule: As presented and assigned by the City.

Meetings: Final Inspection Meeting, and as requested and assigned by the City.

Deliverables:

1. Construction-phase, project administration services.
2. Periodic observation and on-site monitoring of contractor progress.

"Consultant"
Passero Associates, LLC

BY: Bradley J. Wente

Bradley J. Wente, P.E.
Typed Name
Title: Vice President

Angela Witt, Contracts/Grants Administrator
Name, Title

Date: 11/11/11

"Client"
City of Palatka, Florida

BY: Donald E. Holmes

Donald E. Holmes
Typed Name
Title: City Manager

ATTEST:

BY: Sunny Kratz
Sunny Kratz, City Clerk Interim
Name, Title

Date: 11/11/11

Schedule A: Scope of Work

Palatka Municipal Airport, Palatka, Florida
Construction Administration, Periodic Construction Monitoring & Observation,
Q•A Material Testing and Grant Administration Assistance

I. Project Description

The contractor shall be responsible to secure all permits including associated fees. The 6-8 Unit T-Hangar building at Palatka Municipal Airport shall consist of the following:

Will require site clearing and demolition to prepare the existing site as required per civil documents including preparing all elements and utilities to receive new work. New Work - Contractor will include all items required for fully working and complete system that meets all required current codes including but not limited to the following:

- Asphalt Taxi-lane and Aprons including pavement marking.
- Regrading of site and retention pond.
- Concrete sidewalks, gravel beds and Utilities.
- 6 Unit T-Hangar 166'-4" x 54'-4" x 14'-0" with sliding hangar doors.

II. Basic Services

Passero Associates, LLC (Consultant) will provide the following Basic Services to the City of Palatka ('City' or 'Client'):

A. Construction Administration

Passero will provide the following basic services (construction administration for construction duration (240 calendar days), plus pre-construction services (30+ calendar days) and closeout services (30+ calendar days)) to assist the Client with the construction administration phase of the project.

The Consultant shall provide construction administration support by an engineer/architect, inspector and supporting professional staff that will:

1. Assist the Client in managing the technical and administrative components of the project.
2. Provide periodic updates to the Client, as requested throughout the life of the project.
3. Provide consultation and advice to the Client during construction, including attending a pre-construction conference, attendance at construction coordination meetings and other meetings required during the course of construction. Prepare, review, and distribute minutes of these meetings, if applicable.
4. Review contractor submittals, such as construction schedules and phasing schedules, shop drawings, product data, catalog cuts, and samples, for conformance with the construction contract requirements.
5. Review, with the Client, alternative construction methods proposed by the contractor.
6. Review and process supplemental drawings and change orders necessary to properly execute the work within the intended scope and to accommodate changed field conditions.
7. Interpret the requirements of the contract documents for the Client.
8. Review and furnish the Client one reproducible set of the record drawings (to be completed by the contractor) for the completed project.
9. Participate in the pre-final and final inspections of the completed project with Client and the contractor.

B. Construction Observation Phase

This Phase is field based. The Consultant will be providing periodic monitoring and observation services on the construction site. Periodic observation services include one (1) 8-hour day per week over the 240-day project duration (35 days total). Please note that exact time spent per week may fluctuate based on the criticality of the work activities being performed at that time. The Consultant shall assist the Client by providing the following services:

In the construction observation phase, the Consultant shall provide on-site monitoring of construction procedures by a part-time Resident Inspector and supporting staff who will:

1. Conduct on-site observations and monitor the construction activities to assess compliance with the intent of the design.
2. Report regularly to the Client pertaining to the construction progress and, based on on-site observations, its compliance to the project plans and specifications.
3. Review the construction schedule prepared by the contractor for compliance with the contract and give written advice to the Client concerning its acceptability.
4. Attend, conduct, and prepare meeting minutes for pre-construction conference, pre-paving conference, bi-weekly construction progress meetings, and any other special meetings as needed or required.
5. Review the Contractor's Quality Control Plan for conformance with Contract requirements. Verify that material testing required by the Contract Documents is performed and documented. Coordinate Quality Assurance (Owner's) material testing.
6. Provide a written field report with photographs for all site visits performed and maintain a project record documenting construction activities observed.
7. Measure, compute or check quantities of work performed and quantities of materials in-place for use in the preparation of the Contractor's progress and final payment applications.
8. Prepare, review and approve monthly and final payments to the contractor.
9. Develop and confirm final punch list completion.
10. Compile all testing results, reports and records required for project closeout.
11. Assist Client with Project Closeout.

C. Grants Administration Assistance

1. Assist in the preparation of reimbursement request package, coordination of execution by City, and submissions to the FOOT.
2. Assist City in compiling and submitting necessary Joint Automated Capital Improvement Program documentation and closeout documents required by the FOOT.
3. Serve as liaison for the City with FOOT, as needed.

D. Meetings and Deliverables

1. Passero Associates will prepare for and attend the following meetings:
 - Pre-Construction Meeting
 - Periodic Construction Progress Meetings
 - Pre-Final and Final Construction Inspection Walk-Through Meetings
2. Passero Associates will provide the following deliverables to the Client:
 - Periodic Progress Reports
 - As-Built Record Drawings
 - Project Closeout Documents

D. Clarification of Responsibility

The Client acknowledges that the Contractor, in accordance with the Contract Documents, is solely responsible for the completion of the Project in a quality and timely manner. Passero Associates' (Consultant's) construction-phase work tasks for the Project are limited to those specified in this Scope of Work.

The Client acknowledges that at no time will Passero Associates' responsibilities include supervision or direction of the actual work by the Contractor or its employees, subcontractors or suppliers.

The Client acknowledges that the Contractor is aware that neither the approval of contractor shop drawings nor the presence of Passero field representatives nor the observation of the work by Passero representatives shall excuse the Contractor in any way from defects discovered in the Work.

The Client acknowledges that the Contractor is responsible for project site safety. Passero staff will not control, direct or be responsible for construction means, methods, techniques, sequences (other than specified in the Construction Phasing Plan) or procedures in connection with the Contractor's work.

If construction extends the anticipated completion date, a supplemental Work Order to extend Passero Associates' services may be required.

III. Special Services

- A. The Consultant will conduct Quality Assurance (Q/A) testing of materials, subcontracting for outside field, laboratory and/or shop tests of construction materials, as required by the plans and specifications.

IV. Other Considerations

- A. Additional Services that may be required during the life of the project (240 calendar days), shall be performed, as agreed upon by the City and Consultant, and as approved, in writing, by the City, with concurrence from FOOT, prior to such services being rendered or performed.
- B. The City is responsible for providing complete and thorough data in a timely fashion as requested by Passero, including all necessary data from City archives. Passero shall have the right to rely on this data and Passero is not responsible for data that is not provided for in the course of this Agreement.

END OF SCOPE OF WORK

RFQ 2023-04 CONTINUING PROFESSIONAL PLANNING AND INSPECTION SERVICES

ATTACHMENT C

RFQ 2023-04 CONTINUING PROFESSIONAL PLANNING AND INSPECTION SERVICES HOURLY RATE
SCHEDULE

1. The first part of the document is a list of the names of the members of the committee.

MEMORANDUM

FOR THE RECORD
SUBJECT: [illegible]
DATE: [illegible]



Professional Services

Hourly Rate Fee Schedule

Position

Hourly Rate

Planning

| | |
|----------------------------|----------|
| Director of Planning | \$195.00 |
| Planner | \$150.00 |
| Land Planner, Intern | \$125.00 |
| Assistant Planner | \$105.00 |
| Director of GIS | \$195.00 |
| GIS Planner | \$150.00 |
| Director of Transportation | \$195.00 |
| Transportation Specialist | \$150.00 |
| Landscape Architect | \$175.00 |
| Landscape Designer | \$150.00 |

Civil Engineering

| | |
|-------------------------------|----------|
| Principal Civil Engineer | \$225.00 |
| Director of Civil Engineering | \$200.00 |
| Project Manager | \$190.00 |
| Design Engineer | \$150.00 |
| Project Engineer | \$125.00 |
| Engineering CAD Technician | \$125.00 |
| Construction Manager | \$155.00 |
| Engineering Assistant | \$115.00 |

Surveying

| | |
|----------------------------|----------|
| Principal Surveyor | \$190.00 |
| Director of Surveying | \$170.00 |
| Project Manager | \$125.00 |
| 3-Person Field Crew | \$155.00 |
| 2-Person Field Crew | \$135.00 |
| 1-Person Field Crew | \$115.00 |
| Field Crew Member (Office) | \$110.00 |
| Surveying CAD Technician | \$110.00 |



Journal of Management Education

Volume 35 Number 1 February 2011

Editorial

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A. Item Currently Budgeted -

| | | | | | | | | | | | | |
|--------------------------------|---|----------------------------|---|---|---|--------------------------------|---|--------------------|---|-----------------------------------|--|-------------|
| Account Name | | <u>No Financial Impact</u> | | | | | | | | | | |
| Account Number | | | | | | | | | | | | |
| | | Fund | | Function | | Object | | Cost Center | | Project | | Sub Project |
| Original Approved Budget | + | Budget Amendments | - | Expenditures / Encumbrances To Date | = | Current Available Budget | - | Present Request | = | Remaining Balance Available | | |
| \$ | | \$ | | \$ | | \$ | | \$ | | \$ | | |

| | | | | | | | | | | | | |
|--------------------------------|---|----------------------|---|---|---|--------------------------------|---|--------------------|---|-----------------------------------|--|-------------|
| Account Name | | | | | | | | | | | | |
| Account Number | | | | | | | | | | | | |
| | | Fund | | Function | | Object | | Cost Center | | Project | | Sub Project |
| Original Approved Budget | + | Budget Amendments | - | Expenditures / Encumbrances To Date | = | Current Available Budget | - | Present Request | = | Remaining Balance Available | | |
| \$ | | \$ | | \$ | | \$ | | \$ | | \$ | | |

B. Item Currently Not Budgeted -**

| | | | | | | | | | | | | |
|----------------|----|------|--|----------|--|--------|--|-------------|--|---------|--|-------------|
| Funding Source | | | | | | | | | | | | |
| Account Name | | | | | | | | | | | | |
| Account Number | | Fund | | Function | | Object | | Cost Center | | Project | | Sub Project |
| Amount | \$ | | | | | | | | | | | |

| | | | | | | | | | | | | |
|----------------|----|------|--|----------|--|--------|--|-------------|--|---------|--|-------------|
| Funding Source | | | | | | | | | | | | |
| Account Name | | | | | | | | | | | | |
| Account Number | | Fund | | Function | | Object | | Cost Center | | Project | | Sub Project |
| Amount | \$ | | | | | | | | | | | |

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☐

Prior Year Approved Budget: \$

Prior Year Actual Spent: \$

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****



Hernando School District

School Board Workshop

Agenda Item # 2. 25-3017

5/20/2025

Title and Board Action Requested

Review and Tentative Approval of the Revised Student Code of Conduct for the 2025-2026 School Year, by Jill Kolasa, Director of Student Services

Executive Summary

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board review and tentatively approve the Student Code of Conduct for the 2025-2026 school year.

The Student Code of Conduct Committee included teachers, administrators, union representation, school-based deans, ESE representative, parent, safe schools and the Sheriff's office. The committee unanimously agreed with the updates and recommendations.

Thank you for reviewing and considering the updated Student Code of Conduct for the 2025-2026 school year.

My Contact

Jill Kolasa,
Director of Student Services
(352) 797-7008

2018-23 Strategic Focus Area

Pillar 1: Student Achievement

Financial Impact

The cost for the previous fiscal year was \$306.00 from our Printing Department. 100 booklets were printed in addition to the misconduct cards and pre-expulsion posters.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Outline of Revisions of the 25-26 SCOC

| Page # | Topic | Change | Resource |
|---|---|---|----------|
| Cover page | | School year update | |
| Superintendent Message | | Updated message | |
| III – IV | Zero Tolerance | New verbiage added | |
| 4-6 | C. Bus | Discipline consequences added | |
| 7 | | Written threat verbiage added | |
| 11-32 | Level I Offense Codes | Added and deleted verbiage to codes: PI, TR, UF | |
| | Level II Offense Codes | BV – deleted, matrix moved to pg. 4 after Bus Procedures New EM code added | |
| | | Added and deleted verbiage to codes: CD, CI, CP, PR, TA | |
| | Level III Offense Codes | Added and deleted verbiage to codes: FA, PV, SXA, SXO, WI | |
| 33-36 | Out of School Suspension Procedures/Students with Disabilities Flow Chart C. Off Campus Felonies | New verbiage added Reassignment verbiage added | |
| 37-39 Alternative School/Expulsion Procedures | Expulsion | Added verbiage to B. Expulsion | |
| Appendix D | Student Network & Internet Acceptable Use and Safety Agreement | Proposed AI Modification verbiage added | |

PARENT AND STUDENT ACKNOWLEDGMENT

Student Code of Conduct is available on-line at hernandoschools.org

This Student Code of Conduct has been written so students and family members know what behavior is expected and prohibited at school or at school activities. It is helpful if parents are aware of school rules so they can help support them from home. Failure to return this acknowledgement will not relieve a student or the parent(s) from the responsibility for knowledge of the contents of the Student Code of Conduct.

I have read/**viewed on-line** and acknowledge:

- Bullying/Harassment/Teen Dating Violence Policy & Procedures (Appendix A)
- Bus Expectations
- Dress Code Policy (Appendix B)
- Annual notification of Family Educational Rights and Privacy Acts (FERPA) (Appendix C)
- Network/Internet acceptable use agreement (Appendix D)
- Opt Out Pledge of Allegiance (E)
- Participation in Interscholastic and Intrasccholastic Extracurricular Activities (Appendix F)
- Student Code of Conduct

Parent(s)/Guardian(s) Signature

Date

Student's Signature (Middle & High School)

Date

(Print) Student's Name/Student ID #

Grade

I request a copy of the Student Code of Conduct in Spanish ☐

Photograph/Video/Student Work Permission:

Hernando County Schools may use photographs or videotapes in which your child appears as well as your child's project materials (i.e. artwork, written materials, class projects, computer projects). These images may be used for Hernando County Schools in publications such as newsletters, brochures and/or display on social media. The publication of any picture in which your child appears will not be labeled with his/her name or any other personal facts.

PLEASE INITIAL

_____ Yes, I give permission to Hernando County Schools to use my child's photographs, videotapes and/or project materials.

_____ No, I do NOT give permission to Hernando County Schools to use my child's photographs, videotapes and/or project materials.

**PLEASE HAVE YOUR CHILD RETURN THIS PAGE TO SCHOOL
AFTER SIGNING THE ACKNOWLEDGEMENT AND INITIALING THE PHOTO/VIDEO/WORK
PERMISSION SECTION**

HERNANDO COUNTY SCHOOL DISTRICT STUDENT CODE OF CONDUCT

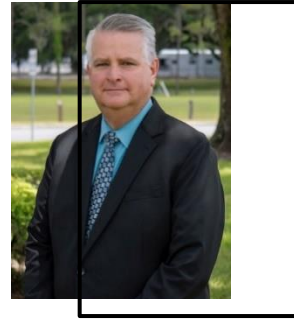


~~2024--2025~~2025 2026

Ray Pinder, Interim Superintendent of Schools

Hernando County School District, 919 North Broad Street, Brooksville, FL 34601, (352) 797-7000

A MESSAGE FROM THE ~~INTERIM~~ SUPERINTENDENT



Parents and Guardians,

The Hernando School District has updated its Student Code of Conduct for the 2025-26 school year. The Code of Conduct outlines rules and expectations for student behavior on campus, during school activities, and at school-related events. This code was developed by a committee comprised of school staff, administrators, and parents to set clear guidelines and expectations that play a vital role in promoting a positive school culture.

The framework of our code of conduct aptly reflects our district's priority of maintaining a safe and healthy learning environment and ensures time spent at school is safe for everyone and focused on learning. We are committed to upholding the values of accountability and responsibility and will remain dedicated to the fair enforcement of this code.

Fostering a safe and supportive learning environment is a shared effort between all members of the school community, including students, parents, teachers, and administrators. I encourage you to take part in this mutual effort by reviewing the 2025-26 Student Code of Conduct with your student and aligning your own expectations for their behavior at school. By working together, we can ensure our students receive the support they need to continue pursuing enriching academic endeavors.

~~The Hernando School District has updated its Student Code of Conduct for the 2024-25 school year. Developed by a committee comprised of school staff, administrators and parents, the Code of Conduct outlines rules and expectations for student behavior on campus, during school activities, and at school-related events. Clear guidelines and expectations play a vital role in promoting a positive school culture.~~

~~The Student Code of Conduct serves as a clear framework of expectations and procedures that ensures time spent at school is safe for everyone and focused on learning. There are no shortcuts in ensuring the safety of students and staff. It is a commitment we must uphold together.~~

~~Fostering a safe and supportive learning environment requires a collective effort from all members of the school community, including students, parents, teachers, and administrators. I encourage you to take a moment to review the 2024-25 Student Code of Conduct with your student and discuss your own expectations for behavior at school. By working together, we can ensure our students receive the support they need to pursue their academic and career aspirations to the fullest!~~

Thank you.

A handwritten signature in blue ink, appearing to read 'RP', located below the 'Thank you.' text.

Ray Pinder
Interim Superintendent



Mission

The Hernando County School District collaborates with students, parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

Vision

To inspire and support the pursuit of individual greatness.



Code of Civility

The education of a child happens only through partnership, and among partners must be the child, the school faculty and staff, the parent(s) or guardian(s), the community and district office employees. Partnership is an active state that includes sharing responsibilities, meaningful communication and welcomed participation.

When people who are working together agree, the partnership runs smoothly. But no two people will always agree and that can make partnership difficult. The partnership is most powerful – as children are educated to reach their potential – when we agree on how to disagree. We must be civil in our discourse.

Civility is often described by its absence. We hear of harmful actions such as road rage, physical confrontation, ethnic stereotypes and slurs. But civility is not just an absence of harm. It is the affirmation of what is best about each of us individually and collectively. It is more than saying “please” and “thank you.” It is reflecting our respect for others in our behavior, regardless of whether we know or like them. It also is not simply being politically correct and is not to be used to stifle criticism or comment. It is being truthful and kind and is each of us taking responsibility for our own actions rather than blaming others.

As we communicate with each other, we need to remember that we are working together to benefit the children of this community.

Therefore, the Hernando County School Board requires that as we communicate, students, HCSD faculty and staff, parents, guardians and all other members of the community shall:

1. Treat each other with courtesy and respect at all times.

This means that:

- We listen carefully and respectfully as others express opinions that may be different from ours.
- We share our opinions and concerns without loud or offensive language, gestures or profanity.

2. Treat each other with kindness.

This means that:

- We treat each other as we would like to be treated.
- We do not threaten or cause physical or bodily harm to another.
- We do not threaten or cause damage to the property of another.
- We do not bully, belittle or tease another and we do not allow others to do so in our presence.
- We do not demean and are not abusive or obscene in any of our communications.

3. Take responsibility for our own actions.

This means that:

- We share information honestly.
- We refrain from displays of temper.
- We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility.

4. Cooperate with one another.

This means that:

- We obey school rules for access and visitation.
- We respect the legitimate obligations and time constraints we each face.
- We notify each other when we have information that might help reach our common goal. This will include information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.
- We respond when asked for assistance.
- We understand that we do not always get our way.

Authority and Enforcement of the Code of Civility

Authority and enforcement of a code for civil conduct ultimately depends on the individual and collective will of those involved – students, HCSO faculty and staff, parents, guardians and all other members of the community. However, individuals need to know how to respond to uncivil behavior and how such behavior will be responded to. The school board does not condone a lack of civility by anyone.

Therefore:

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate school administrator.
2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should use the following guidelines:
 - A. If personal harm is threatened, the employee may contact law enforcement.
 - B. Anyone on school district property without authorization may be directed to leave the premises by an administrator or security officer. Anyone who threatens or attempts to disrupt school or school district operations, physically harm someone, intentionally cause damage, uses loud or offensive language, gestures, profanity or shows a display of temper may be directed to leave the premises by an administrator or security officer.
 - a. If such person does not immediately and willingly leave, law enforcement shall be called.
 - C. If a telephone call recorded by an answering machine, email, voice mail message or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.
 - a. If personal harm is threatened, the employee may contact law enforcement.
 - b. The employee shall save the message and contact his or her immediate supervisor or school district security.
 - D. If any member of the public uses obscenities or speaks in a demeaning, loud or insulting manner, the employee to whom the remarks are directed shall take the following actions:
 - a. Calmly and politely ask the speaker to communicate civilly.
 - b. If the verbal abuse continues, give appropriate notice to the speaker and terminate the meeting, conference or telephone conversation.
 - c. If the meeting or conference is on school district premises, request that an administrator or authorized person direct the speaker promptly to leave the premises.
 - d. If the speaker does not immediately leave the premises, an administrator or other authorized person shall notify law enforcement to take any action deemed necessary.

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Introduction

The Hernando County School District collaborates with parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world. With this vision in mind, The Hernando County School District has developed the Student Code of Conduct to clearly communicate the behavioral expectations necessary for maintaining a safe and orderly learning environment.

The Student Code of Conduct applies to all students enrolled in the Hernando County School District.

Students enrolled in the Hernando County School District are subject to the law, rules, regulations, and policies of the State of Florida and the School Board of Hernando County, Florida, anytime:

1. a student is on school board-owned property;
2. a student is attending school;
3. a student is being transported to or from school or school-sponsored events at public or school expense;
4. and a student is in attendance at, or participating in, a school-sponsored activity.

All students are subject to the immediate control and direction of teachers, staff members, or bus drivers to whom such responsibility has been assigned by the principal or the principal's designee.

The term “parent” wherever used in this document shall include a student’s parent or parents, legal guardian, legal custodian, or adult recognized by the student’s school as acting “in loco parentis”.

**** PARENT NOTICE ****

If your child commits two or more Level III offenses with documentation of interventions, or any Level III offense that results in injury or campus disruption or one Level IV violation, the result will be immediate administrative action, removal of your child from school and/or recommendation for expulsion. Please refer to pages 12 through 37 of this Student Code of Conduct for specific offenses.

Furthermore, any student who has been determined to have committed a repeat offense of bullying will be subject to this same administrative action. Refer to Appendix A.

Students will be disciplined as outlined in the Student Code of Conduct. Some acts may warrant law enforcement investigation, and there may be additional consequences for acts that violate the law.

Electronic communication and all other forms of communication that take place on or off of school grounds, with students' personal property (non-school property) and causes a major disruption on school campus, will result in disciplinary action.

A parent conference must be held with school administration for any major infraction prior to student returning to school.

Restraint

1. All efforts should be made to contact a parent for assistance with de-escalation prior to a student restraint.
2. For an incident where a student is restrained, the parent must be contacted by telephone, email (or both), as soon as possible, but prior to the end of the school day.



Zero Tolerance:

Zero Tolerance for School Related Violent Crimes: The Hernando County School District believes that all students are entitled to attend schools that are safe and orderly and which provide an environment that fosters learning and high academic achievement. The district will not tolerate the presence of persons who engage in violent criminal acts on school property, on school sponsored transportation, or during school sponsored activities. (F.S 1006.13) The Legislature finds that zero tolerance policies are not intended to be rigorously applied to petty acts of misconduct and misdemeanors, including, but not limited to, minor fights or disturbances.

A threat management team may use alternatives to expulsion or referral to law enforcement agencies to address disruptive behavior through restitution, civil citation, teen court, neighborhood restorative justice, or similar programs. Zero-tolerance policies must apply equally to all students regardless of their economic status, race or disability.

Each district school board shall adopt a policy of zero tolerance that:

- a. Identifies acts that are required to be reported under the school environmental safety (SESIR) incident reporting pursuant to s. 1006.07(9).
- b. Defines acts that pose a threat to school safety
- c. Defines petty acts of misconduct which are not a threat to school safety and do not require consultation with law enforcement
- d. Minimizes the victimization of students, staff, or volunteers, including taking all steps necessary to protect the victim of any violent act from any further victimization. In a disciplinary action, there is rebuttable presumption that the actions of a student who intervened, using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer were necessary to restore or maintain the safety of others.
- e. Establishes a procedure that provides each student with the opportunity for a review of the disciplinary action imposed pursuant to s. 1006.07.
- f. Requires the threat management team to consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act that would pose a threat to school safety.

The School Board has determined that the following acts constitute threats to school safety:

- | | |
|--|---|
| - Aggravated battery | - Homicide |
| - Armed robbery | - Possession, use or sale of any explosive device |
| - Arson | - Possession, use or sale of any firearm |
| - Battery or aggravated battery on a teacher or other school personnel | - Sexual battery |
| - False Alarms, including but not limited to, pulling fire alarms | - Victimization |

**Any student who has been found to have committed one of the enumerated felony offenses in Florida Statutes and has a No Contact Order issued by a judge, will be removed from the school of attendance and transferred to a different school in the district, or must be separated from the victim(s) and the victims' siblings in school and on school transportation.*

Firearms:

A Student shall not bring, possess, handle or transport firearms on any District School Board of Hernando county school or campus, at any school function, or on any school sponsored transportation. A Junior ROTC or color guard, pre-approved activity, exemption may apply.

- It is the policy of the District School Board of Hernando County, that F.S.790.25(5), SHALL NOT apply to any student bringing any concealed firearm or weapon onto school property. All students are subject to the policies and penalties stated in this Student Code of Conduct. For the purposes of this

policy, the word student shall mean, but not be limited to, any preschool, elementary, middle, high, llsecondary, vocational or post-secondary student of a school maintained and operated by the District School Board of Hernando County.

- Violation of this rule will result in automatic out-of-school suspension and possible expulsion. Criminal prosecution is also likely in these instances.

Any student who is determined to have brought a firearm as defined in 18 U.S.C.s. 921 (United States Code) or Florida Statute 790, to any District School Board of Hernando County school or campus, at any school function, or on any school sponsored transportation, will be recommended for expulsion, with or without continuing educational services from the student's regular school for a period of not less than (one) full year and referred for criminal prosecution.

The Superintendent, his designee, and/or the School Board may consider extenuating circumstances in determining the length and type of expulsion. (F.S. 1006.07)

Weapons:

A student shall not bring, possess, handle or transport weapons to or on any District School Board of Hernando County school or campus, at any school function or on any school sponsored transportation.

Florida Statute 790 and the School Board define the term "weapon" to include the following non-exclusive list of items:

- "antique firearm", "tear gas gun", "chemical weapon or device", "dart-firing stun gun", "destructive device", "electric weapon or device", "explosive", "firearm", "handgun", "machine gun", "short-barreled rifle", "short-barreled shotgun", "slungshot", "dirk", "knife", "sword", sword cane", "razor blade", "box cutter", "metallic knuckles", "billie",
- or any other deadly weapon, or object that's capable of being utilized as a deadly weapon, except a common pocketknife, plastic knife or a blunt-bladed table knife.

Violation of this rule will result in disciplinary action, which may include out-of-school suspension and possible expulsion. Criminal prosecution is also likely in these instances. (F.S.790.001)

Infractions that require Expulsion or One Year Placement in an Alternative Setting: Per Florida Statute 1006.07

- False reporting of bomb or explosive
- Possession of Firearms/Weapons

Anti-Bullying, Harassment, and Dating Violence Policy

The policy of the Hernando County School District is that all students have an educational setting that is safe, secure and free from harassment, bullying, dating violence or abuse of any kind. This policy shall be applied consistently with all applicable school board, state and federal laws. Conduct that constitutes bullying, harassment, dating violence or abuse as defined herein, is prohibited. Students who persistently engage in substantiated bullying behavior will be subject to possible expulsion. See Appendix A.

Annual Notice of Non-Discrimination

It is the policy of the School Board of Hernando County, Florida, not to discriminate on the basis of race, color, religion, national origin, age, sex, marital status, or handicap in its educational programs or employment practices. By operating in this manner, the School Board adheres to the provisions of Federal Law and other applicable laws.

Specifically, Hernando District Policy states, "It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex ~~(including sexual orientation, transgender status or gender identity)~~, marital status, disability, pregnancy, military status, ancestry, or Genetic Information Nondiscrimination Act of 2008 (GINA) in its educational programs or employment practice." The District also provides equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups, as required with 34 C.F.R. 108.9.

In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. (The lack of English skills will not be a barrier to admission into any Career and Technical Education Programs offered at any of our schools, Sun Tech Education Center or adult education programs)

To file concerns, please follow the complaint procedures found in School Board Policies 1122, 3122 and 4122.

Compliance officers for Employee related issues are Matthew Goldrick, Director of Human Resources 352-797-7005. Compliance officer for student related issues are Jill Kolasa, Director of Student Services 352-797-7008 and Anna Jensen, Director of ESE, 352-797-7022.

I. STUDENTS' RIGHTS AND RESPONSIBILITIES:

| <u>Attendance</u> | |
|--|---|
| Students' Rights | Students' Responsibilities |
| Students have the right to attend school and be informed of the school rules and county policies on attendance and makeup work. | Students have the responsibility to participate in classes regularly, be on time, and adhere to the school's attendance policy and makeup policy. |
| <u>Bullying</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to attend school free of harassment, bullying, or sexual cyber harassment. | Students have the responsibility to report any and all acts of harassment, bullying, or sexual cyber harassment to school personnel. |
| <u>Counseling</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to receive counseling for personal, academic, or career oriented reasons. | Students have the responsibility to seek this counseling. |
| <u>Dress Code</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to dress comfortably in a way appropriate to the school setting. | Students have the responsibility to dress in a non-offensive manner to others that is compliant with school, classroom, and extracurricular rules. |
| <u>Due Process</u> | |
| Students' Rights | Students' Responsibilities |
| Students have a right to due process in all disciplinary actions | Students have the responsibility to cooperate with school personnel in cases involving disciplinary actions, follow the process correctly, and accept the final decisions and consequences of their actions. |
| <u>Education</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to receive an education. | Students have the responsibility to participate in educational opportunities, complete all assignments expected from them, and complete work to the best of their abilities and strive for academic growth and their personal best. |
| Students have the right to know in advance how grades in their class will be determined. Students have the right to receive grades in a timely manner. | Students have a responsibility to understand the grading system and monitor their own progress. |
| Students have the right to attend school in a positive, safe, and clean learning environment free from bias, discrimination, and verbal or physical threats. | Students have the responsibility to maintain an attitude and actions that promotes a positive learning environment. |
| Students have the right to have school personnel who are receptive to student needs and concerns. | Students have the responsibility to express their needs and concerns in an appropriate manner. |
| <u>Electronics</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to use electronic media legally for academic purposes in accordance with the district electronics policy and state statutes. | Students have the responsibility to follow and adhere to the district electronic policy during school hours and at school functions. |
| <u>Free Speech</u> | |
| Students' Rights | Students' Responsibilities |

| | |
|---|--|
| Students have the right to hear, examine, and express divergent points of view, including freedom of speech, written expression, and symbolic expression. | Students have the responsibility to be considerate and respectful of divergent points of view, and to not cause major disturbances on campus through their expression of their point of views to others or to school property. |
| Students have the right to express their views through reading and writing, but without being obscene, disruptive, or slanderous to the school, students, or employees. | Students have the responsibility to respect the right of others in their expression of their views, and to do this (and express their own) in a polite manner. |
| <u>Materials</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to be provided with district adopted textbooks and use school facilities and property appropriately. | Students have the responsibility to respect all school property and materials and return them or pay for them in cases of damage at appropriate times. |
| <u>Participation</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to participate in extracurricular activities dependent upon state and district eligibility requirements. Students have the right to participate in school affiliated clubs and organizations. | Students have the responsibility to abide by all school rules when participating in school sponsored activities on or off campus. Students have the responsibility to take an active interest in the club or organization and fulfill all membership responsibilities. |
| Students have the right to participate in school government based on democracy. | Students have the responsibility to take an active interest in student government and provide their input. |
| Students have the right to choose whether to participate in patriotic or religious activities | Students have the responsibility to respect the rights of others to participate in religious or patriotic activities. |
| Students have the right to assemble peaceful on school grounds. | Students have the responsibility to assemble in a way that does not disrupt education. |
| <u>Privacy and Property Rights</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to enjoy a reasonable degree of personal privacy. | Students have the responsibility to understand that privacy is not guaranteed with regard to use of the internet and electronic devices. |
| Students have the right to have personal property respected, unless school personnel have reason to believe a student is in possession of materials prohibited according to school and state rules. | Students have the responsibility to respect others private possessions and to keep prohibited items away from school and school related activities. |
| <u>School Rules and Regulations</u> | |
| Students' Rights | Students' Responsibilities |
| Students have a right to be informed of the school's rules and regulations and the consequences of breaking them. | Students have a responsibility to know and follow the school rules and accept the consequences of their actions in breaking the rules. |
| Students have the right to be treated in a fair and equitable way from school employees and have school rules that are enforced in a consistent and fair manner. | Students have the responsibility to treat school employees in a fair and equitable way, and to also treat the school grounds in a respectful manner. |
| <u>Student Records</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to have access their own student records | Students have the responsibility to provide the school their own information relevant to making educational decisions. |

This list is intended as a general illustration of some rights and responsibilities recognized by law, and does not create or expand any rights or responsibilities beyond those specifically provided by State or Federal law or School Board Policy.

II. EDUCATIONAL AUTHORITY

A. School Administration Authority

The school administration shall have authority and control over all students at school, at a school sponsored activity and during times when students are on a school bus. School administration has the authority to direct students and can impose reasonable requirements that are consistent with the Student Code of Conduct. (F.S 1006.09)The school administration has the final say on the disciplinary action for each discipline. Information regarding other students and their disciplines cannot be shared with non-parent/guardians in compliance with FERPA.

Electronic communication that takes place off school grounds with student's personal property (non-school property) and causes a significant disruption on school campus may result in disciplinary action.

B. Teacher Authority/Procedures

In accordance with Section 1003.32, Florida Statutes http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1003/Sections/1003.32.html, teachers and other instructional personnel shall have the authority to undertake actions in managing student behavior and ensuring the safety of all students in their classes and school and their opportunity to learn in an orderly and disciplined classroom.

The principal shall make provisions for students to be removed from class when the continued presence of the student in the classroom is intolerable.

1. The school-based Placement Review Committee consists of three (3) teacher representatives [one (1) selected by the school's faculty and one (1) selected by the teacher who removed the student] and one (1) teacher appointed by the principal. The principal must notify each teacher in that school about the availability, the procedures and the criteria for the Placement Review Committee.
2. If no teacher volunteers to participate in the Placement Review Committee, then the Hernando Classroom Teachers' Association (HCTA) President will appoint members to serve on that school's committee.
3. The teacher who does not wish the student readmitted to the class may not serve on the committee, nor may the principal serve on the Placement Review Committee. The teacher and the principal may speak before the committee. Neither may be present when the committee members deliberate to reach their decision.
4. The teacher and the Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.
5. If the Placement Review Committee's decision is contrary to the decision of the teacher to withhold consent to the return of the removed student to the teacher's class, the teacher may appeal the committee's decision to the Superintendent of Schools.

C. Bus Driver's Authority

The bus driver shall have authority of students when they are on the bus. The driver *shall not have authority* when students are waiting at the bus stop, or when they are en route to the bus stop except

when the bus is present at the bus stop and students are loading or unloading from the bus. If a student's behavior jeopardizes the safety of others on the bus, law enforcement shall be contacted by the driver or the Transportation Department. (F.S. 1006.10)

Bus Procedures - Instructions for Students Riding the Bus:

- Students are expected to obey the bus driver's instructions at all times since he/she is in full charge of the bus
- When waiting to board the bus, students are to stand at least 10 feet off the roadway until the bus stops. Also when boarding or departing the bus, students are to walk 10 feet in front of the bus and wait for the driver's signal before crossing the road.
- Students must board and leave the bus at their regular stop location. No exceptions will be made unless by written permission from the administration.
- Students must be on time. The bus will not wait for those who are tardy. Students should be at the bus stop five minutes before the scheduled time. In case of a bus breakdown, student must wait at the bus stop for one hour for a substitute bus to arrive before an excused tardy for being late to school is issued.
- The driver will assign student seats. Students are to sit facing forward with feet out of the aisle. Students are to remain in their seats while the bus is in motion. The aisle must be clear of feet, books and jackets. The driver must have an unobstructed view of the back door.
- Students are to keep arms and heads inside windows. No object is to be thrown at the bus, in the bus or out of the windows of the bus.
- Students are to make no unnecessary conversation with the bus driver since the driver must have his/her full concentration on driving the bus. Students are to remain quiet. Outside of ordinary conversation, students are to maintain classroom conduct. Students shall not use any abusive or profane language to other students, the driver or pedestrians.
- Students will refrain from pushing, tripping, shoving and fighting while boarding, riding and leaving the bus.
- Students are to be absolutely silent when the bus stops at all railroad crossings. Burning the dome lights is the driver's signal for absolute silence.
- No eating, drinking, use of drugs/snuff/chewing tobacco, smoking, vaping or possession of a weapon will be allowed at any time on the bus.
- Animals (dead or alive), glass containers, sharp objects, balls, ball bats, racquets, marbles, cutting instruments, toothpicks, balloons, lighters, matches, or any items of this nature are NOT allowed on the bus.
- Large objects, including band instruments which cannot be held on the lap of which interfere with the seating and safety of others, will not be permitted on the bus.
- Students in Exceptional Student Education must comply with all of the above. As required by law, parent(s)/guardian(s) of exceptional students must be available to assist the student in boarding and departing at the approved bus stops, and they must provide necessary emergency information to the Transportation Department.

Violation of any of the above procedures will be reported by the driver to the principal who has the authority to suspend a student temporarily or permanently from riding the bus. Riding the bus is a privilege. Parent(s) have the responsibility to ensure that suspended students will not appear at the bus stop.

Disciplines occurring on the bus – Progression of Consequences:

| | <u>First Offense</u> | <u>Second Offense</u> | <u>Third Offense</u> | <u>Fourth Offense</u> |
|-----------------------------|--|---|---|---|
| <u>Elementary (K-5)</u> | <u>Parent Notification</u> <u>Bus warning or 1 day</u> <u>bus suspension</u> | <u>Parent Notification</u> <u>Admin Parent Conf.</u> <u>Bus Suspension 1-3 days</u> | <u>Parent Notification</u> <u>Admin Parent Conf.</u> <u>Bus Suspension 3-5 days</u> | <u>Parent Notification</u> <u>Bus Suspension 10 days</u> <u>Referral for Bus Pre-</u> <u>Expulsion</u> |
| <u>Secondary (6-12)</u> | <u>Parent Notification</u> <u>Bus Suspension 1 day</u> | <u>Parent Notification</u> <u>Admin Parent Conf.</u> <u>Bus Suspension 3 days</u> | <u>Parent Notification</u> <u>Admin Parent Conf.</u> <u>Bus Suspension 5 days</u> | <u>Parent Notification</u> <u>Bus Suspension 10 days</u> <u>Referral for Bus Pre-</u> <u>Expulsion</u> |

Parent(s) shall:

1. Ensure that their students ride only on their assigned school bus and get on and off only at assigned bus stops, except when the district has pre-approved an alternative bus or other arrangements.
2. Ensure that their child follows the district's adopted Student Code of Conduct while at the school bus stop and provide necessary supervision during times the bus is not present.
3. Provide assistance if necessary to their students with disabilities to help them get on and off the bus at their stop, as required by the student's Individualized Education Plan.
4. Meet their PK – 2nd grade students at the bus door for all Elementary and K-8 schools, or have an adult or older sibling listed on the child's bus registration card designated to meet the student at the bus door. If the person designated is an older sibling, then the parent(s) must send in a notarized letter authorizing this action.

HERNANDO COUNTY SCHOOL DISTRICT BUS EXPECTATIONS

All standards of behavior that apply on school grounds and at school activities also apply to the school bus. The rules found in the Student Code of Conduct shall be enforced on the bus. Students are expected to abide by the standards of the Student Code of Conduct in addition to but not limited to the bus expectations listed below.

1. Respect the driver and follow instructions.
2. Remain seated; head and arms inside bus and keep your hands to yourself.
3. Keep door and aisle clear of obstacles to include but not limited to: pets, glass or large items including large band instrument, skateboards or loose balloons.
4. Do not throw anything on the bus or out of the window at anytime.
5. Be absolutely quiet when the dome lights are on.
6. Do not eat, drink or chew gum on the bus.
7. Quiet conversations only.
8. After waiting for the driver's signal, cross the road in front of the bus.
9. A permission slip signed by the principal or designee and approved by the transportation department is required for riding another bus or getting off at a different stop.
10. Complete silence shall be maintained at all railroad crossings.
11. Students should sign on/off bus with their bus pass badge or entering their student number into the keypad at the bus entrance.

Pre-K through 2nd grade students MUST be met at the bus door at the afternoon bus stop by an authorized adult or they will be returned to school.

Bus riding is a privilege, not a right.

III. INTERVIEWS/INVESTIGATIONS

A. Administrative

School administration, which may include the School Resource Officer/Guardian, has the right and duty to interview students who are subjects and/or potential witnesses to possible violations of the Student Code of Conduct **without** notifying parent(s). The identity of witnesses will be protected to the greatest extent possible.

B. Written Threats to Commit Mass Violence

In accordance with Florida Statute 836.10, any written or electronic threats to commit mass violence are considered a felony offense. Arrests for such offenses will require an administrative hearing and disciplinary action, regardless of whether the offense occurs on or off campus, as it poses a significant threat to school safety.—

Florida Statute 836.10 states that it is unlawful for any person to send, post or transmit, or procure the sending, posting, or transmission of, a written or other record, including an electronic record, in any manner in which it may be viewed by another person, when in such writing or record the person makes a threat to:

- Kill or do bodily harm to another person; or
- Conduct a mass shooting or an act of terrorism.

B.C. Criminal Offenses On School Campus

School administration has the right to request the assistance of law enforcement to investigate crimes or allegations of a crime committed at school, on a school bus or at a school sponsored activity. If school administration requests assistance, a law enforcement officer may conduct a general investigation and interview students (witnesses and suspects) during the school day. School administration shall be present during the interviews. If the investigation determines that a particular student is a suspect then the parent(s) will be notified.

C.D. Criminal Offenses Off School Campus

The school administrator shall make every attempt to contact the student's parent(s) before permitting law enforcement to interview a child when the student is a suspect in a criminal investigation for an offense that occurred off school property. When the parent(s) can be reached they will be informed that law enforcement is planning to interview the student and be given a reasonable time to appear before the student is interviewed. School administration shall be present during the interview if the parent(s) cannot be contacted. At the high school level, the student has the right to request that school administration not be present during the interview.

When a student is being interviewed as a victim or witness in a criminal case that occurred off campus, the parent(s) must be notified before permitting the child to be interviewed. Attempts must be documented and if the parent(s) cannot be contacted the school administration shall be present during the interview.

D.E. Child Abuse

If a student is a suspected victim in a child abuse investigation, school administration may **not** contact the parent(s). This is the sole responsibility of the Department of Children and Family investigator. School administration or their designee may be present, in accordance with Florida statutes, if requested by the student and approved by the DCF /law enforcement official conducting the interview.

E.F. Removal of a Student from School

A student has certain rights when an officer of the court (law enforcement, Department of Children and Families Investigator/Case Worker) wishes to remove the student from school premises.

1. A student can be removed from campus by law enforcement under the following circumstances:
 - a. With consent from the parent
 - b. To ensure compliance with a subpoena requiring the student to appear in a court proceeding
 - c. In response to a court order authorizing the student's being taken into custody;
OR
 - d. When the student is subject to criminal arrest due to probable cause.School administration should verify the time of removal and that the School Resource Officer has informed the parent(s).
2. When a law enforcement officer/DCF investigator informs school administration that the child needs to be removed pursuant to Florida Statutes, the officer/investigator shall be permitted to do so. The officer/investigator will be responsible for notifying the parent(s). The officer/investigator should follow established sign out procedures. School administration should document the time of removal.

IV. SEARCHES

A. Locker/Vehicle Search

The school administration maintains authority over lockers and desk spaces provided to students and oversees the admission and parking of vehicles on school premises. As a result, principals are empowered and obligated to inspect and search students' lockers, desks, and both student and non-student vehicles if, there is reasonable suspicion of the presence of a prohibited or illegally possessed substance or objects such as weapons within those areas, as outlined in Florida Statue 1006.9 (9). Furthermore, the school may employ the use metal detectors and trained dogs to screen for prohibited weapons and substances. Vehicles brought on school grounds by students are subject to the same criteria for searches as students' personal belongings. If a request to search a vehicle on school premises is denied by the student, parent, or vehicle owner, administration has the right to terminate the student's privilege of bringing a motor vehicle on to school premises. The above actions are taken in accordance with the school's responsibility to uphold discipline and ensure the health and safety of students and the school community. Any items discovered during such searches may be handed over to law enforcement for further investigation and could lead to criminal or juvenile court proceedings, as well as school disciplinary actions.

B. Personal Search

Students and their possessions may be searched by school administrators with or without the student's permission, if school administrators have reasonable suspicion that the safety and well-being of that student or other people in the school are in jeopardy, or if the student is suspected to be in possession of a prohibited or illegally possessed substance or objects such as a weapon. If the illegal items are located by school administrators during the search, these items will be turned over to law enforcement for investigation. Furthermore, the school may employ the use metal detectors to screen for prohibited weapons and prohibited items. If the student refuses or parent denies the student to be searched, this may result in a Level III for Gross Insubordination.

House Bill 1537: Any search of a student's personal belongings, including a purse, backpack, or book bag, must be conducted discreetly to maintain the privacy of the student's personal items within such belongings. Personal items that are not prohibited on school grounds must be immediately returned to the student's personal belongings.

C. Canine Search

A trained sniff-screening dog can be walked around school lockers, school grounds or vehicles in the school parking lot without violating student's constitutional rights. Students cannot be detained without reasonable suspicion while the dog is sniffing. For example, walking a trained sniff-screening dog around a student's vehicle in a school parking lot while the student is in class is permissible; however, detaining the same student in the school parking lot, without reasonable suspicion, while a trained sniff-screening dog walks around the student's car is not permissible. An alert by a trained sniff-screening dog that drugs or weapons may be present in a particular location provides school officials reasonable suspicion and law enforcement officers probable cause to conduct a search of the place to which the dog alerted.

D. Cell Phones/Wireless Communication Devices (WCD)

School administration may search a cell phone or other wireless communication devices if they have reasonable suspicion that such a device has been used in violation of the Student Code of Conduct.

E. FortifyFL.

School districts are required to promote FortifyFL, as provided in Section 943.082(4)(b), F.S. Districts are required to:

1. Advertise FortifyFL on the district website, on school campuses, in newsletters, and in school publications;
2. Install the FortifyFL app on all mobile devices issued to students; and
3. Bookmark the FortifyFL website on all computer devices issued to students.
4. Advertise that someone who knowingly submits a false tip through FortifyFL may be subject to further investigation by law enforcement, and may be subject to criminal penalties under Section 837.05, F.S.

(d) Within the first five (5) days of each school year, each district school board must ensure that instruction on the use of FortifyFL is provided to students in accordance with Section 943.082(4)(b). F.S. Instruction on FortifyFL must be developmentally appropriate and must include the consequences of making a threat or false report involving school or school personnel's property, school transportation or a school-sponsored activity.

***OSS is also specified for some specific Level I and Level II infractions, see section VIII.**
A Multi-Tiered System of Supports (MTSS) refers to framework that includes all of the instructional strategies, interventions, and supports that are used to help all students achieve.

| INTERVENTIONS | | |
|--|---|---|
| Interventions may include, but are not limited to, the following strategies | | |
| <p><u>LEVEL I</u></p> <ul style="list-style-type: none"> Referral to MTSS/Response to intervention team Four step problem solving process Monthly/Quarterly positive incentives Class Assemblies to review behavior expectations Classroom Interventions/supports School/Class Behavior Expectations posted Conference with student and administrator Re-teach school & classroom expectations Social Worker Referral | <p><u>LEVEL II</u></p> <ul style="list-style-type: none"> Conference with student, Counselor and/or Administrator Daily or weekly home school communication Functional Behavioral Assessment, Positive Behavioral Intervention Plan Parent conference with teacher and/or administrator Parent Workshop Peer Mediation Participate in targeted skills group Check-In / Check-out Referral to community agency Re-teach Behavioral expectations Increase frequency of incentives Social Worker Referral | <p><u>LEVEL III & IV</u></p> <ul style="list-style-type: none"> Functional Behavioral Assessment, Positive Behavioral Intervention Plan Re-teach behavioral expectation(s) Review classroom expectations Referral for Mental Health Supports Check-In / Check-out (BIP) *Targeted skills group *Individual counseling Wrap around services Referral to community agency Social Worker Referral |
| LEVELS OF DISCIPLINARY ACTION SUMMARY | | |
| Interventions and corrective actions should be selected that will have a positive impact on student behavior, and when at all possible, minimize student's time away from classroom instruction. Corrective actions are designed for consistency and to protect the learning environment for all students. | | |
| <p><u>LEVEL I</u></p> <ul style="list-style-type: none"> Reteach behavioral expectation(s) Conference with Teacher Conference with Principal Counseling referral Conference with Parent Referral to Community Agency Adjustment of Student's schedule Assignment of peer or adult mentor Written reflection Daily or weekly home-school communication Letter of apology Lunch detention Administrative warning Loss of privilege Change assigned seat (bus) Teacher detention | <p><u>LEVEL II & III</u></p> <ul style="list-style-type: none"> Detention (Administrative) Timeout After-hours school In-school suspension Out of school suspension Lunch detention Loss of eligibility for extracurricular activities Loss of privileges Restitution *Participate in targeted skills group Check-In/Check-out – Behavioral Education Plan *Group counseling Social Worker Referral | <p><u>LEVEL IV</u></p> <p>Pre-Expulsion Hearing will be held</p> <ul style="list-style-type: none"> Out of School Suspension Expulsion-Alternative placement Social Worker Referral <p>A Pre-Expulsion hearing to review student's record with an administrator, other appropriate school personnel, student, and the parent/legal guardian. The consequences for the infraction will be determined at or immediately following the hearing.</p> |

***Any referral for the following require parental consent: individual counseling, group counseling and targeted group participation.**

Guiding Principles

Student success is reliant on collaboration among staff, students, parents and community stakeholders. In order to eliminate disparate rates of discipline and suspensions, each school will implement a school--wide Positive Behavior Intervention and Supports Plan that provides interventions and a tiered system of supports to promote preventive measures that engage students and families as part of the process. When misbehavior occurs, teachers, support staff, and parents work together to identify risk factors contributing to student misconduct as well as consider students developmental/cognitive ability. Use of direct instruction and positive reinforcement, replacement behaviors can be achieved.

V. INFRACTIONS WITH GENERAL AND SPECIFIC DISCIPLINARY ACTIONS AS INDICATED:

The Hernando 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. Students are expected to comply with established rules, follow directions, and respond respectfully to those in authority. In addition, students should be recognized and praised for demonstrating good conduct, self- discipline, good citizenship, and academic success.

A. Level I Any Level I code that occurs on the bus refer to the matrix of consequences on page 5

[DS] DRESS CODE VIOLATION: (Appendix B outlines the dress code expectations): Any student who violates the dress code policy, such as; wearing clothing that exposes undergarments or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

| | First Offense | Second Offense | Third Offense | Fourth Offense | Fifth Offense** |
|-------------------------|---|--|--|---|--|
| Elementary (K-5) | Parent Notification Admin Student Conf. | Parent Notification Loss of Privilege 1 day | Parent Notification Loss of Privilege 3 days | Parent Notification Admin Parent Conf. ISS 1 day | Parent Notification Admin Parent Conf. ISS 2-3 days |
| Secondary (6-12) | Parent Notification Admin Student Conf. | Parent Notification Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days | Parent Notification Admin Parent Conf. ISS 1 day | Parent Notification Admin Parent Conf. ISS 2-3 days |

NOTE: Administrator may hold student in ISS while waiting for a change of clothes. Loss of Privilege may include lunch detention, loss of field trip, inability to attend school-related games/events, etc.

Any offenses after the fifth offense may be considered Gross Insubordination and receive up to Level 3 consequences.

(Section 1006.07, FL Statutes)

[HP] HORSEPLAY: Jumping on, wrestling with, slapping on head, etc. Note: Pulling down another student's pants may be considered "horseplay" or "harassment" depending on the situation, students present, and the location of the incident. Horseplay that results in unintentional injury may result in out of school suspension.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|--|-------------------------------------|
| Elementary (K-5) | Parent Notification Admin/Student Conf. Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days or ISS 1 day | Parent Notification ISS 1-2 days |
| Secondary (6-12) | Parent Notification Admin/Student Conf. Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days or ISS 1 day | Parent Notification ISS 1-2 days |

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[NS] NO SHOW DETENTION.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|-------------------------------------|--------------------------------------|
| Elementary (K-5) | Parent Notification reschedule detention or ISS 1 day | Parent Notification ISS 1-2 days | Parent Notification ISS 2- 3 days |
| Secondary (6-12) | Parent Notification reschedule detention or ISS 1 day | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days |

[FR] FAILURE TO REPORT: Any student who knowingly fails to report any violation of the Student Code of Conduct. Intentionally withholding valid information from an HCSD employee, contracted personnel, volunteer, or authorized adult. Failure to report Level III and Level IV offenses could result in Level II consequences (see code FL).

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|---|---|
| Elementary (K-5) | Parent Notification Admin Parent Conf. | Parent Notification Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days |
| Secondary (6-12) | Parent Notification Admin Parent Conf. | Parent Notification Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days |

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[PI] POSSESSION OF INAPPROPRIATE (Non-approved) ITEMS: Any item that may cause campus distraction or may potentially cause harm. Items banned at school, for example, any outside food or drink, counterfeit. Level II consequences may be applied if appropriate. If counterfeit money is used it may rise to level II consequences.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|---|---|
| Elementary (K-5) | Parent Notification Admin Parent Conf. | Parent Notification Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days |
| Secondary (6-12) | Parent Notification Admin Parent Conf. | Parent Notification Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days |

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[SE] SELLING/BUYING/TRADING ITEMS.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|---|---|
| Elementary (K-5) | Parent Notification Admin Parent Conf. | Parent Notification Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days |
| Secondary (6-12) | Parent Notification Admin Parent Conf. | Parent Notification Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days |

NOTE: Administration may request that parent pick up item in the front office. Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[TR] TARDIES: Tardy to class is defined as the student is not in the classroom when the tardy bell rings or class begins. Violations one (1) to three (3) are Level I offenses. Unexcused tardy from class for ten (10) or more minutes will be considered skipping (SR), a Level 2 offense in the Student Code of Conduct and will result in ISS.

| | First Offense | Second Offense | Third Offense | Fourth Offense** |
|-------------------------|---|---|---|---|
| Secondary (6-12) | 4 th tardy: - Admin Student Conf. - lunch detention or after school detention 1-2 days | 5 th tardy: - Admin Student Conf. - lunch detention or after school detention 2-3 days | 6 th tardy: - Admin Student Conf. - ISS 1-2 days | 7 th tardy: - Admin Student Conf. - ISS 2-3 days |

Any offenses after the fourth offense may be considered Gross Insubordination and receive up to Level 3 consequences.

***Tardy to school is addressed in Board Policy 5200 for both elementary and secondary.**

[UF] UNDUE FAMILIARITY: Inappropriate public display of affection marked by welcomed physical contact. Includes but not limited to hugging, kissing etc.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|-------------------------------------|-------------------------------------|
| <u>Elementary (K-2)</u> | <u>Parent Notification</u> | <u>Loss of privilege</u> | <u>ISS 1-2 days</u> |
| Elementary (K-5) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days |
| Secondary (6-12) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days |

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[VV] MOTORIZED VEHICLES VIOLATIONS:

Improper or unsafe operation of any means of transportation on school campus by a student, including failure to comply with school parking policies.

| | First Offense | Repeat Offense |
|-------------------------|--|---|
| Secondary (6-12) | Parent Notification Possible Revocation of Parking Permit Loss of Privilege 1-5 days | Parent Notification Revocation of parking permit and denial of future parking/driving privileges ISS 1-2 days |

B. Level II Any Level II code that occurs on the bus refer to the matrix of consequences on page 5

~~**[BV] BUS VIOLATIONS:** Failure to adhere to bus safety regulations. This may include but not limited to changing seats while the bus is in motion, getting on or off the bus at the wrong stop, having any part(s) of the body hanging out the window, or any other behavior deemed unsafe by the driver, school administrator, or designee. Multiple Level II referrals may result in Level III consequences. Discipline infractions that meet the definition of a SESIR code must be processed as a SESIR code violation. Bus riding is a privilege not a right.~~

| | First Offense | Second Offense | Third Offense | Fourth Offense |
|------------------------------------|--|---|---|--|
| Elementary (K-5) | Parent Notification Bus warning or 1 day bus suspension | Parent Notification Admin Parent Conf. Bus Suspension 1-3 days | Parent Notification Admin Parent Conf. Bus Suspension 3-5 days | Parent Notification Bus Suspension 10 days Referral for Bus Pre-Expulsion |
| Secondary (6-12) | Parent Notification Bus Suspension 1 day | Parent Notification Admin Parent Conf. Bus Suspension 3 days | Parent Notification Admin Parent Conf. Bus Suspension 5 days | Parent Notification Bus Suspension 10 days Referral for Bus Pre-Expulsion |

[CD] DISRESPECTFUL/DISRUPTIVE BEHAVIOR/CLASS DISRUPTION: To include isolated inappropriate language. Any actions which interrupt classroom instruction to include isolated inappropriate language. Examples include, but not limited to being up out of seats, distracting other students, repeated verbal outbursts, etc.

| | First Offense | Second Offense | Third Offense | Fourth Offense** |
|-----------------------------------|--|---|---|---|
| <u>Elementary</u> <u>(K-2)</u> | <u>Parent Notification</u> <u>Admin conference</u> | <u>Loss of privilege 1-5</u> <u>days</u> | <u>Parent Notification</u> <u>ISS 1-2 days</u> | <u>Parent Notification</u> <u>ISS 2-3 days</u> |
| Elementary (K-5) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days | Parent Notification ISS 3-4 days |
| Secondary (6-12) | Parent Notification Admin Student Conf. Admin Detention, Lunch Detention, or 1 day of ISS | Parent Notification ISS 1-3 days | Parent Notification ISS 3-5 days | Parent Notification ISS 5-10 days |

NOTE: CD and CI codes will be treated with cumulative consequences. For example, if a student receives a discipline for CD and is given first offense consequences, a subsequent discipline for CI will result in second offense consequences. Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

Any offenses after the fourth offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[CH] CHEATING/PLAGIARISM/FALSIFYING DOCUMENTS: To influence by deceit, fraud, dishonesty/to steal and pass off the ideas or words of another as one's own, without crediting the source. Including but not limited to:

1. Using or consulting any materials or personal electronic devices/wireless communication devices not authorized by the teacher during a test
2. Unlawfully accessing tests or answer keys through physical or electronic means
3. Providing or receiving questions, answers or work to or from another student
4. Using any type of artificial intelligence (AI) to complete assignments or assessments without teacher permission. (School Board Policies; 7540.08, 5505, 2531)
5. Incorporating the words, sentences, paragraphs, or part of another person's writings

| | First Offense | Second Offense | Third Offense** |
|-----------------------------------|--|---|---|
| Elementary (K-5) | Parent Notification Loss of Privilege 1-5 days Zero (0) or reduced credit on assignment | Parent Notification ISS 1-2 days Zero (0) on assignment | Parent Notification ISS 2-3 days Zero (0) on assignment |
| Secondary (6-12) | Parent Notification Admin Warning, Admin Detention, or Lunch Detention Zero (0) or reduced credit on assignment | Parent Notification ISS 1-2 days Zero (0) on assignment | Parent Notification ISS 2-3 days Zero (0) on assignment |

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.
Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[CI] CLASSROOM INSUBORDINATION: Refusal to complete or participate in classwork and/or causes a disruption to the learning environment.

| | First Offense | Second Offense | Third Offense | Fourth Offense** |
|-----------------------------------|---|---|---|---|
| <u>Elementary</u> <u>(K-2)</u> | <u>Parent Notification</u> <u>Admin conference</u> | <u>Loss of privilege 1-5</u> <u>days</u> | <u>Parent Notification</u> <u>ISS 1-2 days</u> | <u>Parent Notification</u> <u>ISS 2-3 days</u> |
| Elementary (K-5) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days | Parent Notification ISS 3-4 days |
| Secondary (6-12) | Parent Notification Admin Student Conf. Admin Detention, Lunch Detention, or 1 day of ISS | Parent Notification ISS 1-3 days | Parent Notification ISS 3-5 days | Parent Notification ISS 5-10 days |

NOTE: CD and CI codes will be treated with cumulative consequences. For example, if a student receives a discipline for CD and is given first offense consequences, a subsequent discipline for CI will result in second offense consequences. Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

Any offenses after the fourth offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[CP] **CELL PHONE / WIRELESS COMMUNICATION DEVICES (WCDs):** Referred to as “device” includes but is not limited to a privately/school owned laptop, tablet computing device, net book, notebook, e-Reader and, iPod touch, ~~smart watch, gps tracker with recording and/or transmitting capability, and/or smart phone.~~ When permission is not given, such devices must be turned off and put away during the school day or on the bus. Smart watches ~~may be on the wrist~~ in sight but shall not be utilized for recording or transmitting ~~without permission.~~ *Meta/recording glasses are not permitted on school campus or any school related event The student is fully responsible, at all times, for the personally owned device brought to school. The District is NOT liable for any loss, damage or theft of a personally owned device. As such, students should not share devices. Device use is exclusively limited to schools participating in the Bring Your Own Device (BYOD) program. Devices should be turned off and should not be visible at schools not participating in the BYOD program.

Devices may only be used in certain approved areas of the school. Students may not use devices in parts of the school designated as No Technology Zones or any other areas where devices are not permitted.

House Bill 379 A student may not use a wireless communication device (WCD) during instructional time, except when solely used for educational purposes as directed by his or her teacher. A teacher may withhold a student’s WCD during instructional time. Each staff member has the authority to establish a procedure for collection of devices in order to enhance the learning environment.

Ear Bud/Headphones/Devices may not be worn. Such devices must be turned off and put away during the school day or on the bus unless used for instructional purposes with the approval of classroom teacher. ~~will only be permitted in labs or lab-type settings should be off and used for instructional purposes with the approval of the classroom teacher on a school campus with the approval of administration or classroom teacher.~~ Refusal to turn over a device ~~including a cell phone’s sim card and battery~~ when directed is considered Gross Insubordination.

NOTICE:

- Taking pictures of school/district staff or students without their permission is prohibited. WCDs may not be used for illegal purposes, nor used for transmitting, retrieving, or storing any communications of an obscene, discriminatory, harassing nature, or for any other purpose that is against school board policy.
- **This will result in Level 3 consequences relating to harassment, bullying, and/or OMC.
- The taking, transferring, or other sharing of nude, obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, picture mail, etc.) may constitute a crime under state and/or federal law. Any person taking, transferring, or other sharing of nude, obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and prosecution.

- Use of devices to record a fight(s) will result in a discipline action code of PV/MD.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|---|--|
| Elementary (K-5) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1-2 days Phone Confiscated until the end of the day | Parent Notification ISS 2-3 days Phone Returned to Parent or designee (not student) |
| Secondary (6-12) | Parent Notification Admin Student Conf. Admin Warning, Admin Detention, or Lunch Detention | Parent Notification ISS 1-2 days Phone Confiscated until the end of the day | Parent Notification ISS 2-3 days Phone Returned to Parent/Guardian or designee (not student) |

Any offense after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[EM] ENCOURAGEMENT OF MISCONDUCT:- Students shall not encourage, coerce, incite, or otherwise attempt to persuade others to engage in behavior that violates the student code of conduct. This includes verbal, written, digital, or non-verbal communication intended to influence others to break school rules or engage in prohibited conduct.

| | <u>First Offense</u> | <u>Second Offense</u> | <u>Third Offense</u> | <u>Fourth Offense**</u> |
|-------------------------|--|---|---|--|
| Elementary (K-2) | <u>Parent Notification</u> <u>Admin conference</u> | <u>Loss of privilege 1-5 days</u> | <u>Parent Notification</u> <u>ISS 1-2 days</u> | <u>Parent Notification</u> <u>ISS 2-3 days</u> |
| Elementary (3-5) | <u>Parent Notification</u> <u>Loss of Privilege 1-5 days</u> | <u>Parent Notification</u> <u>ISS 1-2 days</u> | <u>Parent Notification</u> <u>ISS 2-3 days</u> | <u>Parent Notification</u> <u>ISS 3-4 days</u> |
| Secondary (6-12) | <u>Parent Notification</u> <u>Admin Student Conf.</u> <u>Admin Detention, Lunch Detention, or 1 day of ISS</u> | <u>Parent Notification</u> <u>ISS 1-3 days</u> | <u>Parent Notification</u> <u>ISS 3-5 days</u> | <u>Parent Notification</u> <u>ISS 5-10 days</u> |

[FL] FALSE INFORMATION: Reporting untrue or misleading information with reckless disregard, which may disrupt the orderly process of the school or which may slander or libel others.
NOTE: Any instance where a student intentionally makes false accusations that jeopardize the professional reputation, employment, or certifications of school staff is a Level III offense.

| | First Offense | Second Offense | Third Offense** |
|-------------------------|---|-------------------------------------|-------------------------------------|
| Elementary (K-5) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days |
| Secondary (6-12) | Parent Notification Admin Student Conf. Admin Warning, Admin Detention, or Lunch Detention | Parent Notification ISS 1-3 days | Parent Notification ISS 3-5 days |

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.
Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[IM] INTERMEDIATE OFFENSES: Any offenses to include but not limited to racially charged slurs, comments or gesture of a sexual connotation, tampering with food/drink, tampering with school facilities causing disruption without causing damage, etc. If monetary damages occur please see Vandalism or another appropriate code.

| | First Offense | Second Offense | Third Offense** |
|-------------------------|--|---|--|
| Elementary (K-5) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days |
| Secondary (6-12) | Parent Notification Any combination of ISS or OSS 1-3 days | Parent Notification Any combination of ISS or OSS 3- 5 days | Parent Notification Any combination of ISS or OSS 5- 10 days |

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc. Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

- [MD] MISUSE OF ALL WIRELESS COMMUNICATION DEVICES (WCDs) OR ONLINE SERVICES:** Electronic media may not be used for illegal purposes including transmitting, retrieving or storing any communications of an obscene, discriminatory, harassing nature, academic dishonesty, or for any purpose that is against school board policy (i.e. accessing school district Wi-Fi or any password protected site). Furthermore, no student may use electronic media to attempt access to restricted data nor bypass network security or filtering through the use of a VPN or other methods. Students are to connect only to the guest/student Wi-Fi which is not password protected. Students are prohibited from connecting to any password protected Wi-Fi. See (Appendix E) for Acceptable Use Agreement.

Prohibited use(s) of a device include, but are not limited to, taking inappropriate pictures, inappropriate video /audio recording, inappropriate receiving or sending text messages, sexting, or distribution of school misbehavior. These violations will be considered a Level III or Level IV offense depending on location (i.e. locker room, restroom) and subject of violation. It is prohibited and against the law to photograph or audio/video record a person without their permission. Violations will immediately be referred to law enforcement if they involve any nude images of children or adults, should be coded as [OMC] and will result in out-of-school suspension (one (1) to ten (10) days) and possible recommendation for expulsion. Parents will be notified once law enforcement has completed their investigation. To help prevent misuse, school personnel reserves the right to collect devices during classroom assessments.

- **Use of devices to record a fight(s) will result in the code of PV/MD.**
Refusal to give a prohibited item(s) to any school staff will result in an immediate Out of School Suspension. A parent/guardian conference may be required before a student may return to school. Each school may develop its own procedure for confiscating electronic devices.
House Bill 379 students may not access social media platforms through the use of internet access provided by the school district, except when such use is solely for educational purposes as directed by their teacher.

| | First Offense | Second Offense | Third Offense** |
|-------------------------|-------------------------------------|-------------------------------------|--------------------------------------|
| Elementary (K-5) | Parent Notification ISS 1 Day | Parent Notification ISS 2-3 days | Parent Notification ISS 4-5 days |
| Secondary (6-12) | Parent Notification ISS 1-3 Days | Parent Notification ISS 3-5 days | Parent Notification ISS 5-10 days |

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

- [MV] MEDICATION VIOLATION:** Students who bring their medication to school in violation of the District Medication Policy will be given one (1) day OSS and a parent(s)/guardian(s) is/are contacted. Repeat violations will be treated under the Drug Violation section.

House Bill 1537: A student may possess and use a medication to relieve headaches while on

school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches. Violations of Over-the-Counter (OTC) medication policy, include but are not limited to: distributing, dispersing, or sharing of OTC, carrying or possessing OTC in a package other than the original manufacturer's packaging, or ingesting or utilizing OTC in a way that is not specifically directed or authorized by the manufacturer, as directed on the original packaging. F.S. 1002.20(3)P

| | First Offense | Second Offense | Third Offense |
|-------------------------|----------------------------------|--------------------|--------------------|
| Elementary (K-5) | Parent Notification OSS 1 day | See DRU in Level 3 | See DRU in Level 3 |
| Secondary (6-12) | Parent Notification OSS 1 day | See DRU in Level 3 | See DRU in Level 3 |

[PR] GENERAL PROFANITY: Blatant use of profane, obscene, vulgar, intimidating or otherwise offensive language or gestures in the presence of other students or school staff.

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

| | First Offense | Second Offense | Third Offense** |
|----------------------------------|---|---|---|
| <u>Elementary (K-2)</u> | <u>Parent Notification</u> <u>Admin conference</u> | <u>Parent Notification</u> <u>Loss of privilege 1-5 days</u> | <u>Parent Notification</u> <u>ISS 1-2 days</u> |
| <u>Elementary (K-3-5)</u> | Parent Notification ISS 1 day | Parent Notification ISS 2-3 days | Parent Notification ISS 3-5 days |
| Secondary (6-12) | Parent Notification ISS 1-3 Days | Parent Notification ISS 3-5 days | Parent Notification ISS 5-10 days |

[SR] SKIPPING/UNAUTHORIZED AREA: Student not in assigned classroom or authorized area within the school, without permission. Leaving campus without permission may receive Level III consequences.

House Bill 1521, any student who willfully enters a restroom or changing facility designated for the opposite sex and refuses to depart when asked to do so may result in level III consequences.

Any offenses after the fourth offense may be considered Gross Insubordination and receive up to Level 3 consequences.

| | First Offense | Second Offense | Third Offense | Fourth Offense** |
|-------------------------|--|--|--|---|
| Elementary (K-5) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1 day | Parent Notification ISS 2 days | Parent Notification ISS 3-5 Days or OSS 1 Day |
| Secondary (6-12) | Parent Notification - Admin Student Conf. ISS or OSS 1 Day | Parent Notification Any combination of ISS or OSS 2-3 days | Parent Notification Any combination of ISS or OSS 3-5 days | Parent Notification Any combination of ISS or OSS 5-10 days |

[TA] TAUNTING: Unwanted teasing, an isolated incident that is insulting or hurtful to others. Multiple incidents of this nature may be considered bullying/harassment.

Level III consequences can be applied.

| | First Offense | Second Offense | Third Offense** |
|----------------------------------|---|---|---|
| <u>Elementary (K-2)</u> | <u>Parent Notification</u> <u>Admin conference</u> | <u>Parent Notification</u> <u>Loss of privilege 1-5 days</u> | <u>Parent Notification</u> <u>ISS 1-2 days</u> |
| <u>Elementary (K-3-5)</u> | Parent Notification ISS 1 day | Parent Notification ISS 2 days | Parent Notification ISS 3 days |
| Secondary (6-12) | Parent Notification ISS 1-3 days | Parent Notification ISS 3-5 days | Parent Notification ISS 5-10 days |

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[TBC*] TOBACCO POSSESSION, SALE, USE, DISTRIBUTION: (Cigarettes or other forms of tobacco) The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents cannot be Drug-related. **This includes products used for smoking, chewing, snuffing, or vaping, including but not limited to E-cigarettes and hookah pens.**

Sale/Distribution: Students found to be in possession of multiple vapes or distributing multiple vape/tobacco products will be given a five to ten day OSS and a possible recommendation for expulsion. (Will be coded as TBC and OMC)

NOTE: The School Board prohibits the use of any form of tobacco products by anyone in any area at all times utilized by students or designated for student activities. Additionally, and in accord with law and other governing regulations, prohibits the use of tobacco products in any form in facilities, vehicles, and areas designated for the various student programs and activities. It is unlawful for any person under 21 years of age to smoke tobacco or vape in, on, or within 1,000 feet of the real property comprising a public or private elementary, middle, or secondary school between the hours of 6 a.m. and midnight.

Any person issued a citation pursuant to this section shall be deemed to be charged with a civil infraction punishable by a maximum civil penalty not to exceed \$30, or 16 hours of community service or, where available, successful completion of a school-approved anti-tobacco or anti-vaping “alternative to suspension” program. Any person who fails to comply with the directions on the citation shall be deemed to waive his or her right to contest the citation and an order to show cause may be issued by the court.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|---|--|
| Elementary (K-5) | Parent Notification OSS 3 days Tobacco Class Referral | Parent Notification OSS 5 days Second Offender Tobacco Class Referral | Parent Notification OSS 10 days Referral for pre-expulsion |
| Secondary (6-12) | Parent Notification OSS 3 days Tobacco Class Referral | Parent Notification OSS 5 days Second Offender Tobacco Class Referral | Parent Notification OSS 10 days Referral for pre-expulsion |

Consult with law enforcement.

Failure to attend tobacco program will result in two (2) additional days of OSS.

[TH] THEFT (Less than \$750 threshold): The unauthorized taking, carrying, riding away with, or concealing the property of another person less than \$750 value, including motor vehicles, without threat, violence, or bodily harm.

| | First Offense | Second Offense | Third Offense** |
|-------------------------|--|--|---|
| Elementary (K-5) | Parent Notification ISS 1 day Restitution | Parent Notification ISS 2-3 days Restitution | Parent Notification ISS 3-5 days Restitution |
| Secondary (6-12) | Parent Notification ISS 1-3 days Restitution | Parent Notification ISS 3-5 days Restitution | Parent Notification ISS 5-10 days Restitution |

Notice of obligation may be added to students account.

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[TRS*] TRESPASSING: (Illegal entry onto campus) To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry.

| | First Offense | Second Offense | Third Offense |
|-------------------------|----------------------------------|-----------------------------------|-----------------------------------|
| Elementary (K-5) | Parent Notification OSS 1 day | Parent Notification OSS 3 days | Parent Notification OSS 5 days |
| Secondary (6-12) | Parent Notification OSS 1 day | Parent Notification OSS 3 days | Parent Notification OSS 5 days |

Report to law enforcement

[TV] TESTING VIOLATION: Failure to follow stated directions on any state and/or district standardized assessment. This includes possession or use of electronic devices (including cell phones), talking to any other student, looking at another student's computer or any other behavior to be deemed disruptive or inappropriate by the school administrator or their designee. This infraction will result in two (2) days OSS and possible test invalidation, which could result in a score of zero (0) for the assessment.

| | First Offense | Second Offense | Third Offense** |
|-------------------------|---|---|---|
| Elementary (K-5) | Parent Notification OSS 2 days Possible Test Invalidation | Parent Notification OSS 2 days Possible Test Invalidation | Parent Notification OSS 3 days Possible Test Invalidation |
| Secondary (6-12) | Parent Notification OSS 2 days Possible Test Invalidation | Parent Notification OSS 2 days Possible Test Invalidation | Parent Notification OSS 3-5 days Possible Test Invalidation |

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[VI] VANDALISM: The destruction, damage or defacing of school or personal property less than \$1,000.00.

| | First Offense | Second Offense | Third Offense** |
|-------------------------|---|---|--|
| Elementary (K-5) | Parent Notification ISS 1 day Restitution | Parent Notification ISS 2-3 days Restitution | Parent Notification ISS 4-5 days Restitution |
| Secondary (6-12) | Parent Notification Any combination of ISS or OSS 1-3 days Restitution | Parent Notification Any combination of ISS or OSS 3-5 days Restitution | Parent Notification Any combination of ISS or OSS 5-10 days Restitution |

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[VP] VERBAL /PHYSICAL ALTERCATION: Verbal confrontation OR physical contact that does not involve serious injury between students which is harmful and/or disruptive.

| | First Offense | Second Offense | Third Offense** |
|-------------------------|---|-------------------------------------|--------------------------------------|
| Elementary (K-5) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days |
| Secondary (6-8) | Parent Notification ISS 1-3 days | Parent Notification ISS 3-5 days | Parent Notification ISS 5-10 days |

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.
Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

**SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.*

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

C. Level III

Major infractions of the code of conduct and/or felony arrests that pose a safety concern, may prohibit a student from participating in the graduation ceremony and other extra-curricular activities.

[ALC*] ♦ALCOHOL POSSESSION, USE OR SALE: (Possession, use, or sale) Possession, sale, purchase, distribution or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. Alcohol incidents cannot be Drug-related.

| | First Offense | Second Offense | Third Offense |
|-------------------------|-------------------------------------|--|--|
| Elementary (K-5) | Parental notification 3 days OSS | Parental notification 5 days OSS | Parental notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parental notification 5 days OSS | Parental notification 10 days OSS Recommendation for Expulsion | |

If distribution is involved, then Level 4 Consequences will apply

Referral to District Alcohol/Drug Program

**Failure to attend program may result in additional consequences/days of OSS

Report to law enforcement

Mental Health Resource List

[BRK*] BURGLARY: (Illegal entry into a facility) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|--|--|
| Elementary (K-5) | Parent notification 3 days OSS Substance Abuse Educator referral | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS **Substance Abuse Class referral | Parent notification 10 days OSS Recommendation for Expulsion | |

Report to law enforcement

Restitution when applicable

[BUL*] ♦BULLYING: (Intimidating behaviors that are repeated, intentional and involve a power imbalance) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for harassment.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|--|--|
| Elementary (K-5) | Parent notification 3 days OSS Referral to certified school counselor for individual bullying/harassment program. | Parent notification 5 days OSS Referral to Social Worker | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS District Bullying/Harassment Prevention Program | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before student returns to campus

Hope Scholarship documented

Mental Health Resource List

Failure to attend Bullying/Harassment Prevention Program will result in additional consequences or days of OSS.

May result in schedule change.

[DRU*] ♦DRUG USE, POSSESSION: (Illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, any substance used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. Additional days may be assigned at the discretion of the administrator, not to exceed ten (10) days.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|--|--|
| Elementary (K-5) | Parent notification 3 days OSS Substance Abuse Educator referral <u>Contact Substance Use Educator</u> | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS **Substance Abuse Class referral <u>Contact Substance Use Educator</u> | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before student returns to campus

Substance Abuse class referral through District Substance Abuse Educator

****Failure to attend Substance Abuse Program will result in additional consequences or days of OSS**

Report to law enforcement

Mental Health Resource List

[FA] ♦FALSE ACCUSATION: Student knowingly or with reckless disregard makes false accusations that jeopardize the professional reputation, employment, or certifications of school staff or that jeopardize the reputation of another student.

| <u>Vs. Staff</u> | First Offense | Second Offense | Third Offense |
|-------------------------|-----------------------------------|--|---------------|
| Elementary (K-5) | Parent notification 3 days OSS | Parent notification 5 days OSS Recommendation for Expulsion | 10 days OSS |
| Secondary (6-12) | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion | |

Will result in schedule change.

| <u>Vs. another student:</u> | First Offense | Second Offense | Third Offense |
|------------------------------------|--|---|---|
| Elementary (K-5) | Parent notification 1-3 days OSS | Parent notification 3-5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5-3 days OSS | Parent notification 10 days OSS Recommendation for Expulsion <u>5 days OSS</u> | <u>Parent notification</u> <u>10 days OSS</u> <u>Recommendation for Expulsion</u> |

Consider schedule change as appropriate.

**SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.*

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[FIT*] ♦FIGHTING: (Mutual combat, mutual altercation) When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR.

House Bill 1537 Self Defense: In a disciplinary action, there is a rebuttable presumption that the actions of a student who intervened, using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer were necessary to restore or maintain the safety of others.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|--|--|
| Elementary (K-5) | Parent notification 3-5 days OSS Referral to Certified School Counselor for individual Anger Management Program. Additional days of suspension may be assigned at the discretion of Administration. | Parent notification 5-7 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS **Enrollment in District approved Anger Management Program. Additional days of suspension may be assigned at the discretion of the Administrator, not to exceed 10. | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before student returns to campus

Report to law enforcement

Hope Scholarship documented

Mental Health Resource List

**Failure to attend may result in additional consequences/days of suspension

[GI] ♦GROSS INSUBORDINATION: Repeated refusal to respond to or carry out reasonable and/or lawful directions of authorized school personnel. Student with multiple (2 or more) [GI] infractions can be recommended for expulsion with documentation of interventions for individual. If a student refuses, or a parent denies a student to be searched, the student will receive a minimum of 3 days OSS for the first offense and will receive the maximum of each level of the progression as applicable.

| | First Offense | Second Offense | Third Offense |
|-------------------------|-------------------------------------|-------------------------------------|---|
| Elementary (K-5) | Parent notification 1 days OSS | Parent notification 3 days OSS | Parent notification 5- 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 1-3 days OSS | Parent notification 3-5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |

Parent conference required before student returns to campus

Mental Health Resource List

**SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.*

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[HAR*] ♦HARASSMENT: Any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instances of Harassment that are chronic or repeated in nature should be evaluated for bullying or bullying related.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|--|--|
| Elementary (K-5) | Parent notification 3 days OSS **Referral to certified school counselor for individual bullying/harassment program. | Parent notification 5 days OSS Referral to Social Worker | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS District Bullying/Harassment Prevention Program | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before student returns to campus

Hope Scholarship documented

Mental Health Resource List

May result in schedule change

Consult Law Enforcement

****Failure to attend Bullying/Harassment Prevention Program will result in additional consequences or days of OSS**

[HAZ*]♦HAZING: Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

| | First Offense | Second Offense | Third Offense |
|-------------------------|-----------------------------------|--|---------------|
| Secondary (6-12) | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before student returns to campus

Report to law enforcement

Mental Health Resource List

Hope Scholarship Information

Loss of privilege to participate in extracurricular activities

**SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.*

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[IF] INTERFERENCE OR PHYSICAL CONTACT WITH SCHOOL PERSONNEL: Preventing or attempting to prevent school personnel from engaging in their lawful duties. This may include blocking an exit or entry route of school personnel or any physical contact with school personnel that is deliberate.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|-----------------------------------|--|
| Elementary (K-5) | Parent notification Up to 5 days ISS, if no injury Up to 5 days OSS, if minor injury | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 3 days OSS | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |

Parent conference required before student returns to campus

Mental Health Referral List

[OB] PROFANITY DIRECTED TOWARD STAFF: Use of profane, obscene, vulgar, or abusive/discriminatory language or gestures directed at or referring to a staff member/ volunteer/ chaperone, whether written, verbal, on social media, or other medium. Student with multiple [OB] infractions can be recommended for expulsion with documentation of interventions for individual.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--------------------------------------|---|--|
| Elementary (K-5) | Parent notification 1- 3 days OSS | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 3 days OSS | Parent notification 5 days OSS Up to 10 days at Administrative Discretion | Parent notification 10 days OSS Recommendation for Expulsion |

Parent conference required before student returns to campus

[OMC*]♦OTHER MAJOR: (Major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. **This includes any drug or weapon found unattended and not ~~lined-linked~~ to any individual; such incidents must be coded with the appropriate related element (such as Drug-related or Weapon-related) and incident involvement must be reported as unknown.**

(Sale/Distribution: Students found to be in possession of multiple vapes or distributing multiple vape/tobacco products will be coded as TBC and OMC.)

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|--|--|
| Elementary (K-5) | Parent notification 3 days OSS | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS Administration. | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before return to campus

Report to law enforcement

Mental Health Resource List

[PHA*]♦PHYSICAL ATTACK (SIMPLE BATTERY): An actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual. If injuries are serious in nature and law enforcement involvement is necessary, code as Level IV [BAT].

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|--|--|
| Elementary (K-5) | Parent notification 1-3 days OSS Referral to certified school counselor for individual Anger Management Program. | Parent notification 3-5 days OSS Referral to Social Worker | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS **District Anger Management Referral | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before student returns to campus.

****Failure to attend may result in additional consequences/days of suspension.**

Additional days of suspension may be assigned at the discretion of the Administrator, not to exceed 10 days.

Report to law enforcement

Hope Scholarship documented

Mental Health Resource List

[PC] PHYSICAL CONTACT: May include but not limited to hitting, kicking, scratching, biting, spitting, or throwing objects at another student. This infraction can be considered a [PHA*] if injuries result or [IF] if staff member is hit with no injury.

| | First Offense | Second Offense | Third Offense |
|-------------------------|-----------------------------------|---|---|
| Elementary (K-5) | Parent notification 1 days OSS | Parent notification 3 days OSS Parent conference required before student returns to campus. | Parent notification 5-10 days OSS Possible recommendation for Expulsion |
| Secondary (6-12) | Parent notification 3 days OSS | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |

Parent conference required before return to campus

[PV] PROVOKING A FIGHT: Encouraging others, in person or digitally, to ~~violate the Student Code of Conduct~~engage in a fight or physical conflict (i.e. inciting others to engage in a fight or two (2) persons engage in a physical conflict),- blows are exchanged, students separate on their own and no injuries result). This infraction includes aggressively confronting or challenging another student(s) and/or video recording up to and/or during a physical altercation. -

| | First Offense | Second Offense | Third Offense |
|-------------------------|-------------------------------------|--|---|
| Elementary (K-5) | Parent notification 1-3 days OSS | Parent notification 3-5 days OSS | Parent notification 5-10 days OSS Possible recommendation for expulsion |
| Secondary (6-12) | Parent notification 3-5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion with documentation of interventions | |

FOR RECORDING A FIGHT

| | <u>First Offense</u> | <u>Second Offense</u> | <u>Third Offense</u> |
|--------------------------------|---|---|---|
| <u>Elementary (K-5)</u> | <u>Parent notification</u> <u>1-3 days OSS</u> | <u>Parent notification</u> <u>3-5 days OSS</u> | <u>Parent notification</u> <u>5-10 days OSS</u> <u>Possible recommendation for Expulsion</u> |
| <u>Secondary (6-12)</u> | <u>Parent notification</u> <u>3-5 days OSS</u> | <u>Parent notification</u> <u>5 days OSS</u> | <u>Parent notification</u> <u>10 days OSS</u> <u>Recommendation for Expulsion with</u> <u>documentation of interventions</u> |

Parent conference required before student returns to campus.

[STL*]♦GRAND THEFT (Taking of property from person, building or vehicle) (\$750 threshold): The unauthorized taking of the property of another person or organization, including motor vehicles, valued at \$750 or more, without threat, violence, or bodily harm. Incidents that fall below the \$750 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies. Theft of property of any value that involve a use of force, violence, assault, or putting the victim in fear must be reported as Robbery.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--------------------------------------|--|--|
| Elementary (K-5) | Parent notification 1-3 days OSS | Parent notification 3-5 days OSS | Parent notification 5-10 days OSS Possible recommendation for Expulsion |
| Secondary (6-12) | Parent notification 3- 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion with documentation of interventions | |

Parent conference required before return to campus

Report to law enforcement
Mental Health Resource List
Restitution

**SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.*

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[SXA*]♦SEXUAL ASSAULT: An incident that includes fondling, indecent liberties, child molestation, or threatened rape. Both males and females can be victims of sexual assault.

| | First Offense | Second Offense | Third Offense |
|-------------------------------------|---|--|--|
| <u>Elementary (K-2)</u> | <u>Parent notification</u> <u>1-3 days OSS</u> | <u>Parent notification</u> <u>5 days OSS</u> | <u>Parent notification</u> <u>10 days OSS</u> <u>Possible recommendation for</u> <u>expulsion</u> |
| Elementary (K3-5) | Parent notification 3-5 days OSS | Parent notification 5- 10 days OSS <u>Possible recommendation for</u> <u>expulsion</u> | Parent notification 10 days OSS Possible R ecommendation for expulsion |
| Secondary (6-12) | Parent notification 5 days OSS Up to 10 days OSS with possible Recommendation for Expulsion at Administrative Discretion | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before return to campus

Report to law enforcement

Hope Scholarship documented

Mental Health Resource List

[SXH*]♦SEXUAL HARASSMENT: (Undesired sexual behavior) Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students, and non-employee third parties.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|---|--|
| Elementary (K-5) | Parent notification 1-3 days OSS Referral to Certified School Counselor for an individual Sexual Harassment Program. | Parent notification 5 days OSS Referral to Social Worker | Parent notification 5-10 days OSS Possible recommendation for expulsion |
| Secondary (6-12) | Parent notification 5 days OSS Up to 10 days OSS at Administrative Discretion ** Attend District Sexual Harassment Prevention Program | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before student returns to campus

Hope Scholarship documented

Mental Health Resource List

Initiate Title 9 Investigation

Consider Bullying Investigation

**** Failure to attend District Sexual Harassment Prevention Program may result in additional consequences or days of suspension.**

**SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.*

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors

[SXO*]♦SEX OFFENSES: (Lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|--|--|
| Elementary (K-5) | Parent notification 1-3 3-5 days OSS | Parent notification 5-10 days OSS <u>Possible recommendation for Expulsion</u> | Parent notification 5-10 days OSS Possible r Recommendation for expulsion |
| Secondary (6-12) | Parent notification 5 days OSS Up to 10 days OSS at Administrative discretion | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before return to campus

Report to law enforcement to investigate

Hope Scholarship documented

Mental Health Resource List

[TI] EXTORTION/COERSION/BLACKMAIL: Obtaining money or property (Something of value) from an unwilling person, or forcing an individual to act through use of force or threat of the use of force. Also includes posting or threatening to post things on social media that would embarrass or damage an individual's reputation.

| | First Offense | Second Offense | Third Offense |
|-------------------------|-----------------------------------|--|---|
| Elementary (K-5) | Parent notification 3 days OSS | Parent notification 5 days OSS Referral to Social Worker | Parent notification 5-10 days OSS Possible recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before return to campus

Refer to law enforcement

[TRE*]♦THREAT/INTIMIDATION: (Instilling fear in others) An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|--|---|
| Elementary (K-5) | Parent notification 1-3 days OSS | Parent notification 5 days OSS | Parent notification 10 days OSS Possible recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS Up to 10 Days OSS at Administrative Discretion. | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before return to campus

Report to Law Enforcement

Florida Statute 836.10 any written or electronic threat to commit mass violence are considered a felony offense. Students will be required to attend an administrative hearing whether the offense is on campus or off campus.

[VAN*] CRIMINAL MISCHIEF – (destruction, damage, or defacement of school or personal property) (\$1,000 threshold) Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto. Incidents that fall below the \$1,000 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies.

| | First Offense | Second Offense | Third Offense |
|-------------------------|-----------------------------------|--|---|
| Elementary (K-5) | Parent notification 3 days OSS | Parent notification 5 days OSS | Parent notification 10 days OSS Possible recommendation for expulsion |
| Secondary (6-12) | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for expulsion | |

Parent conference required before return to campus.

Restitution

Report to law enforcement

[WI] POSSESSION/USE OR DISPLAY OF OBJECT: ~~Possession or display of any object including: common pocket knife, lighters, chains, laser pointer, smoke bomb, bullet, shotgun shell or firecracker or any other object that could cause harm to another person is prohibited.~~ Possession, use, or display of any object that could cause harm, create a perception of harm, or contribute to an unsafe environment is prohibited. This includes, but is not limited to: Common pocket knives, lighters, chains, laser, pepper spray, pointers, smoke/stink bombs, bullets, shotgun shells, firecrackers, or realistic-looking toy weapons.

Possession of a common pocket knife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocket knives, for investigation.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|---|---|
| Elementary (K-5) | Parent notification 3 days OSS | Parent notification 5 days OSS | Parent notification 5-10 days OSS Possible recommendation for Expulsion |
| Secondary (6-12) | Parent notification <u>3-5</u> days OSS | Parent notification 10-5-10 days OSS Recommendation Possible <u>recommendation</u> for Expulsion | <u>Parent Notification</u> <u>10 days OSS</u> <u>Recommendation for expulsion</u> |

Note: If a student threatens to use a common pocketknife or any other object to harm another person, it becomes a weapon under state statute.

Parent conference required before return to campus

**SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.*

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behavior

[UBL] **UNSUBSTANTIATED BULLYING:** After a complete investigation and follow-up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jeffrey Johnston Stand Up for All Students Act (section 1006.147, F.S.).

[UHR] **UNSUBSTANTIATED HARASSMENT:** After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of harassment as listed in the Jeffrey Johnston Stand Up for all Students Act (section 1006.147, F.S.).

[USA] **UNSUBSTANTIATED SEXUAL ASSAULT:** After a complete investigation and follow up of a reported sexual assault incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a sexual assault.

D. Level IV

[ARS*]♦**ARSON:** (Intentionally setting a fire on school property) To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[BAT*]♦**AGGRAVATED BATTERY: (Intentional great bodily harm)** A battery where the attacker intentionally or knowingly causes more serious injury as defined in Rule [6A-1.0017\(8\)\(g\)](#)., such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.

Report to law enforcement

Hope Scholarship documented

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[DOC*]♦**MAJOR DISRUPTION ON CAMPUS:** (major disruption of all or a significant portion of campus activities, school sponsored events and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[DRD*]♦**DRUG SALE OR DISTRIBUTION:** (Illegal sale or distribution of drugs) The manufacture, cultivation, purchase, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.

Report to law enforcement

Substance Abuse class referral through District Substance Abuse Educator

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[HOM*]♦**HOMICIDE:** (Murder, Manslaughter) The unjustified killing of one human being by another.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

*SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[KID*] ♦KIDNAPPING: (Abduction of an individual) Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[ROB*] ♦ROBBERY: (Using force to take something from another) The taking or attempted taking of money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear. A key difference in Grand Theft and Robbery is that Robbery involves violence, a threat of violence or assault, and putting the victim in fear.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[SXB*] ♦SEXUAL BATTERY: (Attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.

Report to law enforcement

Hope Scholarship documented

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[WPO*] ♦WEAPONS POSSESSION: (Possession of firearms and other instruments which can cause harm) Possession of a firearm or any instrument or object as defined by Section 790.001, F.S., that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. This includes such items as any knife, metallic knuckles, slingshot, club, tear gas gun, box cutter, electric weapon or device, razor blades, chemical weapon, destructive device or explosive device. **(Possession of a common pocketknife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.)**

Firearms with the exception of approved school activities to include those for recreational activities such as hunting or target practice, shall not be displayed or in the possession of any student while on school premises or property, or taken upon school premises or property or property designated for school activities by students:

1. Regardless of intent or lack thereof.
2. With or without knowledge, whether advertently or inadvertently.
3. Whether on or about the person or property, to include vehicles.
4. Whether loaded, unloaded, operable, or inoperable.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

****See page IV for details on Section 790.001, F.S.***

[USB] UNSUBSTANTIATED SEXUAL BATTERY: After a complete investigation and follow up of a reported sexual battery incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a sexual battery.

****SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.***

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors

VI. OUT OF SCHOOL SUSPENSION PROCEDURES

When administration selects OSS or bus suspension as the disciplinary action for a student, the following procedural (due process) steps are required:

A. The School Administration Shall:

1. Schedule a conference with the student giving him/her an opportunity to tell his/her side of the story and provide documentation or the names of witnesses. The conference shall occur prior to the suspension except in emergency situations, disruptive conditions or “serious” breaches of this Student Code of Conduct. In these situations, the school administration may suspend the student pending the conference, but it must still take place within two (2) school days except when waived by the student’s parent or for good cause.
2. Provide reasons for recommending suspension.
3. The principal shall make good faith effort to immediately contact parent(s)/guardian(s) by telephone in the presence of the student, if possible, at the time of the suspension and explain the reasons for same.
4. Provide the student with a copy of the discipline referral.
5. Send a letter to the parent(s)/guardian(s) confirming the suspension and the reasons for same.
Notes: Procedures regarding “make-up work” due to suspension may be found in the School Procedures Manual Student Progression Plan located on the school district website. School administrators have the authority to permit the suspended student on campus for assessment or intervention activities as deemed appropriate.
6. A parent conference must be held with school administration for any major infraction prior to student returning to school.
7. Students must not be on any HCSD school campus without parent during out of school suspension.
8. For students who are athletes and receive OSS please refer to the Athletic handbook on rules applying to practice/game participation.
- 7.9. Inform a Valedictorian or Salutatorian who commits a major infraction of the code of conduct and/or felony arrests that pose a safety concern during their graduating year will forfeit their designation and may be prohibited from participating in the graduation ceremony. The next highest-ranked student will be elevated to the Valedictorian or Salutatorian position.

B. Due Process

A student cannot be suspended and, thereby deprived of his or her free and appropriate education, which is provided in the public schools, without appropriate due process of the law. While the appropriate level of procedural due process to be afforded to a student may depend upon circumstances, due process is guaranteed to every American citizen by the Fourteenth Amendment to the Constitution of the United States of America. These rights are not waived or relinquished by a child enrolled in a public school.

A student cannot be deprived of his/her constitutionally guaranteed rights to fair notice, fair hearing, and fair procedures. Personal and constitutional rights must be safeguarded within such rules.

A student may not participate in any athletic competition, extra-curricular activity or co-curricular performances/competition during a suspension (in-school or out-of-school). Students may resume participation in any athletic competitions, extra-curricular and co-curricular activities the next day following the suspension. Students may attend practice and rehearsal while assigned in-school suspension with approval from their school’s administration.

C. Off Campus Felonies

A student who is formally charged by the State Attorney's Office with an offense that constitutes a felony for an incident which occurred off school property that may have an adverse impact on the educational program, school discipline, or welfare of the school, may be suspended pending court determination of his or her guilt, innocence, or dismissal of the charges. School administration should provide written notice to the student and his or her parent(s)/guardian(s) that he or she is being temporarily suspended for a felony occurring off school campus and provide a date for an Administrative Hearing which shall not be less than two (2) school days or more than five (5) school days from the post-marked date of delivery. Appropriate personnel as determined by the Superintendent will be invited to any Administrative Hearing as per Florida Statute 1006.09. The school administration may recommend to the Board that the student be expelled if it is determined by the court the student committed the offense.

Reassignment if Charges Reduced: If the charge(s) are dropped or reduced below the felony level, the student will be reassigned to the assigned school. It is the student's responsibility to provide the proper documentation to his/her currently assigned school.

Note: When anyone is arrested, they are being accused of crime. The accusation is considered a "charge." A charge is defined as a formal accusation of an offense, which serves as a preliminary step to prosecution. This definition is supported by Black's Law Dictionary, which states that a charge is a "formal accusation of an offense as a preliminary step to prosecution." The term "charge" encompasses various forms of formal accusations, including indictments, complaints, and information, which are all mechanisms through which a person is officially accused of committing a crime.

D. Students with Disabilities: In matters relating to the discipline of students with disabilities, the Hernando County School District shall abide by the Federal and State laws regarding suspension, expulsion and alternative placement.

In the case of some students with Individual Education Plans (IEP) or Section 504 Plans, inappropriate behavior may be related to a disabling condition. The behavior must be treated individually and sensitively which frequently requires the use of a wide range of interventions and/or alternatives. The following procedures will be utilized:

1. In all matters, including transportation, students with disabilities shall conform to the same rules outlined in the Student Code of Conduct as their non-disabled peers unless otherwise stated in their IEP or Section 504 Plan.
2. Students with disabilities may be suspended for infractions as defined for all students in the Student Code of Conduct.
3. Suspension for ten (10) days or less: Follow typical disciplinary procedures.
4. Suspension beyond ten (10) days: **Any student with a suspected or identified disability** shall not be suspended more than ten (10) days, either through a single suspension or cumulative shorter suspensions per school year without the IEP or Section 504 Committee meeting to evaluate the extent to which the misconduct has direct and & substantial relationship to the disabling condition and as permitted by state and federal law. Bus suspension and partial day removals may count as suspensions.
5. Before a school district can consider a student with disabilities with an IEP for expulsion:
 - a. Convene an IEP meeting and conduct a manifestation determination within ten (10) school days of decision to remove the student for discipline reasons.
 - b. If the IEP committee determines that the behavior is a manifestation of the student's disability, the IEP team will either conduct, review or revise a functional behavior assessment.

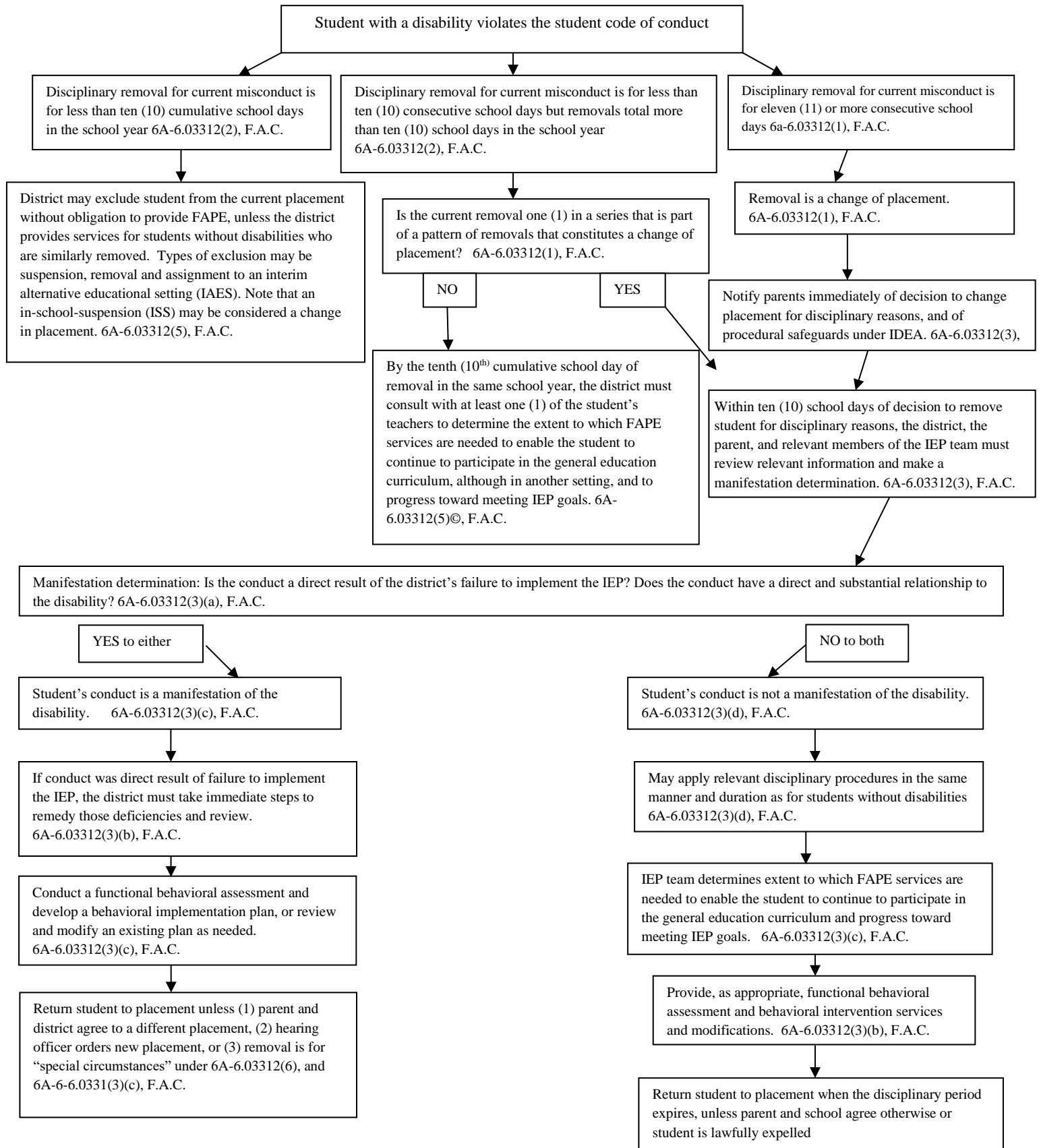
- c. If a behavioral intervention plan already has been developed, review the behavioral intervention plan and modify it, as necessary, to address the behavior. If no behavioral intervention plan exists but one is needed, then develop one based on the current behaviors needing to be addressed.
- d. If the IEP committee determines that the behavior is not a manifestation of the student's disability, then relevant disciplinary procedures in the same manner and duration as for students without disabilities apply, however, educational services must continue.
- e. If the committee determines that the behavior is a manifestation of the student's disability, except as described below under the sub-heading Special Circumstances, the school district must return the student to the placement from which the student was removed, unless the parent and the district agree to a change of placement as part of the behavioral intervention plan.

Special Circumstances

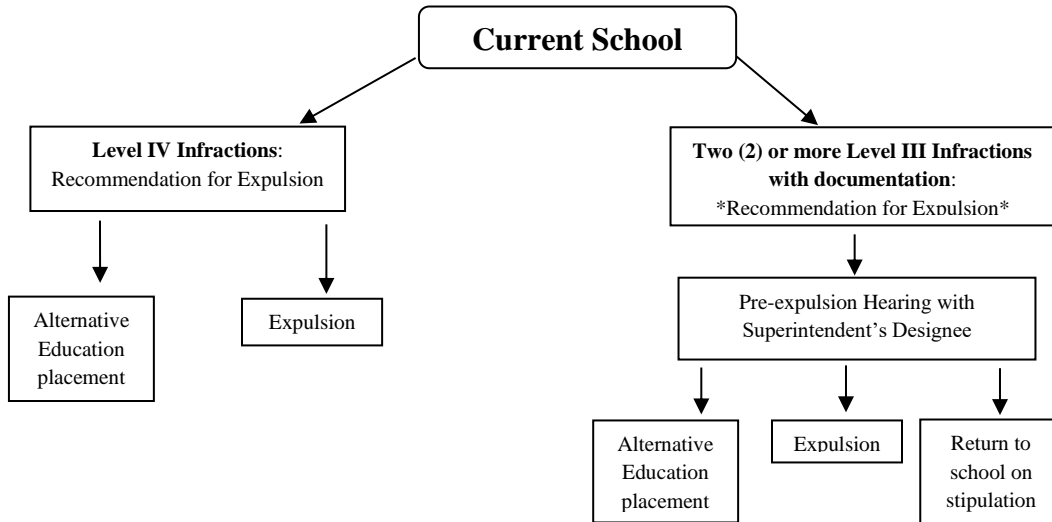
Whether or not the behavior was a manifestation of the student's disability, school personnel may remove a student to an interim alternative educational setting (determined by the student's IEP team) for up to 45 school days, if the student:

1. Carries a weapon to school or has a weapon at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district;
2. Knowingly has or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district; **or**
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district.

DISCIPLINE FOR STUDENTS WITH DISABILITIES FLOW CHART



VII. ALTERNATIVE SCHOOL / EXPULSION PROCEDURES



- A. If the Superintendent designee recommends a disciplinary reassignment in lieu of expulsion, said decision will be considered final and not subject to further appeal, negotiation, or amendment, by any party.

Students attending Endeavor Academy will adhere to a stricter matrix of consequences.

Expelled students may not be on the campus of the zoned school or any Hernando County School at any time, for any reason, unless accompanied by a parent/guardian for a schedule meeting with school staff.

Any student with a disability or suspected of a disability (504 or ESE non-inclusive of Gifted only) must have the proper Manifestation Determination Meeting (MDM) proceeding prior to being recommended for expulsion discussing said recommendations.

ESE students only: The hearing results letter and the student's disciplinary reassignment contained herein, are subject to the student's educational and behavioral rights as set forth by the IDEA and similar Florida statutes and regulations.

School personnel shall not be held legally responsible for suspensions and recommendations made in good faith.

B. Expulsion:

Expulsion is the removal of the right to attend school in Hernando County, be on any school property, on school buses, on school-sponsored transportation or to attend any school. Students may be expelled for the remainder of a school year and one additional year with or without continuing education services.

Students who commit two (2) or more Level III or a Level IV offense may warrant expulsion from school. The principal must follow due process and suspension procedures, informing the parent that expulsion is being recommended. Within twenty-four (24) hours of the infraction, the school-based administrator will suspend the student for ten (10) days and notify the parent in writing that a hearing will be scheduled. A subsequent letter will be issued to the parent from the superintendent or designee notifying them to attend the pre-expulsion hearing with their student.

If the student who committed the infraction is a student with a disability, the school administrator will need to contact the Director of Exceptional Student Education (or designee) and schedule a meeting with an IEP team to conduct a manifestation determination.

If the student who committed the infraction is a student with a disability and has a 504 plan, the school administrator must request a meeting to conduct a 504 manifestation.

When the outcome of the superintendent's designee hearing is a recommendation to expel the student from school, parents will be notified by certified mail the date and time that this recommendation will be considered by the School Board. The letter shall also set forth the deadline by which the parents may request a hearing with the School Board.

If a hearing before the School Board is not requested, it will proceed as outlined in the parent letter.

If a hearing is requested, such will be scheduled. The decision that the Hernando County School Board reaches at the hearing is final. Florida Statute outlines that the superintendent's designee may extend the student's suspension beyond ten days while waiting for the next School Board meeting.

Students who are expelled may not re-enroll for the period of the expulsion. When their expulsion period is complete, students ~~shall~~may be assigned to the Alternative School prior to transitioning back to their zoned school. Upon successful completion of the Alternative School's prescribed interventions, the student may enroll in their zoned school.

Students assigned to Endeavor Academy in lieu of expulsion or are expelled from HCSD for a drug offense, are required to attend an evidence-based substance use course and test negative before students can return to their zoned school.

C. Unsatisfactory Completion of Alternative Education Program

The general procedure for a student who enters or returns to the Hernando County School District without completing an assigned Alternative Education Program will be determined by the Superintendent or designee on a case-by-case basis.

D. Reciprocal Discipline

Hernando County School District will uphold and enforce disciplinary proceedings from other public school districts. If a student was expelled or alternatively placed in another district, Hernando County will enforce said expulsion or alternative placement. (F.S. 1006.07)

STUDENTS FROM COMMITMENT PROGRAMS AND THOSE EXPELLED FROM OTHER DISTRICTS

A. Commitment Programs

A student entering and/or returning to the Hernando County School District from court adjudicated commitment programs will be enrolled at their zoned school unless charged with a crime involving weapons, drug sale, sex or violence. Under these conditions, the student is entitled to an evaluation meeting to determine proper placement.

1. The Evaluation Meeting shall involve the student, parent(s)/guardian(s), the Department of Juvenile Justice (DJJ) Juvenile Probation Officer (JPO), the Director of Student Services or designee, as well as any other appropriate school staff. The purpose of the meeting is to consider the student's educational program, commitment charge, and determine a proper school placement.
2. The student and his/her DJJ JPO shall have all pertinent educational records available for the period of time the student was not in attendance at a public school.

B. Expelled From Other Districts

The final order of expulsion will be honored, and student will not be admitted to school in Hernando County (F.S. 1006.07).

APPENDIX A

BULLYING AND HARASSMENT

Policy 5517.01

The School Board is committed to providing an educational setting and workplace that is safe, secure, and free from bullying and harassment for all students and employees.

The Board will not tolerate unlawful bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

- A. during any education program or activity conducted by the District;
- B. during any school-related or school-sponsored program or activity or on a District school bus, or at a District school bus stop;
- C. through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the District, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
- D. through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the District or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by the District or school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program.

This policy has been developed in consultation with District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies as prescribed in F.S. 1006.147 and in conformity with the Florida Department of Education (FLDOE) Revised Model Policy (April 2016).

Pursuant to State law, District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies shall be involved in the review of this policy every three (3) years.

The Superintendent shall develop a comprehensive plan intended to prevent bullying and harassment and to cultivate the school climate so as to appropriately identify, report, investigate, and respond to situations of bullying and harassment as they may occur on school grounds, at school-sponsored events, and through school computer networks. Implementation of the plan by each principal will be ongoing throughout the school year and will be integrated with the school curriculum, District disciplinary policies, and violence prevention efforts.

Definitions

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that creates 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:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. physical violence;
- G. theft;
- H. sexual, religious, or racial harassment;
- I. public or private humiliation; or
- J. destruction of property; and
- K. social exclusion.

"Cyberbullying" means bullying against one (1) or more students or employees, 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, photo-electronic system, or photo-optical 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 (1) person or the posting of material on an electronic medium that may be accessed by one (1) or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

"Cyberstalking" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

"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:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

"Bullying" and "harassment" also encompass:

- A. 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.
- B. Perpetuation of conduct listed in the definition of bullying and/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:
 - 1. incitement or coercion;
 - 2. 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; or
 - 3. acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

"Harassment" also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) or employee(s) and the behavior both causes mental and physical harm to the other student(s) or employee(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Sexual Cyberharassment

Pursuant to Florida law, "sexual cyberharassment" means to publish a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person's consent, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Sexual cyberharassment may be a form of sexual harassment.

"Within the scope of the District" means regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

Expected Behavior

The District expects students to conduct themselves in keeping with 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.

Such behavior is essential in maintaining an environment that provides each student the opportunity to obtain a high-quality education in a uniform, safe, secure, efficient, and high-quality system of education.

The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff, and community member, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying.

Students are expected to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority.

Consequences

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or found to have wrongfully and intentionally accused another as a means 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.

Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall include discipline in accordance with District policies, administrative procedures, and the collective bargaining agreement. Egregious acts of harassment by certified educators may result in a sanction against an educator's State-issued certificate. (See the Principles of Professional Conduct of the Education Profession in Florida - F.A.C. 6A-10.081)

Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment or 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.

Procedure for Reporting

The Board designates the principal as the person responsible for receiving all alleged acts of bullying. Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school principal. Complaints against the principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board Chair.

All school employees are required to report alleged violations of this policy and alleged acts of bullying and harassment to the principal or as described above. The alleged violations and acts must be reported by school employees to the Principal within twenty-four (24) hours. Refer to Policy 1362, Policy 3362, and Policy 4362 for District staff allegations and procedures.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the principal or as described above.

Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal shall establish and prominently publicize to students, staff, volunteers, and parents the procedure for reporting bullying and how such a report will be acted upon. A victim of bullying and/or harassment, anyone who witnessed the act, and anyone who has credible information that an act of bullying and/or harassment has taken place may file a report.

Procedure for Investigation

The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act. All complaints about bullying and/or harassment that may violate this policy shall be promptly investigated by an individual, designated by the principal, who is trained in investigative procedures. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately and shall be confidential. The investigator may not be the accused perpetrator or victim. At no time shall the accused perpetrator and victim be interviewed together. The investigator shall collect and evaluate the facts including, but not limited to, the following:

- A. a description of the incident, the nature of the behavior, and the context in which the incident occurred;
- B. how often the conduct occurred;
- C. whether there were past incidents or past continuing patterns of behavior;
- D. the relationship between the parties involved;
- E. the characteristics of the parties involved;
- F. the identity of the alleged perpetrator, including whether the individual was in a position of power over the individual allegedly subjected to bullying or harassment;
- G. the number of alleged bullies/harassers;
- H. the age of the alleged bully/harasser;
- I. where the bullying and/or harassment occurred;
- J. whether there have been other incidents in the school involving the same or other students;
- K. whether the conduct adversely affected the student's education or educational environment;
- L. the date, time, and method in which the parent(s) of all parties involved were contacted.

In accordance with State law, District staff may monitor as part of any bullying or harassment investigation any non-school-related activity, function, or program.

If, during an investigation of reported acts of bullying and/or harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively "protected classes"), the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - *Anti-Harassment*.

Sexual Harassment covered by Policy 2266 - *Nondiscrimination on the Basis of Sex in Education Programs or Activities* is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Upon the completion of the investigation to determine whether or not a particular action or incident constitutes a violation of the policy, the designated individual who has conducted the investigation shall make a determination based on all the facts and surrounding circumstances and shall include:

- A. a recommendation of remedial steps necessary to stop the bullying and/or harassing behavior; and
- B. a written report to the principal.

A maximum of ten (10) days should be the limit for the completion of the investigative procedural steps and submission of the incident report. While ten (10) days is the expectation for completion of the investigative procedural steps, more time may be needed based on the nature of the investigation and the circumstances affecting that investigation. The investigator shall document in his/her report the reasons for needing additional time beyond ten (10) days. The highest level of confidentiality possible shall be provided regarding the

submission of a complaint or a report of bullying and/or harassment and for the investigative procedures that are employed.

The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

Scope

The investigator will provide a report on the results of the investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of District authority. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated. If the action is within the scope of the District, District procedures for investigating bullying and/or harassment shall be followed. If the action is outside the scope of the District, and believed to be a criminal act, the action shall be referred to the appropriate law enforcement agency. If the action is outside the scope of the District and believed not a criminal act, the principal shall inform parents/guardians of all minor parties.

Parent Notification

The principal shall report the occurrence of an incident of bullying as defined by District policy to the parent/guardian of all students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone, e-mail, personal conference, or by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The notice shall advise the individuals involved of their respective due process rights including the right to appeal any resulting determination or action to the State Board of Education.

If the bullying incident results in the perpetrator being charged with a crime, the principal shall inform by first class mail or by telephone the parent/guardian of the identified victim(s) involved in the bullying incident about the Unsafe Schools Choice Option (the Elementary and Secondary Education Act, as amended) that states, in pertinent part, as follows:

"...a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or 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."

Upon the completion of the investigation and if criminal charges are to be pursued against the perpetrator, the appropriate law enforcement agencies shall be notified by telephone and/or in writing.

Counseling Referral

The District shall provide a referral procedure for intervening when bullying or harassment is suspected or when a bullying incident is reported. The procedure will include:

- A. a process by which the teacher or parent may request informal consultation with school staff (e.g., school counselor, school psychologist, school social worker, etc.) to determine the severity of concern and appropriate steps to address the concern;
- B. a referral process to provide professional assistance or services that may include a process by which school personnel or parent/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/guardian involvement is required at this point); or

If a formal discipline report or formal complaint is made, the principal must refer the student(s) to the school intervention team for determination of counseling support and interventions (parent/guardian is required at this point).

- C. a school-based action to address intervention and assistance as determined appropriate by the intervention team that includes:
 - 1. counseling and support to address the needs of the victim(s) of bullying or harassment;
 - 2. interventions to address the behavior of students who bully and harass others (e.g., empathy training, anger management, etc.);
 - 3. interventions which include assistance and support for parents, as may be deemed necessary or appropriate.

Data Report

The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data as prescribed. If a bullying (including cyberbullying) and/or harassment incident occurs it will be reported in SESIR, coded appropriately using the relevant incident code and the related element code. Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System. In a separate section, the District shall include each alleged incident of bullying or harassment that does not meet the criteria of a prohibited act under this policy with recommendations regarding such incidents.

The District will provide bullying incident, discipline, and referral data to the Florida Department of Education (FLDOE) in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department. 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 should include the incident basis. Victims of these offenses should also have the incident basis (sex, race, or disability) noted in their student record.

Training and Instruction

Students, parents, teachers, school administrators, counseling staff, and school volunteers shall be provided training and instruction, at least annually, on the District's policy and administrative procedures regarding bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as information about how to effectively identify and respond to bullying in schools. Instruction regarding bullying, harassment, and the District's violence prevention and school safety efforts shall be integrated into District curriculum at the appropriate grade levels. The training and instruction shall include recognizing behaviors that lead to bullying and harassment and taking appropriate preventative action based on those observations. The programs of training and instruction authorized by the District shall include, but not be limited to,:

- A. Olweus Bullying Prevention Program
- B. Monique Burr Foundation for Children, Inc.'s - Child Safety Matters
- C. PBS/PBIS (Positive Behavior Support/Positive Behavioral Interventions and Supports)

Victim's Parent Reporting

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

Policy Publication

At the beginning of each school year, the Superintendent shall, in writing, inform school staff, parents/guardians/other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.

The District shall provide notice to students and staff of this policy in the Code of Student Conduct, employee handbooks, and via the District's official website. The Superintendent will also provide such notification to all District contractors.

Each principal shall implement a process for discussing, at least annually, the District policy on bullying and harassment with students in a student assembly or other reasonable format. Reminders of the policy and bullying prevention messages will be displayed, as appropriate, at each school and at District facilities.

Immunity

A school employee, school volunteer, students, parent/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 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.

Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Such immunity from liability shall not apply to any school employee, school volunteer, student, parent/guardian, or other person determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Nothing in this policy shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry under this policy is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

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Legal

F.S. 110.1221

F.S. 784.048

F.S. 1002.20

F.S. 1006.13

F.S. 1006.147

Florida Department of Education Revised Model Policy (April 2016)

Elementary and Secondary Education Act

Last Modified by Tammy R Shroyer on December 29, 2022

DATING VIOLENCE AND ABUSE

The School Board strictly prohibits any act of dating violence and abuse committed by one student against another on school property, during a school-sponsored activity, or during school-sponsored transportation.

Dating Violence and Abuse Defined

For purposes of this policy, dating violence and abuse shall be defined as emotional, verbal, sexual, or physical abuse of a student who is in a current or was in a past dating relationship by the other person in that dating relationship. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats, and/or acts of mental, physical, or sexual abuse. It may also be a pattern of demeaning, coercive, abusive actions that amount to emotional or psychological abuse. Dating violence and abuse may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, as well as harassment through a third party.

Reporting Acts of Dating Violence and Abuse

Any student who is the victim of an act of dating violence and abuse, or has cause to believe that s/he is in immediate danger of becoming the victim of an act of dating violence and abuse, should report the matter to the Principal or to any member of the school staff.

Any Board employee who receives a report of an act of dating violence and abuse, who directly observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse shall report such report, observations, or suspicions to the Principal.

Any resident of the community or other member of the school community, including students, parents, volunteers, and visitors, who observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse is strongly encouraged to promptly report the matter to the Principal or other District administrator or official. These reports can be made either in person or anonymously.

Investigating Reports of Dating Violence and Abuse

Upon receiving a report of alleged dating violence and abuse, the Principal shall conduct an investigation of the allegation promptly. As part of the investigation, the Principal shall contact the parent(s) of the alleged victim and/or the parent(s) of the alleged perpetrator, if they are under the age of eighteen (18), to inform them of the report.

The investigation of the report should include interviews of the alleged victim, the individual accused of perpetrating the dating violence and abusive behavior, and any other person who may have witnessed the alleged act or who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

The Board reserves the right to investigate a report of dating violence and abuse regardless of whether the student who is allegedly the victim of the dating violence and abuse wants to pursue the matter.

Consequences

At the conclusion of the investigation the Principal will determine whether or not the allegation of dating violence and abuse was substantiated. If the Principal determines that a student has committed an act of dating violence and abuse, that violation of this policy shall result in disciplinary action in accordance with the Student Code of Conduct, which may include suspension, assignment to another school or program, or

recommendation for expulsion. All disciplinary action shall be taken in accordance with State law and applicable Board policy. (See Policy 5500 and Policy 5600) When imposing discipline, the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved, shall be considered.

Suspensions for acts of teen violence and abuse may be appealed in accordance with the procedures set forth in the Student Code of Conduct. (See Policy 5500)

Further, the Department of Children and Families shall be notified if the student who is found to have perpetrated the act of dating violence and abuse is eighteen (18) years of age or older and the student who was the victim of the act of dating violence and abuse is a minor.

In those cases where teen dating violence and abuse is not substantiated, the Principal may consider whether the alleged conduct nevertheless warrants disciplinary action in accordance with the Student Code of Conduct or other Board policies.

Support and Reasonable Accommodations

If requested during or after the investigation, the Principal shall make reasonable accommodations for the student who is allegedly experiencing dating violence and abuse including, but not limited to the following:

- A. Stay Away Contract, that is, a contract with the alleged perpetrator to stay away from the victim while on school grounds, on school transportation, and during school sponsored programs and events;
- B. Class schedule changes;
- C. Protection that will enable safe egress/regress from school, as well as movement within the school; and
- D. Referrals for outside support or counseling.

Students' parent and/or guardian should provide the Principal with a copy of an order of protection that has been issued by the court. The Principal shall then contact the student whose behavior is to be regulated by that order of protection and initiate a Stay Away Contract that is consistent with the terms of that order and provides penalties for known violations of the contract. Further, the Principal shall notify law enforcement immediately if s/he knows or has reason to believe that a criminal or civil restraining order has been violated.

The School Resource Officer shall respond immediately to a report of a violation of a criminal or civil restraining order

Other Violations of the Dating Violence and Abuse Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging dating violence and abuse, or who has participated as a witness in an investigation of such an allegation.
- B. Filing a malicious or knowingly false report or complaint of dating violence and abuse.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of dating violence and abuse, when responsibility for reporting and investigating allegations of dating violence and abuse comprises part of one's supervisory duties.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports/allegations/complaints/statements;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;
- E. written witness statements;
- F. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- G. all documentary evidence;
- H. e-mails, texts, or social media posts pertaining to the investigation;
- I. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- J. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- K. dated written determinations to the parties;
- L. dated written descriptions of verbal notifications to the parties;
- M. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- N. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of dating violence and abuse. The Superintendent shall require that the District's comprehensive health curriculum in grades 7-12 include a component about dating violence and abuse that is age appropriate and includes the content required by State law.

Further, the Superintendent shall provide appropriate training to all members of the School District staff related to dating violence and abuse, and the implementation of this policy.

Revised 8/28/18

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Legal

F.S. 1003.42

F.S. 1006.148

Last Modified by Juli Schlarb on September 23, 2022

APPENDIX B

I. **DRESS CODE: The following procedures are established to promote discipline, maintain order and provide a healthy environment conducive to academic purposes.**

Students are required to wear appropriate clothing and shoes according to the situation and the grade level involved. Inappropriate clothing and appearance are disruptive to the school program. Principals will enforce adherence to the dress code by those under their jurisdiction. School administrators have final authority to decide if clothing complies with district rules.

- A. **Sun Protective Wear** – Students will be allowed to wear sunglasses, hats or other sun protective items while outdoors during and engaged in school related activities such as physical education or recess. No hats or sunglasses (unless prescribed by a physician) are to be worn in the school building or hallways.
- B. **Pants** – Pants are to be worn at the waist, not below the waist or in such a way to expose undergarments or body parts in an indecent or vulgar manner or in a manner that disrupts the orderly learning environment. Short shorts, boxer shorts, see through items and other pajama revealing attire are not allowed. Spandex pants, leggings, or pants with rips may only be worn with a top that reaches mid-thigh or below as not expose undergarments or body parts in an indecent manner.
- C. **Shirts and Blouses** – Must be long enough to remain tucked in at all times with no skin visible. Blouses with a neckline that dip below the line formed between the right and left armpit are prohibited. Spaghetti straps, tank tops, muscle shirts, and shirts with cut off sleeves are also prohibited.
- D. **Shorts, Skirts, and Dresses** – To determine if shorts are too short: while student is standing with arms fully extended at side of his/her leg, shorts should reach to the student's fingertips. In other words, the longest finger should touch material, not skin. Students may wear skirts and dresses of a modest length of no more than three inches from the knee to the bottom on the hem. Dresses with a neckline that dip below the line formed between the left and right armpit are prohibited.
- E. **Unacceptable Attire** – Any apparel that is determined inappropriate, disruptive to the educational environment, or offensive to good taste by principal or designee of the school such as; jewelry, tattoos, or markings must be covered, accessories or manner of grooming, which by virtue of color arrangement, trade mark, or other attributes that denotes membership in a gang, advocates drugs, tobacco products, alcohol, violence, sexual innuendo, profanity, or has caused disruption is prohibited.
 - 1. Jewelry should be worn in such a way that doesn't present a safety or health hazard such as spiked jewelry or accessories
 - 2. Wallet chains and dog chains are not permitted
 - 3. Bandanas are not to be worn, displayed, or carried onto campus.
- F. **Footwear** – Students must wear shoes that are safe and appropriate for the specific learning environment.

- G. **Uniforms:** Brooksville Elementary School, Challenger (uniforms for K-5 only), Chocachatti Elementary School, Deltona Elementary School, Discovery, Eastside Elementary School, Endeavor Academy, J.D. Floyd Elementary School, Moton Elementary School, Pine Grove Elementary School, Spring Hill Elementary School and Suncoast Elementary School, require uniforms.

Schools through their School Advisory Councils (SAC), have the authority to establish dress codes that are more stringent than the guidelines specified in the Student Code of Conduct.

Note: Students enrolled in vocational/technical/lab classes may be required to wear clothing appropriate to a specific training in which students will be participating.

APPENDIX C

STUDENT RECORDS

State and Federal law gives parents [and students over eighteen (18) years of age] certain rights concerning student school records.

Annual Notice About Your Rights Concerning Student Records: Parent(s)/ guardian(s) have the right to inspect and review all records and data related to their child who is under 18 years of age or over 18 years of age if claimed as a dependent under IRS rules. This includes print, computer media, microfilm, and microfiche records. This may be done by contacting the school administration for an appointment. All requests will be granted within a reasonable period, not to exceed 30 days. Students 18 years of age and older have the right to inspect and review their records by following the same procedure outlined above.

Parent(s)/guardian(s) have an opportunity to challenge the content of their child's record, to ensure that it is not inaccurate, misleading, or otherwise in violation of privacy. Parent(s)/guardian(s) of students over eighteen (18) years of age claimed as a dependent under IRS rules and students over eighteen (18) years of age not claimed as a dependent are provided the opportunity to correct or delete inaccurate, misleading, or inappropriate data by first requesting a meeting with the school administration or department responsible for developing that information. If the school administration or department responsible for developing the information agrees that it needs to be corrected, then it is done, and only a notation that the record has been corrected or deleted is placed in the file. If an agreement is not reached at this level, then the parent(s)/guardian(s) or student over the age of 18 years if not claimed as a dependent, has the right to request a formal hearing under School Board Policy. You have the right to let other people see your school records; however, the law allows some people to see your records without your consent. Exemptions to consent for disclosure:

- i. School Board members, as part of an expulsion proceeding.
- ii. School district employee or adult volunteer may see records if he or she needs information in the record in order to do his or her job as an employee or volunteer.
- iii. Another educational institution even after a student has already enrolled or transferred if the purpose is related to the student's enrollment or transfer.
- iv. Schools or institutions of post-secondary education to which a student seeks or intends to enroll.
- v. Federal, state, and local authorities involved in an audit or evaluation of compliance with educational program requirements
- vi. Financial aid institution, such as college loan personnel.
- vii. Accrediting organizations.
- viii. Persons who comply with lawfully issued order or subpoenas.
- ix. Persons who deal with health or safety emergencies.
- x. State or local officials in connection with serving the students under juvenile justice systems in the accordance with an interagency agreement or cooperative agreement as mandate by section 1003.52 Florida Statute.

Some of the information in your child's school record is not confidential and may be released without your consent. This information is defined as "Directory Information". The primary purpose of directory information is to allow the District to include this type of information from your child's educational records in certain school publications.

Examples include: Yearbook, honor roll, graduation reports, sport publications, etc. The following records/reports are designated as Directory Information.

- | | |
|---|---|
| 1. Student's name | 6. Major field of study |
| 2. Date of Birth | 7. Degrees, honors, and awards received |
| 3. Dates of attendance | 8. Most recent previous educational institution |
| 4. Address | 9. Height & weight of members of athletic teams |
| 5. Telephone number, if not unlisted or Restricted per state statute | 10. Participation in recognized sports/activities |

If you do not want directory information released, you must notify the school administration in writing specifying what types of directory information you do not want released. The written notice to the school administration must be received within two (2) weeks of the first day of the school year or entry into the school system, if you enroll after the school year has begun.

Military recruiters and institutions of higher education are entitled, under federal law, to a list of names, addresses, and telephone numbers of high school students, unless you object to such release. The Superintendent also authorizes release of this information to companies that manufacture class rings and publish yearbooks. You must notify your child's school administration in writing, if you do not wish this information released without your consent. Both parents have a right to see their child's record unless there is a certified copy of an order on file at the school that specifically denies the right of access to school records. Copies of school records are available for a minimum copying charge.

You have the right to inspect, upon request, any instructional material used as part of the educational curriculum. This does not include academic tests/ assessments.

You have the right to opt out of any physical examination or screening that is invasive in nature – any medical examination that involve exposure of private body parts, or any acts during examination that include incision, insertion, or injection into the body, but do not include a hearing, vision, scoliosis screening, or head lice exams.

“Note: The School District may permit School Resource Officer (SRO) to view live feed of School District risk-management surveillance videos (bus or schools) or playback of such videos. A subpoena is required if the officer requests a copy of the video.”

APPENDIX D

Student Network and Internet Acceptable Use and Safety Agreement

Telecommunications advances in technologies and proliferations of online media have fundamentally altered ways in which information is accessed, communicated, and disseminated in society. These changes are driving the need for educators to adopt new resources, instructional methods and ways they approach student learning, to harness and utilize the vast, diverse and unique resources available on the Internet. Although the School Board authorizes Internet services to its students, the School Board directs that appropriate restrictions are implemented to assure that use of the District's network is utilized in accordance with legitimate educational purposes. Student use of the District's computers, network, and Internet services ("Network") will be governed by policy 7540.03 and subject to the Student Code of Conduct. Student use of email will be governed by policy 7540.06 and subject to the Student Code of Conduct. The School Board encourages students to utilize the Network in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation and communication skills, and tools that are essential to both life and work. The instructional use of the Network will be guided by the School Board policies on instructional materials.

Technology advancements are such that the District may not always be able to protect access to services through the District's network/Internet connection to only those that have been deemed appropriate for education purposes. The District will strive to implement and sustain such protections, utilizing software and hardware measures that monitor, block and filter internet access to visual displays/depictions that are deemed obscene, child pornography and/or other materials that are harmful to minors as defined by the Children's Internet Protection Act (CIPA) and in compliance with Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99 and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), Florida Statutes Section 1002.22 and Rule 6A-1.0955 as may be amended or replaced from time to time. Parents/guardians are encouraged to discuss the appropriate use of the Internet and understand that there are risks associated with its use with their children. Parents/guardians assume risks by consenting to allow their child to participate in using the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The Superintendent will implement procedures to configure District technology to prohibit access to other material deemed inappropriate for students to access. Protective hardware and software may not be disabled at any time that students may be using the Network. The Superintendent may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the hardware and software. Determination of whether a material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material.

District Staff members will provide training to ensure awareness and compliance regarding this policy under their supervision, and for providing guidance and instruction to students on appropriate use of the District's Network. Pursuant to Federal law, students shall receive education on the following:

- A. Safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. The dangers of students disclosing personally identifiable information online;
- C. The consequences of unauthorized access and other unlawful or inappropriate activities by students online; and,
- D. The authorized disclosures, use and dissemination of personal information regarding minors.

Students shall not access social media for personal use through the District's network. Students shall be permitted to access social media for educational use, in accordance with a teacher's pre-approved plan for use of social media for educational purposes, consistent with School Board policies. Students are responsible for behavior in accordance with standards defined in the Student Code of Conduct on the District's computers and network just as they are in classrooms, school hallways and other school premises and during school sponsored events. Users granted access to the Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for inappropriate uses of the Internet as defined by this School Board policy. Users who disregard this policy may have user privileges suspended or revoked and may be disciplined.

Technology Privacy

Users have no expectation of privacy of the content of personal files and records of online activity while on the District's network. Monitoring may include, but will not be necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools, in coordination, with Information Technology (IT) personnel, to review browser history and network, server and computer logs.

Cyber-bullying

All students and employees will be provided a safe, secure, bullying and harassment free educational/work setting, in accordance with School Board 5517.01 Bullying and Harassment.

Student Communication

The School Board encourages positive and professional communication between staff, parents, and students by means which best protect all stakeholders' interests. The District staff shall comply with all Federal and State laws pertaining to electronic mail and shall communicate electronically for school related matters through the District-approved parent portal. The School Board recognizes that appropriate use of electronic media may take place during times outside the school hours during school activities (i.e. sport events, FFA events, field trips) when it is useful to use mobile devices and social media to communicate with students. Staff communications with students via private electronic media concerning non-school-related matters may cause the appearance of inappropriate association and are discouraged. The use of such communication technologies may lead to discipline.

Bring Your Own Device (BYOD)

BYOD is an acronym for Bring your Own Device, "device" includes but is not limited to a privately/owned laptop, tablet computing device, net book, notebook, e-Reader, iPod touch and/or smart phone. The District encourages students to use their own devices to further enhance their education in accordance with the following guidelines:

1. In order to utilize the District's network (specifically Internet access and related applications) as well as participate in the BYOD program, students and a parent/guardian must review and sign the Responsible Use Policy. This will be considered a legally-binding agreement for the privilege of use of the network.
2. The student is fully responsible, at all times, for the personally-owned device brought to school. The District is NOT liable for any loss, damage or theft of a personally-owned device. As such, students should not share devices.
3. The student is responsible for the condition of the device brought to school, including but not limited to updates, antivirus software and repair.
4. Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.

5. Device use is exclusively limited to schools participating in the BYOD program. Devices should be turned off and should not be visible at schools not participating in the BYOD program.
6. Devices may only be used in certain approved areas of the school. Students may not use devices in parts of the school designated as No Technology Zones or any other areas where devices are not permitted.

Student use of Artificial Intelligence and Natural Language Processing Tools (AI/NLP tools)

The School Board recognizes the positive impact that Artificial Intelligence (AI) technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity. Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies including, but not limited to the following: Policy 5505 – Academic Honesty; Policy 5500 – Student Conduct; Policy 5517 – Anti-Harassment; Policy 5517.01 – Bullying and Harassment; Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities (The Board's Policy and Grievance Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024); Policy 8330 – Student Records; Policy 2240 – Controversial Issues; Policy 7540.03 – Student Internet Safety and Acceptable Use; and Policy 7540.04 – Staff Technology Acceptable Use and Safety.

Utilization of AI/NLP tools is strictly prohibited for the completion of schoolwork. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion.

The administration will refer any illegal acts to law enforcement.

STATUTORY AUTHORITY: 1001.43, 1001.51, 1002.22, 1003.4205, 1006.147 F.S.
H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.S. 254(h), (10), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
Children's Online Privacy Protection Act (COPPA), 15 U.S.C. ss. 6501-6506
Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

APPENDIX E

Opt Out Pledge of Allegiance

In accordance with Florida statute §1003.44:

A student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

APPENDIX F

1006.195 District School Board, Charter School Authority and Responsibility to Establish Student Eligibility Regarding Participation in Interscholastic and Intrasccholastic Extracurricular Activities.

Notwithstanding any provision to the contrary in F.S. 1006.15, 1006.18, and 1006.20, regarding student eligibility to participate in interscholastic and intrasccholastic extracurricular activities:

(1)(a) A district school board must establish, through its code of student conduct, student eligibility standards and related student disciplinary actions regarding student participation in interscholastic and intrasccholastic extracurricular activities. The code of student conduct must provide that:

1. A student not currently suspended from interscholastic or intrasccholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including F.S. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrasccholastic extracurricular activities.
 2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in s. 1006.15 (3)(h).
 3. A student's eligibility to participate in any interscholastic or intrasccholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20 (2)(b).
- b) Students who participate in interscholastic and intrasccholastic extracurricular activities for, but are not enrolled in, a public school pursuant to s. 1006.15 (3)(c)-(e) and (8), are subject to the district school board's code of student conduct for the limited purpose of establishing and maintaining the student's eligibility to participate at the school.
- c) The provisions of this subsection apply to interscholastic and intrasccholastic extracurricular activities conducted by charter schools and private schools, as applicable, except that the charter school governing board, or equivalent private school authority, is responsible for the authority and responsibility otherwise provided to district school boards.

(2)(a) The Florida High School Athletic Association (FHSAA) continues to retain jurisdiction over the following provisions in s. 1006.20, which may not be implemented in a manner contrary to this section: membership in the FHSAA; recruiting prohibitions and violations; student medical evaluations; investigations; and sanctions for coaches; school eligibility and forfeiture of contests; student concussions or head injuries; the sports medical advisory committee; and the general operational provisions of the FHSAA.

"As used in this document, 'F.S.' refers to 'Florida Statue',"

"As used in this document, 's' refers to 'subsection',"

PARENT AND STUDENT ACKNOWLEDGMENT

Student Code of Conduct is available on-line at hernandoschools.org

This Student Code of Conduct has been written so students and family members know what behavior is expected and prohibited at school or at school activities. It is helpful if parents are aware of school rules so they can help support them from home. Failure to return this acknowledgement will not relieve a student or the parent(s) from the responsibility for knowledge of the contents of the Student Code of Conduct.

I have read/**viewed on-line** and acknowledge:

- Bullying/Harassment/Teen Dating Violence Policy & Procedures (Appendix A)
- Bus Expectations
- Dress Code Policy (Appendix B)
- Annual notification of Family Educational Rights and Privacy Acts (FERPA) (Appendix C)
- Network/Internet acceptable use agreement (Appendix D)
- Opt Out Pledge of Allegiance (E)
- Participation in Interscholastic and Intrasccholastic Extracurricular Activities (Appendix F)
- Student Code of Conduct

Parent(s)/Guardian(s) Signature

Date

Student's Signature (Middle & High School)

Date

(Print) Student's Name/Student ID #

Grade

I request a copy of the Student Code of Conduct in Spanish ☐

Photograph/Video/Student Work Permission:

Hernando County Schools may use photographs or videotapes in which your child appears as well as your child's project materials (i.e. artwork, written materials, class projects, computer projects). These images may be used for Hernando County Schools in publications such as newsletters, brochures and/or display on social media. The publication of any picture in which your child appears will not be labeled with his/her name or any other personal facts.

PLEASE INITIAL

_____ Yes, I give permission to Hernando County Schools to use my child's photographs, videotapes and/or project materials.

_____ No, I do NOT give permission to Hernando County Schools to use my child's photographs, videotapes and/or project materials.

**PLEASE HAVE YOUR CHILD RETURN THIS PAGE TO SCHOOL
AFTER SIGNING THE ACKNOWLEDGEMENT AND INITIALING THE PHOTO/VIDEO/WORK
PERMISSION SECTION**

**HERNANDO COUNTY SCHOOL DISTRICT
STUDENT CODE OF CONDUCT**

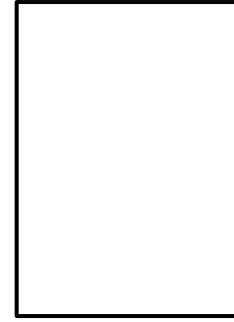


2025-2026

Ray Pinder, Interim Superintendent of Schools

Hernando County School District, 919 North Broad Street, Brooksville, FL 34601, (352) 797-7000

A MESSAGE FROM THE SUPERINTENDENT



Parents and Guardians,

The Hernando School District has updated its Student Code of Conduct for the 2025-26 school year. The Code of Conduct outlines rules and expectations for student behavior on campus, during school activities, and at school-related events. This code was developed by a committee comprised of school staff, administrators, and parents to set clear guidelines and expectations that play a vital role in promoting a positive school culture.

The framework of our code of conduct aptly reflects our district's priority of maintaining a safe and healthy learning environment and ensures time spent at school is safe for everyone and focused on learning. We are committed to upholding the values of accountability and responsibility and will remain dedicated to the fair enforcement of this code.

Fostering a safe and supportive learning environment is a shared effort between all members of the school community, including students, parents, teachers, and administrators. I encourage you to take part in this mutual effort by reviewing the 2025-26 Student Code of Conduct with your student and aligning your own expectations for their behavior at school. By working together, we can ensure our students receive the support they need to continue pursuing enriching academic endeavors.

Thank you.

Ray Pinder
Interim Superintendent



Mission

The Hernando County School District collaborates with students, parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

Vision

To inspire and support the pursuit of individual greatness.



Code of Civility

The education of a child happens only through partnership, and among partners must be the child, the school faculty and staff, the parent(s) or guardian(s), the community and district office employees. Partnership is an active state that includes sharing responsibilities, meaningful communication and welcomed participation.

When people who are working together agree, the partnership runs smoothly. But no two people will always agree and that can make partnership difficult. The partnership is most powerful – as children are educated to reach their potential – when we agree on how to disagree. We must be civil in our discourse.

Civility is often described by its absence. We hear of harmful actions such as road rage, physical confrontation, ethnic stereotypes and slurs. But civility is not just an absence of harm. It is the affirmation of what is best about each of us individually and collectively. It is more than saying “please” and “thank you.” It is reflecting our respect for others in our behavior, regardless of whether we know or like them. It also is not simply being politically correct and is not to be used to stifle criticism or comment. It is being truthful and kind and is each of us taking responsibility for our own actions rather than blaming others.

As we communicate with each other, we need to remember that we are working together to benefit the children of this community.

Therefore, the Hernando County School Board requires that as we communicate, students, HCSD faculty and staff, parents, guardians and all other members of the community shall:

1. Treat each other with courtesy and respect at all times.

This means that:

- We listen carefully and respectfully as others express opinions that may be different from ours.
- We share our opinions and concerns without loud or offensive language, gestures or profanity.

2. Treat each other with kindness.

This means that:

- We treat each other as we would like to be treated.
- We do not threaten or cause physical or bodily harm to another.
- We do not threaten or cause damage to the property of another.
- We do not bully, belittle or tease another and we do not allow others to do so in our presence.
- We do not demean and are not abusive or obscene in any of our communications.

3. Take responsibility for our own actions.

This means that:

- We share information honestly.
- We refrain from displays of temper.
- We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility.

4. Cooperate with one another.

This means that:

- We obey school rules for access and visitation.
- We respect the legitimate obligations and time constraints we each face.
- We notify each other when we have information that might help reach our common goal. This will include information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.
- We respond when asked for assistance.
- We understand that we do not always get our way.

Authority and Enforcement of the Code of Civility

Authority and enforcement of a code for civil conduct ultimately depends on the individual and collective will of those involved – students, HCSD faculty and staff, parents, guardians and all other members of the community. However, individuals need to know how to respond to uncivil behavior and how such behavior will be responded to. The school board does not condone a lack of civility by anyone.

Therefore:

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate school administrator.
2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should use the following guidelines:
 - A. If personal harm is threatened, the employee may contact law enforcement.
 - B. Anyone on school district property without authorization may be directed to leave the premises by an administrator or security officer. Anyone who threatens or attempts to disrupt school or school district operations, physically harm someone, intentionally cause damage, uses loud or offensive language, gestures, profanity or shows a display of temper may be directed to leave the premises by an administrator or security officer.
 - a. If such person does not immediately and willingly leave, law enforcement shall be called.
 - C. If a telephone call recorded by an answering machine, email, voice mail message or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.
 - a. If personal harm is threatened, the employee may contact law enforcement.
 - b. The employee shall save the message and contact his or her immediate supervisor or school district security.
 - D. If any member of the public uses obscenities or speaks in a demeaning, loud or insulting manner, the employee to whom the remarks are directed shall take the following actions:
 - a. Calmly and politely ask the speaker to communicate civilly.
 - b. If the verbal abuse continues, give appropriate notice to the speaker and terminate the meeting, conference or telephone conversation.
 - c. If the meeting or conference is on school district premises, request that an administrator or authorized person direct the speaker promptly to leave the premises.
 - d. If the speaker does not immediately leave the premises, an administrator or other authorized person shall notify law enforcement to take any action deemed necessary.

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Introduction

The Hernando County School District collaborates with parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world. With this vision in mind, The Hernando County School District has developed the Student Code of Conduct to clearly communicate the behavioral expectations necessary for maintaining a safe and orderly learning environment.

The Student Code of Conduct applies to all students enrolled in the Hernando County School District.

Students enrolled in the Hernando County School District are subject to the law, rules, regulations, and policies of the State of Florida and the School Board of Hernando County, Florida, anytime:

1. a student is on school board-owned property;
2. a student is attending school;
3. a student is being transported to or from school or school-sponsored events at public or school expense;
4. and a student is in attendance at, or participating in, a school-sponsored activity.

All students are subject to the immediate control and direction of teachers, staff members, or bus drivers to whom such responsibility has been assigned by the principal or the principal's designee.

The term “parent” wherever used in this document shall include a student’s parent or parents, legal guardian, legal custodian, or adult recognized by the student’s school as acting “in loco parentis”.

**** PARENT NOTICE ****

If your child commits two or more Level III offenses with documentation of interventions, or any Level III offense that results in injury or campus disruption or one Level IV violation, the result will be immediate administrative action, removal of your child from school and/or recommendation for expulsion. Please refer to pages 12 through 37 of this Student Code of Conduct for specific offenses.

Furthermore, any student who has been determined to have committed a repeat offense of bullying will be subject to this same administrative action. Refer to Appendix A.

Students will be disciplined as outlined in the Student Code of Conduct. Some acts may warrant law enforcement investigation, and there may be additional consequences for acts that violate the law.

Electronic communication and all other forms of communication that take place on or off of school grounds, with students' personal property (non-school property) and causes a major disruption on school campus, will result in disciplinary action.

A parent conference must be held with school administration for any major infraction prior to student returning to school.

Restraint

1. All efforts should be made to contact a parent for assistance with de-escalation prior to a student restraint.
2. For an incident where a student is restrained, the parent must be contacted by telephone, email (or both), as soon as possible, but prior to the end of the school day.



Zero Tolerance:

Zero Tolerance for School Related Violent Crimes: The Hernando County School District believes that all students are entitled to attend schools that are safe and orderly and which provide an environment that fosters learning and high academic achievement. The district will not tolerate the presence of persons who engage in violent criminal acts on school property, on school sponsored transportation, or during school sponsored activities. (F.S 1006.13) The Legislature finds that zero tolerance policies are not intended to be rigorously applied to petty acts of misconduct and misdemeanors, including, but not limited to, minor fights or disturbances.

A threat management team may use alternatives to expulsion or referral to law enforcement agencies to address disruptive behavior through restitution, civil citation, teen court, neighborhood restorative justice, or similar programs. Zero-tolerance policies must apply equally to all students regardless of their economic status, race or disability.

Each district school board shall adopt a policy of zero tolerance that:

- a. Identifies acts that are required to be reported under the school environmental safety (SESIR) incident reporting pursuant to s. 1006.07(9).
- b. Defines acts that pose a threat to school safety
- c. Defines petty acts of misconduct which are not a threat to school safety and do not require consultation with law enforcement
- d. Minimizes the victimization of students, staff, or volunteers, including taking all steps necessary to protect the victim of any violent act from any further victimization. In a disciplinary action, there is rebuttable presumption that the actions of a student who intervened, using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer were necessary to restore or maintain the safety of others.
- e. Establishes a procedure that provides each student with the opportunity for a review of the disciplinary action imposed pursuant to s. 1006.07.
- f. Requires the threat management team to consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act that would pose a threat to school safety.

The School Board has determined that the following acts constitute threats to school safety:

- | | |
|--|---|
| - Aggravated battery | - Homicide |
| - Armed robbery | - Possession, use or sale of any explosive device |
| - Arson | - Possession, use or sale of any firearm |
| - Battery or aggravated battery on a teacher or other school personnel | - Sexual battery |
| - False Alarms, including but not limited to, pulling fire alarms | - Victimization |

**Any student who has been found to have committed one of the enumerated felony offenses in Florida Statutes and has a No Contact Order issued by a judge, will be removed from the school of attendance and transferred to a different school in the district, or must be separated from the victim(s) and the victims' siblings in school and on school transportation.*

Firearms:

A Student shall not bring, possess, handle or transport firearms on any District School Board of Hernando county school or campus, at any school function, or on any school sponsored transportation. A Junior ROTC or color guard, pre-approved activity, exemption may apply.

- It is the policy of the District School Board of Hernando County, that F.S.790.25(5), SHALL NOT apply to any student bringing any concealed firearm or weapon onto school property. All students are subject to the policies and penalties stated in this Student Code of Conduct. For the purposes of this

policy, the word student shall mean, but not be limited to, any preschool, elementary, middle, high, secondary, vocational or post-secondary student of a school maintained and operated by the District School Board of Hernando County.

- Violation of this rule will result in automatic out-of-school suspension and possible expulsion. Criminal prosecution is also likely in these instances.

Any student who is determined to have brought a firearm as defined in 18 U.S.C.s. 921 (United States Code) or Florida Statute 790, to any District School Board of Hernando County school or campus, at any school function, or on any school sponsored transportation, will be recommended for expulsion, with or without continuing educational services from the student's regular school for a period of not less than (one) full year and referred for criminal prosecution.

The Superintendent, his designee, and/or the School Board may consider extenuating circumstances in determining the length and type of expulsion. (F.S. 1006.07)

Weapons:

A student shall not bring, possess, handle or transport weapons to or on any District School Board of Hernando County school or campus, at any school function or on any school sponsored transportation.

Florida Statute 790 and the School Board define the term "weapon" to include the following non-exclusive list of items:

- "antique firearm", "tear gas gun", "chemical weapon or device", "dart-firing stun gun", "destructive device", "electric weapon or device", "explosive", "firearm", "handgun", "machine gun", "short-barreled rifle", "short-barreled shotgun", "slungshot", "dirk", "knife", "sword", "sword cane", "razor blade", "box cutter", "metallic knuckles", "billie",
- or any other deadly weapon, or object that's capable of being utilized as a deadly weapon, except a common pocketknife, plastic knife or a blunt-bladed table knife.

Violation of this rule will result in disciplinary action, which may include out-of-school suspension and possible expulsion. Criminal prosecution is also likely in these instances. (F.S.790.001)

Infractions that require Expulsion or One Year Placement in an Alternative Setting: Per Florida Statute 1006.07

- False reporting of bomb or explosive
- Possession of Firearms/Weapons

Anti-Bullying, Harassment, and Dating Violence Policy

The policy of the Hernando County School District is that all students have an educational setting that is safe, secure and free from harassment, bullying, dating violence or abuse of any kind. This policy shall be applied consistently with all applicable school board, state and federal laws. Conduct that constitutes bullying, harassment, dating violence or abuse as defined herein, is prohibited. Students who persistently engage in substantiated bullying behavior will be subject to possible expulsion. See Appendix A.

Annual Notice of Non-Discrimination

It is the policy of the School Board of Hernando County, Florida, not to discriminate on the basis of race, color, religion, national origin, age, sex, marital status, or handicap in its educational programs or employment practices. By operating in this manner, the School Board adheres to the provisions of Federal Law and other applicable laws.

Specifically, Hernando District Policy states, "It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, pregnancy, military status, ancestry, or Genetic Information Nondiscrimination Act of 2008 (GINA) in its educational programs or employment practice." The District also provides equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups, as required with 34 C.F.R. 108.9.

In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. (The lack of English skills will not be a barrier to admission into any Career and Technical Education Programs offered at any of our schools, Sun Tech Education Center or adult education programs)

To file concerns, please follow the complaint procedures found in School Board Policies 1122, 3122 and 4122.

Compliance officers for Employee related issues are Matthew Goldrick, Director of Human Resources 352-797-7005. Compliance officer for student related issues are Jill Kolasa, Director of Student Services 352-797-7008 and Anna Jensen, Director of ESE, 352-797-7022.

I. STUDENTS' RIGHTS AND RESPONSIBILITIES:

| <u>Attendance</u> | |
|--|---|
| Students' Rights | Students' Responsibilities |
| Students have the right to attend school and be informed of the school rules and county policies on attendance and makeup work. | Students have the responsibility to participate in classes regularly, be on time, and adhere to the school's attendance policy and makeup policy. |
| <u>Bullying</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to attend school free of harassment, bullying, or sexual cyber harassment. | Students have the responsibility to report any and all acts of harassment, bullying, or sexual cyber harassment to school personnel. |
| <u>Counseling</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to receive counseling for personal, academic, or career oriented reasons. | Students have the responsibility to seek this counseling. |
| <u>Dress Code</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to dress comfortably in a way appropriate to the school setting. | Students have the responsibility to dress in a non-offensive manner to others that is compliant with school, classroom, and extracurricular rules. |
| <u>Due Process</u> | |
| Students' Rights | Students' Responsibilities |
| Students have a right to due process in all disciplinary actions | Students have the responsibility to cooperate with school personnel in cases involving disciplinary actions, follow the process correctly, and accept the final decisions and consequences of their actions. |
| <u>Education</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to receive an education. | Students have the responsibility to participate in educational opportunities, complete all assignments expected from them, and complete work to the best of their abilities and strive for academic growth and their personal best. |
| Students have the right to know in advance how grades in their class will be determined. Students have the right to receive grades in a timely manner. | Students have a responsibility to understand the grading system and monitor their own progress. |
| Students have the right to attend school in a positive, safe, and clean learning environment free from bias, discrimination, and verbal or physical threats. | Students have the responsibility to maintain an attitude and actions that promotes a positive learning environment. |
| Students have the right to have school personnel who are receptive to student needs and concerns. | Students have the responsibility to express their needs and concerns in an appropriate manner. |
| <u>Electronics</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to use electronic media legally for academic purposes in accordance with the district electronics policy and state statutes. | Students have the responsibility to follow and adhere to the district electronic policy during school hours and at school functions. |
| <u>Free Speech</u> | |
| Students' Rights | Students' Responsibilities |

| | |
|---|--|
| Students have the right to hear, examine, and express divergent points of view, including freedom of speech, written expression, and symbolic expression. | Students have the responsibility to be considerate and respectful of divergent points of view, and to not cause major disturbances on campus through their expression of their point of views to others or to school property. |
| Students have the right to express their views through reading and writing, but without being obscene, disruptive, or slanderous to the school, students, or employees. | Students have the responsibility to respect the right of others in their expression of their views, and to do this (and express their own) in a polite manner. |
| <u>Materials</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to be provided with district adopted textbooks and use school facilities and property appropriately. | Students have the responsibility to respect all school property and materials and return them or pay for them in cases of damage at appropriate times. |
| <u>Participation</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to participate in extracurricular activities dependent upon state and district eligibility requirements. Students have the right to participate in school affiliated clubs and organizations. | Students have the responsibility to abide by all school rules when participating in school sponsored activities on or off campus. Students have the responsibility to take an active interest in the club or organization and fulfill all membership responsibilities. |
| Students have the right to participate in school government based on democracy. | Students have the responsibility to take an active interest in student government and provide their input. |
| Students have the right to choose whether to participate in patriotic or religious activities | Students have the responsibility to respect the rights of others to participate in religious or patriotic activities. |
| Students have the right to assemble peaceful on school grounds. | Students have the responsibility to assemble in a way that does not disrupt education. |
| <u>Privacy and Property Rights</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to enjoy a reasonable degree of personal privacy. | Students have the responsibility to understand that privacy is not guaranteed with regard to use of the internet and electronic devices. |
| Students have the right to have personal property respected, unless school personnel have reason to believe a student is in possession of materials prohibited according to school and state rules. | Students have the responsibility to respect others private possessions and to keep prohibited items away from school and school related activities. |
| <u>School Rules and Regulations</u> | |
| Students' Rights | Students' Responsibilities |
| Students have a right to be informed of the school's rules and regulations and the consequences of breaking them. | Students have a responsibility to know and follow the school rules and accept the consequences of their actions in breaking the rules. |
| Students have the right to be treated in a fair and equitable way from school employees and have school rules that are enforced in a consistent and fair manner. | Students have the responsibility to treat school employees in a fair and equitable way, and to also treat the school grounds in a respectful manner. |
| <u>Student Records</u> | |
| Students' Rights | Students' Responsibilities |
| Students have the right to have access their own student records | Students have the responsibility to provide the school their own information relevant to making educational decisions. |

This list is intended as a general illustration of some rights and responsibilities recognized by law, and does not create or expand any rights or responsibilities beyond those specifically provided by State or Federal law or School Board Policy.

II. EDUCATIONAL AUTHORITY

A. School Administration Authority

The school administration shall have authority and control over all students at school, at a school sponsored activity and during times when students are on a school bus. School administration has the authority to direct students and can impose reasonable requirements that are consistent with the Student Code of Conduct. (F.S 1006.09)The school administration has the final say on the disciplinary action for each discipline. Information regarding other students and their disciplines cannot be shared with non-parent/guardians in compliance with FERPA.

Electronic communication that takes place off school grounds with student's personal property (non-school property) and causes a significant disruption on school campus may result in disciplinary action.

B. Teacher Authority/Procedures

In accordance with Section 1003.32, Florida Statutes
http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1003/Sections/1003.32.html, teachers and other instructional personnel shall have the authority to undertake actions in managing student behavior and ensuring the safety of all students in their classes and school and their opportunity to learn in an orderly and disciplined classroom.

The principal shall make provisions for students to be removed from class when the continued presence of the student in the classroom is intolerable.

1. The school-based Placement Review Committee consists of three (3) teacher representatives [one (1) selected by the school's faculty and one (1) selected by the teacher who removed the student] and one (1) teacher appointed by the principal. The principal must notify each teacher in that school about the availability, the procedures and the criteria for the Placement Review Committee.
2. If no teacher volunteers to participate in the Placement Review Committee, then the Hernando Classroom Teachers' Association (HCTA) President will appoint members to serve on that school's committee.
3. The teacher who does not wish the student readmitted to the class may not serve on the committee, nor may the principal serve on the Placement Review Committee. The teacher and the principal may speak before the committee. Neither may be present when the committee members deliberate to reach their decision.
4. The teacher and the Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.
5. If the Placement Review Committee's decision is contrary to the decision of the teacher to withhold consent to the return of the removed student to the teacher's class, the teacher may appeal the committee's decision to the Superintendent of Schools.

C. Bus Driver's Authority

The bus driver shall have authority of students when they are on the bus. The driver *shall not have authority* when students are waiting at the bus stop, or when they are en route to the bus stop except

when the bus is present at the bus stop and students are loading or unloading from the bus. If a student's behavior jeopardizes the safety of others on the bus, law enforcement shall be contacted by the driver or the Transportation Department. (F.S. 1006.10)

Bus Procedures - Instructions for Students Riding the Bus:

- Students are expected to obey the bus driver's instructions at all times since he/she is in full charge of the bus
- When waiting to board the bus, students are to stand at least 10 feet off the roadway until the bus stops. Also when boarding or departing the bus, students are to walk 10 feet in front of the bus and wait for the driver's signal before crossing the road.
- Students must board and leave the bus at their regular stop location. No exceptions will be made unless by written permission from the administration.
- Students must be on time. The bus will not wait for those who are tardy. Students should be at the bus stop five minutes before the scheduled time. In case of a bus breakdown, student must wait at the bus stop for one hour for a substitute bus to arrive before an excused tardy for being late to school is issued.
- The driver will assign student seats. Students are to sit facing forward with feet out of the aisle. Students are to remain in their seats while the bus is in motion. The aisle must be clear of feet, books and jackets. The driver must have an unobstructed view of the back door.
- Students are to keep arms and heads inside windows. No object is to be thrown at the bus, in the bus or out of the windows of the bus.
- Students are to make no unnecessary conversation with the bus driver since the driver must have his/her full concentration on driving the bus. Students are to remain quiet. Outside of ordinary conversation, students are to maintain classroom conduct. Students shall not use any abusive or profane language to other students, the driver or pedestrians.
- Students will refrain from pushing, tripping, shoving and fighting while boarding, riding and leaving the bus.
- Students are to be absolutely silent when the bus stops at all railroad crossings. Burning the dome lights is the driver's signal for absolute silence.
- No eating, drinking, use of drugs/snuff/chewing tobacco, smoking, vaping or possession of a weapon will be allowed at any time on the bus.
- Animals (dead or alive), glass containers, sharp objects, balls, ball bats, racquets, marbles, cutting instruments, toothpicks, balloons, lighters, matches, or any items of this nature are NOT allowed on the bus.
- Large objects, including band instruments which cannot be held on the lap of which interfere with the seating and safety of others, will not be permitted on the bus.
- Students in Exceptional Student Education must comply with all of the above. As required by law, parent(s)/guardian(s) of exceptional students must be available to assist the student in boarding and departing at the approved bus stops, and they must provide necessary emergency information to the Transportation Department.

Violation of any of the above procedures will be reported by the driver to the principal who has the authority to suspend a student temporarily or permanently from riding the bus. Riding the bus is a privilege. Parent(s) have the responsibility to ensure that suspended students will not appear at the bus stop.

Disciplines occurring on the bus – Progression of Consequences:

| | First Offense | Second Offense | Third Offense | Fourth Offense |
|-----------------------------|---|--|--|---|
| Elementary (K-5) | Parent Notification Bus warning or 1 day bus suspension | Parent Notification Admin Parent Conf. Bus Suspension 1-3 days | Parent Notification Admin Parent Conf. Bus Suspension 3-5 days | Parent Notification Bus Suspension 10 days Referral for Bus Pre- Expulsion |
| Secondary (6-12) | Parent Notification Bus Suspension 1 day | Parent Notification Admin Parent Conf. Bus Suspension 3 days | Parent Notification Admin Parent Conf. Bus Suspension 5 days | Parent Notification Bus Suspension 10 days Referral for Bus Pre- Expulsion |

Parent(s) shall:

1. Ensure that their students ride only on their assigned school bus and get on and off only at assigned bus stops, except when the district has pre-approved an alternative bus or other arrangements.
2. Ensure that their child follows the district's adopted Student Code of Conduct while at the school bus stop and provide necessary supervision during times the bus is not present.
3. Provide assistance if necessary to their students with disabilities to help them get on and off the bus at their stop, as required by the student's Individualized Education Plan.
4. Meet their PK – 2nd grade students at the bus door for all Elementary and K-8 schools, or have an adult or older sibling listed on the child's bus registration card designated to meet the student at the bus door. If the person designated is an older sibling, then the parent(s) must send in a notarized letter authorizing this action.

HERNANDO COUNTY SCHOOL DISTRICT BUS EXPECTATIONS

All standards of behavior that apply on school grounds and at school activities also apply to the school bus. The rules found in the Student Code of Conduct shall be enforced on the bus. Students are expected to abide by the standards of the Student Code of Conduct in addition to but not limited to the bus expectations listed below.

1. Respect the driver and follow instructions.
2. Remain seated; head and arms inside bus and keep your hands to yourself.
3. Keep door and aisle clear of obstacles to include but not limited to: pets, glass or large items including large band instrument, skateboards or loose balloons.
4. Do not throw anything on the bus or out of the window at anytime.
5. Be absolutely quiet when the dome lights are on.
6. Do not eat, drink or chew gum on the bus.
7. Quiet conversations only.
8. After waiting for the driver's signal, cross the road in front of the bus.
9. A permission slip signed by the principal or designee and approved by the transportation department is required for riding another bus or getting off at a different stop.
10. Complete silence shall be maintained at all railroad crossings.
11. Students should sign on/off bus with their bus pass badge or entering their student number into the keypad at the bus entrance.

Pre-K through 2nd grade students MUST be met at the bus door at the afternoon bus stop by an authorized adult or they will be returned to school.

Bus riding is a privilege, not a right.

III. INTERVIEWS/INVESTIGATIONS

A. Administrative

School administration, which may include the School Resource Officer/Guardian, has the right and duty to interview students who are subjects and/or potential witnesses to possible violations of the Student Code of Conduct **without** notifying parent(s). The identity of witnesses will be protected to the greatest extent possible.

B. Written Threats to Commit Mass Violence

In accordance with Florida Statute 836.10, any written or electronic threats to commit mass violence are considered a felony offense. Arrests for such offenses will require an administrative hearing and disciplinary action, regardless of whether the offense occurs on or off campus, as it poses a significant threat to school safety.

Florida Statute 836.10 states that it is unlawful for any person to send, post or transmit, or procure the sending, posting, or transmission of, a written or other record, including an electronic record, in any manner in which it may be viewed by another person, when in such writing or record the person makes a threat to:

- Kill or do bodily harm to another person; or
- Conduct a mass shooting or an act of terrorism.

C. Criminal Offenses On School Campus

School administration has the right to request the assistance of law enforcement to investigate crimes or allegations of a crime committed at school, on a school bus or at a school sponsored activity. If school administration requests assistance, a law enforcement officer may conduct a general investigation and interview students (witnesses and suspects) during the school day. School administration shall be present during the interviews. If the investigation determines that a particular student is a suspect then the parent(s) will be notified.

D. Criminal Offenses Off School Campus

The school administrator shall make every attempt to contact the student's parent(s) before permitting law enforcement to interview a child when the student is a suspect in a criminal investigation for an offense that occurred off school property. When the parent(s) can be reached they will be informed that law enforcement is planning to interview the student and be given a reasonable time to appear before the student is interviewed. School administration shall be present during the interview if the parent(s) cannot be contacted. At the high school level, the student has the right to request that school administration not be present during the interview.

When a student is being interviewed as a victim or witness in a criminal case that occurred off campus, the parent(s) must be notified before permitting the child to be interviewed. Attempts must be documented and if the parent(s) cannot be contacted the school administration shall be present during the interview.

E. Child Abuse

If a student is a suspected victim in a child abuse investigation, school administration may **not** contact the parent(s). This is the sole responsibility of the Department of Children and Family investigator. School administration or their designee may be present, in accordance with Florida statutes, if requested by the student and approved by the DCF /law enforcement official conducting the interview.

F. Removal of a Student from School

A student has certain rights when an officer of the court (law enforcement, Department of Children and Families Investigator/Case Worker) wishes to remove the student from school premises.

1. A student can be removed from campus by law enforcement under the following circumstances:
 - a. With consent from the parent
 - b. To ensure compliance with a subpoena requiring the student to appear in a court proceeding
 - c. In response to a court order authorizing the student's being taken into custody;
OR
 - d. When the student is subject to criminal arrest due to probable cause.School administration should verify the time of removal and that the School Resource Officer has informed the parent(s).
2. When a law enforcement officer/DCF investigator informs school administration that the child needs to be removed pursuant to Florida Statutes, the officer/investigator shall be permitted to do so. The officer/investigator will be responsible for notifying the parent(s). The officer/investigator should follow established sign out procedures. School administration should document the time of removal.

IV. SEARCHES

A. Locker/Vehicle Search

The school administration maintains authority over lockers and desk spaces provided to students and oversees the admission and parking of vehicles on school premises. As a result, principals are empowered and obligated to inspect and search students' lockers, desks, and both student and non-student vehicles if, there is reasonable suspicion of the presence of a prohibited or illegally possessed substance or objects such as weapons within those areas, as outlined in Florida Statue 1006.9 (9). Furthermore, the school may employ the use metal detectors and trained dogs to screen for prohibited weapons and substances. Vehicles brought on school grounds by students are subject to the same criteria for searches as students' personal belongings. If a request to search a vehicle on school premises is denied by the student, parent, or vehicle owner, administration has the right to terminate the student's privilege of bringing a motor vehicle on to school premises. The above actions are taken in accordance with the school's responsibility to uphold discipline and ensure the health and safety of students and the school community. Any items discovered during such searches may be handed over to law enforcement for further investigation and could lead to criminal or juvenile court proceedings, as well as school disciplinary actions.

B. Personal Search

Students and their possessions may be searched by school administrators with or without the student's permission, if school administrators have reasonable suspicion that the safety and well-being of that student or other people in the school are in jeopardy, or if the student is suspected to be in possession of a prohibited or illegally possessed substance or objects such as a weapon. If the illegal items are located by school administrators during the search, these items will be turned over to law enforcement for investigation. Furthermore, the school may employ the use metal detectors to screen for prohibited weapons and prohibited items. If the student refuses or parent denies the student to be searched, this may result in a Level III for Gross Insubordination.

House Bill 1537: Any search of a student's personal belongings, including a purse, backpack, or book bag, must be conducted discreetly to maintain the privacy of the student's personal items within such belongings. Personal items that are not prohibited on school grounds must be immediately returned to the student's personal belongings.

C. Canine Search

A trained sniff-screening dog can be walked around school lockers, school grounds or vehicles in the school parking lot without violating student's constitutional rights. Students cannot be detained without reasonable suspicion while the dog is sniffing. For example, walking a trained sniff-screening dog around a student's vehicle in a school parking lot while the student is in class is permissible; however, detaining the same student in the school parking lot, without reasonable suspicion, while a trained sniff-screening dog walks around the student's car is not permissible. An alert by a trained sniff-screening dog that drugs or weapons may be present in a particular location provides school officials reasonable suspicion and law enforcement officers probable cause to conduct a search of the place to which the dog alerted.

D. Cell Phones/Wireless Communication Devices (WCD)

School administration may search a cell phone or other wireless communication devices if they have reasonable suspicion that such a device has been used in violation of the Student Code of Conduct.

E. FortifyFL.

School districts are required to promote FortifyFL, as provided in Section 943.082(4)(b), F.S. Districts are required to:

1. Advertise FortifyFL on the district website, on school campuses, in newsletters, and in school publications;
2. Install the FortifyFL app on all mobile devices issued to students; and
3. Bookmark the FortifyFL website on all computer devices issued to students.
4. Advertise that someone who knowingly submits a false tip through FortifyFL may be subject to further investigation by law enforcement, and may be subject to criminal penalties under Section 837.05, F.S.

(d) Within the first five (5) days of each school year, each district school board must ensure that instruction on the use of FortifyFL is provided to students in accordance with Section 943.082(4)(b). F.S. Instruction on FortifyFL must be developmentally appropriate and must include the consequences of making a threat or false report involving school or school personnel's property, school transportation or a school-sponsored activity.

***OSS is also specified for some specific Level I and Level II infractions, see section VIII.**
A Multi-Tiered System of Supports (MTSS) refers to framework that includes all of the instructional strategies, interventions, and supports that are used to help all students achieve.

| INTERVENTIONS | | |
|--|---|---|
| Interventions may include, but are not limited to, the following strategies | | |
| <p><u>LEVEL I</u></p> <ul style="list-style-type: none"> Referral to MTSS/Response to intervention team Four step problem solving process Monthly/Quarterly positive incentives Class Assemblies to review behavior expectations Classroom Interventions/supports School/Class Behavior Expectations posted Conference with student and administrator Re-teach school & classroom expectations Social Worker Referral | <p><u>LEVEL II</u></p> <ul style="list-style-type: none"> Conference with student, Counselor and/or Administrator Daily or weekly home school communication Functional Behavioral Assessment, Positive Behavioral Intervention Plan Parent conference with teacher and/or administrator Parent Workshop Peer Mediation Participate in targeted skills group Check-In / Check-out Referral to community agency Re-teach Behavioral expectations Increase frequency of incentives Social Worker Referral | <p><u>LEVEL III & IV</u></p> <ul style="list-style-type: none"> Functional Behavioral Assessment, Positive Behavioral Intervention Plan Re-teach behavioral expectation(s) Review classroom expectations Referral for Mental Health Supports Check-In / Check-out (BIP) *Targeted skills group *Individual counseling Wrap around services Referral to community agency Social Worker Referral |
| LEVELS OF DISCIPLINARY ACTION SUMMARY | | |
| Interventions and corrective actions should be selected that will have a positive impact on student behavior, and when at all possible, minimize student's time away from classroom instruction. Corrective actions are designed for consistency and to protect the learning environment for all students. | | |
| <p><u>LEVEL I</u></p> <ul style="list-style-type: none"> Reteach behavioral expectation(s) Conference with Teacher Conference with Principal Counseling referral Conference with Parent Referral to Community Agency Adjustment of Student's schedule Assignment of peer or adult mentor Written reflection Daily or weekly home-school communication Letter of apology Lunch detention Administrative warning Loss of privilege Change assigned seat (bus) Teacher detention | <p><u>LEVEL II & III</u></p> <ul style="list-style-type: none"> Detention (Administrative) Timeout After-hours school In-school suspension Out of school suspension Lunch detention Loss of eligibility for extracurricular activities Loss of privileges Restitution *Participate in targeted skills group Check-In/Check-out – Behavioral Education Plan *Group counseling Social Worker Referral | <p><u>LEVEL IV</u></p> <p>Pre-Expulsion Hearing will be held</p> <ul style="list-style-type: none"> Out of School Suspension Expulsion-Alternative placement Social Worker Referral <p>A Pre-Expulsion hearing to review student's record with an administrator, other appropriate school personnel, student, and the parent/legal guardian. The consequences for the infraction will be determined at or immediately following the hearing.</p> |

***Any referral for the following require parental consent: individual counseling, group counseling and targeted group participation.**

Guiding Principles

Student success is reliant on collaboration among staff, students, parents and community stakeholders. In order to eliminate disparate rates of discipline and suspensions, each school will implement a school-wide Positive Behavior Intervention and Supports Plan that provides interventions and a tiered system of supports to promote preventive measures that engage students and families as part of the process. When misbehavior occurs, teachers, support staff, and parents work together to identify risk factors contributing to student misconduct as well as consider students developmental/cognitive ability. Use of direct instruction and positive reinforcement, replacement behaviors can be achieved.

V. INFRACTIONS WITH GENERAL AND SPECIFIC DISCIPLINARY ACTIONS AS INDICATED:

The Hernando 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. Students are expected to comply with established rules, follow directions, and respond respectfully to those in authority. In addition, students should be recognized and praised for demonstrating good conduct, self-discipline, good citizenship, and academic success.

A. Level I Any Level I code that occurs on the bus refer to the matrix of consequences on page 5

[DS] DRESS CODE VIOLATION: (Appendix B outlines the dress code expectations): Any student who violates the dress code policy, such as; wearing clothing that exposes undergarments or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

| | First Offense | Second Offense | Third Offense | Fourth Offense | Fifth Offense** |
|-------------------------|---|--|--|---|--|
| Elementary (K-5) | Parent Notification Admin Student Conf. | Parent Notification Loss of Privilege 1 day | Parent Notification Loss of Privilege 3 days | Parent Notification Admin Parent Conf. ISS 1 day | Parent Notification Admin Parent Conf. ISS 2-3 days |
| Secondary (6-12) | Parent Notification Admin Student Conf. | Parent Notification Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days | Parent Notification Admin Parent Conf. ISS 1 day | Parent Notification Admin Parent Conf. ISS 2-3 days |

NOTE: Administrator may hold student in ISS while waiting for a change of clothes. Loss of Privilege may include lunch detention, loss of field trip, inability to attend school-related games/events, etc.

Any offenses after the fifth offense may be considered Gross Insubordination and receive up to Level 3 consequences.

(Section 1006.07, FL Statutes)

[HP] HORSEPLAY: Jumping on, wrestling with, slapping on head, etc. Note: Pulling down another student's pants may be considered "horseplay" or "harassment" depending on the situation, students present, and the location of the incident. Horseplay that results in unintentional injury may result in out of school suspension.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|--|-------------------------------------|
| Elementary (K-5) | Parent Notification Admin/Student Conf. Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days or ISS 1 day | Parent Notification ISS 1-2 days |
| Secondary (6-12) | Parent Notification Admin/Student Conf. Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days or ISS 1 day | Parent Notification ISS 1-2 days |

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[NS] NO SHOW DETENTION.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|-------------------------------------|--------------------------------------|
| Elementary (K-5) | Parent Notification reschedule detention or ISS 1 day | Parent Notification ISS 1-2 days | Parent Notification ISS 2- 3 days |
| Secondary (6-12) | Parent Notification reschedule detention or ISS 1 day | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days |

[FR] FAILURE TO REPORT: Any student who knowingly fails to report any violation of the Student Code of Conduct. Intentionally withholding valid information from an HCSD employee, contracted personnel, volunteer, or authorized adult. Failure to report Level **III** and Level **IV** offenses could result in Level **II** consequences (see code **FL**).

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|---|---|
| Elementary (K-5) | Parent Notification Admin Parent Conf. | Parent Notification Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days |
| Secondary (6-12) | Parent Notification Admin Parent Conf. | Parent Notification Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days |

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[PI] POSSESSION OF INAPPROPRIATE (Non-approved) ITEMS: Any item that may cause campus distraction or may potentially cause harm. Items banned at school, for example, any outside food or drink, counterfeit. Level **II** consequences may be applied if appropriate. If counterfeit money is used it may rise to level **II** consequences.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|---|---|
| Elementary (K-5) | Parent Notification Admin Parent Conf. | Parent Notification Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days |
| Secondary (6-12) | Parent Notification Admin Parent Conf. | Parent Notification Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days |

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[SE] SELLING/BUYING/TRADING ITEMS.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|---|---|
| Elementary (K-5) | Parent Notification Admin Parent Conf. | Parent Notification Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days |
| Secondary (6-12) | Parent Notification Admin Parent Conf. | Parent Notification Loss of Privilege 1-3 days | Parent Notification Loss of Privilege 3-5 days |

NOTE: Administration may request that parent pick up item in the front office. Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[TR] TARDIES: Tardy to class is defined as the student is not in the classroom when the tardy bell rings or class begins. Violations one (1) to three (3) are Level **I** offenses. Unexcused tardy from class for ten (10) or more minutes will be considered skipping (**SR**), a Level **2** offense in the Student Code of Conduct and will result in **ISS**.

| | First Offense | Second Offense | Third Offense | Fourth Offense** |
|-------------------------|---|---|---|---|
| Secondary (6-12) | 4 th tardy: - Admin Student Conf. - lunch detention or after school detention 1-2 days | 5 th tardy: - Admin Student Conf. - lunch detention or after school detention 2-3 days | 6 th tardy: - Admin Student Conf. - ISS 1-2 days | 7 th tardy: - Admin Student Conf. - ISS 2-3 days |

Any offenses after the fourth offense may be considered Gross Insubordination and receive up to Level 3 consequences.

***Tardy to school is addressed in Board Policy 5200 for both elementary and secondary.**

[UF] UNDUE FAMILIARITY: Inappropriate public display of affection marked by welcomed physical contact. Includes but not limited to hugging, kissing etc.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|-------------------------------------|-------------------------------------|
| Elementary (K-2) | Parent Notification | Loss of privilege | ISS 1-2 days |
| Elementary (3-5) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days |
| Secondary (6-12) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days |

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[VV] MOTORIZED VEHICLES VIOLATIONS:

Improper or unsafe operation of any means of transportation on school campus by a student, including failure to comply with school parking policies.

| | First Offense | Repeat Offense |
|-------------------------|--|---|
| Secondary (6-12) | Parent Notification Possible Revocation of Parking Permit Loss of Privilege 1-5 days | Parent Notification Revocation of parking permit and denial of future parking/driving privileges ISS 1-2 days |

B. Level II Any Level II code that occurs on the bus refer to the matrix of consequences on page 5

[CD] DISRESPECTFUL/DISRUPTIVE BEHAVIOR/CLASS DISRUPTION: To include isolated inappropriate language. Any actions which interrupt classroom instruction to include isolated inappropriate language. Examples include, but not limited to being up out of seats, distracting other students, repeated verbal outbursts, etc.

| | First Offense | Second Offense | Third Offense | Fourth Offense** |
|-------------------------|--|-------------------------------------|-------------------------------------|--------------------------------------|
| Elementary (K-2) | Parent Notification Admin conference | Loss of privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days |
| Elementary (3-5) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days | Parent Notification ISS 3-4 days |
| Secondary (6-12) | Parent Notification Admin Student Conf. Admin Detention, Lunch Detention, or 1 day of ISS | Parent Notification ISS 1-3 days | Parent Notification ISS 3-5 days | Parent Notification ISS 5-10 days |

NOTE: CD and CI codes will be treated with cumulative consequences. For example, if a student receives a discipline for CD and is given first offense consequences, a subsequent discipline for CI will result in second offense consequences. Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

Any offenses after the fourth offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[CH] CHEATING/PLAGIARISM/FALSIFYING DOCUMENTS: To influence by deceit, fraud, dishonesty/to steal and pass off the ideas or words of another as one's own, without crediting the source. Including but not limited to:

1. Using or consulting any materials or personal electronic devices/wireless communication devices not authorized by the teacher during a test

2. Unlawfully accessing tests or answer keys through physical or electronic means
3. Providing or receiving questions, answers or work to or from another student
4. Using any type of artificial intelligence (AI) to complete assignments or assessments without teacher permission. (School Board Policies; 7540.08, 5505, 2531)
5. Incorporating the words, sentences, paragraphs, or part of another person's writings

| | First Offense | Second Offense | Third Offense** |
|-------------------------|--|---|---|
| Elementary (K-5) | Parent Notification Loss of Privilege 1-5 days Zero (0) or reduced credit on assignment | Parent Notification ISS 1-2 days Zero (0) on assignment | Parent Notification ISS 2-3 days Zero (0) on assignment |
| Secondary (6-12) | Parent Notification Admin Warning, Admin Detention, or Lunch Detention Zero (0) or reduced credit on assignment | Parent Notification ISS 1-2 days Zero (0) on assignment | Parent Notification ISS 2-3 days Zero (0) on assignment |

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc. Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[CI] CLASSROOM INSUBORDINATION: Refusal to complete or participate in classwork and/or causes a disruption to the learning environment.

| | First Offense | Second Offense | Third Offense | Fourth Offense** |
|-------------------------|--|-------------------------------------|-------------------------------------|--------------------------------------|
| Elementary (K-2) | Parent Notification Admin conference | Loss of privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days |
| Elementary (3-5) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days | Parent Notification ISS 3-4 days |
| Secondary (6-12) | Parent Notification Admin Student Conf. Admin Detention, Lunch Detention, or 1 day of ISS | Parent Notification ISS 1-3 days | Parent Notification ISS 3-5 days | Parent Notification ISS 5-10 days |

NOTE: CD and CI codes will be treated with cumulative consequences. For example, if a student receives a discipline for CD and is given first offense consequences, a subsequent discipline for CI will result in second offense consequences. Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

Any offenses after the fourth offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[CP] CELL PHONE / WIRELESS COMMUNICATION DEVICES (WCDs): Referred to as “device” includes but is not limited to a privately/school owned laptop, tablet computing device, net book, notebook, e-Reader and iPod touch. When permission is not given, such devices must be turned off and put away during the school day or on the bus. Smart watches may be in sight but shall not be utilized for recording or transmitting. *Meta/recording glasses are not permitted on school campus or any school related event The student is fully responsible, at all times, for the personally owned device brought to school. The District is NOT liable for any loss, damage or theft of a personally owned device. As such, students should not share devices. Device use is exclusively limited to schools participating in the Bring Your Own Device (BYOD) program. Devices should be turned off and should not be visible at schools not participating in the BYOD program.

Devices may only be used in certain approved areas of the school. Students may not use devices in parts of the school designated as No Technology Zones or any other areas where devices are not permitted.

House Bill 379 A student may not use a wireless communication device (WCD) during instructional time, except when solely used for educational purposes as directed by his or her teacher. A teacher may withhold a student's WCD during instructional time. Each staff member has the authority to establish a procedure for collection of devices in order to enhance the learning environment.

Ear Bud/Headphones/Devices may not be worn. Such devices must be turned off and put away during the school day or on the bus unless used for instructional purposes with the approval of classroom teacher. should be off and used for instructional purposes with the approval of the classroom teacher. Refusal to turn over a device when directed is considered Gross Insubordination.

NOTICE:

- Taking pictures of school/district staff or students without their permission is prohibited. WCDs may not be used for illegal purposes, nor used for transmitting, retrieving, or storing any communications of an obscene, discriminatory, harassing nature, or for any other purpose that is against school board policy.
- **This will result in Level 3 consequences relating to harassment, bullying, and/or OMC.
- The taking, transferring, or other sharing of nude, obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, picture mail, etc.) may constitute a crime under state and/or federal law. Any person taking, transferring, or other sharing of nude, obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and prosecution.
- **Use of devices to record a fight(s) will result in a discipline action code of PV/MD.**

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|---|--|
| Elementary (K-5) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1-2 days Phone Confiscated until the end of the day | Parent Notification ISS 2-3 days Phone Returned to Parent or designee (not student) |
| Secondary (6-12) | Parent Notification Admin Student Conf. Admin Warning, Admin Detention, or Lunch Detention | Parent Notification ISS 1-2 days Phone Confiscated until the end of the day | Parent Notification ISS 2-3 days Phone Returned to Parent/Guardian or designee (not student) |

Any offense after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[EM] ENCOURAGEMENT OF MISCONDUCT:- Students shall not encourage, coerce, incite, or otherwise attempt to persuade others to engage in behavior that violates the student code of conduct. This includes verbal, written, digital, or non-verbal communication intended to influence others to break school rules or engage in prohibited conduct.

| | First Offense | Second Offense | Third Offense | Fourth Offense** |
|-------------------------|--|-------------------------------------|-------------------------------------|--------------------------------------|
| Elementary (K-2) | Parent Notification Admin conference | Loss of privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days |
| Elementary (3-5) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days | Parent Notification ISS 3-4 days |
| Secondary (6-12) | Parent Notification Admin Student Conf. Admin Detention, Lunch Detention, or 1 day of ISS | Parent Notification ISS 1-3 days | Parent Notification ISS 3-5 days | Parent Notification ISS 5-10 days |

[FL] FALSE INFORMATION: Reporting untrue or misleading information with reckless disregard, which may disrupt the orderly process of the school or which may slander or libel others.

NOTE: Any instance where a student intentionally makes false accusations that jeopardize the professional reputation, employment, or certifications of school staff is a Level III offense.

| | First Offense | Second Offense | Third Offense** |
|-------------------------|---|-------------------------------------|-------------------------------------|
| Elementary (K-5) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days |
| Secondary (6-12) | Parent Notification Admin Student Conf. Admin Warning, Admin Detention, or Lunch Detention | Parent Notification ISS 1-3 days | Parent Notification ISS 3-5 days |

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc. Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[IM] INTERMEDIATE OFFENSES: Any offenses to include but not limited to racially charged slurs, comments or gesture of a sexual connotation, tampering with food/drink, tampering with school facilities causing disruption without causing damage, etc. If monetary damages occur please see Vandalism or another appropriate code.

| | First Offense | Second Offense | Third Offense** |
|-------------------------|--|---|--|
| Elementary (K-5) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days |
| Secondary (6-12) | Parent Notification Any combination of ISS or OSS 1-3 days | Parent Notification Any combination of ISS or OSS 3- 5 days | Parent Notification Any combination of ISS or OSS 5- 10 days |

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc. Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[MD] MISUSE OF ALL WIRELESS COMMUNICATION DEVICES (WCDs) OR ONLINE SERVICES: Electronic media may not be used for illegal purposes including transmitting, retrieving or storing any communications of an obscene, discriminatory, harassing nature, academic dishonesty, or for any purpose that is against school board policy (i.e. accessing school district Wi-Fi or any password protected site). Furthermore, no student may use electronic media to attempt access to restricted data nor bypass network security or filtering through the use of a VPN or other methods. Students are to connect only to the guest/student Wi-Fi which is not password protected. Students are prohibited from connecting to any password protected Wi-Fi. See (Appendix E) for Acceptable Use Agreement.

Prohibited use(s) of a device include, but are not limited to, taking inappropriate pictures, inappropriate video /audio recording, inappropriate receiving or sending text messages, sexting, or distribution of school misbehavior. These violations will be considered a Level III or Level IV offense depending on location (i.e. locker room, restroom) and subject of violation. It is prohibited and against the law to photograph or audio/video record a person without their permission. Violations will immediately be referred to law enforcement if they involve any nude images of children or adults, should be coded as [OMC] and will result in out-of-school suspension (one (1) to ten (10) days) and possible recommendation for expulsion. Parents will be

notified once law enforcement has completed their investigation. To help prevent misuse, school personnel reserves the right to collect devices during classroom assessments.

- **Use of devices to record a fight(s) will result in the code of PV/MD.**

Refusal to give a prohibited item(s) to any school staff will result in an immediate Out of School Suspension. A parent/guardian conference may be required before a student may return to school. Each school may develop its own procedure for confiscating electronic devices.

House Bill 379 students may not access social media platforms through the use of internet access provided by the school district, except when such use is solely for educational purposes as directed by their teacher.

| | First Offense | Second Offense | Third Offense** |
|-------------------------|-------------------------------------|-------------------------------------|--------------------------------------|
| Elementary (K-5) | Parent Notification ISS 1 Day | Parent Notification ISS 2-3 days | Parent Notification ISS 4-5 days |
| Secondary (6-12) | Parent Notification ISS 1-3 Days | Parent Notification ISS 3-5 days | Parent Notification ISS 5-10 days |

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

- [MV] **MEDICATION VIOLATION:** Students who bring their medication to school in violation of the District Medication Policy will be given one (1) day OSS and a parent(s)/guardian(s) is/are contacted. Repeat violations will be treated under the Drug Violation section.

House Bill 1537: A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches. Violations of Over-the-Counter (OTC) medication policy, include but are not limited to: distributing, dispersing, or sharing of OTC, carrying or possessing OTC in a package other than the original manufacturer's packaging, or ingesting or utilizing OTC in a way that is not specifically directed or authorized by the manufacturer, as directed on the original packaging. F.S. 1002.20(3)P

| | First Offense | Second Offense | Third Offense |
|-------------------------|----------------------------------|--------------------|--------------------|
| Elementary (K-5) | Parent Notification OSS 1 day | See DRU in Level 3 | See DRU in Level 3 |
| Secondary (6-12) | Parent Notification OSS 1 day | See DRU in Level 3 | See DRU in Level 3 |

- [PR] **GENERAL PROFANITY:** Blatant use of profane, obscene, vulgar, intimidating or otherwise offensive language or gestures in the presence of other students or school staff.

| | First Offense | Second Offense | Third Offense** |
|-------------------------|---|---|--------------------------------------|
| Elementary (K-2) | Parent Notification Admin conference | Parent Notification Loss of privilege 1-5 days | Parent Notification ISS 1-2 days |
| Elementary (3-5) | Parent Notification ISS 1 day | Parent Notification ISS 2-3 days | Parent Notification ISS 3-5 days |
| Secondary (6-12) | Parent Notification ISS 1-3 Days | Parent Notification ISS 3-5 days | Parent Notification ISS 5-10 days |

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[SR] SKIPPING/UNAUTHORIZED AREA: Student not in assigned classroom or authorized area within the school, without permission. Leaving campus without permission may receive Level III consequences.

House Bill 1521, any student who willfully enters a restroom or changing facility designated for the opposite sex and refuses to depart when asked to do so may result in level III consequences.

Any offenses after the fourth offense may be considered Gross Insubordination and receive up to Level 3 consequences.

| | First Offense | Second Offense | Third Offense | Fourth Offense** |
|-------------------------|--|--|--|---|
| Elementary (K-5) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1 day | Parent Notification ISS 2 days | Parent Notification ISS 3-5 Days or OSS 1 Day |
| Secondary (6-12) | Parent Notification - Admin Student Conf. ISS or OSS 1 Day | Parent Notification Any combination of ISS or OSS 2-3 days | Parent Notification Any combination of ISS or OSS 3-5 days | Parent Notification Any combination of ISS or OSS 5-10 days |

[TA] TAUNTING: Unwanted teasing, an isolated incident that is insulting or hurtful to others. Multiple incidents of this nature may be considered bullying/harassment.
Level III consequences can be applied.

| | First Offense | Second Offense | Third Offense** |
|-------------------------|---|---|--------------------------------------|
| | | | |
| Elementary (K-2) | Parent Notification Admin conference | Parent Notification Loss of privilege 1-5 days | Parent Notification ISS 1-2 days |
| Elementary (3-5) | Parent Notification ISS 1 day | Parent Notification ISS 2 days | Parent Notification ISS 3 days |
| Secondary (6-12) | Parent Notification ISS 1-3 days | Parent Notification ISS 3-5 days | Parent Notification ISS 5-10 days |

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[TBC*] TOBACCO POSSESSION, SALE, USE, DISTRIBUTION: (Cigarettes or other forms of tobacco) The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents cannot be Drug-related. **This includes products used for smoking, chewing, snuffing, or vaping, including but not limited to E-cigarettes and hookah pens.**

Sale/Distribution: Students found to be in possession of multiple vapes or distributing multiple vape/tobacco products will be given a five to ten day OSS and a possible recommendation for expulsion. (Will be coded as TBC and OMC)

NOTE: The School Board prohibits the use of any form of tobacco products by anyone in any area at all times utilized by students or designated for student activities. Additionally, and in accord with law and other governing regulations, prohibits the use of tobacco products in any form in facilities, vehicles, and areas designated for the various student programs and activities. It is unlawful for any person under 21 years of age to smoke tobacco or vape in, on, or within 1,000 feet of the real property comprising a public or private elementary, middle, or secondary school between the hours of 6 a.m. and midnight.

Any person issued a citation pursuant to this section shall be deemed to be charged with a civil infraction punishable by a maximum civil penalty not to exceed \$30, or 16 hours of community service or, where available, successful completion of a school-approved anti-tobacco or anti-vaping “alternative to suspension” program. Any person who fails to comply with the directions on the citation shall be deemed to waive his or her right to contest the citation and an order to show cause may be issued by the court.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|---|--|
| Elementary (K-5) | Parent Notification OSS 3 days Tobacco Class Referral | Parent Notification OSS 5 days Second Offender Tobacco Class Referral | Parent Notification OSS 10 days Referral for pre-expulsion |
| Secondary (6-12) | Parent Notification OSS 3 days Tobacco Class Referral | Parent Notification OSS 5 days Second Offender Tobacco Class Referral | Parent Notification OSS 10 days Referral for pre-expulsion |

Consult with law enforcement.

Failure to attend tobacco program will result in two (2) additional days of OSS.

- [TH] THEFT (Less than \$750 threshold):** The unauthorized taking, carrying, riding away with, or concealing the property of another person less than \$750 value, including motor vehicles, without threat, violence, or bodily harm.

| | First Offense | Second Offense | Third Offense** |
|-------------------------|--|--|---|
| Elementary (K-5) | Parent Notification ISS 1 day Restitution | Parent Notification ISS 2-3 days Restitution | Parent Notification ISS 3-5 days Restitution |
| Secondary (6-12) | Parent Notification ISS 1-3 days Restitution | Parent Notification ISS 3-5 days Restitution | Parent Notification ISS 5-10 days Restitution |

Notice of obligation may be added to students account.

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

- [TRS*] TRESPASSING: (Illegal entry onto campus)** To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry.

| | First Offense | Second Offense | Third Offense |
|-------------------------|----------------------------------|-----------------------------------|-----------------------------------|
| Elementary (K-5) | Parent Notification OSS 1 day | Parent Notification OSS 3 days | Parent Notification OSS 5 days |
| Secondary (6-12) | Parent Notification OSS 1 day | Parent Notification OSS 3 days | Parent Notification OSS 5 days |

Report to law enforcement

- [TV] TESTING VIOLATION:** Failure to follow stated directions on any state and/or district standardized assessment. This includes possession or use of electronic devices (including cell phones), talking to any other student, looking at another student's computer or any other behavior to be deemed disruptive or inappropriate by the school administrator or their designee. This infraction will result in two (2) days OSS and possible test invalidation, which could result in a score of zero (0) for the assessment.

| | First Offense | Second Offense | Third Offense** |
|-------------------------|---|---|---|
| Elementary (K-5) | Parent Notification OSS 2 days Possible Test Invalidation | Parent Notification OSS 2 days Possible Test Invalidation | Parent Notification OSS 3 days Possible Test Invalidation |
| Secondary (6-12) | Parent Notification OSS 2 days Possible Test Invalidation | Parent Notification OSS 2 days Possible Test Invalidation | Parent Notification OSS 3-5 days Possible Test Invalidation |

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[VI] **VANDALISM:** The destruction, damage or defacing of school or personal property less than \$1,000.00.

| | First Offense | Second Offense | Third Offense** |
|-------------------------|---|---|--|
| Elementary (K-5) | Parent Notification ISS 1 day Restitution | Parent Notification ISS 2-3 days Restitution | Parent Notification ISS 4-5 days Restitution |
| Secondary (6-12) | Parent Notification Any combination of ISS or OSS 1-3 days Restitution | Parent Notification Any combination of ISS or OSS 3-5 days Restitution | Parent Notification Any combination of ISS or OSS 5-10 days Restitution |

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[VP] **VERBAL /PHYSICAL ALTERCATION:** Verbal confrontation OR physical contact that does not involve serious injury between students which is harmful and/or disruptive.

| | First Offense | Second Offense | Third Offense** |
|-------------------------|---|-------------------------------------|--------------------------------------|
| Elementary (K-5) | Parent Notification Loss of Privilege 1-5 days | Parent Notification ISS 1-2 days | Parent Notification ISS 2-3 days |
| Secondary (6-8) | Parent Notification ISS 1-3 days | Parent Notification ISS 3-5 days | Parent Notification ISS 5-10 days |

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.
Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

C. Level III

Major infractions of the code of conduct and/or felony arrests that pose a safety concern, may prohibit a student from participating in the graduation ceremony and other extra-curricular activities.

[ALC*]♦**ALCOHOL POSSESSION, USE OR SALE:** (Possession, use, or sale) Possession, sale, purchase, distribution or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. Alcohol incidents cannot be Drug-related.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|--|--|
| Elementary (K-5) | Parent notification 3 days OSS Substance Abuse Educator referral | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS **Substance Abuse Class referral | Parent notification 10 days OSS Recommendation for Expulsion | |

If distribution is involved, then Level 4 Consequences will apply

Referral to District Alcohol/Drug Program

****Failure to attend program may result in additional consequences/days of OSS**

Report to law enforcement

Mental Health Resource List

**SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.*

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors

[BRK*] BURGLARY: (Illegal entry into a facility) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.

| | First Offense | Second Offense | Third Offense |
|-------------------------|-------------------------------------|--|--|
| Elementary (K-5) | Parental notification 3 days OSS | Parental notification 5 days OSS | Parental notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parental notification 5 days OSS | Parental notification 10 days OSS Recommendation for Expulsion | |

Report to law enforcement
Restitution when applicable

[BUL*] ♦BULLYING: (Intimidating behaviors that are repeated, intentional and involve a power imbalance) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for harassment.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|--|--|
| Elementary (K-5) | Parent notification 3 days OSS Referral to certified school counselor for individual bullying/harassment program. | Parent notification 5 days OSS Referral to Social Worker | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS District Bullying/Harassment Prevention Program | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before student returns to campus

Hope Scholarship documented

Mental Health Resource List

Failure to attend Bullying/Harassment Prevention Program will result in additional consequences or days of OSS.

May result in schedule change.

[DRU*] ♦DRUG USE, POSSESSION: (Illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, any substance used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. Additional days may be assigned at the discretion of the administrator, not to exceed ten (10) days.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|--|--|
| Elementary (K-5) | Parent notification 3 days OSS Contact Substance Use Educator | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS **Contact Substance Use Educator | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before student returns to campus

Substance Abuse class referral through District Substance Abuse Educator

****Failure to attend Substance Abuse Program will result in additional consequences or days of OSS**

Report to law enforcement

Mental Health Resource List

[FA] ♦**FALSE ACCUSATION:** Student knowingly or with reckless disregard makes false accusations that jeopardize the professional reputation, employment, or certifications of school staff or that jeopardize the reputation of another student.

| Vs. Staff | First Offense | Second Offense | Third Offense |
|-------------------------|-----------------------------------|---|----------------------|
| Elementary (K-5) | Parent notification 3 days OSS | Parent notification 5 days OSS Recommendation for Expulsion | 10 days OSS |
| Secondary (6-12) | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion | |

Will result in schedule change.

| Vs. another student: | First Offense | Second Offense | Third Offense |
|-----------------------------|-------------------------------------|-------------------------------------|---|
| Elementary (K-5) | Parent notification 1-3 days OSS | Parent notification 3-5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 3 days OSS | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |

Consider schedule change as appropriate.

[FIT*] ♦**FIGHTING:** (Mutual combat, mutual altercation) When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR.

House Bill 1537 Self Defense: In a disciplinary action, there is a rebuttable presumption that the actions of a student who intervened, using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer were necessary to restore or maintain the safety of others.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|---|---|
| Elementary (K-5) | Parent notification 3-5 days OSS Referral to Certified School Counselor for individual Anger Management Program. Additional days of suspension may be assigned at the discretion of Administration. | Parent notification 5-7 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS **Enrollment in District approved Anger Management Program. Additional days of suspension may be assigned at the discretion of the Administrator, not to exceed 10. | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before student returns to campus

Report to law enforcement

Hope Scholarship documented

Mental Health Resource List

**Failure to attend may result in additional consequences/days of suspension

[GI] ♦GROSS INSUBORDINATION: Repeated refusal to respond to or carry out reasonable and/or lawful directions of authorized school personnel. Student with multiple (2 or more) [GI] infractions can be recommended for expulsion with documentation of interventions for individual. If a student refuses, or a parent denies a student to be searched, the student will receive a minimum of 3 days OSS for the first offense and will receive the maximum of each level of the progression as applicable.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|--|--|
| Elementary (K-5) | Parent notification 3 days OSS **Referral to certified school counselor for individual bullying/harassment program. | Parent notification 5 days OSS Referral to Social Worker | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS District Bullying/Harassment Prevention Program | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before student returns to campus
Mental Health Resource List

[HAR*] ♦HARASSMENT: Any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instances of Harassment that are chronic or repeated in nature should be evaluated for bullying or bullying related.

| | First Offense | Second Offense | Third Offense |
|-------------------------|-------------------------------------|-------------------------------------|---|
| Elementary (K-5) | Parent notification 1 days OSS | Parent notification 3 days OSS | Parent notification 5- 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 1-3 days OSS | Parent notification 3-5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |

Parent conference required before student returns to campus
Hope Scholarship documented
Mental Health Resource List
May result in schedule change
Consult Law Enforcement

****Failure to attend Bullying/Harassment Prevention Program will result in additional consequences or days of OSS**

[HAZ*]♦HAZING: Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

| | First Offense | Second Offense | Third Offense |
|-------------------------|-----------------------------------|--|---------------|
| Secondary (6-12) | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before student returns to campus
Report to law enforcement
Mental Health Resource List
Hope Scholarship Information
Loss of privilege to participate in extracurricular activities

[IF] INTERFERENCE OR PHYSICAL CONTACT WITH SCHOOL PERSONNEL: Preventing or attempting to prevent school personnel from engaging in their lawful duties. This may include blocking an exit or entry route of school personnel or any physical contact with school personnel that is deliberate.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|-----------------------------------|--|
| Elementary (K-5) | Parent notification Up to 5 days ISS, if no injury Up to 5 days OSS, if minor injury | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 3 days OSS | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |

Parent conference required before student returns to campus
Mental Health Referral List

[OB] PROFANITY DIRECTED TOWARD STAFF: Use of profane, obscene, vulgar, or abusive/discriminatory language or gestures directed at or referring to a staff member/ volunteer/ chaperone, whether written, verbal, on social media, or other medium. Student with multiple [OB] infractions can be recommended for expulsion with documentation of interventions for individual.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--------------------------------------|---|--|
| Elementary (K-5) | Parent notification 1- 3 days OSS | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 3 days OSS | Parent notification 5 days OSS Up to 10 days at Administrative Discretion | Parent notification 10 days OSS Recommendation for Expulsion |

Parent conference required before student returns to campus

[OMC*]♦OTHER MAJOR: (Major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. **This includes any drug or weapon found unattended and not linked to any individual; such incidents must be coded with the appropriate related element (such as Drug-related or Weapon-related) and incident involvement must be reported as unknown.**
(Sale/Distribution: Students found to be in possession of multiple vapes or distributing multiple vape/tobacco products will be coded as TBC and OMC.)

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|--|--|
| Elementary (K-5) | Parent notification 3 days OSS | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS Administration. | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before return to campus
Report to law enforcement
Mental Health Resource List

**SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.*
♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[PHA*]♦PHYSICAL ATTACK (SIMPLE BATTERY): An actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual. If injuries are serious in nature and law enforcement involvement is necessary, code as Level IV [BAT].

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|--|--|
| Elementary (K-5) | Parent notification 1-3 days OSS Referral to certified school counselor for individual Anger Management Program. | Parent notification 3-5 days OSS Referral to Social Worker | Parent notification 10 days OSS Recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS **District Anger Management Referral | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before student returns to campus.

****Failure to attend may result in additional consequences/days of suspension.**

Additional days of suspension may be assigned at the discretion of the Administrator, not to exceed 10 days.

Report to law enforcement

Hope Scholarship documented

Mental Health Resource List

[PC] PHYSICAL CONTACT: May include but not limited to hitting, kicking, scratching, biting, spitting, or throwing objects at another student. This infraction can be considered a [PHA*] if injuries result or [IF] if staff member is hit with no injury.

| | First Offense | Second Offense | Third Offense |
|-------------------------|-----------------------------------|---|---|
| Elementary (K-5) | Parent notification 1 days OSS | Parent notification 3 days OSS Parent conference required before student returns to campus. | Parent notification 5-10 days OSS Possible recommendation for Expulsion |
| Secondary (6-12) | Parent notification 3 days OSS | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion |

Parent conference required before return to campus

[PV] PROVOKING A FIGHT: Encouraging others, in person or digitally, to engage in a fight or physical conflict (i.e. inciting others to engage in a fight or two (2) persons engage in a physical conflict). This infraction includes aggressively confronting or challenging another student(s) and/or video recording up to and/or during a physical altercation.

| | First Offense | Second Offense | Third Offense |
|-------------------------|-------------------------------------|--|---|
| Elementary (K-5) | Parent notification 1-3 days OSS | Parent notification 3-5 days OSS | Parent notification 5-10 days OSS Possible recommendation for expulsion |
| Secondary (6-12) | Parent notification 3-5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion with documentation of interventions | |

FOR RECORDING A FIGHT

| | First Offense | Second Offense | Third Offense |
|-------------------------|-------------------------------------|-------------------------------------|---|
| Elementary (K-5) | Parent notification 1-3 days OSS | Parent notification 3-5 days OSS | Parent notification 5-10 days OSS Possible recommendation for Expulsion |
| Secondary (6-12) | Parent notification 3-5 days OSS | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion with documentation of interventions |

Parent conference required before student returns to campus.

[STL*]♦GRAND THEFT (Taking of property from person, building or vehicle) (\$750 threshold): The unauthorized taking of the property of another person or organization, including motor vehicles, valued at \$750 or more, without threat, violence, or bodily harm. Incidents that fall below the \$750 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies. Theft of property of any value that involve a use of force, violence, assault, or putting the victim in fear must be reported as Robbery.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--------------------------------------|--|--|
| Elementary (K-5) | Parent notification 1-3 days OSS | Parent notification 3-5 days OSS | Parent notification 5-10 days OSS Possible recommendation for Expulsion |
| Secondary (6-12) | Parent notification 3- 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion with documentation of interventions | |

Parent conference required before return to campus

Report to law enforcement
Mental Health Resource List
Restitution

**SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.*

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[SXA*]♦SEXUAL ASSAULT: An incident that includes fondling, indecent liberties, child molestation, or threatened rape. Both males and females can be victims of sexual assault.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|---|--|
| Elementary (K-2) | Parent notification 1-3 days OSS | Parent notification 5 days OSS | Parent notification 10 days OSS Possible recommendation for expulsion |
| Elementary (3-5) | Parent notification 3-5 days OSS | Parent notification 5-10 days OSS Possible recommendation for expulsion | Parent notification 10 days OSS Recommendation for expulsion |
| Secondary (6-12) | Parent notification 5 days OSS Up to 10 days OSS with possible Recommendation for Expulsion at Administrative Discretion | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before return to campus

Report to law enforcement

Hope Scholarship documented

Mental Health Resource List

[SXH*]♦SEXUAL HARASSMENT: (Undesired sexual behavior) Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students, and non-employee third parties.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|--|---|
| Elementary (K-5) | Parent notification 1-3 days OSS Referral to Certified School Counselor for an individual Sexual Harassment Program. | Parent notification 5 days OSS Referral to Social Worker | Parent notification 5-10 days OSS Possible recommendation for expulsion |
| Secondary (6-12) | Parent notification 5 days OSS Up to 10 days OSS at Administrative Discretion ** Attend District Sexual Harassment Prevention Program | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before student returns to campus

Hope Scholarship documented

Mental Health Resource List

Initiate Title 9 Investigation

Consider Bullying Investigation

**** Failure to attend District Sexual Harassment Prevention Program may result in additional consequences or days of suspension.**

**SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.*

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors

[SXO*]♦SEX OFFENSES: (Lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.

| | First Offense | Second Offense | Third Offense |
|-------------------------|--|--|---|
| Elementary (K-5) | Parent notification 3-5 days OSS | Parent notification 5-10 days OSS Possible recommendation for Expulsion | Parent notification 5-10 days OSS -Recommendation for expulsion |
| Secondary (6-12) | Parent notification 5 days OSS Up to 10 days OSS at Administrative discretion | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before return to campus

Report to law enforcement to investigate

Hope Scholarship documented

Mental Health Resource List

[TI] EXTORTION/COERSION/BLACKMAIL: Obtaining money or property (Something of value) from an unwilling person, or forcing an individual to act through use of force or threat of the use of force. Also includes posting or threatening to post things on social media that would embarrass or damage an individual's reputation.

| | First Offense | Second Offense | Third Offense |
|-------------------------|-----------------------------------|---|--|
| Elementary (K-5) | Parent notification 3 days OSS | Parent notification 5 days OSS Referral to Social Worker | Parent notification 5-10 days OSS Possible recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before return to campus

Refer to law enforcement

[TRE*]♦THREAT/INTIMIDATION: (Instilling fear in others) An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means.

| | First Offense | Second Offense | Third Offense |
|-------------------------|---|--|--|
| Elementary (K-5) | Parent notification 1-3 days OSS | Parent notification 5 days OSS | Parent notification 10 days OSS Possible recommendation for Expulsion |
| Secondary (6-12) | Parent notification 5 days OSS Up to 10 Days OSS at Administrative Discretion. | Parent notification 10 days OSS Recommendation for Expulsion | |

Parent conference required before return to campus

Report to Law Enforcement

Hope Scholarship documented

Florida Statute 836.10 any written or electronic threat to commit mass violence are considered a felony offense. Students will be required to attend an administrative hearing whether the offense is on campus or off campus.

[VAN*] CRIMINAL MISCHIEF – (destruction, damage, or defacement of school or personal property) (\$1,000 threshold) Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto. Incidents that fall below the \$1,000 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies.

| | First Offense | Second Offense | Third Offense |
|-------------------------|-----------------------------------|--|---|
| Elementary (K-5) | Parent notification 3 days OSS | Parent notification 5 days OSS | Parent notification 10 days OSS Possible recommendation for expulsion |
| Secondary (6-12) | Parent notification 5 days OSS | Parent notification 10 days OSS Recommendation for expulsion | |

Parent conference required before return to campus.

Restitution

Report to law enforcement

[WI] POSSESSION/USE OR DISPLAY OF OBJECT: Possession, use, or display of any object that could cause harm, create a perception of harm, or contribute to an unsafe environment is prohibited. This includes, but is not limited to: Common pocket knives, lighters, chains, laser, pepper spray, pointers, smoke/stink bombs, bullets, shotgun shells, firecrackers, or realistic-looking toy weapons. Possession of a common pocket knife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocket knives, for investigation.

Note: If a student threatens to use a common pocketknife or any other object to harm another person, it becomes a weapon under state statute.

Parent conference required before return to campus

| | First Offense | Second Offense | Third Offense |
|-------------------------|-------------------------------------|--|---|
| Elementary (K-5) | Parent notification 3 days OSS | Parent notification 5 days OSS | Parent notification 5-10 days OSS Possible recommendation for Expulsion |
| Secondary (6-12) | Parent notification 3-5 days OSS | Parent notification 5-10days OSS Possible recommendation for Expulsion | Parent Notification 10 days OSS Recommendation for expulsion |

**SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.*

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behavior

[UBL] UNSUBSTANTIATED BULLYING: After a complete investigation and follow-up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jeffrey Johnston Stand Up for All Students Act (section 1006.147, F.S.).

[UHR] UNSUBSTANTIATED HARASSMENT: After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of harassment as listed in the Jeffrey Johnston Stand Up for all Students Act (section 1006.147, F.S.).

[USA] UNSUBSTANTIATED SEXUAL ASSAULT: After a complete investigation and follow up of a reported sexual assault incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a sexual assault.

D. Level IV

[ARS*]♦ARSON: (Intentionally setting a fire on school property) To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[BAT*]♦AGGRAVATED BATTERY: (Intentional great bodily harm) A battery where the attacker intentionally or knowingly causes more serious injury as defined in Rule [6A-1.0017\(8\)\(g\)](#), such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.

Report to law enforcement

Hope Scholarship documented

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[DOC*]♦MAJOR DISRUPTION ON CAMPUS: (major disruption of all or a significant portion of campus activities, school sponsored events and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[DRD*]♦DRUG SALE OR DISTRIBUTION: (Illegal sale or distribution of drugs) The manufacture, cultivation, purchase, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.

Report to law enforcement

Substance Abuse class referral through District Substance Abuse Educator

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[HOM*]♦HOMICIDE: (Murder, Manslaughter) The unjustified killing of one human being by another.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

*SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[KID*] ♦KIDNAPPING: (Abduction of an individual) Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[ROB*] ♦ROBBERY: (Using force to take something from another) The taking or attempted taking of money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear. A key difference in Grand Theft and Robbery is that Robbery involves violence, a threat of violence or assault, and putting the victim in fear.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[SXB*] ♦SEXUAL BATTERY: (Attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.

Report to law enforcement

Hope Scholarship documented

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[WPO*] ♦WEAPONS POSSESSION: (Possession of firearms and other instruments which can cause harm) Possession of a firearm or any instrument or object as defined by Section 790.001, F.S., that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. This includes such items as any knife, metallic knuckles, slingshot, club, tear gas gun, box cutter, electric weapon or device, razor blades, chemical weapon, destructive device or explosive device. **(Possession of a common pocketknife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.)**

Firearms with the exception of approved school activities to include those for recreational activities such as hunting or target practice, shall not be displayed or in the possession of any student while on school premises or property, or taken upon school premises or property or property designated for school activities by students:

1. Regardless of intent or lack thereof.
2. With or without knowledge, whether advertently or inadvertently.
3. Whether on or about the person or property, to include vehicles.
4. Whether loaded, unloaded, operable, or inoperable.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

**See page IV for details on Section 790.001, F.S.*

[USB] UNSUBSTANTIATED SEXUAL BATTERY: After a complete investigation and follow up of a reported sexual battery incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a sexual battery.

**SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.*

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors

VI. OUT OF SCHOOL SUSPENSION PROCEDURES

When administration selects OSS or bus suspension as the disciplinary action for a student, the following procedural (due process) steps are required:

A. The School Administration Shall:

1. Schedule a conference with the student giving him/her an opportunity to tell his/her side of the story and provide documentation or the names of witnesses. The conference shall occur prior to the suspension except in emergency situations, disruptive conditions or “serious” breaches of this Student Code of Conduct. In these situations, the school administration may suspend the student pending the conference, but it must still take place within two (2) school days except when waived by the student’s parent or for good cause.
2. Provide reasons for recommending suspension.
3. The principal shall make good faith effort to immediately contact parent(s)/guardian(s) by telephone in the presence of the student, if possible, at the time of the suspension and explain the reasons for same.
4. Provide the student with a copy of the discipline referral.
5. Send a letter to the parent(s)/guardian(s) confirming the suspension and the reasons for same.
Notes: Procedures regarding “make-up work” due to suspension may be found in the Student Progression Plan located on the school district website. School administrators have the authority to permit the suspended student on campus for assessment or intervention activities as deemed appropriate.
6. A parent conference must be held with school administration for any major infraction prior to student returning to school.
7. Students must not be on any HCSD school campus without parent during out of school suspension.
8. For students who are athletes and receive OSS please refer to the Athletic handbook on rules applying to practice/game participation.
9. Inform a Valedictorian or Salutatorian who commits a major infraction of the code of conduct and/or felony arrests that pose a safety concern during their graduating year will forfeit their designation and may be prohibited from participating in the graduation ceremony. The next highest-ranked student will be elevated to the Valedictorian or Salutatorian position.

B. Due Process

A student cannot be suspended and, thereby deprived of his or her free and appropriate education, which is provided in the public schools, without appropriate due process of the law. While the appropriate level of procedural due process to be afforded to a student may depend upon circumstances, due process is guaranteed to every American citizen by the Fourteenth Amendment to the Constitution of the United States of America. These rights are not waived or relinquished by a child enrolled in a public school.

A student cannot be deprived of his/her constitutionally guaranteed rights to fair notice, fair hearing, and fair procedures. Personal and constitutional rights must be safeguarded within such rules.

A student may not participate in any athletic competition, extra-curricular activity or co-curricular performances/competition during a suspension (in-school or out-of-school). Students may resume participation in any athletic competitions, extra-curricular and co-curricular activities the next day following the suspension. Students may attend practice and rehearsal while assigned in-school suspension with approval from their school’s administration.

C. Off Campus Felonies

A student who is formally charged by the State Attorney's Office with an offense that constitutes a felony for an incident which occurred off school property that may have an adverse impact on the educational program, school discipline, or welfare of the school, may be suspended pending court determination of his or her guilt, innocence, or dismissal of the charges. School administration should provide written notice to the student and his or her parent(s)/guardian(s) that he or she is being temporarily suspended for a felony occurring off school campus and provide a date for an Administrative Hearing which shall not be less than two (2) school days or more than five (5) school days from the post-marked date of delivery. Appropriate personnel as determined by the Superintendent will be invited to any Administrative Hearing as per Florida Statute 1006.09. The school administration may recommend to the Board that the student be expelled if it is determined by the court the student committed the offense.

Reassignment if Charges Reduced: If the charge(s) are dropped or reduced below the felony level, the student will be reassigned to the assigned school. It is the student's responsibility to provide the proper documentation to his/her currently assigned school.

Note: When anyone is arrested, they are being accused of crime. The accusation is considered a "charge." A charge is defined as a formal accusation of an offense, which serves as a preliminary step to prosecution. This definition is supported by Black's Law Dictionary, which states that a charge is a "formal accusation of an offense as a preliminary step to prosecution." The term "charge" encompasses various forms of formal accusations, including indictments, complaints, and information, which are all mechanisms through which a person is officially accused of committing a crime.

D. Students with Disabilities: In matters relating to the discipline of students with disabilities, the Hernando County School District shall abide by the Federal and State laws regarding suspension, expulsion and alternative placement.

In the case of some students with Individual Education Plans (IEP) or Section 504 Plans, inappropriate behavior may be related to a disabling condition. The behavior must be treated individually and sensitively which frequently requires the use of a wide range of interventions and/or alternatives. The following procedures will be utilized:

1. In all matters, including transportation, students with disabilities shall conform to the same rules outlined in the Student Code of Conduct as their non-disabled peers unless otherwise stated in their IEP or Section 504 Plan.
2. Students with disabilities may be suspended for infractions as defined for all students in the Student Code of Conduct.
3. Suspension for ten (10) days or less: Follow typical disciplinary procedures.
4. Suspension beyond ten (10) days: **Any student with a suspected or identified disability** shall not be suspended more than ten (10) days, either through a single suspension or cumulative shorter suspensions per school year without the IEP or Section 504 Committee meeting to evaluate the extent to which the misconduct has direct and & substantial relationship to the disabling condition and as permitted by state and federal law. Bus suspension and partial day removals may count as suspensions.
5. Before a school district can consider a student with disabilities with an IEP for expulsion:
 - a. Convene an IEP meeting and conduct a manifestation determination within ten (10) school days of decision to remove the student for discipline reasons.
 - b. If the IEP committee determines that the behavior is a manifestation of the student's disability, the IEP team will either conduct, review or revise a functional behavior assessment.

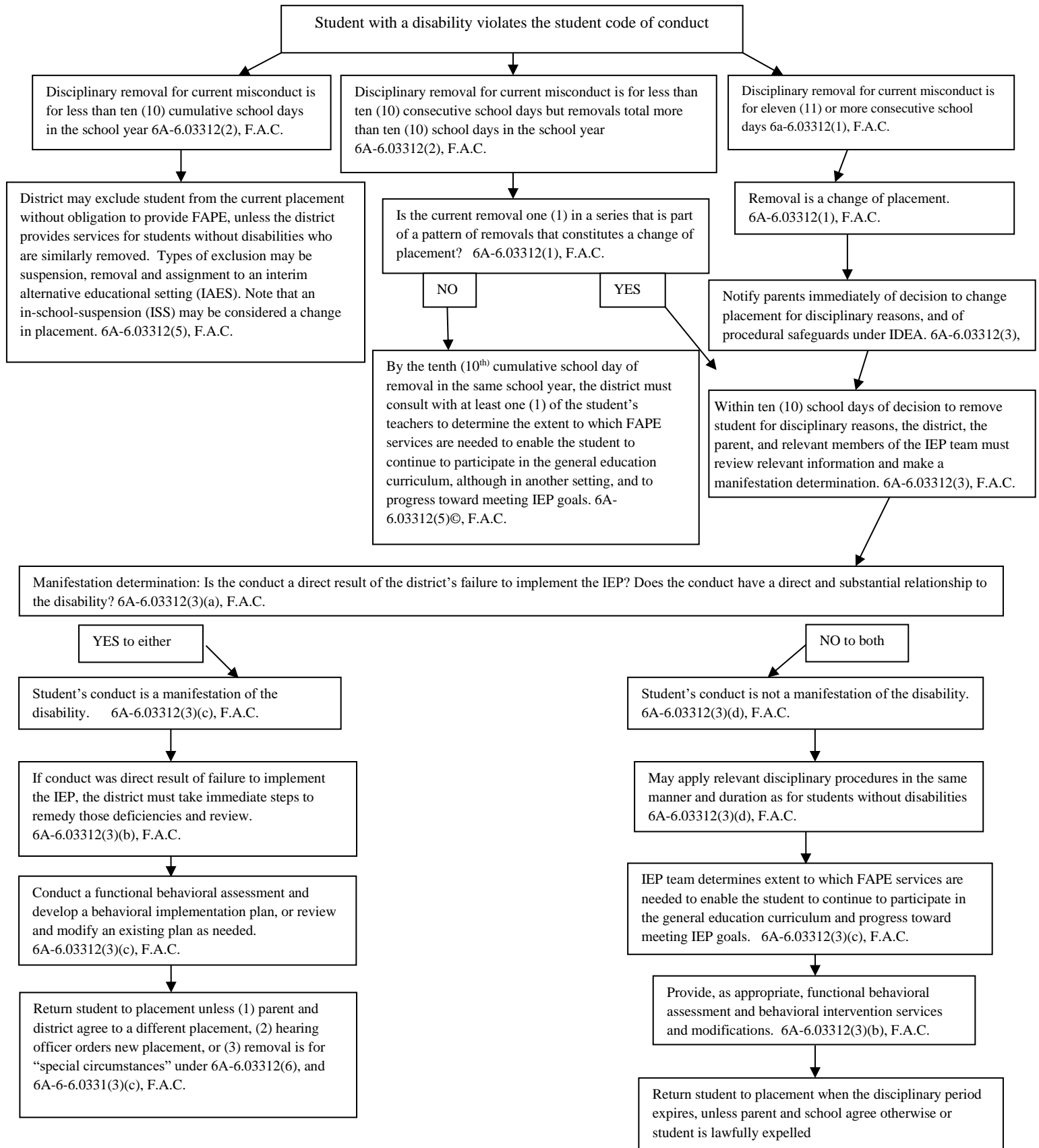
- c. If a behavioral intervention plan already has been developed, review the behavioral intervention plan and modify it, as necessary, to address the behavior. If no behavioral intervention plan exists but one is needed, then develop one based on the current behaviors needing to be addressed.
- d. If the IEP committee determines that the behavior is not a manifestation of the student's disability, then relevant disciplinary procedures in the same manner and duration as for students without disabilities apply, however, educational services must continue.
- e. If the committee determines that the behavior is a manifestation of the student's disability, except as described below under the sub-heading Special Circumstances, the school district must return the student to the placement from which the student was removed, unless the parent and the district agree to a change of placement as part of the behavioral intervention plan.

Special Circumstances

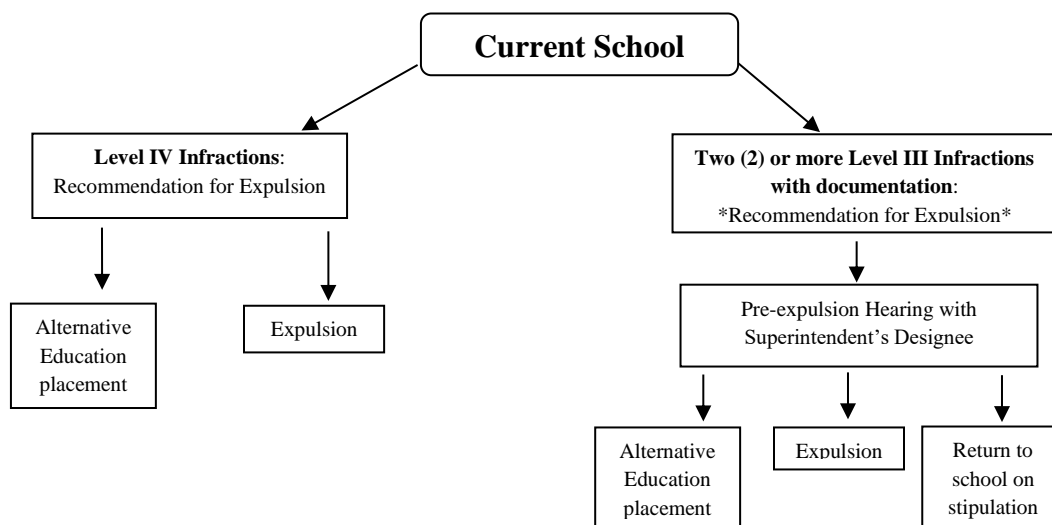
Whether or not the behavior was a manifestation of the student's disability, school personnel may remove a student to an interim alternative educational setting (determined by the student's IEP team) for up to 45 school days, if the student:

- 1. Carries a weapon to school or has a weapon at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district;
- 2. Knowingly has or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district; **or**
- 3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district.

DISCIPLINE FOR STUDENTS WITH DISABILITIES FLOW CHART



VII. ALTERNATIVE SCHOOL / EXPULSION PROCEDURES



- A. If the Superintendent designee recommends a disciplinary reassignment in lieu of expulsion, said decision will be considered final and not subject to further appeal, negotiation, or amendment, by any party.**

Students attending Endeavor Academy will adhere to a stricter matrix of consequences.

Expelled students may not be on the campus of the zoned school or any Hernando County School at any time, for any reason, unless accompanied by a parent/guardian for a schedule meeting with school staff.

Any student with a disability or suspected of a disability (504 or ESE non-inclusive of Gifted only) must have the proper Manifestation Determination Meeting (MDM) proceeding prior to being recommended for expulsion discussing said recommendations.

ESE students only: The hearing results letter and the student's disciplinary reassignment contained herein, are subject to the student's educational and behavioral rights as set forth by the IDEA and similar Florida statutes and regulations.

School personnel shall not be held legally responsible for suspensions and recommendations made in good faith.

B. Expulsion:

Expulsion is the removal of the right to attend school in Hernando County, be on any school property, on school buses, on school-sponsored transportation or to attend any school. Students may be expelled for the remainder of a school year and one additional year with or without continuing education services.

Students who commit two (2) or more Level III or a Level IV offense may warrant expulsion from school. The principal must follow due process and suspension procedures, informing the parent that expulsion is being recommended. Within twenty-four (24) hours of the infraction, the school-based administrator will suspend the student for ten (10) days and notify the parent in writing that a hearing will be scheduled. A subsequent letter will be issued to the parent from the superintendent or designee notifying them to attend the pre-expulsion hearing with their student.

If the student who committed the infraction is a student with a disability, the school administrator will need to contact the Director of Exceptional Student Education (or designee) and schedule a meeting with an IEP team to conduct a manifestation determination.

If the student who committed the infraction is a student with a disability and has a 504 plan, the school administrator must request a meeting to conduct a 504 manifestation.

When the outcome of the superintendent's designee hearing is a recommendation to expel the student from school, parents will be notified by certified mail the date and time that this recommendation will be considered by the School Board. The letter shall also set forth the deadline by which the parents may request a hearing with the School Board.

If a hearing before the School Board is not requested, it will proceed as outlined in the parent letter.

If a hearing is requested, such will be scheduled. The decision that the Hernando County School Board reaches at the hearing is final. Florida Statute outlines that the superintendent's designee may extend the student's suspension beyond ten days while waiting for the next School Board meeting.

Students who are expelled may not re-enroll for the period of the expulsion. When their expulsion period is complete, students may be assigned to the Alternative School prior to transitioning back to their zoned school. Upon successful completion of the Alternative School's prescribed interventions, the student may enroll in their zoned school.

Students assigned to Endeavor Academy in lieu of expulsion or are expelled from HCSD for a drug offense, are required to attend an evidence-based substance use course and test negative before students can return to their zoned school.

C. Unsatisfactory Completion of Alternative Education Program

The general procedure for a student who enters or returns to the Hernando County School District without completing an assigned Alternative Education Program will be determined by the Superintendent or designee on a case-by-case basis.

D. Reciprocal Discipline

Hernando County School District will uphold and enforce disciplinary proceedings from other public school districts. If a student was expelled or alternatively placed in another district, Hernando County will enforce said expulsion or alternative placement. (F.S. 1006.07)

STUDENTS FROM COMMITMENT PROGRAMS AND THOSE EXPELLED FROM OTHER DISTRICTS

A. Commitment Programs

A student entering and/or returning to the Hernando County School District from court adjudicated commitment programs will be enrolled at their zoned school unless charged with a crime involving weapons, drug sale, sex or violence. Under these conditions, the student is entitled to an evaluation meeting to determine proper placement.

1. The Evaluation Meeting shall involve the student, parent(s)/guardian(s), the Department of Juvenile Justice (DJJ) Juvenile Probation Officer (JPO), the Director of Student Services or designee, as well as any other appropriate school staff. The purpose of the meeting is to consider the student's educational program, commitment charge, and determine a proper school placement.
2. The student and his/her DJJ JPO shall have all pertinent educational records available for the period of time the student was not in attendance at a public school.

B. Expelled From Other Districts

The final order of expulsion will be honored, and student will not be admitted to school in Hernando County (F.S. 1006.07).

APPENDIX A

BULLYING AND HARASSMENT

Policy 5517.01

The School Board is committed to providing an educational setting and workplace that is safe, secure, and free from bullying and harassment for all students and employees.

The Board will not tolerate unlawful bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

- A. during any education program or activity conducted by the District;
- B. during any school-related or school-sponsored program or activity or on a District school bus, or at a District school bus stop;
- C. through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the District, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
- D. through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the District or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by the District or school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program.

This policy has been developed in consultation with District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies as prescribed in F.S. 1006.147 and in conformity with the Florida Department of Education (FLDOE) Revised Model Policy (April 2016).

Pursuant to State law, District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies shall be involved in the review of this policy every three (3) years.

The Superintendent shall develop a comprehensive plan intended to prevent bullying and harassment and to cultivate the school climate so as to appropriately identify, report, investigate, and respond to situations of bullying and harassment as they may occur on school grounds, at school-sponsored events, and through school computer networks. Implementation of the plan by each principal will be ongoing throughout the school year and will be integrated with the school curriculum, District disciplinary policies, and violence prevention efforts.

Definitions

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that creates 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:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. physical violence;
- G. theft;
- H. sexual, religious, or racial harassment;
- I. public or private humiliation; or
- J. destruction of property; and
- K. social exclusion.

"Cyberbullying" means bullying against one (1) or more students or employees, 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, photo-electronic system, or photo-optical 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 (1) person or the posting of material on an electronic medium that may be accessed by one (1) or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

"Cyberstalking" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

"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:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

"Bullying" and "harassment" also encompass:

- A. 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.
- B. Perpetuation of conduct listed in the definition of bullying and/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:
 - 1. incitement or coercion;
 - 2. 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; or
 - 3. acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

"Harassment" also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) or employee(s) and the behavior both causes mental and physical harm to the other student(s) or employee(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Sexual Cyberharassment

Pursuant to Florida law, "sexual cyberharassment" means to publish a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person's consent, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Sexual cyberharassment may be a form of sexual harassment.

"Within the scope of the District" means regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

Expected Behavior

The District expects students to conduct themselves in keeping with 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.

Such behavior is essential in maintaining an environment that provides each student the opportunity to obtain a high-quality education in a uniform, safe, secure, efficient, and high-quality system of education.

The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff, and community member, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying.

Students are expected to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority.

Consequences

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or found to have wrongfully and intentionally accused another as a means 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.

Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall include discipline in accordance with District policies, administrative procedures, and the collective bargaining agreement. Egregious acts of harassment by certified educators may result in a sanction against an educator's State-issued certificate. (See the Principles of Professional Conduct of the Education Profession in Florida - F.A.C. 6A-10.081)

Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment or 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.

Procedure for Reporting

The Board designates the principal as the person responsible for receiving all alleged acts of bullying. Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school principal. Complaints against the principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board Chair.

All school employees are required to report alleged violations of this policy and alleged acts of bullying and harassment to the principal or as described above. The alleged violations and acts must be reported by school employees to the Principal within twenty-four (24) hours. Refer to Policy 1362, Policy 3362, and Policy 4362 for District staff allegations and procedures.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the principal or as described above.

Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal shall establish and prominently publicize to students, staff, volunteers, and parents the procedure for reporting bullying and how such a report will be acted upon. A victim of bullying and/or harassment, anyone who witnessed the act, and anyone who has credible information that an act of bullying and/or harassment has taken place may file a report.

Procedure for Investigation

The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act. All complaints about bullying and/or harassment that may violate this policy shall be promptly investigated by an individual, designated by the principal, who is trained in investigative procedures. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately and shall be confidential. The investigator may not be the accused perpetrator or victim. At no time shall the accused perpetrator and victim be interviewed together. The investigator shall collect and evaluate the facts including, but not limited to, the following:

- A. a description of the incident, the nature of the behavior, and the context in which the incident occurred;
- B. how often the conduct occurred;
- C. whether there were past incidents or past continuing patterns of behavior;
- D. the relationship between the parties involved;
- E. the characteristics of the parties involved;
- F. the identity of the alleged perpetrator, including whether the individual was in a position of power over the individual allegedly subjected to bullying or harassment;
- G. the number of alleged bullies/harassers;
- H. the age of the alleged bully/harasser;
- I. where the bullying and/or harassment occurred;
- J. whether there have been other incidents in the school involving the same or other students;
- K. whether the conduct adversely affected the student's education or educational environment;
- L. the date, time, and method in which the parent(s) of all parties involved were contacted.

In accordance with State law, District staff may monitor as part of any bullying or harassment investigation any non-school-related activity, function, or program.

If, during an investigation of reported acts of bullying and/or harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively "protected classes"), the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - *Anti-Harassment*.

Sexual Harassment covered by Policy 2266 - *Nondiscrimination on the Basis of Sex in Education Programs or Activities* is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Upon the completion of the investigation to determine whether or not a particular action or incident constitutes a violation of the policy, the designated individual who has conducted the investigation shall make a determination based on all the facts and surrounding circumstances and shall include:

- A. a recommendation of remedial steps necessary to stop the bullying and/or harassing behavior; and
- B. a written report to the principal.

A maximum of ten (10) days should be the limit for the completion of the investigative procedural steps and submission of the incident report. While ten (10) days is the expectation for completion of the investigative procedural steps, more time may be needed based on the nature of the investigation and the circumstances affecting that investigation. The investigator shall document in his/her report the reasons for needing additional time beyond ten (10) days. The highest level of confidentiality possible shall be provided regarding the

submission of a complaint or a report of bullying and/or harassment and for the investigative procedures that are employed.

The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

Scope

The investigator will provide a report on the results of the investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of District authority. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated. If the action is within the scope of the District, District procedures for investigating bullying and/or harassment shall be followed. If the action is outside the scope of the District, and believed to be a criminal act, the action shall be referred to the appropriate law enforcement agency. If the action is outside the scope of the District and believed not a criminal act, the principal shall inform parents/guardians of all minor parties.

Parent Notification

The principal shall report the occurrence of an incident of bullying as defined by District policy to the parent/guardian of all students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone, e-mail, personal conference, or by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The notice shall advise the individuals involved of their respective due process rights including the right to appeal any resulting determination or action to the State Board of Education.

If the bullying incident results in the perpetrator being charged with a crime, the principal shall inform by first class mail or by telephone the parent/guardian of the identified victim(s) involved in the bullying incident about the Unsafe Schools Choice Option (the Elementary and Secondary Education Act, as amended) that states, in pertinent part, as follows:

"...a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or 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."

Upon the completion of the investigation and if criminal charges are to be pursued against the perpetrator, the appropriate law enforcement agencies shall be notified by telephone and/or in writing.

Counseling Referral

The District shall provide a referral procedure for intervening when bullying or harassment is suspected or when a bullying incident is reported. The procedure will include:

- A. a process by which the teacher or parent may request informal consultation with school staff (e.g., school counselor, school psychologist, school social worker, etc.) to determine the severity of concern and appropriate steps to address the concern;
- B. a referral process to provide professional assistance or services that may include a process by which school personnel or parent/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/guardian involvement is required at this point); or

If a formal discipline report or formal complaint is made, the principal must refer the student(s) to the school intervention team for determination of counseling support and interventions (parent/guardian is required at this point).

- C. a school-based action to address intervention and assistance as determined appropriate by the intervention team that includes:
 - 1. counseling and support to address the needs of the victim(s) of bullying or harassment;
 - 2. interventions to address the behavior of students who bully and harass others (e.g., empathy training, anger management, etc.);
 - 3. interventions which include assistance and support for parents, as may be deemed necessary or appropriate.

Data Report

The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data as prescribed. If a bullying (including cyberbullying) and/or harassment incident occurs it will be reported in SESIR, coded appropriately using the relevant incident code and the related element code. Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System. In a separate section, the District shall include each alleged incident of bullying or harassment that does not meet the criteria of a prohibited act under this policy with recommendations regarding such incidents.

The District will provide bullying incident, discipline, and referral data to the Florida Department of Education (FLDOE) in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department. 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 should include the incident basis. Victims of these offenses should also have the incident basis (sex, race, or disability) noted in their student record.

Training and Instruction

Students, parents, teachers, school administrators, counseling staff, and school volunteers shall be provided training and instruction, at least annually, on the District's policy and administrative procedures regarding bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as information about how to effectively identify and respond to bullying in schools. Instruction regarding bullying, harassment, and the District's violence prevention and school safety efforts shall be integrated into District curriculum at the appropriate grade levels. The training and instruction shall include recognizing behaviors that lead to bullying and harassment and taking appropriate preventative action based on those observations. The programs of training and instruction authorized by the District shall include, but not be limited to,:

- A. Olweus Bullying Prevention Program
- B. Monique Burr Foundation for Children, Inc.'s - Child Safety Matters
- C. PBS/PBIS (Positive Behavior Support/Positive Behavioral Interventions and Supports)

Victim's Parent Reporting

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

Policy Publication

At the beginning of each school year, the Superintendent shall, in writing, inform school staff, parents/guardians/other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.

The District shall provide notice to students and staff of this policy in the Code of Student Conduct, employee handbooks, and via the District's official website. The Superintendent will also provide such notification to all District contractors.

Each principal shall implement a process for discussing, at least annually, the District policy on bullying and harassment with students in a student assembly or other reasonable format. Reminders of the policy and bullying prevention messages will be displayed, as appropriate, at each school and at District facilities.

Immunity

A school employee, school volunteer, students, parent/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 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.

Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Such immunity from liability shall not apply to any school employee, school volunteer, student, parent/guardian, or other person determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Nothing in this policy shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry under this policy is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

Revised 2/27/18
Revised 12/13/22

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Legal

F.S. 110.1221

F.S. 784.048

F.S. 1002.20

F.S. 1006.13

F.S. 1006.147

Florida Department of Education Revised Model Policy (April 2016)

Elementary and Secondary Education Act

Last Modified by Tammy R Shroyer on December 29, 2022

DATING VIOLENCE AND ABUSE

The School Board strictly prohibits any act of dating violence and abuse committed by one student against another on school property, during a school-sponsored activity, or during school-sponsored transportation.

Dating Violence and Abuse Defined

For purposes of this policy, dating violence and abuse shall be defined as emotional, verbal, sexual, or physical abuse of a student who is in a current or was in a past dating relationship by the other person in that dating relationship. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats, and/or acts of mental, physical, or sexual abuse. It may also be a pattern of demeaning, coercive, abusive actions that amount to emotional or psychological abuse. Dating violence and abuse may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, as well as harassment through a third party.

Reporting Acts of Dating Violence and Abuse

Any student who is the victim of an act of dating violence and abuse, or has cause to believe that s/he is in immediate danger of becoming the victim of an act of dating violence and abuse, should report the matter to the Principal or to any member of the school staff.

Any Board employee who receives a report of an act of dating violence and abuse, who directly observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse shall report such report, observations, or suspicions to the Principal.

Any resident of the community or other member of the school community, including students, parents, volunteers, and visitors, who observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse is strongly encouraged to promptly report the matter to the Principal or other District administrator or official. These reports can be made either in person or anonymously.

Investigating Reports of Dating Violence and Abuse

Upon receiving a report of alleged dating violence and abuse, the Principal shall conduct an investigation of the allegation promptly. As part of the investigation, the Principal shall contact the parent(s) of the alleged victim and/or the parent(s) of the alleged perpetrator, if they are under the age of eighteen (18), to inform them of the report.

The investigation of the report should include interviews of the alleged victim, the individual accused of perpetrating the dating violence and abusive behavior, and any other person who may have witnessed the alleged act or who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

The Board reserves the right to investigate a report of dating violence and abuse regardless of whether the student who is allegedly the victim of the dating violence and abuse wants to pursue the matter.

Consequences

At the conclusion of the investigation the Principal will determine whether or not the allegation of dating violence and abuse was substantiated. If the Principal determines that a student has committed an act of dating violence and abuse, that violation of this policy shall result in disciplinary action in accordance with the Student Code of Conduct, which may include suspension, assignment to another school or program, or

recommendation for expulsion. All disciplinary action shall be taken in accordance with State law and applicable Board policy. (See Policy 5500 and Policy 5600) When imposing discipline, the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved, shall be considered.

Suspensions for acts of teen violence and abuse may be appealed in accordance with the procedures set forth in the Student Code of Conduct. (See Policy 5500)

Further, the Department of Children and Families shall be notified if the student who is found to have perpetrated the act of dating violence and abuse is eighteen (18) years of age or older and the student who was the victim of the act of dating violence and abuse is a minor.

In those cases where teen dating violence and abuse is not substantiated, the Principal may consider whether the alleged conduct nevertheless warrants disciplinary action in accordance with the Student Code of Conduct or other Board policies.

Support and Reasonable Accommodations

If requested during or after the investigation, the Principal shall make reasonable accommodations for the student who is allegedly experiencing dating violence and abuse including, but not limited to the following:

- A. Stay Away Contract, that is, a contract with the alleged perpetrator to stay away from the victim while on school grounds, on school transportation, and during school sponsored programs and events;
- B. Class schedule changes;
- C. Protection that will enable safe egress/regress from school, as well as movement within the school; and
- D. Referrals for outside support or counseling.

Students' parent and/or guardian should provide the Principal with a copy of an order of protection that has been issued by the court. The Principal shall then contact the student whose behavior is to be regulated by that order of protection and initiate a Stay Away Contract that is consistent with the terms of that order and provides penalties for known violations of the contract. Further, the Principal shall notify law enforcement immediately if s/he knows or has reason to believe that a criminal or civil restraining order has been violated.

The School Resource Officer shall respond immediately to a report of a violation of a criminal or civil restraining order

Other Violations of the Dating Violence and Abuse Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging dating violence and abuse, or who has participated as a witness in an investigation of such an allegation.
- B. Filing a malicious or knowingly false report or complaint of dating violence and abuse.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of dating violence and abuse, when responsibility for reporting and investigating allegations of dating violence and abuse comprises part of one's supervisory duties.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports/allegations/complaints/statements;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;
- E. written witness statements;
- F. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- G. all documentary evidence;
- H. e-mails, texts, or social media posts pertaining to the investigation;
- I. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- J. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- K. dated written determinations to the parties;
- L. dated written descriptions of verbal notifications to the parties;
- M. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- N. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of dating violence and abuse. The Superintendent shall require that the District's comprehensive health curriculum in grades 7-12 include a component about dating violence and abuse that is age appropriate and includes the content required by State law.

Further, the Superintendent shall provide appropriate training to all members of the School District staff related to dating violence and abuse, and the implementation of this policy.

Revised 8/28/18

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F.S. 1003.42

F.S. 1006.148

Last Modified by Juli Schlarb on September 23, 2022

APPENDIX B

I. **DRESS CODE: The following procedures are established to promote discipline, maintain order and provide a healthy environment conducive to academic purposes.**

Students are required to wear appropriate clothing and shoes according to the situation and the grade level involved. Inappropriate clothing and appearance are disruptive to the school program. Principals will enforce adherence to the dress code by those under their jurisdiction. School administrators have final authority to decide if clothing complies with district rules.

- A. **Sun Protective Wear** – Students will be allowed to wear sunglasses, hats or other sun protective items while outdoors during and engaged in school related activities such as physical education or recess. No hats or sunglasses (unless prescribed by a physician) are to be worn in the school building or hallways.
- B. **Pants** – Pants are to be worn at the waist, not below the waist or in such a way to expose undergarments or body parts in an indecent or vulgar manner or in a manner that disrupts the orderly learning environment. Short shorts, boxer shorts, see through items and other pajama revealing attire are not allowed. Spandex pants, leggings, or pants with rips may only be worn with a top that reaches mid-thigh or below as not expose undergarments or body parts in an indecent manner.
- C. **Shirts and Blouses** – Must be long enough to remain tucked in at all times with no skin visible. Blouses with a neckline that dip below the line formed between the right and left armpit are prohibited. Spaghetti straps, tank tops, muscle shirts, and shirts with cut off sleeves are also prohibited.
- D. **Shorts, Skirts, and Dresses** – To determine if shorts are too short: while student is standing with arms fully extended at side of his/her leg, shorts should reach to the student's fingertips. In other words, the longest finger should touch material, not skin. Students may wear skirts and dresses of a modest length of no more than three inches from the knee to the bottom on the hem. Dresses with a neckline that dip below the line formed between the left and right armpit are prohibited.
- E. **Unacceptable Attire** – Any apparel that is determined inappropriate, disruptive to the educational environment, or offensive to good taste by principal or designee of the school such as; jewelry, tattoos, or markings must be covered, accessories or manner of grooming, which by virtue of color arrangement, trade mark, or other attributes that denotes membership in a gang, advocates drugs, tobacco products, alcohol, violence, sexual innuendo, profanity, or has caused disruption is prohibited.
 - 1. Jewelry should be worn in such a way that doesn't present a safety or health hazard such as spiked jewelry or accessories
 - 2. Wallet chains and dog chains are not permitted
 - 3. Bandanas are not to be worn, displayed, or carried onto campus.
- F. **Footwear** – Students must wear shoes that are safe and appropriate for the specific learning environment.

- G. **Uniforms:** Brooksville Elementary School, Challenger (uniforms for K-5 only), Chocachatti Elementary School, Deltona Elementary School, Discovery, Eastside Elementary School, Endeavor Academy, J.D. Floyd Elementary School, Moton Elementary School, Pine Grove Elementary School, Spring Hill Elementary School and Suncoast Elementary School, require uniforms.

Schools through their School Advisory Councils (SAC), have the authority to establish dress codes that are more stringent than the guidelines specified in the Student Code of Conduct.

Note: Students enrolled in vocational/technical/lab classes may be required to wear clothing appropriate to a specific training in which students will be participating.

APPENDIX C

STUDENT RECORDS

State and Federal law gives parents [and students over eighteen (18) years of age] certain rights concerning student school records.

Annual Notice About Your Rights Concerning Student Records: Parent(s)/ guardian(s) have the right to inspect and review all records and data related to their child who is under 18 years of age or over 18 years of age if claimed as a dependent under IRS rules. This includes print, computer media, microfilm, and microfiche records. This may be done by contacting the school administration for an appointment. All requests will be granted within a reasonable period, not to exceed 30 days. Students 18 years of age and older have the right to inspect and review their records by following the same procedure outlined above.

Parent(s)/guardian(s) have an opportunity to challenge the content of their child's record, to ensure that it is not inaccurate, misleading, or otherwise in violation of privacy. Parent(s)/guardian(s) of students over eighteen (18) years of age claimed as a dependent under IRS rules and students over eighteen (18) years of age not claimed as a dependent are provided the opportunity to correct or delete inaccurate, misleading, or inappropriate data by first requesting a meeting with the school administration or department responsible for developing that information. If the school administration or department responsible for developing the information agrees that it needs to be corrected, then it is done, and only a notation that the record has been corrected or deleted is placed in the file. If an agreement is not reached at this level, then the parent(s)/guardian(s) or student over the age of 18 years if not claimed as a dependent, has the right to request a formal hearing under School Board Policy. You have the right to let other people see your school records; however, the law allows some people to see your records without your consent. Exemptions to consent for disclosure:

- i. School Board members, as part of an expulsion proceeding.
- ii. School district employee or adult volunteer may see records if he or she needs information in the record in order to do his or her job as an employee or volunteer.
- iii. Another educational institution even after a student has already enrolled or transferred if the purpose is related to the student's enrollment or transfer.
- iv. Schools or institutions of post-secondary education to which a student seeks or intends to enroll.
- v. Federal, state, and local authorities involved in an audit or evaluation of compliance with educational program requirements
- vi. Financial aid institution, such as college loan personnel.
- vii. Accrediting organizations.
- viii. Persons who comply with lawfully issued order or subpoenas.
- ix. Persons who deal with health or safety emergencies.
- x. State or local officials in connection with serving the students under juvenile justice systems in the accordance with an interagency agreement or cooperative agreement as mandate by section 1003.52 Florida Statute.

Some of the information in your child's school record is not confidential and may be released without your consent. This information is defined as "Directory Information". The primary purpose of directory information is to allow the District to include this type of information from your child's educational records in certain school publications.

Examples include: Yearbook, honor roll, graduation reports, sport publications, etc. The following records/reports are designated as Directory Information.

- | | |
|---|---|
| 1. Student's name | 6. Major field of study |
| 2. Date of Birth | 7. Degrees, honors, and awards received |
| 3. Dates of attendance | 8. Most recent previous educational institution |
| 4. Address | 9. Height & weight of members of athletic teams |
| 5. Telephone number, if not unlisted or Restricted per state statute | 10. Participation in recognized sports/activities |

If you do not want directory information released, you must notify the school administration in writing specifying what types of directory information you do not want released. The written notice to the school administration must be received within two (2) weeks of the first day of the school year or entry into the school system, if you enroll after the school year has begun.

Military recruiters and institutions of higher education are entitled, under federal law, to a list of names, addresses, and telephone numbers of high school students, unless you object to such release. The Superintendent also authorizes release of this information to companies that manufacture class rings and publish yearbooks. You must notify your child's school administration in writing, if you do not wish this information released without your consent. Both parents have a right to see their child's record unless there is a certified copy of an order on file at the school that specifically denies the right of access to school records. Copies of school records are available for a minimum copying charge.

You have the right to inspect, upon request, any instructional material used as part of the educational curriculum. This does not include academic tests/ assessments.

You have the right to opt out of any physical examination or screening that is invasive in nature – any medical examination that involve exposure of private body parts, or any acts during examination that include incision, insertion, or injection into the body, but do not include a hearing, vision, scoliosis screening, or head lice exams.

“Note: The School District may permit School Resource Officer (SRO) to view live feed of School District risk-management surveillance videos (bus or schools) or playback of such videos. A subpoena is required if the officer requests a copy of the video.”

APPENDIX D

Student Network and Internet Acceptable Use and Safety Agreement

Telecommunications advances in technologies and proliferations of online media have fundamentally altered ways in which information is accessed, communicated, and disseminated in society. These changes are driving the need for educators to adopt new resources, instructional methods and ways they approach student learning, to harness and utilize the vast, diverse and unique resources available on the Internet. Although the School Board authorizes Internet services to its students, the School Board directs that appropriate restrictions are implemented to assure that use of the District's network is utilized in accordance with legitimate educational purposes. Student use of the District's computers, network, and Internet services ("Network") will be governed by policy 7540.03 and subject to the Student Code of Conduct. Student use of email will be governed by policy 7540.06 and subject to the Student Code of Conduct. The School Board encourages students to utilize the Network in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation and communication skills, and tools that are essential to both life and work. The instructional use of the Network will be guided by the School Board policies on instructional materials.

Technology advancements are such that the District may not always be able to protect access to services through the District's network/Internet connection to only those that have been deemed appropriate for education purposes. The District will strive to implement and sustain such protections, utilizing software and hardware measures that monitor, block and filter internet access to visual displays/depictions that are deemed obscene, child pornography and/or other materials that are harmful to minors as defined by the Children's Internet Protection Act (CIPA) and in compliance with Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99 and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), Florida Statutes Section 1002.22 and Rule 6A-1.0955 as may be amended or replaced from time to time. Parents/guardians are encouraged to discuss the appropriate use of the Internet and understand that there are risks associated with its use with their children. Parents/guardians assume risks by consenting to allow their child to participate in using the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The Superintendent will implement procedures to configure District technology to prohibit access to other material deemed inappropriate for students to access. Protective hardware and software may not be disabled at any time that students may be using the Network. The Superintendent may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the hardware and software. Determination of whether a material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material.

District Staff members will provide training to ensure awareness and compliance regarding this policy under their supervision, and for providing guidance and instruction to students on appropriate use of the District's Network. Pursuant to Federal law, students shall receive education on the following:

- A. Safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. The dangers of students disclosing personally identifiable information online;
- C. The consequences of unauthorized access and other unlawful or inappropriate activities by students online; and,
- D. The authorized disclosures, use and dissemination of personal information regarding minors.

Students shall not access social media for personal use through the District's network. Students shall be permitted to access social media for educational use, in accordance with a teacher's pre-approved plan for use of social media for educational purposes, consistent with School Board policies. Students are responsible for behavior in accordance with standards defined in the Student Code of Conduct on the District's computers and network just as they are in classrooms, school hallways and other school premises and during school sponsored events. Users granted access to the Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for inappropriate uses of the Internet as defined by this School Board policy. Users who disregard this policy may have user privileges suspended or revoked and may be disciplined.

Technology Privacy

Users have no expectation of privacy of the content of personal files and records of online activity while on the District's network. Monitoring may include, but will not be necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools, in coordination, with Information Technology (IT) personnel, to review browser history and network, server and computer logs.

Cyber-bullying

All students and employees will be provided a safe, secure, bullying and harassment free educational/work setting, in accordance with School Board 5517.01 Bullying and Harassment.

Student Communication

The School Board encourages positive and professional communication between staff, parents, and students by means which best protect all stakeholders' interests. The District staff shall comply with all Federal and State laws pertaining to electronic mail and shall communicate electronically for school related matters through the District-approved parent portal. The School Board recognizes that appropriate use of electronic media may take place during times outside the school hours during school activities (i.e. sport events, FFA events, field trips) when it is useful to use mobile devices and social media to communicate with students. Staff communications with students via private electronic media concerning non-school-related matters may cause the appearance of inappropriate association and are discouraged. The use of such communication technologies may lead to discipline.

Bring Your Own Device (BYOD)

BYOD is an acronym for Bring your Own Device, "device" includes but is not limited to a privately/owned laptop, tablet computing device, net book, notebook, e-Reader, iPod touch and/or smart phone. The District encourages students to use their own devices to further enhance their education in accordance with the following guidelines:

1. In order to utilize the District's network (specifically Internet access and related applications) as well as participate in the BYOD program, students and a parent/guardian must review and sign the Responsible Use Policy. This will be considered a legally-binding agreement for the privilege of use of the network.
2. The student is fully responsible, at all times, for the personally-owned device brought to school. The District is NOT liable for any loss, damage or theft of a personally-owned device. As such, students should not share devices.
3. The student is responsible for the condition of the device brought to school, including but not limited to updates, antivirus software and repair.
4. Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.

5. Device use is exclusively limited to schools participating in the BYOD program. Devices should be turned off and should not be visible at schools not participating in the BYOD program.
6. Devices may only be used in certain approved areas of the school. Students may not use devices in parts of the school designated as No Technology Zones or any other areas where devices are not permitted.

Student use of Artificial Intelligence and Natural Language Processing Tools (AI/NLP tools)

The School Board recognizes the positive impact that Artificial Intelligence (AI) technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity.

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies including, but not limited to the following: Policy 5505 – *Academic Honesty*; Policy 5500 – *Student Conduct*; Policy 5517 – *Anti-Harassment*; Policy 5517.01 – *Bullying and Harassment*; Policy 2266 – *Nondiscrimination on the Basis of Sex in Education Programs and Activities (The Board's Policy and Grievance Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024)*; Policy 8330 – *Student Records*; Policy 2240 – *Controversial Issues*; Policy 7540.03 – *Student Internet Safety and Acceptable Use*; and Policy 7540.04 – *Staff Technology Acceptable Use and Safety*.

Utilization of AI/NLP tools is strictly prohibited for the completion of schoolwork. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion.

The administration will refer any illegal acts to law enforcement.

STATUTORY AUTHORITY: 1001.43, 1001.51, 1002.22, 1003.4205, 1006.147 F.S.
H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.S. 254(h), (10), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
Children's Online Privacy Protection Act (COPPA), 15 U.S.C. ss. 6501-6506
Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

APPENDIX E

Opt Out Pledge of Allegiance

In accordance with Florida statute §1003.44:

A student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

APPENDIX F

1006.195 District School Board, Charter School Authority and Responsibility to Establish Student Eligibility Regarding Participation in Interscholastic and Intrasccholastic Extracurricular Activities.

Notwithstanding any provision to the contrary in F.S. 1006.15, 1006.18, and 1006.20, regarding student eligibility to participate in interscholastic and intrasccholastic extracurricular activities:

(1)(a) A district school board must establish, through its code of student conduct, student eligibility standards and related student disciplinary actions regarding student participation in interscholastic and intrasccholastic extracurricular activities. The code of student conduct must provide that:

1. A student not currently suspended from interscholastic or intrasccholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including F.S. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrasccholastic extracurricular activities.
 2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in s. 1006.15 (3)(h).
 3. A student's eligibility to participate in any interscholastic or intrasccholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20 (2)(b).
- b) Students who participate in interscholastic and intrasccholastic extracurricular activities for, but are not enrolled in, a public school pursuant to s. 1006.15 (3)(c)-(e) and (8), are subject to the district school board's code of student conduct for the limited purpose of establishing and maintaining the student's eligibility to participate at the school.
- c) The provisions of this subsection apply to interscholastic and intrasccholastic extracurricular activities conducted by charter schools and private schools, as applicable, except that the charter school governing board, or equivalent private school authority, is responsible for the authority and responsibility otherwise provided to district school boards.

(2)(a) The Florida High School Athletic Association (FHSAA) continues to retain jurisdiction over the following provisions in s. 1006.20, which may not be implemented in a manner contrary to this section: membership in the FHSAA; recruiting prohibitions and violations; student medical evaluations; investigations; and sanctions for coaches; school eligibility and forfeiture of contests; student concussions or head injuries; the sports medical advisory committee; and the general operational provisions of the FHSAA.

"As used in this document, 'F.S.' refers to 'Florida Statue',"

"As used in this document, 's' refers to 'subsection',"

A. Item Currently Budgeted -

| | | | | | | | | | | | | |
|--------------------------------|---|----------------------|---|---|---|--------------------------------|---|--------------------|---|-----------------------------------|--|-------------|
| Account Name | | | | | | | | | | | | |
| Account Number | | | | | | | | | | | | |
| | | Fund | | Function | | Object | | Cost Center | | Project | | Sub Project |
| Original Approved Budget | + | Budget Amendments | - | Expenditures / Encumbrances To Date | = | Current Available Budget | - | Present Request | = | Remaining Balance Available | | |
| \$ | | \$ | | \$ | | \$ | | \$ | | \$ | | |

| | | | | | | | | | | | | |
|--------------------------------|---|----------------------|---|---|---|--------------------------------|---|--------------------|---|-----------------------------------|--|-------------|
| Account Name | | | | | | | | | | | | |
| Account Number | | | | | | | | | | | | |
| | | Fund | | Function | | Object | | Cost Center | | Project | | Sub Project |
| Original Approved Budget | + | Budget Amendments | - | Expenditures / Encumbrances To Date | = | Current Available Budget | - | Present Request | = | Remaining Balance Available | | |
| \$ | | \$ | | \$ | | \$ | | \$ | | \$ | | |

B. Item Currently Not Budgeted -**

| | | | | | | |
|----------------|------------------------------|----------|--------|-------------|---------|-------------|
| Funding Source | SS - Printing Supply Account | | | | | |
| Account Name | 2025-2026 Budget | | | | | |
| Account Number | 1100 | E6100 | 5100 | 9440 | 5110 | |
| | Fund | Function | Object | Cost Center | Project | Sub Project |
| Amount | \$ 3,000.00 | | | | | |

| | | | | | | |
|----------------|------|----------|--------|-------------|---------|-------------|
| Funding Source | | | | | | |
| Account Name | | | | | | |
| Account Number | | | | | | |
| | Fund | Function | Object | Cost Center | Project | Sub Project |
| Amount | \$ | | | | | |

C. History

Check one:

Prior Year Budget: ☒New for Current Year: ☐

Prior Year Approved Budget: \$ 3,000.00

Prior Year Actual Spent: \$ 306.00

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****



Hernando School District

School Board Workshop

Agenda Item # 3. 25-3012

5/20/2025

Title and Board Action Requested

Review and Tentative Approval of the 2025-26 Staff Handbook Changes that Support the Ongoing Operational needs of the district.

Executive Summary

The Director of Human Resources, on behalf of the Superintendent of Schools, hereby requests the Board to review and tentatively approve the revisions to the 2025-26 Staff Handbook. These changes support the ongoing operational needs of the district. A copy of the revised Staff Handbook is attached for reference and changes are indicated by "strike through" and colored text. A summary of changes has been added for a quick reference.

My Contact

Alexis Brown
Director of Human Resources
352-797-7000 ext. 70445
brown_a1@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 2: Talent Management

Financial Impact

The cost for this agenda item is \$ 0, see attached budget sheet. The cost for the previous fiscal year was \$ 0.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Summary of Changes to Staff Handbook 2025-26 as outlined in the strikethrough document.
Minor, wording, syntax, typo changes not included.

Page 25 – Addition of Use of Artificial Intelligence (AI) and Natural Language Processing Tools (NLP tools) School Board Policy.

Page 27 – Addition of Emergency School Closures SOP.

Page 30 – Update to Years of Experience for instructional employees.

Page 33 – Clarification of Internal Account/School Funds.

Page 34 – Clarification of Student Fees.

Page 42 – Update to Payroll Information.

Page 42 – Update to Direct Deposit procedures.

Page 43 – Update to Vacation Leave payout procedures.

Page 51 – Update to I.D. Badges/Electronic Access Card procedures.

Page 52 – Update to Visitors procedures.

Page 55 – Update to Work Experience Granted for Previous Employment.

Page 59 – Update to New Employee Benefits Elections procedures.

Page 60 – Update to Benefits While on Retirement procedures.

Page 65 – Update to Vacation/Terminal Pay Benefits procedures.

Page 65 – Update to Workers' Compensation procedures.

Page 68 – Clarification of Student Attendance procedures.

Page 72 – Clarification of Grades procedures.

Page 73 – Update to Instruction procedures.

Page 74 – Update to Instructional Materials Statute.

Page 74 – Clarification of Purchasing Textbook procedures.

The School District of Hernando County Florida



2024-2025-2026 **Staff Handbook**

Vision: To inspire and support the pursuit of individual greatness.

Mission: The Hernando County School District collaborates with students, parents, and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

SUPERINTENDENT

Ray Pinder

SCHOOL BOARD MEMBERS

~~Linda Prescott~~ [Shannon Rodriguez](#), Chairperson
~~Susan Duval~~ [Mark Johnson](#), Vice Chairperson
~~Gus Guadagnino~~ [Michelle Bonczek](#), Board Member
~~Mark Johnson~~ [Susan Duval](#), Board Member
~~Shannon Rodriguez~~ [Kayce Hawkins](#), Board Member

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Staff Handbook

Section 1: Opening

Welcome

Hernando School District Strategic Plan

Education Standards Commission

Nondiscrimination Statement

Workplace Harassment of Employees

Drug-Free Workplace

Important Numbers

Additional District Information

Welcome to the School District of Hernando County

It is our pleasure to welcome you to the Hernando County School District. We believe we are successful every day we can offer our students the fullest opportunities to learn and experience greatness. This includes everything from appropriate and rigorous curriculum to clean and sanitary facilities, to timely, efficient, and safe transportation.

We value every member of our team for the vital roles they play in this process and recognize that a collective effort is essential to our success. You will experience from those around you the team attitude and hard work that motivate us toward better educational opportunities for our students. It is our hope that your efforts as a member of this team will effectively and efficiently contribute to the mission.

GUIDING PRINCIPLES:

We believe:

- Education is the foundation for a better future.
- Family and community involvement are critical to a high-quality educational system.
- Diverse individuals, ideas, talents, and learning styles strengthen our communities.
- All stakeholders share in the responsibility and decision-making as part of supporting student success and school improvement.
- Individuals and organizations are accountable for their behaviors and actions.
- Commitment to teaching methodologies that foster student engagement, critical thinking, and content mastery will prepare all students to graduate ready for work and postsecondary education.
- Shared purpose, collaboration, commitment to continuous improvement, and an innovative spirit are essential in effective teaching cultures.
- Safe, caring environments are essential for learning and the well-being of all students.
- High expectations and recognition empower individuals and lead to improved performance.
- Aligned expectations and policies that reflect best business practices are essential for success.

This handbook is intended as an overview of the District's policies and procedures. It is not a contract and is not intended to be. As a school board employee, it is important that you become acquainted with the policies, procedures and benefits contained within this manual that will contribute to your success. Please read through it. You are expected to know and adhere to the information and regulations it contains. Administrative efficiency and effective public relations require that all staff members conform to the information and regulations. If any policy or regulation needs clarification, please consult your supervisor at once.

Answers to many questions are in this handbook, as well as information which will make your work easier. All departments should create Standard Operating Procedures (SOPs) to direct the work associated with the information outlined in the Staff Handbook and School Board Policies.

This Staff Handbook shall be deemed amended to comply with all laws, all lawful rules of the State Board of Education, all lawful rules and actions of the School Board, and all terms of any applicable ratified collective bargaining agreement. In the event an actual or perceived conflict arises between the language contained in it and the terms and conditions of employment set forth in the respective collective bargaining agreement(s), the language in the bargaining agreement shall prevail. All policies, collective bargaining agreements, board member and board meeting information for the Hernando County School District is available for review at www.hernandoschools.org. Again we wish you much success in Hernando County.

HERNANDO COUNTY SCHOOLS Strategic Plan: 2023 – 2028
To inspire and support the pursuit of individual greatness.

Key Priorities 2023 - 2028

Priority 1 – Student Success

GOAL: Provide standards-based instruction in all classes, in all content areas to ensure all students are college or career ready to be contributing members of society.

Strategy 1

Ensure teachers, visited during administrative walk-throughs, deliver grade- level, benchmark-based instruction to engage all learners.

- Meet or exceed the state average of students scoring proficient.
- Meet or exceed the state average of students making learning gains.
- Meet or exceed the state average of students in the lowest quartile making learning gains on Florida Assessment of Student Thinking in English Language Arts and Math

Strategy 2

Ensure schools engage in evidence-based strategies and interventions to support subgroups and close achievement gaps.

- Close the achievement gaps as measured by state metrics.
- Increase the percentage of English Language Learners becoming proficient in language acquisition on Assessing Communication and Comprehension in English-State to State for English Language Learners.
- Increase percentage of students with individual Education Plans being served in the regular class 80% of the day.
- Decrease the drop-out rate for students with disabilities.
- Meet or exceed the state graduation rate of all Every Student Succeeds Act subgroups.

Strategy 3

Prepare K-12 students for post-secondary education, employment, or military service.

- Increase middle school acceleration through advanced courses and career & technical opportunities.
- Increase the number of high school credits earned by students in grades 6-8.
- Increase the number of K-5 students participating in Career & Professional Education.
- Increase district average of Advanced Placement and Advanced International Certificate of Excellence exam pass rates for all courses.
- Increase the number of students receiving an Advanced Placement Capstone Certificate or diploma or Advanced International Certificate of Excellence diploma.
- Meet or exceed the state average for high school district acceleration rate.
- Increase student participation in dual enrollment courses.
- Meet or exceed the state average for Scholastic Aptitude Test total and American College Test composite score.
- Increase Students with Disabilities' access to post-secondary education.
- Increase Florida Application for Federal Student Aid completion rate to meet or exceed average state rate.
- Increase the number of industry certifications earned by students.
- Decrease truancy for students in grades 6-12.
- Continue to exceed the state's rate for graduation.
- Increase the number of students who take the Armed Services Vocational Aptitude Battery.

Priority 2 – Talent Management

GOAL: Create a culture that attracts, develops, and retains quality employees passionate about supporting student success.

Strategy 1

Create opportunities and pipelines for our community to become employees of Hernando County Schools.

- Increase annually the number of Associate Teachers.
- Reduce annually the number of classroom vacancies for the first day of school and beginning of the second semester.

Strategy 2

Provide opportunities for continued professional growth.

- Increase the number of Associate Teachers achieving professional certification.
- Increase participation in apprenticeship programs.
- Increase participation in Learn It University.
- Decrease the number of teachers identified as out of field for English for Speakers of Other Languages/Gifted.
- Increase satisfaction for professional development by providing a variety of meaningful activities to be measured for effectiveness by yearly staff survey results.

Strategy 3

Retain our workforce to reduce turnover of high-quality employees.

- Increase percentage annually of alternative certified teachers achieving professional certification.
- Reduce resignations due to a lack of job satisfaction.
- Increase the number of first year teachers retained for a second year.

Priority 3 – Safe and Healthy Learning Environment

GOAL: Enhance and strengthen a safe and healthy learning environment.

Strategy 1

Ensure students have access to and receive high quality, nutritious meals provided by the Food & Nutrition Department.

- Annually increase the number of students participating in National School Lunch program.
- Annually increase the number of students participating in the Seamless Summer program by increasing the number of mobile feeding sites.

Strategy 2

Increase the preparedness of staff and students to respond to critical incidents on campus or at school-sponsored events by providing ongoing training activities.

- Through student surveys, annually increase the percentage of students reporting their schools are safe.
- Through staff surveys, annually increase the percentage of staff reporting their schools are safe.

Strategy 3

Improve student resiliency and life skills by providing school-based mental health supports.

- Annually reduce the number of students who are referred to the pre-expulsion hearing process for drug offenses.
- Increase parent and student participation in tobacco/drug awareness training.
- All students in grades 6-12 will receive resiliency and life skills training.

Strategy 4

Improve the student-to-school connection by monitoring early warning data to determine student needs and provide additional support.

- Annually increase the number of students who have 90% or better average daily attendance.
- Reduce the number of students with two or more early warning indicators.
- Maintain 80% compliance with Youth Mental Health First Aid certification with all required staff.

Strategy 5

Provide safe, on-time transportation to and from school for all students.

- Reduce the number of accidents that receive point penalties as measured by the annual Safe Driver Committee review process.
- Improve on-time arrival to schools.

Strategy 6

Provide students and staff with a clean campus environment.

- Increase the number of Environmental Services Technicians participating in training opportunities.
- Improve the annual ratings as determined by school cleanliness reports.

Priority 4 – Community Connection

GOAL: Create opportunities to engage the greater community for the purpose of fostering trust and advancing student excellence.

Strategy 1

Improve student learning opportunities by strengthening community and business partnerships.

- Increase sponsorship contributions to enhance school and district student learning outcomes.
- Increase participation rate for family and community engagement events.

Strategy 2

Enhance two-way district communication and engagement with families and the community.

- Increase the number of respondents to the feedback structures.
- Improve overall satisfaction ratings from feedback structures.

Strategy 3

Elevate the quality of internal communications and ensure staff receive timely and constructive information.

- Increase the number of staff responding to feedback structures.
- Improve overall satisfaction ratings from feedback structures.

Strategy 4

Develop authentic ways to celebrate the contributions and achievements of all employees.

- Open pathways to partner with other HCSD departments, schools and teams to develop recognition opportunities.
- Monitor and update feedback systems to determine areas of improvement.

Priority 5 – Financial Transparency and Capital Planning

GOAL: Ensure public funds are used efficiently to maintain quality educational needs and facilities for our students.

Strategy 1

Maximize all district resources to enhance the learning environment and ensure financial sustainability.

- Increase purchasing card participation & annual rebates.
- Strive to increase revenue from local revenue sources.
- Increase interest earning strategy by expanding investment portfolio.
- Maintain an assigned and unassigned fund balance of 5%.
- Maintain the current bond rating as reported by designated agencies.

Strategy 2

Improve and maintain district facilities by utilizing appropriate funding effectively to provide the best quality education and services to our students, staff and community.

- Improve existing district facilities by utilizing planned life cycle replacement.
- Decrease the average age of the bus fleet.
- Increase the number of sites with upgraded bandwidth.

Strategy 3

Monitor the projected growth of Hernando County over the next several years, and plan accordingly to ensure student growth does not outgrow student stations.

- Study and analyze growth population in county.
- Plan for new construction for additional student stations so Florida Inventory of School Houses capacity meets or exceeds student enrollment.

Hernando County Schools
919 North Broad Street, Brooksville, FL 34601
Phone: (352) 797-7000
Website: www.hernandoschools.org

Education Standards Commission

The Code of Ethics of the Education Profession in Florida and the Principles of Professional Conduct of the Education Profession in Florida

The State of Florida has established the Principles of Professional Conduct for the Education Profession in Florida which are found in State Board Rule 6A-10.081. As professionals, all employees must be aware of and adhere to these rules at all times. These rules are established by the State of Florida and govern the teaching certificates of instructional personnel. In the event the language conflicts with Board policy (i.e. self-reporting of arrests), employees are required to abide by the rules outlined in Board policy. Employees may be disciplined for unprofessional conduct.

All employees are required to adhere to School Board Policies and Florida Statutes regarding ethics. Employees are expected to abide by policy and act in a professional manner at all times. Employees may be disciplined for unethical or unprofessional conduct.

See School Board Policy 1129, 3129, 4129, 1210, 3210, 4210, 1139, 3139, 3139.01 and 4139.01. Click this link: [School Board Policies](#)

6A-10.081 Principles of Professional Conduct for the Education Profession in Florida

- (1) Florida educators shall be guided by the following ethical principles:
 - (a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
 - (b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
 - (c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.
- (2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
 - (a) Obligation to the student requires that the individual:
 1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 3. Shall not unreasonably deny a student access to diverse points of view.
 4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 6. Shall not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by Sections 1003.42(2)(n)3. and 1003.46, F.S.
 7. Shall not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by state academic standards as adopted in Rule 6A-1.09401, F.A.C., or is part of a reproductive health course or health lesson for

which a student's parent has the option to have his or her student not attend.

8. Shall not intentionally violate or deny a student's legal rights.

9. Shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in Section 39.01, F.S.

10. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination. Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in Section 1000.05(4)(a), F.S.

11. Shall not exploit a relationship with a student for personal gain or advantage.

12. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

13. Shall not violate s. 553.865(9)(b), F.S., which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.

14. Shall not violate s. 1000.071, F.S., which relates to the use of personal titles and pronouns in educational institutions.

(b) Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

3. Shall not use institutional privileges for personal gain or advantage.

4. Shall accept no gratuity, gift, or favor that might influence professional judgment.

5. Shall offer no gratuity, gift, or favor to obtain special advantages.

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.

2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

5. Shall not make malicious or intentionally false statements about a colleague.

6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.

7. Shall not misrepresent one's own professional qualifications.

8. Shall not submit fraudulent information on any document in connection with professional activities.

9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.

10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.
14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History—New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16, 11-22-22, 2-21-23, 5-23-23, 8-22-23.

THE POLICY OF NONDISCRIMINATION OF THE SCHOOL DISTRICT OF HERNANDO COUNTY

GENERAL: It is the policy of the School Board of Hernando County, Florida, not to discriminate on the basis of race, color, religion, national origin, age, sex, marital status, or handicap in its educational programs or employment practices. By operating in this manner, the School Board adheres to the provisions of Federal Law and other applicable laws. Specifically, Hernando District Policy states, “It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, pregnancy, military status, ancestry, or Genetic Information Nondiscrimination Act of 2008 (GINA) in its educational programs or employment practice.” The District also provides equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups, as required with 34 C.F.R. 108.9. In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. The lack of English skills will not be a barrier to admission into any Career and Technical Education Programs offered at any of our schools, Sun Tech Education Center, or adult education programs.

EMPLOYMENT: Neither the Hernando County School District nor its employees shall illegally discriminate in its employment policies and practices on the basis of race, religion, color, national origin, sex, marital status, disability, age or any other legally protected status as defined by applicable law.

STUDENTS: The Hernando County School Board prohibits exclusion of any student from participation in or the denial of the benefits of any educational program or activity as well as any and all forms of illegal discrimination against any student on the basis of race, color, religion, national origin, age, sex, marital status, disability or other legally protected status as provided by applicable law.

PRECEDENCE: This policy shall take precedence over any other statement in the policies, procedures, rules, and regulations of the Hernando County School Board wherever such may appear unless in conflict with any collective bargaining agreement.

To file concerns, please follow the complaint procedures found in School Board Policies 1122, 3122 and 4122.

The ~~c~~Compliance officers for Employee related issues ~~is~~are ~~Jill Renihan, Executive Director of Business Services 352-797-7252 and~~ Matthew Goldrick, Director ~~of~~ ~~of Labor Relations & Professional Standards~~ ~~Human Resources~~, 352-797-7000~~5~~.

Compliance officers for student related issues ~~are~~is Jill Kolasa, Director of Student Services 352-797-7008, and Anna Jensen, Director of ESE 352-797-7022.

See School Board Policy 1122, 3122 and 4122. Click this link: [School Board Policies](#)

WORKPLACE HARASSMENT OF EMPLOYEES

The School District of Hernando County forbids the discrimination against any employee, applicant for employment, or student on the basis of sex or race. The District will not tolerate any type of bullying or harassment activity by any of its employees, including but not limited to sexual, racial, religious, national origin, disability, or pregnancy. This policy also applies to non-employee volunteers who work subject to the control of school authorities. Members of the School District community and third parties, which includes all staff, are encouraged to promptly report incidents of unlawful harassing conduct to an administrator, supervisor, or other School District official so that the Superintendent or designee may address the conduct before it becomes severe, pervasive, or persistent.

Sexual harassment is defined in school board policy to include:

- Unwelcome sexual conduct conditioned for something or quid pro quo harassment.
- Unwelcome sexual conduct determined by a reasonable person to be severe, pervasive, and objectionably offensive.
- Sexual assault: rape, sodomy, sexual assault with object, fondling, incest, statutory rape.
- Domestic Violence
- Dating Violence
- Stalking

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of a crime.

Racial harassment consists of verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any employee based upon race when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or employment opportunities.

Racial harassment as defined above may include but is not limited to the following conduct which is based upon race:

- epithets and slurs;
- written or graphic material that shows hostility or aversion toward an individual group;
- negative stereotyping;
- threatening, intimidating or hostile acts.

Disability harassment is oral, written, graphic or physical conduct or any act as relating to an individual's disability that is sufficiently severe, pervasive, or persistent so as to limit or interfere with the ability of the individual to participate in or benefit from district programs or activities; harassment that has the effect of unreasonably interfering with an employee's performance or creating an intimidating, hostile or offensive working or school environment.

Examples of disability harassment include, but are not limited to conduct directed at the characteristics of a person's disabling condition such as:

- imitating manner of speech;
- interfering with necessary equipment;
- negative stereotyping;

- threatening, intimidating or hostile acts;
- written or graphic material that shows aversion or hostility towards an individual or group with disabling attitudes.

SPECIFIC PROHIBITIONS

It is sexual harassment for a school district employee or non-employee volunteer to use his or her authority to solicit sexual favors or attention from subordinates or students, including but not limited to incidents when the subordinate's or student's failure to submit will result in adverse treatment, or when the subordinate's or student's acquiescence will result in preferential treatment. It is racial harassment for a school board employee or non-employee volunteer to create or be responsible for a racially hostile environment i.e., harassing conduct that is sufficiently severe, pervasive, or persistent so far as to interfere with or limit the ability of an employee or student to participate in or benefit from services, activities, or privileges provided by the District. It is disability harassment when a school district employee, non-employee volunteer or student seeks to involve a student or employee with a disability in antisocial, dangerous, or criminal activity where the student or employee because of a disability, is unable to comprehend fully or consent to the behavior.

PROCEDURES

Any person who alleges harassment by any staff member may report directly to his/her administrator or supervisor. If the direct administrator or supervisor is the offending person, the report should be made to the next higher level of administration or supervision. Filing of a complaint or otherwise reporting harassment will not affect the individual's status, future employment, future promotion, extracurricular activities, or work assignments. It is unlawful to retaliate against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of harassment.

A substantiated charge against a school district employee shall subject such employee to disciplinary action up to and including termination.

Any employee, applicant for employment, student, or applicant for admission who believes he/she has been discriminated against or harassed is encouraged to use the District's established complaint procedures or directly contact his/her administrator or supervisor.

See School Board Policy 1362, 2266, 3362, 4362, 5517, 5517.01 and 5517.03. Click this link: [School Board Policies](#)

DRUG-FREE WORKPLACE POLICY

In compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensing, possession or use of alcohol, illicit drugs or any controlled substances is prohibited. Only prescribed medications are permitted on School Board premises or during any official School District related activity, and it is the responsibility of the employee to ensure that any prescribed medication is properly secured. To facilitate enforcement of this Policy, following an offer of employment by the Hernando County School Board, all job applicants will be required to take and pass a drug test. Current employees will be tested for drugs and/or alcohol for any of the following:

1. reasonable suspicion/cause;
2. post-accident/injury as required for DOT reporting;
3. random testing as per Department of Transportation regulations;
4. follow-up after an employee returns from a drug treatment or counseling program;
5. as required as part of any medical examination required by the HCSB.

Refusal to submit to testing upon request, for any of the reasons authorized, shall subject the employee to the same disciplinary consequences as would result from a positive test result including termination for cause, denial of Unemployment Benefits, denial of Workers' Compensation, and medical and indemnity benefits.

Any employee violating this policy shall be immediately suspended by the Superintendent and a report shall be made to the School Board for further action, which could result in termination of employment.

Failure by any employee to report a known violation of this policy will constitute an act of insubordination and willful neglect of duty. The Employee Assistance Program is available, and information can be found on the District website under Risk, Benefits and Compliance. For additional information, see School Board Policy and Human Resources Standard Operating Procedures.

See School Board Policy 1124, 3124, 4124, and 4162. Click this link: [School Board Policies](#)

CONTACTS AND INFORMATION

DISTRICT OFFICE
919 N. Broad Street, Brooksville, FL 34601 – Phone: (352) 797-7000

| | |
|---|-----------|
| Academic Services..... | 797-7051 |
| Risk, Benefits and Wellness..... | 797-7007 |
| Central Printing Services..... | 797-7023 |
| Communications & Government Relations..... | 797-7009 |
| Exceptional Student Support Services (ESSS)..... | 797-7008 |
| Facilities Department..... | 797-7050 |
| Equity..... | 797-7019 |
| Facility Rental..... | Call Site |
| Finance Department..... | 797-7004 |
| Food and Nutrition Department..... | 797-7028 |
| Hearing Impaired Telephone Line – County Office..... | 544-6404 |
| Hernando County Adult Ed..... | 797-7018 |
| Hernando Instructional Television (HITV) – Communications/Public Relations..... | 797-7009 |
| Human Resources Department..... | 797-7005 |
| Maintenance Department..... | 797-7071 |
| Parent Academy..... | 797-7315 |
| Payroll..... | 797-7012 |
| Purchasing Department..... | 797-7060 |
| Safe Schools..... | 797-7233 |
| Safety and Security Department..... | 797-7054 |
| School Choice..... | 797-7000 |
| Student Services Department..... | 797-7008 |
| Substance Abuse (ESSS Department)..... | 797-7008 |
| Technology and Information Services Department (TIS)..... | 797-7006 |
| Teen Parenting Program (ESSS Department)..... | 797-7051 |
| Transportation Department..... | 797-7003 |
| Volunteers in Education Program..... | 797-7054 |
| Warehouse and Property Inventory..... | 797-7061 |

CONTACT THE TRANSPORTATION DEPARTMENT FOR SCHOOL ATTENDANCE ZONES AND BUS ROUTES

(352) 797-7003 or www.hernandoschools.org

SCHOOL BOARD MEETINGS

Meetings are held on Tuesdays at 6 p.m. Refer to District website for meeting dates and streaming options.

ADDITIONAL DISTRICT INFORMATION

In addition to this Staff Handbook, please review the following documents/resources:

School Board Policies

School/Department Procedural Handbooks

www.hernandoschools.org

Collective Bargaining Agreements

School Board Policies

Information about our district and school board policies can be accessed from our website at: [Hernando County School Board Policies](http://HernandoCountySchoolBoardPolicies)

School/Department Procedural Handbooks

Many district departments produce informative handbooks pertaining to the services and procedures applicable to their departments. Schools produce handbooks/handouts specific to the campus and population of the individual school. These handbooks are a source for specific policies and procedures, available instructional material, and campus “whereabouts.” It is important to note that all policies and procedures in school/department handbooks must align with applicable statutory requirements, school board policy and collective bargaining agreements. Please visit our school district website at hernandoschools.org.

Collective Bargaining Agreements

For information specific to your own position, refer to your respective Collective Bargaining Agreement. A copy of each Agreement is available for your review on our website at hernandoschools.org. The Agreements are very detailed regarding procedures and provision applicable to your position with the District. Two Agreements exist with the Hernando County School District:

HCTA – Hernando Classroom Teachers’ Association – Represents teachers and instructional personnel excluding paraprofessionals.

HUSW – Hernando United School Workers – Represents non-instructional support personnel including paraprofessionals.

Staff Handbook

Section 2: Policies and Procedures

Americans with Disabilities Act

Anti-Fraud

Arrests/Self-Reporting Arrests

Athletics/Academics

Attendance

Care of Building, Furniture and
Equipment

Certification

Change of Address

Communications

Computer Software

Conflict of Interest

Copyrighted Materials

Dress

Duty

Employee Assistance Program

Equity

Evaluation/Assessment

Grievances

Higher Degree Payment

Hours

Human Resources FAQs

Internal & District Funds

Leave of Absence

Meetings

Parking

Payroll Information

Payroll FAQs

Personnel Records

Probationary Period

Public Records Requests

Reappointments and Employment
Contracts

Resignations

Safe Driver Plan

Safety and Security

Suspensions/Dismissals

Tobacco-Free Environment

Toxic Substances at Work

Use of School Facilities &
Equipment

Volunteers/Sponsors

Weapons/Firearms

Work Experience

AMERICANS WITH DISABILITIES ACT

The Hernando County School District will reasonably accommodate qualified individuals who have a disability so that they can perform the essential functions of their position. In order to make a determination about the nature of the employee's medical condition and whether the employee might be considered a qualified individual with a disability under the Americans with Disabilities Act Amendment Act (ADAAA), a Request for Accommodation Form must be completed and submitted to the Human Resources Department. This information is treated confidentially, is not maintained in the employee's main personnel file, and will be used only by authorized individuals. The Request for Accommodation Form can be found on the district website under "Employment".

See School Board Policy 1122.01, 3122.01 and 4122.01. Click this link: [School Board Policies](#)

ANTI-FRAUD

Fraud and fraudulent activity is strictly prohibited. This applies to any fraud, or suspected fraud, involving elected officials, employees, consultants, vendors, contractors, outside agencies and employees of such agencies, and any other parties with a business relationship with the District.

See School Board Policy 8700. Click this link: [School Board Policies](#)

ARRESTS/SELF-REPORTING ARRESTS

As per School Board Policy, employees **shall self-report** any and all arrests and convictions (including misdemeanor citations), regardless of the level of the charges, within forty-eight (48) hours. Please note this includes arrest citations – these will register as arrests in the state database.

Employees shall report to their supervisor.

Failure to report arrests and/or convictions as required by policy shall be grounds for termination of employment.

See School Board Policy 1121.01, 3121.01, and 4121.01. Click this link: [School Board Policies](#)

ATHLETICS/ACADEMICS

Staff will not be permitted to conduct supplemental activities before the end of the contractual workday without the approval of the principal and/or designee. Prior to beginning coaching activities, the individual must be either cleared by Human Resources or must be a registered volunteer through Safety and Security. No one will receive compensation for any coaching activity prior to being cleared to work by the Human Resources Department. The Athletic Handbook governs student participation in athletics.

See School Board Policy 3120.03 and 4120.03. Click this link: [School Board Policies](#)

ATTENDANCE

All employees are expected to be present during all working hours. Absence without prior approval (also called absence without authority –AWA) from an administrator or supervisor, chronic absences, absences without paid leave, habitual tardiness or abuse of designated working hours are all considered neglect of

duty and will result in disciplinary action up to and including dismissal. Sick leave and leaves made necessary by sudden emergencies may be granted if the employee makes a prompt report to administration concerning the absence.

See School Board Policy 1430, 3430, and 4430. Click this link: [School Board Policies](#)

CARE OF BUILDING, FURNITURE AND EQUIPMENT

School administrators and/or designee will provide staff members with an inventory sheet for their room at the beginning of the school year. This sheet is to be completed and returned to the administrator and/or designee. Each room is equipped with the necessary furniture as far as circumstances permit; therefore, furniture and equipment may not be moved from one room to another without the approval of the principal and/or designee and recorded on the inventory sheet. The furniture is assigned to the room, not the teacher. The condition of the furniture and equipment in any classroom is the direct responsibility of the teacher and any damage or defacing of same must be reported in writing to the principal and/or designee immediately.

Furniture and equipment may not be moved from one campus to another without the approval of the principal and/or designee, recorded on the proper form (SO-PC-009) and forwarded as an attachment to the Property Department to schedule transfer via entry through the School Dude program. Furniture and equipment purchased with Federal Funds may not be moved from one campus to another without the approval of the Director of Federal Programs or designee.

Furniture and other district owned property are not to be left outside the school overnight unless arrangements have been made directly with the Property Department. If the property has been deemed no longer in safe usable condition by the Property Department, instructions will be given as to how the items are to be handled.

CERTIFICATION

The state Certification Office processes applications for initial certification, certain add-ons, and all other services for non-employees. The district certification office processes requests of initial FLDOE certificates (upon the issuance of clearance to work), renewals, certain add-ons, and name changes. The state Certification Office approves all coursework for certification purposes. Teachers must call the toll free number 1-800-445-6739 with the following information: the name of the institution; the course prefix, number and title; and the certification requirement they are attempting to satisfy by completing the course. This line is extremely busy during registration periods, so be sure to plan ahead. Also, you can e-mail the Florida Department of Education (FLDOE) at education.certification@fldoe.org. Please include your name, certificate number, and your FLDOE number, if known, in your e-mail.

You may access the FLDOE website, <http://www.fldoe.org/edcert/>, for the following services: Certification Lookup, Application Status Lookup, and Request Materials. If you click on Application Status Lookup, you will be prompted to create a Login I.D. and Password. Once you are on this site, you will be able to access the following information about your certification file: the status/progress of your valid application and Statement of Status of Eligibility; a record of any valid Florida educator's certificate that you hold; and the official transcripts, score report and information received from the district within the last calendar year.

Teachers who hold a five-year non-renewable temporary certificate must follow their Statement of Status of Eligibility. This document is an individualized listing of all the deficiencies that you must satisfy to be issued a Professional Certificate. If your Statement of Status of Eligibility (SOE) reflects that you have

specific testing requirements to meet, you must register for the exams at www.fl.nesinc.com. For more information about the requirements listed on your Statement of Status of Eligibility, you may visit the FLDOE website: http://www.fldoe.org/edcert/cert_types.asp.

For reappointment purposes, all the deficiencies outlined on your Statement of Status of Eligibility must be completed and documented with the district certification office no later than March 1st of the year of expiration of your temporary certificate. As a courtesy to our teachers, the district certification office sends reminder notices to teachers on temporary certificates throughout the validity period of the certificate.

Teachers who hold five-year Professional certificates must renew their certificates every five years. During the validity period of this certificate, you are required to earn either a minimum of 120 in-service points to include 20 in-service points in teaching Students with Disabilities (SWD) or six semester hours of college credit to include one semester hour in teaching Students with Disabilities (SWD).

An educator whose certificate has a beginning validity date of July 1, 2020, or thereafter, must have earned at least two (2) college credits, forty (40) inservice points, or a combination thereof, in evidence-based instruction and interventions grounded in the science of reading per Rule 6A-6.053, F.A.C., specifically designed for students with characteristics of dyslexia, including the use of explicit, systematic, and sequential approaches to reading instruction, developing phonological and phonemic awareness, decoding, and implementing multisensory intervention strategies if the educator is renewing any of the following coverages: Elementary Education (K-6), Prekindergarten/Primary Education (age 3 through grade 3), Elementary Education (grades 1-6), Primary Education (grades K-3), English (grades 1-6), Middle Grades English (grades 5-9), Middle Grades Integrated Curriculum (grades 5-9), English (6-12), Exceptional Student Education (grades K-12) (renewal beginning with a validity date of July 1, 2025), Reading (K-12), Reading (Endorsement), and English for Speakers of Other Languages (ESOL) (grades K-12).

For individuals who holds a certificate in educational leadership, the individual must earn a minimum of one college credit or 20 inservice points in Florida's educational leadership standards to renew their professional certificate with renewals beginning July 1, 2025 or later. This is included in the total 120 in-service points required for renewal as well.

Information pertaining to renewal requirements, and in-service equivalent renewal credit, is available on the FLDOE website: <https://www.fldoe.org/teaching/certification/renewal-requirements/>

The earliest that the district certification office will accept your application for renewal is July 1st for the following June 30th expiration (in other words, 1 year before your professional certificate expires).

As a courtesy to our teachers, the district certification office notifies teachers of expiring professional certificates. Notification of expiring professional certificates is sent in July of the year your professional certificate expires by the FLDOE directly to the email attached to your FLDOE account.

If you are teaching out-of-field, proof of required in-service, coursework, or a passing score on the appropriate subject area exam and add-on application, must be submitted to the district certification office or the Florida Department of Education (depending on the type of certificate held) by April of the year you were placed out-of-field. Refer to your out-of-field documentation for more information.

When you earn a higher degree from an accredited institution, you must submit an official transcript with the higher degree conferred to Certification in the Human Resources Department. If your degree major matches an area of certification on your certificate, a pay change will take effect as soon as official transcripts have been received and reviewed along with the signed Request for Advanced Degree Form by the Human Resources Department. The HCSD accepts all diplomas and degrees from sources accredited

or approved by the Florida Department of Education, including foreign institutions. In other words, the Florida DOE requires the HCSD to reject any fraudulent or questionable diploma or degree from a disreputable source. Tendering a worthless diploma or degree constitutes just cause for termination for violating the Principles of Professional Conduct.

CONTACT INFORMATION UPDATE

Current employees who need to report a change of address and/or name change may do so by accessing the Hernando County School District website at hernandoschools.org. Click on “Staff” then “[How to Update Your Contact Information](#)” and follow the directions.

The Human Resources Department will process your request. If you have any questions or can’t log into your Hire Enterprise account, please call Human Resources for help at 352-797-7005.

COMMUNICATIONS

Employees are reminded that in all communications, including any electronic communication (text, email), they are to ensure that they meet the ethical standards required by School Board Policy, State Board Rules 6A-10.081 , and State Statutes (Chapter 112).

Refer to the Student Code of Conduct regarding student use of electronic devices.

The School District encourages positive and professional communication between staff and students. The School District has provided staff with the means to communicate electronically with students and/or parents concerning school matters. These means include:

- official school website
- parent portal
- official school social media,
- district-approved messaging applications
- district email

and are sufficient for the purposes intended. For staff to communicate regarding school matters with students and/or parents by personal electronic means when sufficient District means are available exposes the School District to possible violation of its legal obligations. Such communication could cause the appearance of inappropriate association with students.

Staff communications via private electronic media concerning non-school related matters are governed by School Board Policy, Florida Statute and the Code of Ethics and Principles of Professional Conduct. Violation of these policies may lead to disciplinary action.

CELL PHONES - DISTRICT

District cell phones are provided to specific staff members to use for school-related business as needed. No personal calls should be made or received using District cell phones which are the property of the school district. Employees who are assigned District cell phones are responsible for the proper care of the cell phone. Employees are responsible for the cost of replacing their District phone if it is lost, stolen, or damaged. Each case will be reviewed individually to determine if the employee acted with due diligence or if an unusual circumstance existed that may hold the employee harmless for replacement costs. The employee’s cost for the replacement phone will be determined by the actual replacement cost the District incurs for the phone.

CELL PHONES - PERSONAL

Students and staff shall refrain from using cell phones for **personal use** during emergency situations. The use of cell phones by students and staff during emergencies could overload cell towers and hamper emergency response personnel's ability to communicate.

Staff members should avoid the use of personal cell phones during student contact time.

EMAIL

All staff members should check email at least once each morning and afternoon. The Hernando County email system is to be used for School Board related business and educational projects only.

District emails not for personal use. These restrictions also apply to accessing the email system on Hernando County School Board computers. Communications reside on servers within the District and can be monitored by administrative directive. **District email is public record and can be viewed in accordance with public record laws.** It is advised not to use student names in email in a manner that violates School Board Policy, Florida Statute or the Code of Ethics and Principles of Professional Conduct. It is important to check District email regularly because important information is distributed in this manner.

INTERNET & NETWORK USAGE

All staff users of the HCSD network and internet must acknowledge receipt of and adhere to the Hernando County Staff Technology Acceptable Use and Safety Policy and Internet Acceptable Use Agreement. It is a requirement that all computers accessing the internet through the county-wide area network will start on the same homepage. The homepage is the District's homepage located at <http://www.hernandoschools.org>.

No unauthorized devices, including but not limited to, computers, printers and mobile devices shall be connected to the HCSD network without the express permission of the Director of Technology Information Services, or designee. Under no circumstances shall any router (wireless or wired), switch, wireless access point, or any other device to allow computers and other devices to connect to a network, be connected to the HCSD network by wire, wirelessly or otherwise without the express written permission of the Director of Technology Information Services or designee.

The use of VPNs, SD-WAN, SASE or any other service, software or hardware for similar purpose is prohibited on the HCSD network, other than that provided by Technology and Information Services.

VPN – Virtual Private Network: A virtual private network, or VPN, is an encrypted connection over the Internet from a device to a network. The encrypted connection helps ensure that sensitive data is safely transmitted. It prevents unauthorized people from eavesdropping on the traffic and allows the user to conduct work remotely.

SD-WAN - Software-Defined Wide Area Network: A software-defined wide area network is a wide area network that uses software-defined networking technology, such as communicating over the Internet using overlay tunnels which are encrypted when destined for internal organization locations.

SASE – Secure Access Service Edge: A secure access service edge is technology used to deliver wide area network and security controls as a cloud computing service directly to the source of connection rather than a data center.

See School Board Policy 7540.04, 7542 and 7543. Click this link: [School Board Policies](#)

MAILBOXES

All staff members should check their mailboxes each day upon arrival at their site and again before leaving their site. Administrative approval is required before placing any material in the staff mailboxes or on any bulletin board and access to mailboxes is determined by the site administrator. If items being put in mailboxes were delivered by a representative of HUSW and HCTA, the items should be considered approved by those organizations.

PASSWORDS

No staff member's computer passwords should be disseminated to students or any unauthorized person. Passwords are confidential and should not be shared. Unauthorized sharing of passwords violates School Board Policy, and such violation is subject to disciplinary action up to and including termination.

PHONE CALLS

Telephones are provided for use during planning periods. Calls made during student contact time shall be for school related matters only.

TEXT MESSAGING

Staff may utilize text messaging for communicating with other staff using "transitory" messages only. A transitory message is defined by Florida law to be one which is created primarily to communicate information of short-term value such as scheduling appointments. They are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. If there is any question about the type of information being sent, staff are advised to consult with their administrator before sending the information.

No employee may communicate with a student or students via text messaging. Electronic communication with students, if any, may only be made via District provided resources and only in compliance with the guidelines for such set forth in this Handbook.

Employees are advised that text messages, even if sent or received on a privately owned device, **may be considered public record and subject to review by district administration and possibly the public.**

Accordingly, staff are consenting to a review and/or search of their personal electronic device if such is used for text messaging in violation of School Board Policy, Florida Statute and the Code of Ethics and Principles of Professional Conduct.

See School Board Policy 7530.02, 7544, 7540.02 and 7540.04 Click this link: [School Board Policies](#)

COMPUTER AND ONLINE SOFTWARE, RESOURCES AND APPLICATIONS

All staff members, prior to installing, using, or otherwise accessing online resources, including webpages and applications must first obtain approval by submitting a completed Software Approval form and following the Software Approval Process. If the software, online resource, or application is not purchased by the Hernando County School District and is purchased by the staff member or other party, the software approval process must still be followed, and the appropriate Software Approval Form files and a donated property form must be completed and submitted as well.

In no event shall any such software, online resource or application be used, accessed or installed on any

computer or other device owned by the Hernando County School District nor used or otherwise accessed on the HCSD network without the required approval.

All requested installs of software are subject to Rule 6A-1.0955 and S.B. 662 or their successors and if student data will be transmitted or typed into such software, online resource or application, or students will use such software, online resource or application, an approved Digital Security and Privacy Agreement (DSPA) must be signed by the vendor prior to any installation or use of that software, online resource or application.

All the above shall also apply to any free software, online resource, or application.

See School Board Policy Board Policy 7540.02(D). Click this link: [School Board Policies](#)

USE OF ARTIFICIAL INTELLIGENCE (AI) AND NATURAL LANGUAGE PROCESSING TOOLS (NLP TOOLS)

The School Board recognizes the positive impact that Artificial Intelligence (AI) technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity.

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies including, but not limited to the following: Policy 5505 – Academic Honesty; Policy 5500 – Student Conduct; Policy 5517 – Anti-Harassment; Policy 5517.01 – Bullying and Harassment; Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities (The Board's Policy and Grievance Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024); Policy 8330 – Student Records; Policy 2240 – Controversial Issues; Policy 7540.03 – Student Internet Safety and Acceptable Use; and Policy 7540.04 – Staff Technology Acceptable Use and Safety.

Utilization of AI/NLP tools is strictly prohibited for the completion of schoolwork. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who

are studying texts written in a different language.

D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion.

Staff may be disciplined for violations, up to and including suspension or termination of employment.

The administration will refer any illegal acts to law enforcement.

See School Board Policy Board Policy 7540.08. Click this link: [School Board Policies](#)

CONFLICT OF INTEREST

Any School District employee who also works for an organization doing business with the School Board must reveal such a contractual agreement, in writing, to the Superintendent. The Superintendent may approve such an arrangement; however, if the Superintendent determines the relationship to be a conflict of interest, a request will be made for the employee to terminate his/her employment with either the organization or the School District.

See School Board Policy 1129, 3129 and 4129. Click this link: [School Board Policies](#)

COPYRIGHTED MATERIALS

According to Board Policy 2531, staff shall abide by all provisions of the copyright laws.

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

Any staff member shall, prior to installing any computer software not purchased by the School District, obtain approval for such by completing a donated property form and delivering same and providing a valid license for the utilization of such software. In the event such software is not to be donated, the staff member shall lease the software to the School District at no cost to the District by denoting such on the donated

property form. In no event shall any such software be installed upon any computer owned by the Hernando County School District without the approval required herein from the Director of Technology Information Services, or designee. All requested installs of software are subject to Rule 6A-1.0955 and S.B. 662 or their successors and if student data will be transmitted or typed into such software, online resource or application, or students will use such software, online resource or application, an approved Digital Security and Privacy Agreement (DSPA) must be signed by the vendor prior to any installation or use of that software, online resource or application.

See School Board Policy 2531. Click this link: [School Board Policies](#)

DRESS

As professionals, employees are expected to dress professionally and appropriately for their job assignments. Personal hygiene and appearance set examples for students. When building-level questions arise, employees should contact their immediate supervisor. **All employees must wear identification badges while on duty.**

DUTY

A duty roster and guidelines will be issued during pre-school and at other times, when necessary. Teachers will be assigned various types of duty on an equitable rotation basis, and rosters will be enacted in accordance with the Hernando Classroom Teachers' Association (HCTA) bargaining agreement.

EMERGENCY SCHOOL CLOSURES

Employees who had previously requested paid leave (sick/personal/vacation) for only the day(s) of the emergency closure AND were in attendance the day before AND the day after the emergency closure(s), will not be charged leave for the day(s) of the closure.

Employees who previously requested paid leave (sick/personal/vacation) which included the DAY BEFORE the emergency closure and the DAY(S) OF the emergency closure, will be charged leave for the emergency closure day(s).

Employees who previously requested multiple days paid leave (sick/personal/vacation) which was to begin ON the first day of the emergency closure and CONTINUE AFTER, shall be charged for the entire requested leave.

Any employee on an extended leave or scheduled to begin an extended leave after the emergency closure, will remain in that leave status and will be required to use leave accrual or in leave accrual is exhausted, will be unpaid. During the emergency closure, leave donations will be suspended.

EMPLOYEE ASSISTANCE PROGRAM

Behavioral health services are available to all permanent employees of the Hernando County School District and their eligible dependents through our group health plan with Florida Blue. For those employees and dependents not covered under our group health plan, assistance is available through BayCare Behavioral Health by contacting (800) 878-5470.

See School Board Policy 1170.01, 3170.01 and 4170.01. Click this link: [School Board Policies](#)

EQUITY

It is the policy of the School Board of Hernando County, Florida, not to discriminate on the basis of race, color, religion, national origin, age, sex, marital status, or handicap in its educational programs or employment practices. By operating in this manner, the School Board adheres to the provisions of Federal Law and other applicable laws.

Specifically, Hernando District Policy states, “It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, pregnancy, military status, ancestry, or Genetic Information Nondiscrimination Act of 2008 (GINA) in its educational programs or employment practice.” The District also provides equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups, as required within 34 C.F.R. 108.9.

In accordance with Florida Administrative Code, national origin minority or English Language Learners (ELL) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English.

To file concerns, please follow the complaint procedures found in School Board Policy.

The ~~c~~Compliance officers for Employee related issues ~~isare Jill Renihan, Executive Director of Business Services 352-797-7252 and~~ Matthew Goldrick, Director of [Labor Relations & Professional Standards Human Resources](#) 352-797-7005. Compliance officers for student related issues are, Anna Jensen, Director of Exceptional Student Education, 352-797-7022 and Jill Kolasa, Director of Student Services (504 coordinator). The compliance officer for ADA related issues is ~~Matthew Goldrick, Director of Labor Relations & Professional Standards Human Resources~~ 352-797-7005.

See School Board Policy 1122, 3122 and 4133. Click this link: [School Board Policies](#)

EVALUATION/ASSESSMENT

Please refer to the appropriate employee evaluation manual for evaluation procedures for all employees. This information is available on the District website <https://www.hernandoschools.org>

GRIEVANCES

Refer to the appropriate union or association contract for guidelines on grievances. Union contracts can be found on the District website <http://www.hernandoschools.org>.

HIGHER DEGREE PAYMENT

- Instructional employees hired prior to July 1, 2011 may receive additional pay if they earn a higher academic degree and provide a transcript with a conferred date within the guidelines of the applicable union contract and School Board approved salary schedule.
- Instructional employees and school-based administrators hired on or after July 1, 2011 may receive

additional pay if they earn a higher academic degree if the degree matches their area of certification as per Statute. An official transcript must be provided along with the signed Request for Advanced Degree form.

- Administrative employees hired prior to July 1, 2011 may receive additional pay based on the degree earned in accordance with the School Board approved Administrative Salary Schedule.
- Administrative employees hired on or after July 1, 2011 may receive an additional amount if they earn a degree beyond that which their job description requires. An official transcript must be provided along with a signed Personnel Action Form.
- Confidential and noninstructional employees, who have acquired 60 semester hours or more, as verified by an official transcript, will be paid an additional amount per the School Board approved salary schedule.
- Professional/Technical/Supervisory employees may receive an additional amount if they earn a degree beyond that which their job description requires. An official transcript must be provided along with a Personnel Action Form.

Transcripts with a conferred date must be received in the Human Resources Department in order for the salary adjustment to occur. The adjustment will be made from the beginning of the pay period during which the appropriate documentation was received. It is the responsibility of the employee to ensure that the Human Resources Department receives the official transcripts and appropriate documentation in order for the higher degree payment to continue.

HOURS

Work hours for staff will be in accordance with School Board policy, the Fair Labor Standards Act and contractual obligations. **No staff member is permitted to leave earlier than the designated time unless they have notified and have permission from their supervisor or designee.** Please refer to the Hernando County School District Fair Labor Standards Act Compliance Manual and the HCTA and HUSW contracts for guidance.

School staff members are to be at their assigned stations to supervise students as directed by the school administration before, during and after student hours. All staff must follow the designated procedures at each site regarding the use of sign-in sheets and, if applicable, time clocks.

HUMAN RESOURCES – FREQUENTLY ASKED QUESTIONS

1. How do I obtain tenure status if I am a noninstructional employee?

A noninstructional employee must work three (3) full consecutive years and be reappointed to a fourth year within the district in order to obtain tenure. If a noninstructional employee has a break in service, he/she returns on a non-tenured status. The only exception to this is made for Interim Food Service Assistant Managers due to the temporary nature of the position. A full year is defined as one day more than half of the contracted year.

2. How do I verify military experience? How many years of military experience can I bring in?

To verify military experience, a copy of a DD-214 must be given to the Human Resources Department. Professional/Technical/Supervisory and Administrative personnel will not be granted military experience. Instructional employees can bring in ten (10) years of military experience. Non-instructional and Confidential Military Veterans may be granted a \$500 supplement for military experience provided a

DD214 is submitted to the Human Resources Department for review and approval. At least one year of full-time military active duty is required to be eligible for the supplement. If the DD-214 is received within forty-five (45) days of the employee's start date, the new pay will be retroactive back to his/her start date. If the DD-214 is received after the first forty-five (45) days of employment, the new pay will start at the beginning of the pay period in which it is received.

3. How do I verify my previous experience? How many years of experience can I bring in?

To verify previous experience, a Verification of Experience form must be given to the Human Resources Department. Professional/Technical/Supervisory employees can verify ten (10) years of experience. Administrative employees can verify fifteen (15) years of experience. Instructional employees can verify ~~ten-twenty~~ (10-20) years of prior teaching experience. If the experience form is received within forty-five (45) days of the employee's start date, the new pay will be retroactive back to his/her start date. If the experience form is received after the first forty-five (45) days of employment, the new pay will start at the beginning of the pay period in which it is received. Previous experience can only be brought in one time for the entire duration of employment with the Hernando County School District regardless of employment changes. Once a determination is made by Human Resources, the employee shall have thirty (30) days to request an appeal.

4. Are there unions in Hernando County?

Instructional personnel are represented by the Hernando Classroom Teachers' Association. Noninstructional personnel are represented by the Hernando United School Workers. Confidential, professional/technical/supervisory and administrative personnel are not eligible for membership in unions.

5. How do I transfer sick leave from my previous school district?

Sick leave can be transferred to the Hernando County School District from any accredited Florida school district. Employees must request that their previous district send their balance of sick leave to the Human Resources Department, 919 N. Broad Street, Brooksville, FL 34601. According to School Board Policy, no transferred leave shall be credited to an employee's account at a rate, or in an amount exceeding that earned while an employee of the Hernando County School District.

6. How do I find additional resources?

In addition to this Staff Handbook, there are other reference sources including:

- School Board Policies - *Click this link:* [School Board Policies](#)
- School/Department Handbooks and Procedures – many district departments produce excellent and informative handbooks and/or procedures pertaining to the services and procedures applicable to their departments. Schools produce handbooks specific to the procedures applicable to schools and students. It is important to note that all policies and procedures in school/department handbooks must align with applicable statutory requirements, School Board Policy and collective bargaining agreements.
- Collective Bargaining Agreements – for information specific to your own position, refer to your respective Collective Bargaining Agreement. A copy of each Agreement is available for view on our website at www.hernandoschools.org. The Agreements are very detailed regarding the procedures and provisions applicable to your position within the District. Two Agreements exist:
 - HCTA – Hernando Classroom Teachers' Association – represents all instructional classified employees.
 - HUSW – Hernando United School Workers – represents all non-instructional classified employees.

- School District Website - www.hernandoschools.org

GENERAL INFORMATION – DISTRICT & INTERNAL ACCOUNT/SCHOOL FUNDS

~~The Finance Department offers reference guidance for handling money and making purchases through the “Internal Account Procedures Manual” and “Purchasing Card Manual.” These guides are available on the district website and the school’s bookkeeper office for all staff. It is important that staff comply with requirements stated.~~ For guidance with district funds, refer to the “Red Book” located on the district website, www.hernandoschools.org/departments/budget-finance/index.

FUNDING SOURCES

Schools are provided funding from the following sources:

- District Budget Funds- allocations from district
- Small Grants/Donations – determined by the amount of the grant
- Internal/Student Funds – all funds collected (e.g. general sales, gate receipts, fundraising & donations) at the school level become part of the internal funds unless they have been accounted for at the district level.

DISTRICT BUDGET FUNDS

The funds in the district budget are separate from the Internal Account/Student funds. The principal determines the funding level for each grade level, department, team and/or teacher. District funds not spent by June 30th, the end of the fiscal year, will generally not roll forward into the new fiscal year. Internal account funds roll from one year to the next in most cases.

GRANT AND FEDERAL PROJECT FUNDS

Grants and Federal project funds are school specific and often come with restrictions on how the funds can be spent. For more information regarding regular grants and federal project grants, contact the Budget & Finance Department.

PURCHASE ORDERS – DISTRICT & INTERNAL ACCOUNT/SCHOOL FUNDS

All requests for purchase orders go to the bookkeeper and must be supported by documentation (i.e. quote, order form, copy of registration form, etc.). Vendors must have a completed W-9 on file before a purchase order or check can be processed. The Purchasing Department adds new vendors for items applicable to the schools. All receipts, invoices, and packing slips must be signed, dated, and returned to the bookkeeper within five (5) workdays from the delivery or receipt of the merchandise or services.

PROCUREMENT CARDS (P-CARDS)

The district’s purchasing card (P-Card) program is designed to improve efficiency in processing purchases (e.g. office supplies, cleaning supplies and equipment) by allowing approved district employees to purchase approved goods and services directly from a vendor using the P-Card as the payment vehicle. This program is an alternative approach to utilizing purchase orders and is in alignment with Best Business Practices.

The P-Card program works very much like a personal credit card. The administrator requests a card for an employee by completing the Individual Purchasing Card Holder’s Agreement. In order to use the card, the employee must go through training and sign that he/she understands his/her responsibilities as a cardholder. The cardholder has a spending limit each month and the P-card has restrictions on certain merchant codes in order to prevent purchase of restricted items. Under NO circumstances is the card to be used to make

personal purchases.

Individuals that are authorized to use a site purchasing card must properly sign the card out and sign the card back in when the card is returned. Individuals checking out the card are responsible for the security of their card. All precautions should be taken to maintain confidentiality of all information relating to the card, such as the card holder account number and expiration date. The card or the account number should never be left in a conspicuous place for others to access.

Individuals who have checked out the card are required to turn in invoices or itemized receipts signed “Approved for Payment” by the next working day to the site coordinator. Repeated failure to turn required information in to the site coordinator may result in the employee personally reimbursing the district for the expenditure, revocation of the Purchasing Card privilege and/or possible disciplinary action.

Disciplinary Action Guidelines Unauthorized use of the Purchasing VISA Card will result in appropriate disciplinary action being taken. The disciplinary action may range from a warning up to the revocation of the Purchasing Card privilege and/or possible disciplinary action. For more information regarding the P-card program go to www.hernandoschools.com/Purchasing.

DISTRICT BIDS AND STATE VENDORS – DISTRICT & INTERNAL ACCOUNT/ SCHOOL FUNDS

The district has various bids and state contracted vendors that offer discounts to the school system. Schools are obligated to honor the currently awarded vendor bids and contracts for purchases. See the bookkeeper for information about when and how bid vendors must be used. The current bid list can be found by accessing the Purchasing Department’s website at www.hernandoschools.org/Purchasing.

SALES TAX EXEMPT STATUS

A copy of the district's sales tax exemption certificate can be obtained from the bookkeeper upon request. The sales tax certificate is to be used for district and school purchases only. Outside Parent Teacher Organizations and Booster Clubs must obtain their own sales tax exemption certificate from the state and meet the requirements for a non-profit organization as required by law. Outside organizations cannot under any circumstances use the district's sales tax-exempt certificate.

EMPLOYEE TRAVEL

Employee and student travel requires approval from the Administrator and/or Superintendent's staff and/or School Board depending upon whether the travel is in-county, out-of-county or out-of-state travel. Be sure to check current policies before planning, registering, or encumbering funds that require travel.

More detailed information can be found on the district website, www.hernandoschools.org/departments/budget-finance/travel. Staff should work with the bookkeeper who will provide all the required information prior to travel (i.e. scheduling travel, authorized approval(s), allowable expenses and completion of paperwork with receipts for reimbursement to staff). All employee travel paid by the district must be submitted to Finance no later than 30 days from the last day of travel.

INTERNAL ACCOUNT/SCHOOL FUNDS

The Finance Department offers reference guidance for handling money and making purchases through the "Internal Account Procedures Manual" and "Purchasing Card Manual." These guides are available on the district website and the school's bookkeeper office for all staff. It is important that staff comply with requirements stated.

Internal/School Activity funds are collected internally by the school. The school's internal account funds shall be used to benefit the students and those activities as authorized by the district. These funds generally come from field trips, fundraisers, and ticket sales. Internal funds shall be administered in accordance with Florida Statutes, State Board of Administrative Rules, Financial and Program Cost Accounting and Reporting for Florida Schools (["Red Book"](#)), Hernando County School Board policies, and the Internal Accounts Procedures Manual.

SPENDING FUNDS

All purchases for merchandise and services must be pre-approved by district or school administration as applicable and processed by the bookkeeper prior to purchase. All orders (mail, telephone, internet or direct pick up) may only be placed when the purchase order has been processed by the bookkeeper and the approved copy has been returned to the person requesting approval.

Vendors with district bids or a state contract must be utilized first, regardless of the price or convenience. Additional vendors may be considered when the requested item is unavailable.

Internal funds shall not be used to cash checks to accommodate individuals, make any kind of loans, pay any form of compensation directly to employees or extend credit. Employees of the school district who are compensated for additional services, such as working at athletic events, shall be paid through the school district payroll department or, when appropriate, as prescribed by district school board rules. Blanket Purchase Orders may not be issued to HCSD employees. All reimbursements to HCSD employees may not exceed \$50.00 for a single purchase and only be issued in an emergency circumstance.

CASH COLLECTIONS

Internal Account/School funds are collected internally by the school. The school's internal account funds shall be used to benefit the students and those activities as authorized by the district. Refer to School Board Policy 6610 located on the district website, School Board Policy.

All money should be collected in the school office. Funds collected by the school must be substantiated by a Monies Collected form from school activities and are to be turned in to the bookkeeper at the end of the day. Collections made outside of normal business hours must be remitted to the school office no later than the next business day. If the bookkeeper is unavailable, monies collected should be placed in the school's safety drop box or given to the site administrator or designated backup. If there is no drop box or no administrator present, a note to that effect should be included with the supporting documentation turned in with the money. This is considered an extreme circumstance. No monies are to be held by employees overnight except in the case of an extreme circumstance as noted (documentation required). Do not leave the money unattended in the bookkeeping office.

Students and/or volunteers may not handle cash collections without the direct supervision of a HCSD employee.

RECEIPT BOOKS

Receipt books issued to staff members during the year must be returned to the bookkeeper as part of the teacher check-out process. If an issued receipt book is not returned, the staff member is responsible for signing a letter of acknowledgement to that effect for review by auditor. See Red Book requirements.

All collections received by any club or school organization, other than PTA/PTSAs/PTOs and those previously designated as a 501(c)(3) organization, must be deposited in the school internal account fund. These funds must be properly safeguarded, and the person having custody of the money will be held fully accountable.

STUDENT FEES

Student fees will be collected at the time of registration for the new school year and also during the first few weeks of school. ~~All academic fees are voluntary and are used to support school programs.~~ These fees, including certain class fees, are deposited in the school's Internal Account/School funds and are to be used for consumable supplies. Athletic participation, band, and choral fees are required and the money collected is remitted to the bookkeeper.

FUNDRAISING

The purpose of fundraising projects is to contribute to the educational experience of the students. All fundraisers must comply with Hernando County School Board policies and should not be in conflict with the overall instructional program. Refer to School Board Policy #5830.

All fundraising projects and activities must be submitted on SO-Gadm-053 – Fundraising Request Form & Recap located on the district website, www.hernandoschools.org/departments/budget-finance/internal-accounts. The application must be approved by administration and scheduled on the calendar in advance of the event.

ASSEMBLIES & OTHER ACTIVITIES DURING THE SCHOOL DAY

Activities that take students out of class during the school day must receive administrative approval prior to any planning and advertising. Events that will impact large numbers of students may be reviewed before administrative approval is given. The staff sponsor of students participating in performances and/or assemblies during the school day must send a list of all participants to the attendance secretary and teachers

one week prior to the event.

Assemblies, performances, and other school-wide programs that support the school and student body as a whole will be approved by school administration on a limited basis during the school year. When school-wide activities are held, school staff will assist in the supervision of students at the activity or by supervising those students who choose not to participate. A list of duty assignments may be published.

ACTIVITY ADMISSION FEES

Per Board Policy 6610, fundraising activities for which students are charged an admission shall not be present during school hours.

LEAVE OF ABSENCE

All staff are expected to be on duty each day unless there is a compelling reason why they cannot be in attendance. Questions concerning absences should be directed to the substitute coordinator at the site. The instructional employee is responsible for providing detailed plans for the substitute. When an employee is going to be absent in excess of ten (10) consecutive days, he/she must complete an Extended Leave Form [SO-PER-018](#) which can be obtained through the designated staff member at the site or the school district website. The Request for Extended Leave Form [SO-PER-018](#) must be completed by the employee and approved by the site administrator, a Human Resources Administrator and the School Board prior to taking leave when need is known in advance and as soon as possible when leave is an emergency. Employees will be notified if any additional paperwork is required. If an employee is on a leave of absence without pay, he/she is responsible for his/her benefit premium payments. If the employee is deficient in paying premiums, the employee's benefits will be terminated.

It is imperative that staff members review and become familiar with the School Board policies governing leaves of absence. Leaves must be officially granted in advance and may not be granted retroactively.

Absence without prior approval from an administrator or supervisor, chronic absences, absences without paid leave, habitual tardiness or abuse of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal. Sick leave and leaves made necessary by sudden emergencies may be granted if the employee makes a prompt report to administration concerning this absence.

When requesting a leave, the staff member must complete a Leave of Absence form [SO-PER-025](#) and return it to the site administrator and/or designee as stated in Board policy and bargaining unit agreements.

Any employee who is absent because of illness must file an appropriate sick leave claim within five (5) working days following return to work. This requirement is applicable to both sick leave and illness-in-the-line-of-duty leave.

All leaves, except sick leave, are to be approved in advance by the site administrator and/or designee. It is necessary to notify the appropriate personnel when a leave is canceled or if other changes are made from the original request.

See School Board Policy 1430, 3430 and 4430. Click this link: [School Board Policies](#)

ABSENT WITHOUT AUTHORITY

All employees are expected to be present during all working hours. Absence from work without approval will be documented as Absent Without Authority.

If an employee is absent without authority for more than five (5) consecutive days it will be considered job abandonment. The site will initiate correspondence with the employee. If an employee does not respond to the notice of job abandonment, it will constitute his/her voluntary resignation. The Superintendent will take the appropriate employment action.

ABSENCE WITHOUT LEAVE OR EXCESSIVE ABSENTEEISM

Punctual and regular attendance is an essential function of an employee's job. If an employee has extensive absences during a school year, the timekeeper should notify the site administrator as soon as the employee takes time off without pay. If the employee, or the employee's family member, has a serious medical condition that is contributing to the need for unpaid leave then a Request for Extended Leave [SO-PER-018](#) & Certification of Physician form [SO-PER-178](#) must be completed and forwarded to the Human Resources Department for consideration of intermittent or extended FMLA. Administrators should not approve leaves without pay (unless first approved by Professional Standards for extreme cases). Excessive absences, chronic absences and absences without leave are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

FAMILY MEDICAL LEAVE ACT (FMLA)

As required in the Family Medical Leave Act (see Appendix H), in order to qualify for FMLA, an employee must have worked for the Hernando County School District for at least twelve (12) months and at least 1,250 hours during the preceding twelve (12) months. The Family Medical Leave cannot exceed twelve (12) weeks for any employee within a twelve (12) month period. This leave can only be taken for specific reasons as required by law. Once the Human Resources Department is notified of a leave request that might meet FMLA requirements, the appropriate forms will be sent to the employee. A final determination of eligibility will be made by the Human Resources Department.

When an employee is on Family Medical Leave, continuous or intermittently, the School District will continue to contribute its portion of the employee's health and life insurance, and the employee is responsible for his/her portion and any other benefit premium payments. The premium payment should be made through the Hernando County School District, Attention Benefit Payments. If an employee is deficient in paying premiums, the employee's benefits will be terminated.

Upon return from Family Medical Leave, the employee is entitled to be restored to the same position that the employee held when the leave began, or to an equivalent position with the equivalent benefits, pay and other terms and conditions of employment.

Employees who are the spouses, children, parents or next-of-kin of a service member may take up to twenty-six (26) weeks of leave under the FMLA to care for the service member who incurred an injury during military service when that injury results in the service member being unable to perform his/her duties. The employee requesting such leave will be notified by the Human Resources Department regarding eligibility.

[EMPLOYEES RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY MEDICAL LEAVE ACT \(FMLA\)](#)

See School Board Policy 1430.01, 3430.01 and 4430.01. Click this link: [School Board Policies](#)

PERSONAL LEAVE

All personal leave taken with pay is charged against sick leave and will reduce the employee's sick leave balance. Unpaid Personal leave will only be approved for reasons outlined in School Board Policy 1430.04, 3430.04 and 4430.04. Personal leave may or may not be approved for the days preceding or following school holidays as determined by the supervisor or principal. As per School Board Policy, requests for extended leave to take another position for salary shall be denied unless there are extenuating circumstances that are acceptable to the School Board.

Any employee may request to take up to three (3) working days of leave from work in any 12-month period if the employee, or a family or household member of an employee, is the victim of domestic violence. This leave must be approved by the administrator if it meets the criteria listed below. This leave must be used to:

- seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence or sexual violence; obtain medical care, mental health counseling or both for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
- obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
- make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
- seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.

Except in cases of imminent danger to the health or safety of the employee, or to the health or safety of a family or household member, an employee seeking leave from work under this section must provide to his/her employer appropriate advance notice of the leave as required by the employer's policy along with sufficient documentation of the act of domestic violence as required by the employer.

See School Board Policy 1430.04, 3430.04 and 4430.04. Click this link: [School Board Policies](#)

SICK LEAVE

The 1984 Florida Legislation states, "an employee who is absent because of illness must file an appropriate sick leave claim within five (5) working days following return to work." The immediate supervisor, director or administrator must be notified when an employee is going to be late or absent. If the employee cannot contact his/her immediate work supervisor, he/she must contact his/her office. Per School Board Policy 1430.03, 3430.03 and 4430.03, any claim for sick leave must be filed "within five (5) working days upon return of the employee to duty."

Note: In accordance with School Board Policy, any claim for sick leave shall be filed with the Superintendent, or his/her designee, within five (5) working days upon return of the employee to duty. Any leave that is not verified within the five (5) day limit may be recorded as "absence **without authority**" and may result in nonpayment. When an employee is absent in excess of ten (10) consecutive days, he/she must complete an Extended Leave Form [SO-PER-018](#) which can be obtained through the designated staff member at the site or the school district website under Print Shop Documents. The Request for Extended Leave Form [SO-PER-018](#) must be completed and approved by the site administrator, a Human Resources Administrator and the School Board. Employees will be notified if any additional paperwork is required.

See School Board Policy 1430.03, 3430.03 and 4430.03. Click this link: [School Board Policies](#)

SICK LEAVE - DONATION TO FAMILY MEMBERS

A district employee may allow his/her immediate family members to use his/her sick leave as outlined in Florida Statute and School Board policy.

SICK LEAVE - DONATION TO OTHER EMPLOYEES

A district employee may authorize any district employee to use sick leave that has been accrued by the authorizing employee as outlined in Florida Statute and School Board policy 1430.03, 3430.03 and 4430.03. A request for donations must be made through the Sick Leave Donations channel, located in the District Communication Team, after proper documentation is received per School Board Policy. Please refer to Appendix M: Frequently Asked Questions about Sick Leave Donation for additional information.

See School Board Policy 1430.03, 3430.03 and 4430.03. Click this link: [School Board Policies](#)

SICK LEAVE – DONATION TO SICK LEAVE BANK FOR INSTRUCTIONAL PERSONNEL

Per HCTA contract: At the time of resignation, the employee may choose to donate or bank the sick leave balance. If no choice is elected upon resignation, as a default the hours will be donated to the sick leave bank.

SICK LEAVE – TRANSFER FROM OTHER FLORIDA SCHOOL DISTRICTS

An employee may transfer sick leave earned with another Florida school district to the Hernando County School District. However, no transferred leave shall be credited to an employee's account at a rate, or in an amount exceeding that earned while an employee of the Hernando County School Board. It is the responsibility of the employee to acquire and submit the required documentation to the Human Resources Department.

SICK LEAVE DONATION FREQUENTLY ASKED QUESTIONS

1. How do I ask for donations?

Employees that want to request donations must be on an approved extended leave of absence. They can then send an email to the Payroll Department with their name, id#, job title and site name. requesting that their name be added to the sick leave donation icon in TEAMS under "DISTRICT COMMUNICATIONS".

2. When can sick leave be donated?

An employee may donate his/her accrued sick leave to another HCSD employee provided that the donation relates to a catastrophic illness or disability of the employee, maternity, or catastrophic illness or death of an immediate family member of the employee requesting leave donation. Immediate family member is defined as sibling, spouse, parent, or dependent child. The authorizing employee must retain at least ten (10) days of sick leave as of the time of donation.

3. Who must be sick in order for me to donate sick leave?

The employee requesting donation or an immediate family member as defined in #2 above.

4. What documentation do I need to supply in order to receive donated sick time?

Prior to requesting donations for the employee's own personal illness or for the illness of an immediate

family member as defined in #2 above, the recipient employee must have provided appropriate documentation (Certification of Physician form) from a physician licensed to treat or provide service related to the condition requiring leave and the recipient must already be on an approved Extended Leave or approved Intermittent FMLA leave.

5. How many days of sick leave must I anticipate needing before I can participate in this program?

You must anticipate the need for at least 10 days of sick leave in order to receive transfers under this program.

6. Do I need to apply for extended leave if other employees are donating their sick time to me?

Yes. Only employees with a verified, catastrophic illness, accident or injury requiring an extended leave are eligible to receive donated sick leave. Please refer to question #2.

7. Can I use sick leave for the death of a family member as defined above?

No, refer to #2 above for use of donated sick time. However, employees may ask for three days of bereavement leave for the death of a family member. Employees must have exhausted their bereavement leave first and then may ask that subsequent days be counted as sick leave.

8. How do I know how much sick time I have accumulated?

Employees can log into Skyward under “EMPLOYEE ACCESS” and choose the “TIME OFF STATUS” tab to see their current leave balances. Employees can also see their site timekeeper to get this information.

9. May I donate to a family member?

Yes. District employees may allow their family members (spouse, child, parent or sibling) to use the sick leave that has accrued to the employee if the family members are also district employees. The family member can only use the donated sick leave when all of his/her sick leave has been depleted.

10. Do I have to donate full days or can I just donate hours?

There is no minimum number of "days" that have to be donated by an employee but the hours donated have to equal one day. Therefore, if an employee is donating time to someone who regularly works a 7.75 hour day, exactly 7.75 hours must be donated. If the employee receiving donated time regularly works a 4 hour day then the donor must donate exactly 4 hours. Please make sure that the donation form is filled in correctly by knowing how many hours the employee requesting time regularly works before submitting the paperwork. Any paperwork with an insufficient number of hours to equal 1 paid day will be returned for reprocessing. This may cause the employee, who is requesting the time, to not receive the donation. The donor must fill out the form completely by indicating how many hours the recipient needs for the current payroll run. Only hours for the current payroll run should be submitted to the timekeeper at the recipients cost center. Donors who are submitting hours for another HCSD employee must maintain at least (2) weeks of sick leave hours in their balance. Family to family donations do not require the (2) week balance. All donation forms for the current school year become invalid on the last day of the school year.

11. When will sick leave donations be credited to my sick leave balance?

After all Extended leave documentation is received and the employee is approved to receive sick leave donations, an email will be sent out on TEAMS under “DISTRICT COMMUNICATIONS”. At that time, employees may donate leave time to the employee requesting donations. Completed donation forms should be sent to the recipient’s timekeeper. Credit of donated sick leave will only be posted for the current payroll

run. Requests will not be processed retroactively. Timely submission of required documentation is required due to the time needed to review and determine if an employee qualifies to receive sick leave donations.

12. Is there a cutoff time when donations can no longer be accepted?

Yes, once an employee is out of time and no more donations have come in for the current payroll cycle, the employee will no longer be eligible for donations and no more donations can be accepted. After Human Resources closes the employee in Skyward he/she can no longer receive donations.

13. What forms do I use?

The forms required to request Family Donations or Employee to Employee Donations can be found at www.hernandoschools.org under Human Resources Department / Payroll / Sick Leave Donations.

TEMPORARY DUTY LEAVES AND REIMBURSEMENTS

Temporary duty may be approved for in-services, district meetings, conferences, competitions, and field trips. Any other request for temporary duty leave must be tied to position and must be of benefit to the District. Such activities require administrative approval. Any request for temporary duty that involves additional expenses such as registration, hotel, per diem, etc. must be approved in advance and submitted within 30 days of the last travel date. School Board approval is required in advance for all out of state travel. Travel reimbursement for hotel stays will be reimbursed for one room at a single conference room rate when the destination is greater than 50 miles for HCSD employees only. Travel procedures can be found on the District website <http://www.hernandoschools.org>.

See School Board Policy 1440, 3440 and 4440. Click this link: [School Board Policies](#)

UNPAID EXTENDED LEAVE

If an unpaid extended leave is approved for any reason, it will only be approved for the current school year. Unpaid extended leaves will not be approved past the current school year except in cases of personal illness as verified by the Human Resources Department, or one (1) full school year to provide child care after birth or adoption. Extensions of such leave must be approved by the School Board. Military leave orders will be honored. Unpaid Personal leave will only be approved for reasons outlined in School Board Policy.

See School Board Policy 1430.04, 3430.04 and 4430.04. Click this link: [School Board Policies](#)

VACATION LEAVE

The following schedule shall be used in determining the accrual of annual leave:

Employees on 12-month contracts are entitled to accrue leave as follows:

- 1 year of service: 1/2 day per month
- 2 thru 5 years of service: 1 day per month
- 6 thru 10 years of service: 1 1/4 days per month
- Over 10 years of service: 1 1/2 days per month

Vacation days must be earned before they can be used and may be accrued without limit, however, as per School Board Policy, there is a limit on the number of hours that may be paid out upon resignation, retirement or if transferred to a position that is not eligible to earn vacation leave. The scheduling of vacation

leave shall be by mutual agreement between the employee and his/her supervisor.

See School Board Policy 1430.06, 3430.06 and 4430.06. Click this link: [School Board Policies](#)

MEETINGS

Faculty meetings will be called primarily on the basis of need of either the administration or upon request from the faculty. **Attendance is required at all faculty meetings unless otherwise approved by the principal.** Meetings of other staff members shall be scheduled, as needed. Any staff member may contribute to the agenda. Please refer to HCTA and HUSW contracts for additional information.

See School Board Policy 1243 and 3243. Click this link: [School Board Policies](#)

PARKING

All staff must park in the designated area. Parking on grass, sidewalks or designated fire lanes may result in the vehicle being towed at the owner's expense. Towed vehicles may be recovered from the designated wrecker service.

PAYROLL INFORMATION

In compliance with federal labor laws, employees must accurately record daily work hours on the appropriate time log. Falsification of these payroll records is grounds for termination.

- Paychecks for regular employees are subject to mandatory payroll deductions for social security tax, FRS, Medicare tax and federal withholding tax, based on Forms W-4 and the tax tables furnished by the Internal Revenue Service. Payroll matters concerning salary, payroll deductions and pay date should be handled through the work site timekeeper when possible.
- Personnel Action Form – PAF forms can be used to drop payroll deductions such as Annuity account deductions. Only your signature is required on this form.
- Payroll Calendar – The payroll calendar, which designates payroll due date and pay dates, will be developed and issued annually by the Payroll Department.
- Notices of Deposit – No Notices of Deposit will be released before payday. ~~Notices of Deposit for substitutes will be mailed on payday and cannot be picked up at the District Support Complex.~~
- Substitutes, temporary and part-time employees [less than four (4) hours per day] will be paid an hourly rate.

DIRECT DEPOSIT

Direct Deposit is mandatory for all employees. Employees can change their direct deposit at any time but cannot stop their direct deposit status. The inability to maintain a direct deposit account will result in the non-renewal of your annual employment contract. To make changes to your direct deposit information, you will need to present original documents to the timekeeper at your cost center. If you prefer, you can visit the District Office and ask for a representative from the Payroll Department. Your identification must be verified at the time you submit these documents. We ~~can no longer~~[will not](#) accept direct deposit changes by email or fax.

PAYROLL - FREQUENTLY ASKED QUESTIONS

1. As a new hire, when can I expect my first paycheck?

If you begin work at the start of the school year, you should expect to receive your first check on the pay date according to the payroll calendars you will find online, as they are job specific. After the start of the school year, where your start date falls within the pay periods on the payroll calendars, determines when you will receive your first check. After the first check, the pay date is every two weeks.

2. What is “pro-rated” pay?

Employees who work for the HCSD will have their pay pro-rated, if applicable. The overall intent is to give employees as close to equal payments as possible, even when employees are off for Winter and Spring breaks. Employees can view and print paystubs from Employee Access.

3. What if my employment in a position did not begin until after the first day of the school year?

When your job is opened by H.R., the annual contract amount will be set according to the number of working days remaining in the current contract year. Payroll will provide an explanation of your bi-weekly pay.

4. What if I have a change in my salary or a change in my work schedule?

Your bi-weekly pay will be adjusted for the number of working days left in the current school year, and you will be paid accordingly.

5. When I terminate my employment with the school board, when may I expect to receive payment for unused sick leave, vacation leave, and extra pay earned but not paid due to pro-rata?

The termination date is the determining factor as to when payouts are paid. The Payroll Calendar shows the Pay Period and the corresponding Pay Date. If the termination date falls in the middle of the ‘pay period’ it is still calculated and paid out on that ‘pay date’.

6. How will I be paid for my sick leave when my employment ends?

An employee’s sick leave payout is determined by the number of years they have worked for the district. Per School Board Policy: after 10 years and up to 12 years = 50% payout. 13 years or more = 100% payout. After the termination date is entered by Human Resources, the Payroll Department can then calculate the sick leave payout. The actual pay date is determined by the termination date and where it coincides with the Payroll Calendar for that school year. Teachers, Administrators, Professional Technical and Confidential employee’s eligible sick leave ~~and/or vacation leave~~ payoffs go to Bencor if the total is \$1,000 or more. The actual portion that is eligible to go to Bencor is based on the fiscal earnings of the employee at the time of resignation/retirement.

7. What if I have any unpaid absences? How will they affect my pay?

Unpaid absences are deducted from the pay period in which the absence occurs on the Payroll Schedule. Any unpaid absences will result in an employees’ paycheck being lower than normal for that pay period. For contract employees, the unpaid absence appears on their paystub as negative pay under the DOCK code. The negative pay is calculated by multiplying the DOCK hours by the employee’s primary hourly rate.

8. What if I want to put in extra time over 40 hours to get my work done?

If you are a non-exempt ~~employee~~[employee](#), you may only do so with the prior approval of your supervisor. Employees who disregard this rule will be disciplined.

9. What if my supervisor asks me to stay late to finish work?

You must first both agree that you will receive comp time for the extra time worked and an Authorization to Accrue Comp Time Form must be signed. If you prefer to be paid for overtime your supervisor must secure prior approval of the superintendent by having the Authorization to be Paid for Overtime Worked Form signed.

10. What is the HCSB policy on Comp time?

Compensatory or “comp” time is given to any non- exempt employee who works over 40 hours in a workweek and follows Fair Labor Standards Act (FLSA) guidelines. See [FLSA Manual](#) and [HUSW contracts](#) for additional information. A non-exempt employee can only have a maximum balance of 240.0 hrs. comp time at any given time.

11. Do teachers earn comp time?

Teachers do not earn comp time. An administrator may give permission for a teacher to have some time off if the teacher has been asked to work beyond his/her normally scheduled hours. Supervisors must not allow time off on an hour-per-hour basis for work performed by an exempt employee. Please refer to the HCTA contract for additional information on Alternate Schedule Time (AST).

12. Do paras earn comp time?

Paras earn comp time (time and a half) if they are asked to work over 40 hours in a workweek.

13. When can they use it?

Paras can use comp time whenever they have prior approval of their administrator.

14. Can I use comp time before it is accrued?

No

15. How do I document that I have earned comp time?

Non-exempt employees will notate the hours worked on the Authorization to Accrue Comp Time Form and have it signed prior to working extended hours. The non-exempt employee will also note hours worked on his/her time sheet.

16. Do I keep my comp time if I transfer to another site?

Yes. Your Comp Time Balance will transfer with you to any location. You are, however, asked to use the time before transferring to a new site, if possible. If you transfer to an exempt position, your comp time will be paid out to you.

17. Can I choose to get paid time and a half instead of earning comp time?

Yes. It is your choice to receive pay rather than earn comp time, however, the Superintendent must pre-approve, in writing, any request for overtime pay in lieu of comp time. Requests to accrue comp time must be mutually agreed upon by you and your immediate supervisor prior to working extended hours.

18. I am a supervisor who has told my nonexempt employees to NOT come in early or stay late but they do so anyway. What should I do? Do I have to pay them overtime?

You must compensate them for any time worked over 40 hours even if your employees have been told not to work early or late. However they will be disciplined for insubordination and this discipline may lead to termination.

19. What is the HCSB policy on Flex-time?

Flex-time may be used either by non-exempt or exempt employees, during non-student contact hours only. All flex-time must be approved by an immediate supervisor in advance. Employees should request flex-time on a temporary and infrequent basis. Flex-time is earned at the site level only and is not recorded in Skyward. Flex-time must be utilized during the same pay period the flex-time is earned. Example, an employee requests to leave half an hour prior to the end of their shift Monday but will remain half an hour after the end of their shift Tuesday. Flex-time does not accumulate.

20. A non-exempt employee asks to take his lunch hour during the last hour of the day. Can the supervisor allow this?

This change to lunch schedule should only be allowed when it does not disturb the workflow and is not done frequently by the same employee. The employee should sign out on a site/department sign out sheet indicating that lunch is being taken at the end of the workday. This sheet should be retained by the timekeeper. The employee should sign his/her timesheet indicating the correct time that he/she left.

20. Is an employee permitted to change his/her work hours by taking lunch or break time at the end of each day and leaving early?

No.

21. Do times on timesheets have to be exact?

Timesheets must accurately reflect the hours worked. Employees may sign in up to 7 minutes prior to the scheduled work time and sign out up to 7 minutes after the scheduled work time without the expectation of additional compensation. This does not permit employees to report to work later than the assigned time or leave prior to the end of shift.

22. Where can I learn more?

Visit the U.S. Department of Labor's website at: www.dol.gov/whd/regs/compliance/hrg.htm. Or review our [FLSA Manual](#).

PERSONNEL RECORDS

Personnel/employment records are processed and maintained in the Human Resources Department. All personnel files are public records and as such are available for public inspection. If you would like to review your personnel file, please contact the Human Resources Department for an appointment. You may also make an electronic request by following this link: <https://www.hernandoschools.org/our-district/public-records-request>

The School Board automatically exempts some confidential and sensitive personal information, such as social security numbers and medical information, from your personnel file before public disclosure in accordance with the Public Records Law. An agency that is the custodian of the personal information specified shall maintain the exempt status of the personal information only if the officer, employee, justice, judge, or other person, or employing agency of the designated employee, submits a written request for maintenance of the exemption to the custodial agency. If you are a current School District employee who is either an active or former employee in one of the above categories, and/or you are the spouse of an active or former employee, you may exercise your right of exemption from certain Public Records laws. If you elect to exempt your address and telephone number from all School District publicists, please fill out the [Exempt from Public Record](#) form and return it to the Human Resources Department. For more information about this written exemption or to see if you qualify, please refer to Florida Statute 119.071. If you qualify, you will need to complete in writing the Exempt from Public Record form. If you need additional assistance, please contact Human Resources.

Use of Social Security Numbers

The Human Resource Department should be notified in writing of any changes in personal status such as changes in name, address or marital status. Please notify Risk, Benefits and Wellness regarding any changes in beneficiary for life insurance purposes and/or changes in the number of dependents.

See School Board Policy 1590, 3590 and 4590. Click this link: [School Board Policies](#)

PROBATIONARY PERIOD

New employees and current employees with employment unit changes work a probationary period during which they can be terminated without cause. There are five (5) employment units within the school system: Administrative, Confidential, Instructional, Noninstructional and Professional/Technical/Supervisory. For administrative (that require a Florida Educator's Certificate) employees, the probationary period is 97 work days as per Florida Statute. For instructional employees, the probationary period is one (1) year as per Florida Statute. For instructional staff who work less than one-half of their contract year, if reappointed, will be issued a probationary contract for the next full school year. If an instructional employee has a break in service, they will be issued a new probationary contract upon return to active employment as long as the break in service was not for an approved extended leave. A break in service occurs when an employee resigns, retires, is terminated or is nonreappointed and is not re-hired before the first day of the teacher contract for the next school year.

For all other employees, the probationary period is 60 work days. The probationary period begins on the first work day. The probationary period excludes weekends, paid/unpaid holidays and orientations.

PUBLIC RECORDS REQUESTS

WHAT IS A PUBLIC RECORD? Any document or record that is created or received by an agency in connection with official agency business, and not considered confidential.

- Email messages sent from and to the district network
- Staff employment records
- Staff discipline records (10 days after investigation is complete)
- Social media posts to and from the district network
- Staff Directory Information (addresses, personal phone numbers, email, etc.) unless exempt.

While personal notes and/or emails are exempt from public record, the Hernando County School Board Policy states that employees are to use school board equipment for business use only.

All public record requests are to be forwarded to the Communications & Government Relations Department. An electronic request may be submitted by following this link: <https://www.hernandoschools.org/our-district/public-records-request>. The Communications and Government Relations Department staff will work with the appropriate custodian of the record and respond to the requester in a timely manner.

REAPPOINTMENTS AND EMPLOYMENT CONTRACTS

Employees who are classified as Confidential, Professional/Technical/Supervisory, Administrative, and Instructional (hired after July 1, 2011) are on Annual Contract status regardless of how long they have worked within the district.

Instructional employees are hired on a probationary contract. The employee will remain on probationary contract during the first full year of service. Once the employee is reappointed, after a full year of service, an annual contract will be issued in accordance with Florida Statute 1012.335. An instructional employee on probationary is not guaranteed reemployment each year and may be recommended for non-reappointment. Additional information regarding annual contract can be found in 8.105 of the Agreement between the Hernando County School Board and the Hernando Classroom Teachers' Association. If a teacher was employed within the Hernando County Schools on a Professional Services Contract and is rehired after a break in service, he/she will be placed back on Probationary Contract, in accordance with Florida law.

Noninstructional employees gain tenure after completing three (3) years of service. A noninstructional employee without tenure is not guaranteed reemployment each year and may be recommended for non-reappointment by the site administrator. After successfully completing three (3) years of experience with the Hernando County School District and being recommended for reappointment by the site administrator for the fourth consecutive year, a noninstructional employee gains tenure.

If an employee on an annual or probationary contract is not being recommended for reappointment, a reason or justification is not required due to annual contract status.

RESIGNATIONS

Any person who wishes to resign is expected to complete the electronic resignation form on the District's Application Management System. The Superintendent is authorized to accept resignations on behalf of the School Board. Upon submitting their resignation, an employee must provide keys and identification/access badge to their supervisor prior to final departure from their worksite.

A resignation cannot be rescinded or amended by the employee after submission.

Employees who wish to schedule an Exit Interview may do so by contacting the Coordinator of Retention at 352-797-7005 ext. 467.

SAFE DRIVER PLAN

Employees of the School District or employees who volunteer to drive who, during the performance of their job assignments, operates a School District vehicle or regularly uses their personal vehicle for School District use are required to adhere to the Safe Driver Plan. All drivers shall sign a receipt acknowledging they have received a copy of the Safe Driver Plan and shall supply a copy of their driver's license to the Transportation Department so their driving record can be checked. For more information, please click here: [Safe Driver Plan](#)

SAFETY AND SECURITY

ELECTRONIC SURVEILLANCE DEVICES

All HCSD property is protected by electronic surveillance devices. These devices may be used to monitor students, staff, and visitors while on HCSD property. All cameras are digitally recorded 24 hours a day. Video generally remains available for approximately 30 days unless a prior request to preserve video has been made through the Office of Safe Schools. Cameras used to monitor activity may be installed by the Office of Safe Schools in any room or area with the exception of bathrooms and changing rooms in any school district facility. Video and audio from HCSD buses and other video equipped HCSD vehicles is generally available for 3 to 30 days, depending on the recording equipment used. There is no expectation of visual or audio privacy in any HCSD-owned vehicles.

The cameras used in HCSD-owned vehicles record both video and audio input.

DOORS AND GATES

It is the directive of HCSD that **all** classroom doors and gates are to remain closed and locked during the school day when students are present. Pedestrian gates are to be closed and locked unless manned for the periods of arrival and dismissal.

Teachers and staff are responsible for maintaining locked doors and windows of their classrooms at all times. Failure to follow this procedure may put students and staff at risk. Failure to secure doors and gates may be subject to employee disciplinary procedures.

DRONES

At all times, the use of drones on school board property is strictly prohibited unless as part of approved curriculum AND under the supervision of an HCSD staff member.

EMERGENCY NOTIFICATIONS

In order to streamline the HCSD Emergency Notifications, a district contact has been assigned the task of receiving all emergency notifications during the school day and after hours. The lead site administrator or his/her designee will be responsible for ensuring the timely reporting of any and all incidents at each HCSD school. The Director of Safe Schools must be notified at the first opportunity. In turn, the Director of Safe Schools will immediately notify the Superintendent of Schools and any other required emergency response agencies or affected departments. If a facilities or maintenance emergency exists, notification must be made to the Director of Facilities Operations Division or his/her designee. Notifications will follow state rules.

Each site will be responsible for calling 911 if the situation requires it and then calling the Director of Safe Schools at (352)797- 7233 or cell (352) 263-5869. It is essential that all other elements of the site's emergency plans are followed during an emergency. This includes, but is not limited to, evacuations, secure campus events, lockouts, lockdowns, active shooter events, and/or weather- related emergencies.

The principal, site administrator or designee is responsible to ensure that any incident involving first responders beyond the SRO on campus is reported to the Director of Safe Schools at (352)797-7233 or cell (352)263-5869 as immediately as possible.

Reportable incidents which should be called in as immediately as possible include:

- Evacuations (for any reason to include, but not limited to: fire, bomb, chemical spill)
- Active Campus Threat (secure perimeter, hold in place, reverse evacuation)
- Weapons found, fired or reported on or near campus
- Sexual Battery
- Kidnapped or missing children
- Hostage situation
- Any threat or act of violence against a student, staff member, or site
- Any student, staff member or other person who is injured on an HCSD site AND is transported to the hospital
- Break-ins, vandalism, or theft of property from a site
- The on-site arrest of any student, staff member or other person
- The death or attempted suicide of any student or staff member off site and student, staff member or other person on site
- Any prolonged loss of utility service (electrical, water, phone, internet, digital radios and air conditioning) that creates a disruption of the school/site.
- Any motor vehicle accident that takes place on HCSD property or involves a HCSD owned, rented or leased vehicle on or off HCSD property. This includes golf carts, gators, tractors, and all other motorized vehicles.
- All other incidents that take place on or off- site that may cause a disruption to the normal operation of a facility or requires a response from an outside agency such as: Law Enforcement, Fire Departments, Emergency Management, Health Department, Hazmat Team or the Department of Environmental Protection.

The contact numbers for reporting incidents are: Director of Safe Schools: Office 352-797- 7233, Cell Phone: 352-263-5869 OR Fire Official: Office (352)797-7050, or Personal Cell (352)573-7878.

EMERGENCY PROCEDURES

See your site administrator for site specific emergency plans/procedures.

EMERGENCY SHELTERS

The following locations are made available for use by the general public in case of natural disasters (such as hurricanes or tornadoes) or man-made disasters and provide an orderly method of operating the facility should the need arise. The facilities named below have been designated as emergency shelters, should the County Director of Emergency Management determine it is necessary. These will be the only school facilities open to the public for this purpose unless the Superintendent of HCSD makes the decision to open other locations as needed:

- Central High School
- Challenger K-8 School of Science and Mathematics (special needs and service animals only)
- Chocachatti Elementary School
- D.S. Parrott Middle School (Pet Friendly: accepts dogs and cats only at shelter)
- Deltona Elementary School
- Explorer K-8 School
- Fox Chapel Middle School
- F.W. Springstead High School
- Hernando High School
- Moton Elementary School
- Nature Coast Technical High School
- Suncoast Elementary School
- Weeki Wachee High School
- West Hernando Middle School
- Winding Waters K-8 School

These facilities will be supervised by Hernando County School District staff members as determined/directed by the HCSD Superintendent or designee. All general population shelters may be activated as pet friendly shelters.

EMERGENCY EMPLOYEE SCREENING FOR SUICIDALITY OR THREAT ASSESSMENT

- All cases where an individual who is reportedly (by self or others) displaying signs of suicidal or threatening behavior must be taken seriously. At no time shall the individual be left alone. The site supervisor shall follow the steps below:
- The individual of concern should be escorted to a location separate from other staff members and placed in the presence of a confidential employee.
- The site administrator must immediately inform the District's Director of [Labor Relations & Professional Standards](#)~~Human Resources~~ who will inform the Superintendent of the situation.
- The site administrator must contact the Director of Safe Schools who will inform the Coordinator of Threat Assessment of the need for a suicide risk assessment or behavioral threat assessment. This assessment will be separate from any interviews or investigations by site administrators that may lead to discipline. To protect privacy, union representation is not permitted during these assessments.
- The Coordinator of Threat Assessment will communicate findings to the Director ~~of~~ [Labor Relations & Professional Standards](#) ~~Human Resources~~.
- The Director of [Labor Relations & Professional Standards](#) ~~Human Resources will~~ [Standards will](#) advise the Superintendent of assessment findings and make appropriate recommendations.

I.D. BADGES/ELECTRONIC ACCESS CARDS

Employee ID badges are photo IDs provided by the Office of Safe Schools Department and are free of charge to all employees. ID badges/Access badges **must** be worn at all times by staff for security purposes. Replacement of broken or damaged badges are provided free of charge to all employees. If it is determined by the Office of Safe Schools, that any badge was damaged by neglect, improper storage, or purposeful damage then a replacement cost of \$20 will be charged.

Lost badges are replaced at a cost of \$20.00. Employee ID badges can be kept year-round for ID and discount purposes.

KEYS AND ELECTRONIC ACCESS CARDS

Keys are to be secured through the principal and/or designee. Requests for additional or duplicate keys must be approved by the principal. **A request for additional keys must be requested through the work order system. Keys may only be duplicated by the HCSD Office of Safe Schools and only after approval is gained through the work-site administrator and Safe School's designated staff member.** Staff may not issue or loan keys or electronic access cards to students or other staff members. Keys and electronic access cards are assigned to specific staff members who are responsible for the security of the areas to which they provide access. Staff may not unlock doors to other rooms at the request of students nor allow students to enter rooms unsupervised. Keys and Electronic Access Cards are to be kept secured at all times, so as to avoid the possibility of loss or theft.

Keys and electronic access cards for district equipment, vehicles and buildings are the responsibility of the staff member to whom the keys were assigned. In the event an employee's assigned keys or electronic key cards are lost or stolen, the employee will be responsible for the cost of replacing them and/or the equipment associated with them (re-keying locks, key blanks, reprogramming locks, etc.). The wages of an employee who does not timely reimburse the district may be garnished until reimbursement is made. Each case of a lost or stolen key will be reviewed individually to determine if the employee acted with due diligence or if an unusual circumstance existed that may hold the employee harmless for replacement costs. The cost of replacing a damaged Electronic Access Card is free as long as the damaged card is available for review. If it is determined by the Office of Safe Schools, that any badge was damaged by neglect, improper storage, or purposeful damage then a replacement cost of \$20 will be charged. The cost of replacing a lost or stolen Electronic Access Card is \$20.00. At the time Keys or Electronic Access Cards become lost or stolen, the site administrator and HCSD Office of Safe Schools must be informed immediately so that the site administrator can be made aware, and the electronic access card can be removed from the system. When sending electronic access cards and payment for lost or stolen badges through interoffice mail, the designated Office of Safe Schools transit bag must be used. All transactions using the secured transit bags must go through the site access coordinator.

The site administrator or his/her designee shall collect all keys, electronic access cards (specific for that site) from any employee whose employment is ending with the HCSD, transferring to a different site, or on leave of absence. If keys and or electronic access cards are not retrieved, the HCSD Office of Safe Schools shall be notified immediately. Keys issued to all employees who work less than 249- day contracts must be turned in to each school/site administrator at the end of each school year.

Exceptions may be made on an individual basis as agreed upon by the site administrator and Office of Safe Schools Director or designee. Keys will be reissued to employees returning for the following school year during pre-school week.

ID/Access badges must be audited by each work-site's key coordinator annually. Once the key coordinator has verified the possession and quality of each employee's ID/Access Badge, the badge may be returned to

the employee. Any broken, significantly faded, or non-functioning badge should be returned to the Office of Safe Schools for replacement. [If it is determined by the Office of Safe Schools, that any badge was damaged by neglect, improper storage, or purposeful damage then a replacement cost of \\$20 will be charged.](#) Employees who work less than 249 days per year will have their electronic access temporarily disabled (for their scheduled time off) unless explicit permission is sought by the site administrator and granted by the Office of Safe Schools.

VENDORS

Vendors who come on school campuses must have a current State and HCSD-issued Vendor ID showing they have successfully completed the proper background check. Any vendor who does not have a valid HCSD vendor ID must be directed to the Office of Safe Schools and must not enter school grounds.

The visitor management program cannot be used as a substitute for the required background check and School District-issued Vendor-ID.

All staff should redirect vendors without the proper vendor ID to the front office where they will be given instruction on how to get the proper vendor ID. If a vendor does not return to the main office or leave the premises staff are instructed to call law enforcement and have them removed from the premises. See Appendix J for specific information about badge colors and requirements for vendors and contractors.

VISITORS

A visitor's pass must be issued to all non-employee and non-vendor persons, including family members and parents/ guardians, who are on the campus. [All visitors must be escorted or with a HCSD staff member while on campus and should never be alone with students.](#) Staff members are to ~~direct~~-escort any persons without the proper visitor pass to the office. All visitors to school campuses during normal business hours must present a valid driver's license, State ID or military ID. The ID must be scanned through the visitor management program to ensure that the visitor or volunteer is not a sexual offender or predator. No sexual offenders or predators may enter any Hernando County School District site unless they have been cleared by the Safe Schools Department and follow the restriction placed on them by the School District.

HCSD staff, and/or Hernando County first responders who are wearing their agency identification badge should sign in at the main office using the current sign in method (visitor management system). If employees or first responders in uniform are signed into the visitor management program, the school can enter a birthdate of 01/01/11. This way all visitors to campus can be accounted for in the event of an emergency. Any district staff member who is **NOT** wearing his/her badge **must** produce a driver's license and be scanned in through the visitor management software system.

STAFF INVESTIGATIONS

If there is an allegation of misconduct made about a staff member, then an investigation is initiated. An investigation should be completed by the supervisor of that employee. The Superintendent will designate investigator in extenuating circumstances. Human Resources will coordinate investigations where multiple supervisors may be involved due to student involvement and/or multiple worksites. A staff member will be informed of the complaint/general allegation coming to the attention of the supervisor and that he/she is under investigation, prior to public notification being made. A staff member may be removed from student contact or work duties. That removal may be to report to a specific place at the work site, another work site, or in certain cases may include administrative leave. Administrative leave will mean that the employee will not report to work and will continue to receive regular pay during the investigation. Employees will receive all due process provided by policy, applicable bargaining contracts, and applicable law. Employees who

are dues paying members of a bargaining unit are entitled to Union representation in accordance with the bargained employment contract. It is up to the employee to coordinate that representative, though supervisors or may make direct contact with the appropriate union representative when that action may simplify scheduling issues. After the investigation has been concluded discipline may be issued in accordance with district policy, due process, applicable bargaining agreements, and applicable law. Certificated employees whose misconduct requires reporting to the Department of Education will be informed that such a report has been made.

Other agencies may have parallel investigation(s), separate from those being conducted by the school district. When the district has knowledge and is able to notify staff member(s) of these investigations, they will do so. Every effort will be made to maintain employee confidentiality during the investigation.

See School Board Policy 1139, 1139.01, 1140, 1550, 3139, 3139.01, 3140, 3140.01, 3550, 4139.01, 4140, 4550, and 8141 Click this link: [School Board Policies](#)

TOBACCO FREE ENVIRONMENT

TOBACCO USE AND E-CIGARETTES

School Board Policies prohibit the use of any form of tobacco products anywhere on the campus of any facility owned or leased or contracted for the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, all open areas and in any area utilized by students or designated for student activities. Additionally, the use of tobacco products in any form in facilities, vehicles and areas designated for various student programs and activities is prohibited. This includes the use of e-cigarettes, “vapor”, or other substitute forms of cigarettes, clove cigarettes, or other smoking devices.

NICOTINE PATCHES

The wearing of a nicotine patch is allowed by staff when prescribed by a medical doctor. Patches should be worn under clothing, if possible.

See School Board Policy 7434, 1215, 3215, 4215 and 5512. Click this link: [School Board Policies](#)

TOXIC SUBSTANCES AT WORK

Employees have a right to know about exposures to toxic substances in the workplace. A list of toxic substances is listed at each school or District facility. Toxic Hazard Preparedness (THP) is the responsibility of the Facilities and Operations Division. Current files of Safety Data Sheets (SDSs) will be maintained for every hazardous material present on District property. In fulfilling these responsibilities, the Facilities and Operations Division may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazards.

See School Board Policy 8431. Click this link: [School Board Policies](#)

USE OF SCHOOL FACILITIES AND EQUIPMENT

Use of facilities is governed by Board Policy. Any individual or organization leasing Board facilities must comply with the Use of Facilities Procedures. Site administrators do not have the authority to waive Use of

Facility fees. Events may not take place which will interfere in any way with regular school activities, adult education programs, or community school programs. Requests for use of facilities should be made in such a fashion to assure adequate time for consideration by the Superintendent to either grant or deny approval of a request. Final approval must be obtained before advertising the activity. Facility Use process documents can be found on the District website: <https://www.hernandoschools.org/departments/budget-finance/use-of-facilities>

Employees should not use district-owned equipment for personal use.

The Loan of District Equipment form (SO-PC-002) must be completed by the employee when any type of district equipment is loaned (i.e., bringing a laptop computer home). Employees are responsible for the cost of any damages to, or the loss of, the equipment. Equipment loaned will be for business use only and shall not be used for gainful outside employment or private use of employees for personal gain, or by any outside group or organization, in accordance with School Board policy.

See School Board Policy 7510 and 7530. Click this link: [School Board Policies](#)

AUDIO-VISUAL EQUIPMENT

Equipment will be available from the media center and can be checked out by the media center staff. Employees are responsible for the prompt return and care of the equipment.

VOLUNTEERS LEVEL I AND LEVEL II (A+)/SPONSORS

Volunteers who are NOT employees will be addressed through the School Board-Adopted Volunteer Guidelines Manual and policy.

Any staff member who serves as a volunteer for any school-sponsored activity remains governed by Board policies related to employee behavior and action.

See School Board Policy 2430.01. Click this link: [School Board Policies](#)

WEAPONS/FIREARMS

It is the expressed policy of the Hernando County School Board that District employees are prohibited from openly carrying a handgun or carrying a concealed weapon or firearm, in a school safety zone, into any elementary or secondary school, administration building, as well as into any Board meeting, any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

All persons, including school personnel, violating the provisions of this policy, while on School Board property or while attending school activities, wherever located, shall be immediately reported to the proper law enforcement authority. Employees violating the above provisions shall also be reported to the School Board and to the Professional Practice Commission. The Superintendent shall report any Employee violation of the provisions hereof to the School Board and shall also include a recommendation for disciplinary action, which may include suspension or dismissal.

Authorized school programs such as School Safety Guardians which require the usage of firearms shall be exempted as follows:

*The only District employees who may possess weapons on campus include Safe Schools' employees who hold positions of School Safety Guardians. Guardians may open carry only when they are in uniform and on duty fulfilling the job responsibilities of their role as School Safety Guardian for the site to which they are assigned – at school, on school transportation or at a school-sponsored event, e.g. football game, or a School Board Meeting. School Safety Guardians may not carry a weapon concealed at any time while on duty. The Director of Safe Schools may, under extraordinary circumstances, briefly possess a firearm that has been assigned to a School Safety Guardian.

See School Board Policy 1217, 3217 and 4217. Click this link: [School Board Policies](#)

WORK EXPERIENCE – (salary purposes only)

EARNING YEARS OF WORK EXPERIENCE

Employees must work one (1) full day more than one-half (1/2) of the contract year (assigned to their position) in order to earn a year of experience. If an employee does not earn a year of experience, he/she will remain on the current salary schedule step/level until the following school year ends.

WORK EXPERIENCE GRANTED FOR MILITARY EXPERIENCE

Professional/Technical/Supervisory and Administrative personnel will not be granted military experience unless the military experience is deemed like to said PTS or Administrative job description.

Instructional personnel may receive up to ten (10) years of credit for military experience. A copy of the DD-214 must be submitted to the Human Resources Department.

Non-instructional and Confidential Military Veterans may be granted a \$500 supplement for military experience provided a DD214 is submitted to the Human Resources Department for review and approval. At least one year of full-time military active duty is required to be eligible for the supplement. The DD-214 form(s) must be received in the Human Resources Department within 45 calendar days of the employee's start date to be retroactive to the employee's start date. If the forms are received after the 45 days, the salary adjustment will be made from the beginning of the pay period during which the forms were received.

WORK EXPERIENCE GRANTED FOR PREVIOUS EMPLOYMENT

All experience must be verified by the former employer(s). Verification of Work Experience Forms are available on the Human Resources Department link on the HCSD website. The Work Experience Forms are also provided at the time of on-boarding. It is the responsibility of the employee to request these forms and provide the completed forms to the Human Resources Department.

The verification of employment forms must be received in the Human Resources Department within 45 calendar days of the employee's start date to be retroactive to the employee's start date. If the forms are received after the 45 days, the salary adjustment will be made from the beginning of the pay period during which the forms were received.

Instructional personnel may be granted up to ~~twentyten~~ (2049) years of teaching experience if the following criterion is met:

- Must have documentation of a satisfactory evaluation rating in a full-time teaching position for each year verified
- Must have the previous employer listed on the occupational experience section of the application for employment
- Form(s) must be complete and signed by previous employer or employment agency and must include contact information (address, phone number, etc.)
- Previous position must have required a valid teaching certificate
- Previous employer must have been an accredited institution

Professional/Technical/Supervisory personnel may be granted up to ten (10) years of like experience if the following criteria are met:

- Must be like job experience (similar duties) as determined by Human Resources
- Must have previous employer listed on the occupational experience section of the application for employment
- Form(s) must be complete and signed by previous employer or employment agency and must include contact information (address, phone number, etc.)

Administrative personnel may be granted up to fifteen (15) years of administrative experience if the following criteria are met:

- Must be like job experience (similar duties)
- Must have been in a supervisory or administrative capacity
- Must have previous employer listed on the occupational experience section of the application for employment
- Form(s) must be complete and signed by previous employer or employment agency and must include contact information (address, phone number, etc.)

The employee may be required to provide additional documentation, such as a job description, if required by the Human Resources Department administrator. Previous experience can only be brought in one time for the entire duration of employment with the Hernando County School District regardless of employment changes. Employees have up to 30 days from the date experience is granted to appeal the number of years granted.

WORK EXPERIENCE SUBSTITUTED FOR REQUIRED POST SECONDARY EDUCATION

Related work experience equivalencies may be substituted in lieu of postsecondary education as per Senate Bill 1310 for a position of employment if the person seeking the position is otherwise qualified for such position. Related work experience may not substitute for any required licensure, certification, or registration required for the position of employment as indicated in the board approved job description of the position of employment.

A public employer may include a postsecondary degree as a baseline requirement only as an alternative to the number of years of direct experience required, not to exceed:

- (a) Two years of direct experience for an associate degree;
- (b) Four years of direct experience for a bachelor's degree;
- (c) Six years of direct experience for a master's degree;

(d) Seven years of direct experience for a professional (specialist) degree; or

(e) Nine years of direct experience for a doctoral degree.

Any years used to substitute for a required postsecondary education may not be used as experience towards salary. Only years in excess of those used to substitute for the required postsecondary education may be applied towards determining the starting salary for said position, as applicable.

Staff Handbook

Section 3: Employee Benefits and Risk Management

Employee Benefits

Qualifying Event/Change in Status

Retirement

Workers Compensation

EMPLOYEE BENEFITS

NEW EMPLOYEE BENEFIT ELECTIONS

An election confirmation and enrollment form, provided as a downloadable document via the new employee orientation, must be completed and returned to ~~Risk, Benefits and Wellness within thirty (30) working days from the first day of employment~~ Human Resources during onboarding. The new employee can make changes within the first 30 days from the first day of employment by emailing a new election confirmation form marked “revised” to a Risk, Benefits & Wellness Specialist. When adding dependents, you must provide dependent verification: birth certificate, marriage certificate, etc. Benefits will be effective on the first of the month following a sixty (60) day waiting period. ~~If a packet is not completed during that time, the employee will automatically be enrolled in the District’s group life insurance policy.~~ The employee will not be eligible to make changes to his/her insurance until the open enrollment period unless he/she is experiencing a qualifying event as per IRS Section 125 regulation. If an employee elects to participate, premiums will be charged retroactively to the employee’s effective date via payroll deduction. The effective date will be the 1st of the month following a sixty (60) day waiting period. Visit the [Benefits](#) page on our website for more information.

NEW EMPLOYEE RETIREMENT ELECTION

New employees must choose to participate in a Florida Retirement System (FRS) plan before the deadline, 4:00pm ET on the last business day of the eighth month following their month of hire. If the employee does not submit a plan choice by the deadline, the Investment Plan will be considered their 1st Election by default. Contact MyFRS Financial Guidance Line toll-free at 1-866-446-9377, Option 2 for free retirement planning.

BENEFITS WHILE ON UNPAID EXTENDED LEAVE OF ABSENCE

While on unpaid extended leave of absence, the employee is responsible for 100% of benefit premium payments. Life insurance must be converted to an individual policy. If the leave is due to illness, the employee may be eligible for a waiver of premium from the life insurance company. The employee’s payment should be made through the Hernando County School District, Attention Benefit Payments. If an employee is deficient in paying premiums, the employee’s benefits will be terminated. It is the employee’s responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment.

BENEFITS WHILE ON FAMILY MEDICAL LEAVE

When an employee is out on continuous or intermittent Family Medical Leave, the School District will continue to contribute its portion of the employee’s health and life insurance premium, and the employee is responsible for his/her portion of any other benefit premium payments. The employee’s payment should be made through the Hernando County School District, Attention Benefit Payments. If an employee is deficient in paying premiums, the employee’s benefits will be terminated. It is the employee’s responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. The employee will automatically be enrolled in the District’s group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

BENEFITS WHILE ON MILITARY LEAVE

While on Military Leave, the employee is responsible for 100% of benefit premium payments. The life insurance must be converted to an individual policy. The employee’s payment should be made through the

Hernando County School District, Attention Benefit Payments. If the employee is deficient in paying premiums, the employee's benefits will be terminated. It is the employee's responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. The employee will automatically be enrolled in the District's group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

BENEFITS WHILE ON RETIREMENT

Retired School District personnel and their eligible dependents may be able to continue participation in their current group insurance plans. Insurance premiums are paid by the retiree. Retirees will be required to have their benefit payments deducted from their FRS Pension check. If the employee is not receiving a pension check because they elected the Investment Plan option or if their pension check is not sufficient to be able to deduct the benefit payment, the retiree may pay the benefit premium direct to the Hernando County School District, Attention Benefit Payments. If the retiree is deficient in paying premiums, the retiree's benefits will be terminated. Contact Risk, Benefits and Wellness for more information. ~~When a retiree reaches Medicare Eligibility age (65) he/she will be offered COBRA for an additional 18 months. This will allow time for the retiree to apply for a Medicare supplement. At the end of the 18 months the retiree's benefits will end with Hernando County School District's Group coverage.~~

BENEFITS WHILE ON SUSPENSION WITH OR WITHOUT PAY

While on suspension with or without pay, the School District will continue to contribute its portion of the employee's health and life insurance. The employee is responsible for his/her portion of any other benefit premium payments. The employee's payment should be made through the Hernando County School District, Attention Benefit Payments. If the employee is deficient in paying premiums, the employee's benefits will be terminated. It is the employee's responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. The employee will automatically be enrolled in the District's group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

BENEFITS WHILE ON WORKER'S COMPENSATION LEAVE

When an employee is out on Worker's Compensation Leave, the School District will continue to contribute its portion of the employee's health and life insurance. The employee is responsible for his/her portion of any other benefit premium payments. The employee's payment should be made through the Hernando County School District, Attention Benefit Payments. If the employee is deficient in paying premiums, the employee's benefits will be terminated. It is the employee's responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. The employee will automatically be enrolled in the District's group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

TERMINATION OF EMPLOYMENT

An employee will continue coverage via the Hernando County School District's group insurance policy until the end of the month in which he/she terminates. The termination date is determined by the last day an employee worked or was on an approved leave. A COBRA election notice will be sent with directions on how to continue benefits.

WAIVER OF BENEFITS

If an employee does not choose to enroll in the health, vision or dental plan, the employee must complete the Election Confirmation and Enrollment Form to decline coverage, elect a beneficiary and forward to Risk, Benefits and Wellness. The employee will automatically be enrolled in the District's group life insurance plan and will not be eligible for benefits until the next open enrollment period unless the employee experiences a qualifying event as described in IRS Section 125 regulation. The employee will have thirty (30) days from the date of the qualifying event to make changes.

QUALIFYING EVENT/CHANGE IN STATUS

What is a qualifying event/change in status?

A Qualifying Event/Change in Status is an IRS permitted mid-year plan election change.

Can I change my benefits during the year?

In general, during the plan year, under limited circumstances as provided by the District School Board of Hernando County's plans and IRS regulations, a Change in Status event may permit you to change a benefit election if you, your spouse, or dependent gained or lost eligibility for coverage under a qualified plan, as described in IRS Section 125 regulation.

What type of changes can I make?

The IRS requires that mid-year plan election changes must be on account of and corresponds with a change in status that affects your own, your spouse's, or your dependent's eligibility. The IRS requires mid-year plan election changes be on account of, and consistent with, a permitted event. Mid-year plan election changes are not automatic. Even if you experience a permitted Change in Status election change event under IRS regulations, your employer's component plans' insurance contracts may not allow (or may limit) mid-year plan election changes.

How do I know if I have experienced a change in status?

The 2-Step Rule: You can only change your benefit election(s) during the plan year if:

1. a qualifying change in status event has occurred and
2. the requested election change(s) corresponds with the event

What are qualifying events?

1. Change in your legal marital status – including marriage, death of a spouse, or divorce.
2. Change in number of tax dependents – including marriage, birth, death, adoption, or placement for adoption.
3. Change in employment status that affects your own, your spouse or dependent's eligibility – including termination or commencement of employment, commencement or return from unpaid leave of absence.
4. The gain or loss of a dependent eligibility status – such as attainment of specified age; student status; marital status; or any similar circumstances which satisfy or cease to satisfy eligibility status.
5. Change of residence of employee, spouse, or dependent that affects his/her eligibility for coverage.

When can I complete paperwork to add my newborn?

You can enroll your newborn by completing and returning the necessary paperwork to Risk, Benefits and Wellness within 30 days. If you do not enroll your newborn within 30 days of the birth date, the newborn's claims will not be paid and you will have to wait until the next open enrollment to enroll him/her in the Board's health care plan.

Can I add other dependents when I add my newborn?

Yes, you can add existing dependents whenever a dependent gains eligibility because of a qualifying change in status event.

If one of my dependents becomes eligible for Medicaid/Medicare, can I cancel coverage for all of my dependents at this time?

No, you may cancel coverage for that dependent only.

If my dependent becomes eligible for Florida KidCare can I drop my dependent coverage mid- year?

Yes, you may drop coverage for the covered dependent.

If my dependent loses eligibility for coverage under Medicaid or Florida KidCare, can I enroll them in health coverage?

Yes. If you or your dependent(s) lose eligibility for coverage under Medicaid or Florida KidCare or become eligible for premium assistance, you must notify the Risk, Benefits and Wellness within 30 days.

If I purchase an individual policy from an outside provider. Can I drop my dependent coverage mid-year?

No, IRS regulations do not allow a cafeteria plan participant to cease participation if he or she becomes eligible for a plan other than an employer sponsored group plan, Medicaid, Medicare or SCHIP (*Florida KidCare*).

Can I change my benefits at any time after I have experienced a change in status?

No, you must notify the Benefits Department within 30 days of a qualifying change in status event.

What happens if I fail to notify the employee benefits department of my change in status event within 30 days?

It is the responsibility of the employee to notify Risk, Benefits and Wellness of a change in status that affects the employee's, his/her spouse's, or his/her dependent's eligibility. Failure to notify Risk, Benefits and Wellness within 30 days will result in your benefit election(s) continuing until the next plan year. You can make such changes during open enrollment to be effective January 1, or the next calendar year. It is the School Board's policy not to refund overpayment of premiums.

Mid-year plan changes qualifying events:

1. Marriage
2. Divorce
3. Adoption
4. Birth
5. Over-Aged Dependent
6. Court Order
7. Change in Employment
8. Gain Employer, Federal or State Coverage
9. Involuntary Loss of Coverage
10. Moved from Service Area

IF YOU HAVE EXPERIENCED A QUALIFYING EVENT, YOU MUST:

Contact Risk, Benefits and Wellness within 30 days of such change to request the appropriate forms to stop or modify your benefit election(s) at (352) 797 – 7007. Complete and return the change in status request forms to Risk, Benefits and Wellness with documentation that authenticate the qualifying event.

A Risk, Benefit and Wellness Specialist will determine if your change in status meets IRS regulations. If your change results from a qualifying change in status event, the change(s) to your benefit(s) will be made following receipt of all properly completed forms and necessary documentation, including but not limited to dependent verification if necessary. Premium deduction(s) or reimbursement(s) will be processed on the effective date of coverage as determined by the qualifying event date.

CHANGE IN STATUS DOCUMENTATION REQUIREMENTS:

- Marriage - Copy of Marriage Certificate
- Divorce - A certified copy of the “Final Judgment”
- Birth - Copy of birth certificate or social security card application “Notification Letter”
- Adoption - Copy of adoption decree, placement for adoption papers or forms provided by the court
- Death - Copy of Death Certificate
- Legal Custody of Child - Documentation that the child is your legal dependent
- Eligible for Medicare, Medicaid, or State Children Health Insurance Plan (SCHIP, i.e. Florida KidCare)
 - Copy of card or letter stating the effective date of coverage and names of individual eligible for coverage
- Dependent Flexible Spending Account - Letter from provider stating the effective date of change and the rate of increase or decrease
- Unpaid Leave - Letter from employer stating dates of unpaid leave
- Significant Change in Coverage
 - Loss of Coverage - A letter from employer stating the date coverage terminates
 - New Eligibility - A letter from spouse’s employer stating date of newly eligible coverage
- Change in Employment (Spouse)
 - New Hire – A letter from employer stating the date of hire and date eligible for medical coverage
 - Termination–Documentation stating the effective termination date of medical coverage
- Ineligible Dependent
 - Employment – A letter from dependent’s employer stating date of hire and date eligible for medical coverage
 - Student – If dependent has graduated or dropped out of college, a letter from the college stating such
 - Marriage – Copy of marriage certificate
 - Plans that provide health coverage for dependents are required to extend the coverage of dependents (adult children) to age 26, regardless of their eligibility for other insurance coverage. Health Plans must provide coverage to all eligible dependents, including those who are not enrolled in school, not dependents on their parents' tax returns, and those who are married

RETIREMENT

NOTE: The information below is subject to change based on Florida Retirement System (FRS) guidelines.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Employees who reach normal retirement age/years may elect to participate in the Deferred Retirement Option Program (DROP). This program allows an employee to effectively retire under the Florida Retirement System (FRS) Pension Plan and begin accumulating his/her retirement benefits without terminating employment, for up to 96 months. While participating in DROP, monthly retirement benefits accumulate in the FRS Trust Fund. The earliest an employee may begin participation in DROP is the month they reach normal retirement date based upon age, or the month after the month of normal retirement date based upon years of service. If an employee delays application to participate in DROP, it may affect eligibility. Noninstructional employees must apply within one (1) year of reaching normal retirement age

or years of service, whichever comes first, or participation will not be allowed. For instructional personnel, there is no time limit to participate after reaching normal retirement age. To apply for DROP, an employee must complete ~~forms Optional DP-11, Optional DP-ELE, FRS-110 and SA-1~~ a [DROP packet](#). ~~These forms~~ [The packet](#) can be obtained by calling FRS at (844) 377-1888 or logging on to [MyFRS](#). Contact Risk, Benefits and Wellness for more information.

DROP EXTENSION REQUEST

If an employee is in an instructional or administrative position as defined in section 1012.01(2)(a)-(d) of Florida Statute, he/she may be permitted to extend his/her DROP Participation. This extension must be authorized by the Superintendent or designee and approved by the Division of Retirement. The employee must be employed on a contractual basis in an eligible position at the time they complete his/her initial 96-month eligibility period and must remain in an eligible position during his/her extended DROP participation. To request an extension of DROP, the employee must submit a written request to Risk, Benefits and Wellness along with a completed FRS DP-EXT form prior to the end of his/her initial period of DROP participation. This form can be obtained by calling FRS at (844) 377-1888 or logging on to [MyFRS](#). DROP extension requests will only be authorized through the end of the employee's current contract year. Contact Risk, Benefits and Wellness for more information.

RE-EMPLOYMENT AFTER RETIREMENT

Before becoming reemployed in any capacity, including substituting, with any FRS employer after retiring or terminating DROP participation, the employee should contact the Bureau of Retirement Calculations Department for guidance at (844) 377-1888.

RE-EMPLOYMENT LIMITATION PERIOD

Employment with any FRS employer during the first year of your retirement may result in suspension of your retirement benefits. There are no exceptions. Prohibited employment includes full-time, part-time, temporary, other personal services (OPS), and contractual services. Contact FRS at (844) 377-1888 before beginning employment with an FRS employer to ensure that the limitation period is over.

Note: Retirement includes Pension, DROP, Investment Distribution and three percent Employee Contribution Distribution.

INSURANCE BENEFITS

School District personnel who have ended their employment by retiring may continue to participate in the current group health insurance program of the district provided the person also retires with the Florida Retirement System (FRS) within thirty (30) days of the last day of their employment and there is no interruption in insurance coverage. After completing an online Resignation/Retirement process on the District's website, the employee will receive a letter with instructions on how they can continue their insurance benefits. For more information contact Risk, Benefits and Wellness.

INTENT

In addition to the requirements for FRS, the employee must advise his/her administrator of his/her intent to retire. The employee must complete the online Resignation/Retirement process on the District's website. For additional information, please refer to [Initiate Your Retirement Process](#) which outlines the retirement process.

NEW EMPLOYEE RETIREMENT ELECTION

New employees must choose to participate in a Florida Retirement System (FRS) plan before the deadline, 4:00pm ET on the last business day of the eighth month following their month of hire. If the employee does

not submit a plan choice by the deadline, the Investment Plan will be considered their 1st Election by default. Contact MyFRS Financial Guidance Line toll-free at 1-866-446-9377, Option 2 for free retirement planning.

RETIREMENT PROCESS

As per the Division of Retirement, to apply for Service Retirement or DROP via the Florida Retirement System (FRS), the employee must submit a signed and notarized application form to the Bureau of Retirement Calculations Department. Applications are accepted up to six (6) months prior to the termination of employment date. **The law does not provide retroactive benefits for an employee who delays completing an application, contact the Florida Retirement System with questions. It is the responsibility of the employee to initiate his/her retirement process.**

Forms and assistance can be obtained via the Division of Retirement by calling (844) 377-1888, logging on to [MyFRS](#) or contacting a Financial Advisor. Contact Risk, Benefits and Wellness for more information. **Please note that Risk, Benefits and Wellness personnel in the Human Resources Department serve strictly as liaisons between the Florida Retirement System and School District employees and cannot legally provide retirement advice.**

VACATION/TERMINAL PAY BENEFITS

Employees may be entitled to vacation and/or terminal pay benefits depending on years of service (see School Board Policy 1430.06, 4430.06, 1430.03, 3430.03 and 4430.03). Administrators, Instructional, Professional Technical and Confidential staff must request Bencor information by calling (888) 258-3422 option 1, eligible sick ~~and vacation~~ pay may be sent to Bencor. You can request a payout or rollover form from Bencor 30 days after your resignation date by calling (888) 258-3422 option 1.

See School Board Policy 1430.06, 4430.06, 1430.03, 3430.03 and 4430.03. Click this link: [School Board Policies](#)

WORKERS' COMPENSATION

The procedure for filing a Workers' Compensation claim is listed below:

- An injured employee must report the incident to the site Administrator or workers' compensation coordinator. All injuries need to be recorded on the site's Employee First Aid Log within thirty (30) days of the injury.
- If medical treatment is necessary, the workers' compensation coordinator will do the following:
 - EMERGENCY: a medical emergency is an injury that is acute and poses an immediate risk to a person's life or long-term health. Call 911 and get professional help immediately. Alert Risk, Benefits and Wellness and Fire Official.
 - Injured worker must call PMA 24 hr. nurse with the assistance of the site's worker's compensation coordinator.
 - Advise the employee that it is his/her responsibility to give the workers' compensation coordinator [and their direct Supervisor](#) all documentation from the treating physician immediately following treatment. [Employee must immediately return to work unless otherwise stated by workers' compensation provider.](#)
- Advise employee that in order to receive workers' compensation benefits, he/she must stay within the assigned workers' compensation network of doctors. All authorizations for specialty medical services must be approved by the workers' compensation carrier.
- The employee must submit documentation from the authorized [workers' compensation](#) treating physician in order for time off to be considered as workers' compensation paid in line of duty leave.

Leave for any employee, as prescribed by law, shall be authorized for a total not to exceed ten (10) work days during any school fiscal year for an illness contracted or any injury sustained in the line of duty, or a total of ten (10) days for the same illness or injury. Once the employee has been released to return to work, he/she will notify his /her supervisor immediately. Failure to do so may subject the employee to progressive discipline that may include termination. Upon return to work the employee MUST provide a “release to return to work” from the authorized [workers’ compensation](#) treating physician to the site administrator.

- If an employee with a worker’s compensation injury is out for 10 consecutive days, he/she must complete an extended leave form and follow extended leave procedures with Risk, Benefits and Wellness.

While on Workers’ Compensation Leave, the School District will continue to contribute its portion of the employee’s health and life insurance premium payments. The employee is responsible for his/her portion of all other benefit premium payments. The employee’s payment should be made through the Hernando County School District, Attention Benefit Payments. If an employee is deficient in paying premiums, the employee’s benefits will be terminated. It is the employee’s responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. Employees will automatically be enrolled in the District’s group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

MODIFIED DUTY ASSIGNMENT

If an employee is placed on a modified duty assignment, the placement must be based on a condition that resulted from a workplace injury. The specific restrictions must be identified by an authorized workers’ compensation ~~doctor~~[physician](#). The employee’s supervisor then determines if the regular position can be temporarily modified to meet the specific restrictions. If the employee’s regular job cannot be modified, the employee may be placed in a modified duty assignment by the site Administrator or Risk, Benefits and Wellness. The employee will be paid at his/her normal rate of pay and benefits. Work hours may be modified. If the injured employee does not agree to work in the modified duty assignment, the employee will forfeit workers’ compensation benefits and no longer be paid by the workers’ compensation carrier or the School District. [Workers’ compensation](#) ~~M~~medical benefits will continue until the employee reaches maximum medical improvement (MMI) as determined by the assigned workers’ compensation ~~doctor~~[physician](#). If the restrictions are not able to be accommodated, as determined by Risk, Benefits and Wellness, the employee will continue on workers’ ~~compensation, and~~[compensation and](#) will be paid by [the](#) workers’ compensation carrier. Medical benefits will continue (if applicable). Modified duty assignments will be reviewed periodically. If an employee has not been released to regular duty at the end of a 120-day period, an assessment will be made regarding the employee’s progress and employment status.

See School Board Policy 1430.05, 3430.05, 4430.05, 4124 and 8442. Click this link: [School Board Policies](#)

Staff Handbook

Section 4: Employee Policies & Procedures for Students

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Violence and Abuse

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(Authority of the Teacher)

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Surveys of Students

ATTENDANCE - STUDENT

- Complete and accurate records of students' grades and attendance must be kept for every class. Based on each school's attendance procedure an ~~n-automated~~ phone call is made daily in reference to students who were absent and/or tardy. Grades and attendance must be up to date at all times and will be checked periodically by the administration.
- Students must attend school in order to receive a grade. A student's attendance must be in accordance with School Board Policy.
- Students are not to take attendance.
- If a student is to be absent from a class for the purpose of helping a teacher to do work for the school (pictures, newspaper, band, etc.), approval must be given in advance by the student's assigned teacher.
- Attendance will be taken daily by the teacher. Students who have a school approved activity absence are not to be listed on the official record of absence but the absence and reason should be indicated in the teacher's record book. All other absences shall be reported in accordance with school procedures.
- No student is to leave the school grounds to run an errand for any employee of the school system during the time they are under the jurisdiction of the school.

See School Board Policy 5200, 1213, 3213, 4213. Click this link: [School Board Policies](#)

BULLYING, HARASSMENT, DATING VIOLENCE AND ABUSE

The Hernando County School District is committed to creating a safe, healthy, learning environment for all students that is free from bullying and harassment. All employees are expected to model and support a school culture that promotes positive interactions and respect for others. Bullying is more specifically addressed in the [Student Code of Conduct](#) as well as School Board Policy.

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that creates 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: teasing, threats, intimidation, stalking, cyberstalking, physical violence, theft, sexual, religious, or racial harassment; public or private humiliation; destruction of property; and social exclusion.

Bullying can be physical, verbal, emotional, sexual or cyber in nature.

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 staff employee.

*See full definition in the Student Code of Conduct

Staff members who witness or become aware of bullying will immediately intervene in the following manner:

- Establish the safety of the victim of bullying.
- Report to administration. School administrators are required to investigate all allegations of bullying.

See School Board Policy 5516, 5517, 5517.01, 5517.03. Click this link: [School Board Policies](#)

CHILD ABUSE REPORTING

Professionals in daily contact with children are the first line of defense against child abuse and neglect. **Florida Statutes require that anyone who suspects that a child has been subjected to abuse or neglect is legally obligated to immediately call in their suspicion to the Abuse Registry Hotline at 1-800-96 ABUSE (1-800-962-2873).** Child abuse reports can also be faxed to 1-800-914-0004 or reported online at www.dcf.state.fl.us/abuse/report. **Penalties for those who suspect a child is being abused but fail to report it have been increased from a misdemeanor to a felony.** Additionally, the Ethics in Education Act requires mandatory reporting of child abuse. Failure to report child abuse is a breach of ethics and could result in job termination, as well as revocation of your teaching certificate. All reports are confidential; however, new revisions require that you provide your name, occupation, name of school and work number for contact by the Abuse Registry staff. As a professional courtesy, administration should be informed of any suspected child abuse that has been called in, but informing administration does not preclude the individual's duty to call in any suspected abuse. Florida Statute 1012.98 requires teachers in grades Pre-K – 12 to participate in continuing education training provided by the Department of Children Family Services on identifying and reporting child abuse and neglect. For further information regarding this training, contact the Professional Learning Department.

See School Board Policy 8462. Click this link: [School Board Policies](#)

CLINIC

School clinics are attended by School Health Professionals with varying levels of medical training and supervised by a HCSB/DOH RN. The clinic provides health services to students. For staff, the clinic provides emergency care only. Students and staff should not seek explanation of illness from clinic personnel as they are not able to provide a diagnosis or treatment plan. Awareness of an injury must be reported to the clinic immediately. A student who is injured should be evaluated by the clinic. If the student has suffered a major injury, do not move the student; instead notify the principal and/or designee and clinic at once. They will notify the parent or guardian of the details of the accident. **An accident report must be completed by the staff member who was present at the time of the accident and must be submitted prior to the close of the school day. The report should list all staff present.** If an accident occurs after hours, a report must be completed and turned in prior to noon of the next school day.

ADMINISTRATION OF EPIPENS

Florida Statute 381.88 provides that teachers and others who have the likelihood to work with children who need EpiPens must be trained in the proper administration of the medication through an injection, should the child be unable to self-administer. The School Health Professional must advise teachers of any students in their class who carry an EpiPen and arrange for training in proper administration. If a teacher has a student in his/her class who carries an EpiPen and has not had training, he/she must contact the clinic immediately.

BIOHAZARD WASTE DISPOSAL

Procedures for the disposal of biohazardous wastes are outlined in the "Biohazardous Waste Disposal Plan" which is distributed to clinic personnel and custodians.

CLINIC/SCHOOL NURSE PERSONNEL

School Health Professionals are responsible for:

- assisting the Hernando County Health Department School Health Nurses and HCSB RN's
- assisting the Hernando County Health Department School Nurse Professional in carrying out a school health service program designed to promote, maintain, and improve the health of students

per the Guidelines written by the Health Department School Health Nurses and HCSB RN's

- administering first aid to ill or injured students
- administering medication to students, as per state statute
- conducting health screenings as per FL statutes and referring students with detected health concerns
- helping to prevent and control diseases
- providing comfort measures to students with minor discomfort and remaining with and giving comfort to ill or injured students until released to their parents or guardians; and ensuring that all staff members know about student medical issues as appropriate and in compliance with the law

MEDICATION POLICY (PRESCRIBED AND OVER-THE-COUNTER)

The Hernando County School District recommends that the administration of medications for students be scheduled before and/or after school hours. In the event that this is not possible, medication guidelines must be followed:

Authorized/trained school personnel may administer medication to students in compliance with the following policy procedures as approved by the Hernando County School District and the Hernando County Public Health Department:

- Only medication trained staff may receive, return, or administer medications in clinic or classroom.
- Medications may also be administered on school sponsored events by staff who have been "Field Trip Medication" trained for the current school year.

A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches. Violations of Over-the-Counter (OTC) medication policy, include but are not limited to: distributing, dispersing, or sharing of OTC, carrying or possessing OTC in a package other than the original manufacturer's packaging, or ingesting or utilizing OTC in a way that is not specifically directed or authorized by the manufacturer, as directed on the original packaging.

Staff members' personal medication(s) must be secured where students have no access.

See School Board Policy 5330, 5335. Click this link: [School Board Policies](#)

CONFISCATED STUDENT PROPERTY

Staff members who confiscate inappropriate item(s) from students are responsible for the security of the items. Staff members who do not follow this procedure will be held liable for replacement costs. When weapons or potentially dangerous items have been confiscated by staff members a school administrator or the school resource officer are to be contacted **IMMEDIATELY** to retrieve the confiscated items from the staff member. At the end of the day, **all confiscated items** must be returned to the student or turned over to designated personnel for secure storage until a parent or guardian can pick them up. **No illegal item will be returned.** All staff members should know and follow their site's designated procedures for handling and turning in confiscated items.

COUNSELING SERVICES

Teachers are encouraged to use the Certified School Counselor and Social Worker services to meet the academic, behavioral, and mental wellness needs of all the students. Certified School Counselors and School Social Workers must gain informed consent from the parent to provide counseling services.

CUMULATIVE FOLDERS

Cumulative folders will **remain in a designated location at all times**. Folders may be viewed by teachers when necessary. All materials must remain in the folder, unless otherwise directed by the principal and/or designee. Folders must be signed, dated, checked out and returned for each use.

Maintenance and access to student records shall be in accordance with School Board Policy and Federal law. Per Federal law, parents have the right to review their child's cumulative folder. Student records are covered under the Family Education Right to Privacy Act.

See School Board Policy 8330. Click this link: [School Board Policies](#)

DROPPING AND TRANSFERRING STUDENTS

No teacher may drop any student from a class roster. When a teacher decides that a student is not properly placed, the request for transfer must be made to the appropriate personnel and approved by the administrator.

FIELD TRIPS

All field trips must adhere to School Board Policy. Field trips shall use school buses, regular or special-purpose school vehicles for transportation on field and other District-sponsored trips. Transportation for all field and other District-sponsored trips may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes. The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent. The Superintendent is authorized to establish transportation costs for school related and non-school related field trips. The transportation costs shall be reviewed annually by the Superintendent. This and additional information can be found in the Hernando County Schools Transportation Department Field Trip Manual.

See School Board Policy 8640 and 8660. Click this link: [School Board Policies](#)

FUNDRAISING

The purpose of fundraising projects is to contribute to the educational experience of the students. All fundraisers must comply with Hernando County School Board policies and should not conflict with the overall instructional program. The School Board does not permit the use of crowdfunding for District or school programs or activities, including co-curricular or extra-curricular activities. Other fundraising opportunities can be researched through the Hernando County Education Foundation.

All fundraising projects and activities must be submitted on a Fundraising Request Form/Recap located on the HCSD website. The application must be approved by administration and scheduled on the calendar in advance of the event.

- **All fundraising requests that include the sale of food or beverages must be approved by the Administrator.**

- All requests for exempt fundraisers should be sent to the Food and Nutrition Department. (Information on determining what constitutes as an exempt fundraiser can be found on the District's website under Food and Nutrition.)
- Elementary schools may not have door-to-door sales
- Selling candy and/or distributing candy as a fundraiser is not allowed on school grounds during school hours or on school buses

ELEMENTARY SCHOOL FUNDRAISING (K-5)

- Each elementary school may have no more than three (3) school-wide fundraising projects per school year.
- Each school should make an effort not to duplicate the activity of another school at the same time of year or season.
- All approved off-campus fundraising activities by a school, student club or class must have a teacher present at all times.

SECONDARY SCHOOL FUNDRAISING (6-12)

All students selling articles for any school, student club or class must have a current letter of introduction signed by the principal and/or designee. This applies to all organizations within the school, i.e., classes, clubs, athletic department, etc. Even if the project is connected with the school indirectly, the above procedure must be followed.

CHARITABLE DRIVES

- High Schools: Student participation in charitable drives is limited to voluntary participation of clubs and associations in secondary schools.
- Elementary and Middle Schools: Participation in charitable drives cannot be done in lieu of work detail.
- Raffles and other activities of chance shall not be conducted by any schools.

See School Board Policy 5830, 6605. Click this link: [School Board Policies](#)

GRADES

Reports on the progress of students shall be made by the schools to parents/guardians at regular intervals throughout the school year. These reports will contain the information prescribed by the Superintendent of Schools. Notification of student progress and other home school communication should be made in a language understood by the parent unless it is not feasible. Each school has a designated translator for Spanish. If communication is needed in other languages that the school does not have resources to support, please contact your school's ESOL (English for Speakers of Other Languages) Lead Teacher for assistance.

- Report cards will be available digitally through the Skyward Parent Portal within ten (10) school days after the end of each nine (9) week grading period. If a parent/guardian would like a paper copy of the report card, they need to notify the school in writing.
- In addition to the nine-week report card, ~~weekly biweekly electronic progress reports are available to parents/guardians on the Parent Portal of the district gradebook system. This is not to replace a~~ [grades will be entered weekly.](#)
- ~~Teachers from notifying~~ [should notify](#) a parent/guardian more frequently if a problem is apparent.
- Teachers are required to follow the prescribed rules dictating updates to Parent Portal.
- Teacher/parent conferences and other means of personal contact will be used whenever possible to

report the progress being made by students and to aid in developing understanding between home and school.

- Teachers are responsible for obtaining student's transfer grades from the Certified School Counselor. Certified School Counselors are responsible for obtaining transfer grades from transferring schools, or they can use the Florida electronic grade system.
- Teachers should check with the [guidance-school counseling](#) department in order to give a student an appropriate report card when transfer grades are available to be considered with local grades
- Teachers are required to adhere to the adopted grading policies for each grade level.

See School Board Policy 5421. Click this link: [School Board Policies](#)

INSTRUCTION

Teachers are responsible for using the Multi-tiered Systems of Support (MTSS) framework as a guide to ensure effective instruction for ALL students. Instruction should be based on the appropriate grade level State Standards incorporating a variety of effective instructional strategies. Effective strategies that have been found to have a strong effect on student achievement include but are not limited to the following:

- Universal Design for Learning (UDL)
- Differentiated Instruction
- Setting goals and providing specific feedback
- Gradual Release lesson format that includes modeling
- Determination of appropriate intervention based on student need
- Use of collaborative structures and engagement strategies
- Summarizing, note taking, and use of graphic organizers
- [Acceleration](#)

In addition, teachers are expected to:

- Utilize data driven decision making and problem solving (including all demographic groups)
- Document, monitor and communicate student progress
- Make data-based decisions regarding instructional interventions needed to support struggling students
- Assist students in the development of good study habits and time management skills
- Use effective classroom management strategies
- Consider the English language proficiency levels of ELLs (English Language Learners) when planning instruction and assessment
- Consider accommodations for ESE students when planning instruction and assessment

Please refer to the MTSS Handbook for further information. Link below:

<https://tinyurl.com/y4b9lq37>

[Multi-Tiered System of Supports](#)

INSTRUCTIONAL MATERIALS

BOARD APPROVED INSTRUCTIONAL MATERIALS

- Each district school board is responsible for the content of all instructional materials and any other materials used in a classroom, made available in a school or classroom library, or included on a reading list, whether adopted and purchased from the state-adopted instructional materials list, adopted and purchased through a district instructional materials program under s. 1006.283, or otherwise purchased or made available.
- Teachers are expected to adhere to FL statute 1006.283 and use district approved instructional materials.

All primary instructional materials in grades K-12 must be School Board approved. The booklist is defined in the Florida BEST Benchmarks.

PURCHASING TEXTBOOKS

- All District adopted textbooks shall be consistent with District approved goals and objectives, State Standards, grade level expectations and course code descriptions.
- It is the responsibility of the principal to ensure that all textbooks for instructional use have been School Board approved and are being used at the grade level(s) or ability level(s) for which they were designed.

Purchase orders for growth and replacement are generated ~~at the school site and must have the approval of the principal before submitting to the district office for purchasing~~ by the Department of Teaching and Learning. Every effort will be made to submit purchase orders in a timely manner. ~~so that materials be ready for the start of the school year.~~

RECEIVING TEXTBOOKS

- The principal and/or designee must carefully review an incoming textbook shipment to assure the accuracy of the order.
- If problems occur with the textbook order, the principal and/or designee should contact the supplier to correct the error.

SELECTION OF ADOPTED TEXTBOOKS

The staff of the ~~Academic Services~~ Department of Teaching and Learning is responsible for the textbook adoption and curriculum review process. The goal throughout the process will be the adoption of one (1) program choice for each division – elementary, middle and high. The following process will be used:

- A subject area Instructional Materials Review Team will be established.
- The Instructional Materials Review Team will adhere to the prescribed procedures for evaluating materials consisting of the following:
 - Review the historical and current research related to the subject area.
 - Review of the state approved instructional materials using the prescribed evaluation tool.
 - Evaluate the materials to ensure compliance with the State Standards.
 - Reach consensus on the final two (2) program/publishers and make a recommendation to the curriculum supervisor.
- The instructional staff for the subject area at the schools will be given an opportunity to review the recommended materials and vote for one (1) program choice.
- The votes will be submitted to the appropriate curriculum supervisor.
- The curriculum supervisors will submit the Instructional Materials Review Team recommendation and instructional staff vote results to the Superintendent of Schools.
- The Superintendent of Schools will make a recommendation to the School Board, who will be asked

to approve the instructional materials that have been selected.

- The curriculum supervisors and the principal designee will collaborate to generate the purchase orders of the approved instructional materials for each school.
- Professional ~~development~~ [learning](#) will be planned to assure successful implementation of the new [instructional program](#).
- A review of student performance data will be conducted to determine the effectiveness of the curriculum and instructional materials adopted.

CLASSROOM LIBRARIES

Please refer to the [media handbook](#) procedures.

TEXTBOOK MANAGEMENT

- The principal's designee should properly label and add all new textbooks to the District adopted circulation system before distribution.
- Textbooks will be issued using the District approved electronic circulation system.
- The principal's designee will do an inventory of teacher assigned resources with each teacher during post-school or at the time a teacher terminates employment at the school.
- An annual inventory of all textbooks at the school site must be completed to determine the quantity and quality of supply.
- A notice of obligation must be completed for all lost or damaged books and noted on the electronic file.

The principal and/or designee has the responsibility to manage the use of instructional materials. As a part of that management, authority is given by Florida Statute 1006.28(3) (b) to collect, from students, payment for the full cost of lost or damaged materials. All funds collected for lost and damaged textbooks shall be remitted to the Finance Department with the school's monthly Internal Account checklist.

LESSON PLANS

A systematic plan for organization and presentation of daily delivery of instruction should be maintained.

- Lesson plans/outlines must include full use of available material (textbooks and supplementary materials) and should be based on and include State Standards and grade level expectations.
- Lesson plans must include the documentation of strategies, accommodations or modifications for students according to federal and state law, as stated in the student's Individual Education Plan and 504 Plans.
- Lesson Plans must include documentation of English for Speakers of Other Languages (ESOL) strategies, accommodations and/or modifications for English Language Learners (ELLs) being served under the ESOL Program. In addition, all the ESOL strategies, accommodations and/or modifications for an ESOL student should be noted on the Hernando County ESOL Strategies, Adaptations and Accommodation Form (Form SO-ESOL-019).
- Teachers are expected to appropriately differentiate instruction to meet individual student needs.
- Lesson plans should include emergency procedures, regulations, seating charts and special duty assignments.
- Lesson plans should be prepared as directed by the principal/supervisor at least one (1) week in advance. These plans must be available for administrative review upon request and also may be reviewed during the evaluation process.
- Lesson plans must be readily available for substitutes and should provide continuity of instruction

when a substitute is needed. Lesson plans for substitutes should be developed in accordance with the requirements of the individual school.

- Lesson plans are the responsibility of Long-Term Substitutes.
- Elementary teachers are expected to communicate grade level expectations to parents.
- Secondary teachers are expected to develop a yearly syllabus for the purpose of communicating course content and student expectations.

ELECTRONIC MEDIA

All electronic media (Videos, CDs, DVDs, etc.) used in the classroom **must be related to the curriculum being taught**, be grade level appropriate and must be approved by school administration prior to viewing by students. See [media handbook](#) and audiovisual policy 2540 for more information.

See School Board Policy 2540. Click this link: [School Board Policies](#)

LOCKER ROOM SECURITY

To ensure proper supervision at secondary schools in the locker room, the principal and/or designee is to direct the Physical Education Department and Athletic Department to arrange their schedules so that a gender appropriate teacher, coach or paraprofessional is in the locker room at all times for supervision when students are present. When students are not in the locker room, the Physical Education Department and Athletic Department must be aware that they will be held responsible for making sure that locker rooms are locked and secure. When possible, it is recommended that two (2) staff members of the same sex be present for locker room supervision. Referees and anyone other than students may not use the locker room to change clothing or shower when students are present.

MEDIA CENTERS

Teachers at each site should become familiar with the procedures and resources at their site. The Principal or designee should develop a plan, to be approved by the principal, for collecting payment for lost or damaged items. When developing a plan for such items, the following guidelines are recommended:

- The plan must be consistent with [F.S. 1006.28\(3\)\(b\)](#).
- Items damaged beyond repair should be considered lost and may be discarded following the correct procedures for discarding.
- A student should pay for materials after receiving an overdue notice or parent letter. It may also be necessary to send a Notice of Obligation to the student's home by U.S. mail.
- The plan should establish procedures to determine who will collect the money.
- Payment should be in the exact amount requested and may be paid in cash, check or money order as determined by the school. Checks must be made payable to the school.
- An individual receipt from a receipt book must be issued to the student. Receipt books can be signed out to the person receiving the money by the school's bookkeeper. It is recommended that the title, call number and barcode number be written on the receipt in case the item is later retrieved.
- If the staff member is collecting the money, he/she should list all monies received by receipt number and the amount received on the correct form and give it to the bookkeeper at the end of the same day.
- Accurate records of the lost and damaged books must be kept.

If a student transfers to another school within the district without returning a media item, the Principal or designee should notify the receiving school's Principal or designee. Every effort should be made to retrieve the item(s) or payment, and the students should be allowed to use media materials in the confines of media centers. A block preventing students from checking out media materials may be placed on the student's record through the checkout system until the material(s) have been returned or reimbursement has been received.

PARENT/GUARDIAN PICK UP

When a parent/guardian desires a student to leave school during the day, or when the parent/guardian wishes to pick up the student, the parent/guardian must make such a request in person or in writing. The student must be signed out in the office. All passes to leave school will be issued by the office. School personnel shall not release any student at any time **without proper authorization**. Students are not to be released from school at the request of any person other than those listed on the student info/emergency info card. The student must be signed out and the individual must have his/her Florida state issued ID checked through the districts Safe Visitor system to ensure that the person is not a sexual offender, predator, or private alert.

PASSES

Students must have a pass when leaving a scheduled class or activity.

- To assure the safety of students, passes must be issued before students are allowed to leave the direct supervision of a staff member.
- Extreme discretion should be used by staff in giving a pass to a student. A real need should exist before the issuance of any pass by school personnel.
- A staff member shall not keep a student after class except with prior approval.
- As determined by administration, students in elementary schools should use the "buddy" system when leaving class.

REMOVAL OF STUDENT FROM CLASS (AUTHORITY OF THE TEACHER)

The principal shall make provisions for students to be removed from class when the continued presence of the student in the classroom is intolerable, in accordance with Florida Statute 1003.32. If a teacher makes the request that a continually disruptive student not be returned to his/her class, the principal may not return the student to the teacher's class. The teacher and the Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.

Teachers should follow their school's procedure for the removal of students who are acting out. Suggestions include: having an adult accompany the student from the class or requesting an administrator to come to the class. If the principal is recommending that the student be returned to the teacher's classroom, then the case will be presented to a school-based Placement Review Committee which consists of three (3) teacher representatives [one (1) selected by the school's faculty and one (1) selected by the teacher who removed the student and one (1) teacher appointed by the principal]. The principal must notify each teacher in that school about the availability, the procedures and the criteria for the Placement Review Committee as outlined in this section. If no teacher volunteers to participate in the Placement Review Committee, then

the Hernando Classroom Teachers' Association (HCTA) President will appoint members to serve on that school's committee. If the Placement Review Committee's decision is contrary to the decision of the teacher to withhold consent to the return of the removed student to the teacher's class, the teacher may appeal the committee's decision to the Superintendent of Schools.

If the student is in Special Education, then the student should be referred to the Individual Education Plan (IEP) Committee for review per due process. If the IEP Committee feels that the most appropriate placement is with the referring teacher, that decision, with meeting minutes, is presented to the Placement Review Committee to serve as documentation.

The teacher who does not wish the student readmitted to the class may not serve on the committee, nor may the principal serve on the Placement Review Committee. The teacher and the principal may speak before the committee. Neither may be present when the committee members deliberate to reach their decision.

The Placement Review Committee has the authority to make alternative placement decisions within the frameworks of federal and state laws. The District Student Code of Conduct, Civil Rights provisions and availability of appropriate alternative placements must be considered in reaching a decision. If the decision of the committee is to remove a student from a particular class, due process procedures may require additional time to implement the change in placement.

Whenever the committee meets, records must be kept. These records must include the date and time of the meeting and any written statements provided. All decisions should be signed by the committee members rendering the decision.

Parents must be notified of their right to appear before the Placement Review Committee to present information. Parents need not be present for the committee to render a decision and they shall not be present when the committee members are deliberating. The committee serves to determine whether the principal's recommended placement is the best or only available alternative. If the committee determines that such placement is not the best or only available alternative, then the committee members will determine the placement of the student. The committee may also recommend the return of the child to the teacher's class. In those cases, the committee shall provide a written reason for this decision. All decisions of the Placement Review Committee must be made within five (5) working days of the student being removed from class.

REPORTING TO PARENTS/GUARDIANS

In an effort to improve parent/guardian involvement and to ensure parent/guardian awareness of their child's progress, each teacher should contact parents/guardians to inform them of their child's progress. It is the teacher's professional responsibility to be completely straightforward with parents/guardians concerning the academic progress of their children. Should a parent/guardian contact the teacher for specific information regarding his/her child, a teacher is to provide accurate information. If a teacher does not have the information available, the teacher should arrange to contact the parent/guardian at a time when the information is available. When parents/guardians call the school and ask that the teacher call them, every effort should be made to return their call within 2 work days or sooner.

Parents/guardians may make an appointment with the teacher before or after school, or the teacher may send home notes requesting a parent conference. If a conference is requested by the administrator during the teacher's planning time, the teacher will be notified of such conference and the teacher is to attend

(HCTA Contract, section 5.13 B). A record of contacts (i.e. conferences, telephone calls) should be kept by the teacher for reference (see School Procedures Handbook for details). Notification of student progress and other home school communication should be made in a language understood by the parent unless it is not feasible. Each school has a designated translator for Spanish. If communication is needed in other languages that the school does not have resources to support, please contact your school's ESOL (English for Speakers of Other Languages) Lead Teacher for assistance.

STUDENT ABSENCES

Statute 1003.26 requires upon each unexcused absence, or absence for which the reason is unknown, the school principal or his or her designee shall contact the student's parent to determine the reason for the absence. If the absence is an excused absence, as defined by district school board policy, the school shall provide opportunities for the student to make up assigned work and not receive an academic penalty unless the work is not made up within a reasonable time.

STUDENT ACCESS, REFERRALS, AND INTERVIEWS

A student will not be allowed to leave school with any person other than the student's parent/guardian or a person with a parent's/guardian's verified authorization. The enrolling parent/guardian must provide a certified court order indicating sole custody or a restraining order if they do not wish the other parent/guardian to have access to his/her child.

- **Separated/Divorced Parents/Guardians:** The question of legal custody of a child is not the responsibility of our educational establishment. School personnel shall assume the enrolling parent/guardian has legal custody of a child.
- **Legal Authorities:** It may be necessary at times for legal authorities, such as law enforcement officials, to take a student into custody or question a student on campus during school hours.
 - When a student is subject to a criminal investigation for an offense that occurred off campus, the principal shall make an attempt to contact the student's parent/guardian before allowing law enforcement officers to interview the student. The principal or designee shall document attempts.
 - If a parent cannot be contacted, the officer will be allowed to go forth with interviewing the student. The principal or staff member shall be present at such interviews. If a high school student requests that the principal or designated staff member not be present, such requests will be honored.
 - If the parent can be contacted, they will be informed that they may be present while his/her child is being interviewed as a subject in the investigation and a reasonable time will be allowed for them to appear at the school.
 - When a student is the subject in an administrative investigation, school officials, which includes the school resource officer, shall be permitted to conduct necessary interviews.
 - When a student is not the subject in a criminal or administrative investigation, but is being interviewed as a victim or witness, the principal shall permit such interview by police officers or administrative investigators. The principal shall make an attempt to contact the student's parent/guardian before allowing law enforcement officers to interview the student. The principal and/or designee shall document attempts. If the investigation involves a suspected child abuse case, the principal and/or designee may be present, in

accordance with Florida Statute for such interview, if requested by a student and/or the official conducting the interview. In suspected child abuse and/or neglect cases, school authorities are not to contact the parent/guardian. This is the sole responsibility of law enforcement and the investigating agency.

- Each student has certain rights when an officer (defined as a police officer or an identified representative of the court) wishes to remove a student from school premises.
 - Should the officer request to take the student out of the school, he/she shall do so only with the consent of the parent/guardian or with a subpoena, which requires the student to be a witness. If the officer desires to make an arrest, either with or without an arrest warrant, he/she shall be allowed to do so without objection by the administrator or teacher in charge. If a student is removed by an officer, the administrator shall endeavor to notify the parent/guardian prior to the student's removal from the school premises or as soon thereafter as possible.
 - If an officer demonstrates to a principal and/or designee that a child needs to be taken into protective custody, pursuant to Florida Statute 39.401, the officer shall be permitted to remove the student.
- Referrals to outside agencies involving punitive action against a student shall be made on the referral form by the agency concerned.

STUDENT CONDUCT POLICIES

All student conduct policies are subject to School Board regulations. The Student Code of Conduct contains these regulations and is available to parents/guardians, students and teachers in both English and Spanish.

The Student Code of Conduct and the Suicide Prevention Guide and the Threat Assessment Manual will be adhered to at all times.

RISK ASSESSMENT

Suicidal Individual

ALL SUICIDAL IDEATIONS/ATTEMPTS ARE TO BE TAKEN SERIOUSLY

Procedural Guidelines for Students – The student should be taken directly to the Certified School Counselor's Office to be screened for possible risk assessment. The child should not be left alone at any time. All suicidal ideation or attempts must be attended to **immediately**. If a certified school counselor or school social worker is not available, notify administration immediately and contact the Director of Student Services Department at (352) 797-7008. In the event that any student is taken into custody and subject to an involuntary examination, the Director of Student Services shall be notified. The Director of Student Services will notify the Superintendent and any affected departments.

Administration, School Counselors, and Student Services Staff refer to the Suicide Prevention Flowchart for detailed process and statutory requirements of parental notification.

THREAT ASSESSMENT

Individual Engaging in Threatening Behavior

ALL HOMICIDE THREATS/ATTEMPTS TO HARM SELF OR OTHERS ARE TO BE TAKEN SERIOUSLY AND REPORTED IMMEDIATELY

Procedural Guidelines – The goal of all school safety efforts is to prevent violence or harm to members of the school community. A Threat Assessment must be completed any time a student threatens to harm or kill another student or staff member or that student exhibits concerning behaviors that may indicate that they pose a threat to the school community. The threat must be immediately reported to the Chair of the school’s established Threat Management Team so it can be assessed for level of concern and necessary protective measures and interventions can be established. Each school’s Threat Management Team must include the “Core Four” members as outlined in the Florida Model for Harm Prevention and Threat Management. The “Core Four” member roles are School Administrator, Instructional Staff Member, Mental Health Professional and Certified Law Enforcement Officer (SRO). These members must have completed the required training in the Florida Model. All threats that are being investigated must be reported to the Director of Safe Schools immediately to allow for proper notification to the Superintendent and Board Members. If any assistance is needed in completion of the Threat Assessment, The District Threat Management Coordinator should be contacted.

Please refer to the Threat Assessment Manual for further details.

SUPERVISION OF STUDENTS AND GROUNDS

Employees are advised that they should not touch students in any way except for the protection of the health, safety and/or welfare of a student or for protection of themselves.

Notice of Limited Supervisory Times: The school will provide supervision to its students during regular school hours; and during the time the student is on the school premises participating with authorization in a school-sponsored activity; and during a reasonable time before and after a student is on the premises for attendance at school or for authorized participation in a school-sponsored activity. There is a rebuttable presumption that the term “reasonable time” means 30 minutes before or after the activity is scheduled or actually begins or ends, whichever is longer (Florida Statute). However, it is the policy of the Hernando County School Board to not leave students unattended at any time.

Do Not Leave Your Class Unattended: Teachers are responsible for students in their class at all times. If it is necessary to leave class for any length of time or if an emergency arises, contact the main office, principal and/or designee so that arrangements can be made for classroom coverage. **Teachers are not to leave their classes unsupervised at any time. Only school personnel may supervise students.** This includes, but is not limited to, students being placed in the hallway unsupervised for testing purposes and/or disciplinary reasons. Whenever a class is moved, notify the office and post a note on the regular classroom door. **Never send a student back to an unsupervised classroom for any reason.**

SURVEYS OF STUDENTS

Students are not required to participate in any survey that concerns one or more of the following protected areas without prior written consent:

1. Political affiliations or beliefs of the student or the student's parents
2. Mental and psychological problems of the student or the student's family
3. Sexual behavior or attitudes
4. Illegal, antisocial, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom the respondent has close family relationships
6. Legally recognized privileged relationships, such as those of lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs of the student or the student's parent
8. Income (other than required by law to determine program eligibility)

Parents have the right to inspect any survey before it is administered or distributed by contacting the school and making an appointment during regular school hours.

Individuals have the right to file a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of Family Educational Rights Privacy Act (FERPA). The address of the office that administers Family Educational Rights Privacy Act is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

The School District of Hernando County Florida



2025-2026 Staff Handbook

Vision: To inspire and support the pursuit of individual greatness.

Mission: The Hernando County School District collaborates with students, parents, and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

SUPERINTENDENT
Ray Pinder

SCHOOL BOARD MEMBERS
Shannon Rodriguez, Chairperson
Mark Johnson, Vice Chairperson
Michelle Bonczek, Board Member
Susan Duval, Board Member
Kayce Hawkins, Board Member

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Staff Handbook

Section 1: Opening

Welcome

Hernando School District Strategic Plan

Education Standards Commission

Nondiscrimination Statement

Workplace Harassment of Employees

Drug-Free Workplace

Important Numbers

Additional District Information

Welcome to the School District of Hernando County

It is our pleasure to welcome you to the Hernando County School District. We believe we are successful every day we can offer our students the fullest opportunities to learn and experience greatness. This includes everything from appropriate and rigorous curriculum to clean and sanitary facilities, to timely, efficient, and safe transportation.

We value every member of our team for the vital roles they play in this process and recognize that a collective effort is essential to our success. You will experience from those around you the team attitude and hard work that motivate us toward better educational opportunities for our students. It is our hope that your efforts as a member of this team will effectively and efficiently contribute to the mission.

GUIDING PRINCIPLES:

We believe:

- Education is the foundation for a better future.
- Family and community involvement are critical to a high-quality educational system.
- Diverse individuals, ideas, talents, and learning styles strengthen our communities.
- All stakeholders share in the responsibility and decision-making as part of supporting student success and school improvement.
- Individuals and organizations are accountable for their behaviors and actions.
- Commitment to teaching methodologies that foster student engagement, critical thinking, and content mastery will prepare all students to graduate ready for work and postsecondary education.
- Shared purpose, collaboration, commitment to continuous improvement, and an innovative spirit are essential in effective teaching cultures.
- Safe, caring environments are essential for learning and the well-being of all students.
- High expectations and recognition empower individuals and lead to improved performance.
- Aligned expectations and policies that reflect best business practices are essential for success.

This handbook is intended as an overview of the District's policies and procedures. It is not a contract and is not intended to be. As a school board employee, it is important that you become acquainted with the policies, procedures and benefits contained within this manual that will contribute to your success. Please read through it. You are expected to know and adhere to the information and regulations it contains. Administrative efficiency and effective public relations require that all staff members conform to the information and regulations. If any policy or regulation needs clarification, please consult your supervisor at once.

Answers to many questions are in this handbook, as well as information which will make your work easier. All departments should create Standard Operating Procedures (SOPs) to direct the work associated with the information outlined in the Staff Handbook and School Board Policies.

This Staff Handbook shall be deemed amended to comply with all laws, all lawful rules of the State Board of Education, all lawful rules and actions of the School Board, and all terms of any applicable ratified collective bargaining agreement. In the event an actual or perceived conflict arises between the language contained in it and the terms and conditions of employment set forth in the respective collective bargaining agreement(s), the language in the bargaining agreement shall prevail. All policies, collective bargaining agreements, board member and board meeting information for the Hernando County School District is available for review at www.hernandoschools.org. Again we wish you much success in Hernando County.

HERNANDO COUNTY SCHOOLS Strategic Plan: 2023 – 2028
To inspire and support the pursuit of individual greatness.

Key Priorities 2023 - 2028

Priority 1 – Student Success

GOAL: Provide standards-based instruction in all classes, in all content areas to ensure all students are college or career ready to be contributing members of society.

Strategy 1

Ensure teachers, visited during administrative walk-throughs, deliver grade- level, benchmark-based instruction to engage all learners.

- Meet or exceed the state average of students scoring proficient.
- Meet or exceed the state average of students making learning gains.
- Meet or exceed the state average of students in the lowest quartile making learning gains on Florida Assessment of Student Thinking in English Language Arts and Math

Strategy 2

Ensure schools engage in evidence-based strategies and interventions to support subgroups and close achievement gaps.

- Close the achievement gaps as measured by state metrics.
- Increase the percentage of English Language Learners becoming proficient in language acquisition on Assessing Communication and Comprehension in English-State to State for English Language Learners.
- Increase percentage of students with individual Education Plans being served in the regular class 80% of the day.
- Decrease the drop-out rate for students with disabilities.
- Meet or exceed the state graduation rate of all Every Student Succeeds Act subgroups.

Strategy 3

Prepare K-12 students for post-secondary education, employment, or military service.

- Increase middle school acceleration through advanced courses and career & technical opportunities.
- Increase the number of high school credits earned by students in grades 6-8.
- Increase the number of K-5 students participating in Career & Professional Education.
- Increase district average of Advanced Placement and Advanced International Certificate of Excellence exam pass rates for all courses.
- Increase the number of students receiving an Advanced Placement Capstone Certificate or diploma or Advanced International Certificate of Excellence diploma.
- Meet or exceed the state average for high school district acceleration rate.
- Increase student participation in dual enrollment courses.
- Meet or exceed the state average for Scholastic Aptitude Test total and American College Test composite score.
- Increase Students with Disabilities' access to post-secondary education.
- Increase Florida Application for Federal Student Aid completion rate to meet or exceed average state rate.
- Increase the number of industry certifications earned by students.
- Decrease truancy for students in grades 6-12.
- Continue to exceed the state's rate for graduation.
- Increase the number of students who take the Armed Services Vocational Aptitude Battery.

Priority 2 – Talent Management

GOAL: Create a culture that attracts, develops, and retains quality employees passionate about supporting student success.

Strategy 1

Create opportunities and pipelines for our community to become employees of Hernando County Schools.

- Increase annually the number of Associate Teachers.
- Reduce annually the number of classroom vacancies for the first day of school and beginning of the second semester.

Strategy 2

Provide opportunities for continued professional growth.

- Increase the number of Associate Teachers achieving professional certification.
- Increase participation in apprenticeship programs.
- Increase participation in Learn It University.
- Decrease the number of teachers identified as out of field for English for Speakers of Other Languages/Gifted.
- Increase satisfaction for professional development by providing a variety of meaningful activities to be measured for effectiveness by yearly staff survey results.

Strategy 3

Retain our workforce to reduce turnover of high-quality employees.

- Increase percentage annually of alternative certified teachers achieving professional certification.
- Reduce resignations due to a lack of job satisfaction.
- Increase the number of first year teachers retained for a second year.

Priority 3 – Safe and Healthy Learning Environment

GOAL: Enhance and strengthen a safe and healthy learning environment.

Strategy 1

Ensure students have access to and receive high quality, nutritious meals provided by the Food & Nutrition Department.

- Annually increase the number of students participating in National School Lunch program.
- Annually increase the number of students participating in the Seamless Summer program by increasing the number of mobile feeding sites.

Strategy 2

Increase the preparedness of staff and students to respond to critical incidents on campus or at school-sponsored events by providing ongoing training activities.

- Through student surveys, annually increase the percentage of students reporting their schools are safe.
- Through staff surveys, annually increase the percentage of staff reporting their schools are safe.

Strategy 3

Improve student resiliency and life skills by providing school-based mental health supports.

- Annually reduce the number of students who are referred to the pre-expulsion hearing process for drug offenses.
- Increase parent and student participation in tobacco/drug awareness training.
- All students in grades 6-12 will receive resiliency and life skills training.

Strategy 4

Improve the student-to-school connection by monitoring early warning data to determine student needs and provide additional support.

- Annually increase the number of students who have 90% or better average daily attendance.
- Reduce the number of students with two or more early warning indicators.
- Maintain 80% compliance with Youth Mental Health First Aid certification with all required staff.

Strategy 5

Provide safe, on-time transportation to and from school for all students.

- Reduce the number of accidents that receive point penalties as measured by the annual Safe Driver Committee review process.
- Improve on-time arrival to schools.

Strategy 6

Provide students and staff with a clean campus environment.

- Increase the number of Environmental Services Technicians participating in training opportunities.
- Improve the annual ratings as determined by school cleanliness reports.

Priority 4 – Community Connection

GOAL: Create opportunities to engage the greater community for the purpose of fostering trust and advancing student excellence.

Strategy 1

Improve student learning opportunities by strengthening community and business partnerships.

- Increase sponsorship contributions to enhance school and district student learning outcomes.
- Increase participation rate for family and community engagement events.

Strategy 2

Enhance two-way district communication and engagement with families and the community.

- Increase the number of respondents to the feedback structures.
- Improve overall satisfaction ratings from feedback structures.

Strategy 3

Elevate the quality of internal communications and ensure staff receive timely and constructive information.

- Increase the number of staff responding to feedback structures.
- Improve overall satisfaction ratings from feedback structures.

Strategy 4

Develop authentic ways to celebrate the contributions and achievements of all employees.

- Open pathways to partner with other HCSD departments, schools and teams to develop recognition opportunities.
- Monitor and update feedback systems to determine areas of improvement.

Priority 5 – Financial Transparency and Capital Planning

GOAL: Ensure public funds are used efficiently to maintain quality educational needs and facilities for our students.

Strategy 1

Maximize all district resources to enhance the learning environment and ensure financial sustainability.

- Increase purchasing card participation & annual rebates.
- Strive to increase revenue from local revenue sources.
- Increase interest earning strategy by expanding investment portfolio.
- Maintain an assigned and unassigned fund balance of 5%.
- Maintain the current bond rating as reported by designated agencies.

Strategy 2

Improve and maintain district facilities by utilizing appropriate funding effectively to provide the best quality education and services to our students, staff and community.

- Improve existing district facilities by utilizing planned life cycle replacement.
- Decrease the average age of the bus fleet.
- Increase the number of sites with upgraded bandwidth.

Strategy 3

Monitor the projected growth of Hernando County over the next several years, and plan accordingly to ensure student growth does not outgrow student stations.

- Study and analyze growth population in county.
- Plan for new construction for additional student stations so Florida Inventory of School Houses capacity meets or exceeds student enrollment.

Hernando County Schools
919 North Broad Street, Brooksville, FL 34601
Phone: (352) 797-7000
Website: www.hernandoschools.org

Education Standards Commission

The Code of Ethics of the Education Profession in Florida and the Principles of Professional Conduct of the Education Profession in Florida

The State of Florida has established the Principles of Professional Conduct for the Education Profession in Florida which are found in State Board Rule 6A-10.081. As professionals, all employees must be aware of and adhere to these rules at all times. These rules are established by the State of Florida and govern the teaching certificates of instructional personnel. In the event the language conflicts with Board policy (i.e. self-reporting of arrests), employees are required to abide by the rules outlined in Board policy. Employees may be disciplined for unprofessional conduct.

All employees are required to adhere to School Board Policies and Florida Statutes regarding ethics. Employees are expected to abide by policy and act in a professional manner at all times. Employees may be disciplined for unethical or unprofessional conduct.

See School Board Policy 1129, 3129, 4129, 1210, 3210, 4210, 1139, 3139, 3139.01 and 4139.01. Click this link: [School Board Policies](#)

6A-10.081 Principles of Professional Conduct for the Education Profession in Florida

- (1) Florida educators shall be guided by the following ethical principles:
 - (a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
 - (b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
 - (c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.
- (2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
 - (a) Obligation to the student requires that the individual:
 1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 3. Shall not unreasonably deny a student access to diverse points of view.
 4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 6. Shall not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by Sections 1003.42(2)(n)3. and 1003.46, F.S.
 7. Shall not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by state academic standards as adopted in Rule 6A-1.09401, F.A.C., or is part of a reproductive health course or health lesson for

which a student's parent has the option to have his or her student not attend.

8. Shall not intentionally violate or deny a student's legal rights.

9. Shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in Section 39.01, F.S.

10. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination. Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in Section 1000.05(4)(a), F.S.

11. Shall not exploit a relationship with a student for personal gain or advantage.

12. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

13. Shall not violate s. 553.865(9)(b), F.S., which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.

14. Shall not violate s. 1000.071, F.S., which relates to the use of personal titles and pronouns in educational institutions.

(b) Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

3. Shall not use institutional privileges for personal gain or advantage.

4. Shall accept no gratuity, gift, or favor that might influence professional judgment.

5. Shall offer no gratuity, gift, or favor to obtain special advantages.

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.

2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

5. Shall not make malicious or intentionally false statements about a colleague.

6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.

7. Shall not misrepresent one's own professional qualifications.

8. Shall not submit fraudulent information on any document in connection with professional activities.

9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.

10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.
14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History—New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16, 11-22-22, 2-21-23, 5-23-23, 8-22-23.

THE POLICY OF NONDISCRIMINATION OF THE SCHOOL DISTRICT OF HERNANDO COUNTY

GENERAL: It is the policy of the School Board of Hernando County, Florida, not to discriminate on the basis of race, color, religion, national origin, age, sex, marital status, or handicap in its educational programs or employment practices. By operating in this manner, the School Board adheres to the provisions of Federal Law and other applicable laws. Specifically, Hernando District Policy states, “It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, pregnancy, military status, ancestry, or Genetic Information Nondiscrimination Act of 2008 (GINA) in its educational programs or employment practice.” The District also provides equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups, as required with 34 C.F.R. 108.9. In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. The lack of English skills will not be a barrier to admission into any Career and Technical Education Programs offered at any of our schools, Sun Tech Education Center, or adult education programs.

EMPLOYMENT: Neither the Hernando County School District nor its employees shall illegally discriminate in its employment policies and practices on the basis of race, religion, color, national origin, sex, marital status, disability, age or any other legally protected status as defined by applicable law.

STUDENTS: The Hernando County School Board prohibits exclusion of any student from participation in or the denial of the benefits of any educational program or activity as well as any and all forms of illegal discrimination against any student on the basis of race, color, religion, national origin, age, sex, marital status, disability or other legally protected status as provided by applicable law.

PRECEDENCE: This policy shall take precedence over any other statement in the policies, procedures, rules, and regulations of the Hernando County School Board wherever such may appear unless in conflict with any collective bargaining agreement.

To file concerns, please follow the complaint procedures found in School Board Policies 1122, 3122 and 4122.

The compliance officer for Employee related issues is Matthew Goldrick, Director of Labor Relations & Professional Standards, 352-797-7005.

Compliance officers for student related issues are Jill Kolasa, Director of Student Services 352-797-7008, and Anna Jensen, Director of ESE 352-797-7022.

See School Board Policy 1122, 3122 and 4122. Click this link: [School Board Policies](#)

WORKPLACE HARASSMENT OF EMPLOYEES

The School District of Hernando County forbids the discrimination against any employee, applicant for employment, or student on the basis of sex or race. The District will not tolerate any type of bullying or harassment activity by any of its employees, including but not limited to sexual, racial, religious, national origin, disability, or pregnancy. This policy also applies to non-employee volunteers who work subject to the control of school authorities. Members of the School District community and third parties, which includes all staff, are encouraged to promptly report incidents of unlawful harassing conduct to an administrator, supervisor, or other School District official so that the Superintendent or designee may address the conduct before it becomes severe, pervasive, or persistent.

Sexual harassment is defined in school board policy to include:

- Unwelcome sexual conduct conditioned for something or quid pro quo harassment.
- Unwelcome sexual conduct determined by a reasonable person to be severe, pervasive, and objectionably offensive.
- Sexual assault: rape, sodomy, sexual assault with object, fondling, incest, statutory rape.
- Domestic Violence
- Dating Violence
- Stalking

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of a crime.

Racial harassment consists of verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any employee based upon race when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or employment opportunities.

Racial harassment as defined above may include but is not limited to the following conduct which is based upon race:

- epithets and slurs;
- written or graphic material that shows hostility or aversion toward an individual group;
- negative stereotyping;
- threatening, intimidating or hostile acts.

Disability harassment is oral, written, graphic or physical conduct or any act as relating to an individual's disability that is sufficiently severe, pervasive, or persistent so as to limit or interfere with the ability of the individual to participate in or benefit from district programs or activities; harassment that has the effect of unreasonably interfering with an employee's performance or creating an intimidating, hostile or offensive working or school environment.

Examples of disability harassment include, but are not limited to conduct directed at the characteristics of a person's disabling condition such as:

- imitating manner of speech;
- interfering with necessary equipment;
- negative stereotyping;

- threatening, intimidating or hostile acts;
- written or graphic material that shows aversion or hostility towards an individual or group with disabling attitudes.

SPECIFIC PROHIBITIONS

It is sexual harassment for a school district employee or non-employee volunteer to use his or her authority to solicit sexual favors or attention from subordinates or students, including but not limited to incidents when the subordinate's or student's failure to submit will result in adverse treatment, or when the subordinate's or student's acquiescence will result in preferential treatment. It is racial harassment for a school board employee or non-employee volunteer to create or be responsible for a racially hostile environment i.e., harassing conduct that is sufficiently severe, pervasive, or persistent so far as to interfere with or limit the ability of an employee or student to participate in or benefit from services, activities, or privileges provided by the District. It is disability harassment when a school district employee, non-employee volunteer or student seeks to involve a student or employee with a disability in antisocial, dangerous, or criminal activity where the student or employee because of a disability, is unable to comprehend fully or consent to the behavior.

PROCEDURES

Any person who alleges harassment by any staff member may report directly to his/her administrator or supervisor. If the direct administrator or supervisor is the offending person, the report should be made to the next higher level of administration or supervision. Filing of a complaint or otherwise reporting harassment will not affect the individual's status, future employment, future promotion, extracurricular activities, or work assignments. It is unlawful to retaliate against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of harassment.

A substantiated charge against a school district employee shall subject such employee to disciplinary action up to and including termination.

Any employee, applicant for employment, student, or applicant for admission who believes he/she has been discriminated against or harassed is encouraged to use the District's established complaint procedures or directly contact his/her administrator or supervisor.

See School Board Policy 1362, 2266, 3362, 4362, 5517, 5517.01 and 5517.03. Click this link: [School Board Policies](#)

DRUG-FREE WORKPLACE POLICY

In compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensing, possession or use of alcohol, illicit drugs or any controlled substances is prohibited. Only prescribed medications are permitted on School Board premises or during any official School District related activity, and it is the responsibility of the employee to ensure that any prescribed medication is properly secured. To facilitate enforcement of this Policy, following an offer of employment by the Hernando County School Board, all job applicants will be required to take and pass a drug test. Current employees will be tested for drugs and/or alcohol for any of the following:

1. reasonable suspicion/cause;
2. post-accident/injury as required for DOT reporting;
3. random testing as per Department of Transportation regulations;
4. follow-up after an employee returns from a drug treatment or counseling program;
5. as required as part of any medical examination required by the HCSB.

Refusal to submit to testing upon request, for any of the reasons authorized, shall subject the employee to the same disciplinary consequences as would result from a positive test result including termination for cause, denial of Unemployment Benefits, denial of Workers' Compensation, and medical and indemnity benefits.

Any employee violating this policy shall be immediately suspended by the Superintendent and a report shall be made to the School Board for further action, which could result in termination of employment.

Failure by any employee to report a known violation of this policy will constitute an act of insubordination and willful neglect of duty. The Employee Assistance Program is available, and information can be found on the District website under Risk, Benefits and Compliance. For additional information, see School Board Policy and Human Resources Standard Operating Procedures.

See School Board Policy 1124, 3124, 4124, and 4162. Click this link: [School Board Policies](#)

CONTACTS AND INFORMATION

DISTRICT OFFICE

919 N. Broad Street, Brooksville, FL 34601 – Phone: (352) 797-7000

| | |
|---|-----------|
| Central Printing Services..... | 797-7023 |
| Communications & Government Relations..... | 797-7009 |
| Department of Teaching and Learning..... | 797-7051 |
| Exceptional Student Support Services (ESSS)..... | 797-7008 |
| Facilities Department..... | 797-7050 |
| Equity..... | 797-7019 |
| Facility Rental..... | Call Site |
| Finance Department..... | 797-7004 |
| Food and Nutrition Department..... | 797-7028 |
| Hearing Impaired Telephone Line – County Office..... | 544-6404 |
| Hernando County Adult Ed..... | 797-7018 |
| Hernando Instructional Television (HITV) – Communications/Public Relations..... | 797-7009 |
| Human Resources Department..... | 797-7005 |
| Maintenance Department..... | 797-7071 |
| Parent Academy..... | 797-7315 |
| Payroll..... | 797-7012 |
| Purchasing Department..... | 797-7060 |
| Risk, Benefits and Wellness..... | 797-7007 |
| Safe Schools..... | 797-7233 |
| Safety and Security Department..... | 797-7054 |
| School Choice..... | 797-7000 |
| Student Services Department..... | 797-7008 |
| Substance Abuse (ESSS Department)..... | 797-7008 |
| Technology and Information Services Department (TIS)..... | 797-7006 |
| Teen Parenting Program (ESSS Department)..... | 797-7051 |
| Transportation Department..... | 797-7003 |
| Volunteers in Education Program..... | 797-7054 |
| Warehouse and Property Inventory..... | 797-7061 |

CONTACT THE TRANSPORTATION DEPARTMENT FOR SCHOOL ATTENDANCE ZONES AND BUS ROUTES

(352) 797-7003 or www.hernandoschools.org

SCHOOL BOARD MEETINGS

Meetings are held on Tuesdays at 6 p.m. Refer to District website for meeting dates and streaming options.

ADDITIONAL DISTRICT INFORMATION

In addition to this Staff Handbook, please review the following documents/resources:

School Board Policies

School/Department Procedural Handbooks

www.hernandoschools.org

Collective Bargaining Agreements

School Board Policies

Information about our district and school board policies can be accessed from our website at: [Hernando County School Board Policies](http://HernandoCountySchoolBoardPolicies)

School/Department Procedural Handbooks

Many district departments produce informative handbooks pertaining to the services and procedures applicable to their departments. Schools produce handbooks/handouts specific to the campus and population of the individual school. These handbooks are a source for specific policies and procedures, available instructional material, and campus “whereabouts.” It is important to note that all policies and procedures in school/department handbooks must align with applicable statutory requirements, school board policy and collective bargaining agreements. Please visit our school district website at hernandoschools.org.

Collective Bargaining Agreements

For information specific to your own position, refer to your respective Collective Bargaining Agreement. A copy of each Agreement is available for your review on our website at hernandoschools.org. The Agreements are very detailed regarding procedures and provision applicable to your position with the District. Two Agreements exist with the Hernando County School District:

HCTA – Hernando Classroom Teachers’ Association – Represents teachers and instructional personnel excluding paraprofessionals.

HUSW – Hernando United School Workers – Represents non-instructional support personnel including paraprofessionals.

Staff Handbook

Section 2: Policies and Procedures

Americans with Disabilities Act

Anti-Fraud

Arrests/Self-Reporting Arrests

Athletics/Academics

Attendance

Care of Building, Furniture and
Equipment

Certification

Change of Address

Communications

Computer Software

Conflict of Interest

Copyrighted Materials

Dress

Duty

Emergency School Closures

Employee Assistance Program

Equity

Evaluation/Assessment

Grievances

Higher Degree Payment

Hours

Human Resources FAQs

Internal & District Funds

Leave of Absence

Meetings

Parking

Payroll Information

Payroll FAQs

Personnel Records

Probationary Period

Public Records Requests

Reappointments and Employment
Contracts

Resignations

Safe Driver Plan

Safety and Security

Suspensions/Dismissals

Tobacco-Free Environment

Toxic Substances at Work

Use of School Facilities &
Equipment

Volunteers/Sponsors

Weapons/Firearms

Work Experience

AMERICANS WITH DISABILITIES ACT

The Hernando County School District will reasonably accommodate qualified individuals who have a disability so that they can perform the essential functions of their position. In order to make a determination about the nature of the employee's medical condition and whether the employee might be considered a qualified individual with a disability under the Americans with Disabilities Act Amendment Act (ADAAA), a Request for Accommodation Form must be completed and submitted to the Human Resources Department. This information is treated confidentially, is not maintained in the employee's main personnel file, and will be used only by authorized individuals. The Request for Accommodation Form can be found on the district website under "Employment".

See School Board Policy 1122.01, 3122.01 and 4122.01. Click this link: [School Board Policies](#)

ANTI-FRAUD

Fraud and fraudulent activity is strictly prohibited. This applies to any fraud, or suspected fraud, involving elected officials, employees, consultants, vendors, contractors, outside agencies and employees of such agencies, and any other parties with a business relationship with the District.

See School Board Policy 8700. Click this link: [School Board Policies](#)

ARRESTS/SELF-REPORTING ARRESTS

As per School Board Policy, employees **shall self-report** any and all arrests and convictions (including misdemeanor citations), regardless of the level of the charges, within forty-eight (48) hours. Please note this includes arrest citations – these will register as arrests in the state database.

Employees shall report to their supervisor.

Failure to report arrests and/or convictions as required by policy shall be grounds for termination of employment.

See School Board Policy 1121.01, 3121.01, and 4121.01. Click this link: [School Board Policies](#)

ATHLETICS/ACADEMICS

Staff will not be permitted to conduct supplemental activities before the end of the contractual workday without the approval of the principal and/or designee. Prior to beginning coaching activities, the individual must be either cleared by Human Resources or must be a registered volunteer through Safety and Security. No one will receive compensation for any coaching activity prior to being cleared to work by the Human Resources Department. The Athletic Handbook governs student participation in athletics.

See School Board Policy 3120.03 and 4120.03. Click this link: [School Board Policies](#)

ATTENDANCE

All employees are expected to be present during all working hours. Absence without prior approval (also called absence without authority –AWA) from an administrator or supervisor, chronic absences, absences without paid leave, habitual tardiness or abuse of designated working hours are all considered neglect of

duty and will result in disciplinary action up to and including dismissal. Sick leave and leaves made necessary by sudden emergencies may be granted if the employee makes a prompt report to administration concerning the absence.

See School Board Policy 1430, 3430, and 4430. Click this link: [School Board Policies](#)

CARE OF BUILDING, FURNITURE AND EQUIPMENT

School administrators and/or designee will provide staff members with an inventory sheet for their room at the beginning of the school year. This sheet is to be completed and returned to the administrator and/or designee. Each room is equipped with the necessary furniture as far as circumstances permit; therefore, furniture and equipment may not be moved from one room to another without the approval of the principal and/or designee and recorded on the inventory sheet. The furniture is assigned to the room, not the teacher. The condition of the furniture and equipment in any classroom is the direct responsibility of the teacher and any damage or defacing of same must be reported in writing to the principal and/or designee immediately.

Furniture and equipment may not be moved from one campus to another without the approval of the principal and/or designee, recorded on the proper form (SO-PC-009) and forwarded as an attachment to the Property Department to schedule transfer via entry through the School Dude program. Furniture and equipment purchased with Federal Funds may not be moved from one campus to another without the approval of the Director of Federal Programs or designee.

Furniture and other district owned property are not to be left outside the school overnight unless arrangements have been made directly with the Property Department. If the property has been deemed no longer in safe usable condition by the Property Department, instructions will be given as to how the items are to be handled.

CERTIFICATION

The state Certification Office processes applications for initial certification, certain add-ons, and all other services for non-employees. The district certification office processes requests of initial FLDOE certificates (upon the issuance of clearance to work), renewals, certain add-ons, and name changes. The state Certification Office approves all coursework for certification purposes. Teachers must call the toll free number 1-800-445-6739 with the following information: the name of the institution; the course prefix, number and title; and the certification requirement they are attempting to satisfy by completing the course. This line is extremely busy during registration periods, so be sure to plan ahead. Also, you can e-mail the Florida Department of Education (FLDOE) at education.certification@fldoe.org. Please include your name, certificate number, and your FLDOE number, if known, in your e-mail.

You may access the FLDOE website, <http://www.fldoe.org/edcert/>, for the following services: Certification Lookup, Application Status Lookup, and Request Materials. If you click on Application Status Lookup, you will be prompted to create a Login I.D. and Password. Once you are on this site, you will be able to access the following information about your certification file: the status/progress of your valid application and Statement of Status of Eligibility; a record of any valid Florida educator's certificate that you hold; and the official transcripts, score report and information received from the district within the last calendar year.

Teachers who hold a five-year non-renewable temporary certificate must follow their Statement of Status of Eligibility. This document is an individualized listing of all the deficiencies that you must satisfy to be issued a Professional Certificate. If your Statement of Status of Eligibility (SOE) reflects that you have

specific testing requirements to meet, you must register for the exams at www.fl.nesinc.com. For more information about the requirements listed on your Statement of Status of Eligibility, you may visit the FLDOE website: http://www.fldoe.org/edcert/cert_types.asp.

For reappointment purposes, all the deficiencies outlined on your Statement of Status of Eligibility must be completed and documented with the district certification office no later than March 1st of the year of expiration of your temporary certificate. As a courtesy to our teachers, the district certification office sends reminder notices to teachers on temporary certificates throughout the validity period of the certificate.

Teachers who hold five-year Professional certificates must renew their certificates every five years. During the validity period of this certificate, you are required to earn either a minimum of 120 in-service points to include 20 in-service points in teaching Students with Disabilities (SWD) or six semester hours of college credit to include one semester hour in teaching Students with Disabilities (SWD).

An educator whose certificate has a beginning validity date of July 1, 2020, or thereafter, must have earned at least two (2) college credits, forty (40) inservice points, or a combination thereof, in evidence-based instruction and interventions grounded in the science of reading per Rule 6A-6.053, F.A.C., specifically designed for students with characteristics of dyslexia, including the use of explicit, systematic, and sequential approaches to reading instruction, developing phonological and phonemic awareness, decoding, and implementing multisensory intervention strategies if the educator is renewing any of the following coverages: Elementary Education (K-6), Prekindergarten/Primary Education (age 3 through grade 3), Elementary Education (grades 1-6), Primary Education (grades K-3), English (grades 1-6), Middle Grades English (grades 5-9), Middle Grades Integrated Curriculum (grades 5-9), English (6-12), Exceptional Student Education (grades K-12) (renewal beginning with a validity date of July 1, 2025), Reading (K-12), Reading (Endorsement), and English for Speakers of Other Languages (ESOL) (grades K-12).

For individuals who holds a certificate in educational leadership, the individual must earn a minimum of one college credit or 20 inservice points in Florida's educational leadership standards to renew their professional certificate with renewals beginning July 1, 2025 or later. This is included in the total 120 in-service points required for renewal as well.

Information pertaining to renewal requirements, and in-service equivalent renewal credit, is available on the FLDOE website: <https://www.fldoe.org/teaching/certification/renewal-requirements/>

The earliest that the district certification office will accept your application for renewal is July 1st for the following June 30th expiration (in other words, 1 year before your professional certificate expires).

As a courtesy to our teachers, the district certification office notifies teachers of expiring professional certificates. Notification of expiring professional certificates is sent in July of the year your professional certificate expires by the FLDOE directly to the email attached to your FLDOE account.

If you are teaching out-of-field, proof of required in-service, coursework, or a passing score on the appropriate subject area exam and add-on application, must be submitted to the district certification office or the Florida Department of Education (depending on the type of certificate held) by April of the year you were placed out-of-field. Refer to your out-of-field documentation for more information.

When you earn a higher degree from an accredited institution, you must submit an official transcript with the higher degree conferred to Certification in the Human Resources Department. If your degree major matches an area of certification on your certificate, a pay change will take effect as soon as official transcripts have been received and reviewed along with the signed Request for Advanced degree form by the Human Resources Department. The HCSD accepts all diplomas and degrees from sources accredited

or approved by the Florida Department of Education, including foreign institutions. In other words, the Florida DOE requires the HCSD to reject any fraudulent or questionable diploma or degree from a disreputable source. Tendering a worthless diploma or degree constitutes just cause for termination for violating the Principles of Professional Conduct.

CONTACT INFORMATION UPDATE

Current employees who need to report a change of address and/or name change may do so by accessing the Hernando County School District website at hernandoschools.org. Click on “Staff” then “[How to Update Your Contact Information](#)” and follow the directions.

The Human Resources Department will process your request. If you have any questions or can’t log into your Hire Enterprises account, please call Human Resources for help at 352-797-7005.

COMMUNICATIONS

Employees are reminded that in all communications, including any electronic communication (text, email), they are to ensure that they meet the ethical standards required by School Board Policy, State Board Rules 6A-10.081 , and State Statutes (Chapter 112).

Refer to the Student Code of Conduct regarding student use of electronic devices.

The School District encourages positive and professional communication between staff and students. The School District has provided staff with the means to communicate electronically with students and/or parents concerning school matters. These means include:

- official school website
- parent portal
- official school social media,
- district-approved messaging applications
- District email

and are sufficient for the purposes intended. For staff to communicate regarding school matters with students and/or parents by personal electronic means when sufficient District means are available exposes the School District to possible violation of its legal obligations. Such communication could cause the appearance of inappropriate association with students.

Staff communications via private electronic media concerning non-school related matters are governed by School Board Policy, Florida Statute and the Code of Ethics and Principles of Professional Conduct. Violation of these policies may lead to disciplinary action.

CELL PHONES - DISTRICT

District cell phones are provided to specific staff members to use for school-related business as needed. No personal calls should be made or received using District cell phones which are the property of the school district. Employees who are assigned District cell phones are responsible for the proper care of the cell phone. Employees are responsible for the cost of replacing their District phone if it is lost, stolen, or damaged. Each case will be reviewed individually to determine if the employee acted with due diligence or if an unusual circumstance existed that may hold the employee harmless for replacement costs. The employee’s cost for the replacement phone will be determined by the actual replacement cost the District incurs for the phone.

CELL PHONES - PERSONAL

Students and staff shall refrain from using cell phones for **personal use** during emergency situations. The use of cell phones by students and staff during emergencies could overload cell towers and hamper emergency response personnel's ability to communicate.

Staff members should avoid the use of personal cell phones during student contact time.

EMAIL

All staff members should check email at least once each morning and afternoon. The Hernando County email system is to be used for School Board related business and educational projects only.

District emails not for personal use. These restrictions also apply to accessing the email system on Hernando County School Board computers. Communications reside on servers within the District and can be monitored by administrative directive. **District email is public record and can be viewed in accordance with public record laws.** It is advised not to use student names in email in a manner that violates School Board Policy, Florida Statute or the Code of Ethics and Principles of Professional Conduct. It is important to check District email regularly because important information is distributed in this manner.

INTERNET & NETWORK USAGE

All staff users of the HCSD network and internet must acknowledge receipt of and adhere to the Hernando County Staff Technology Acceptable Use and Safety Policy and Internet Acceptable Use Agreement. It is a requirement that all computers accessing the internet through the county-wide area network will start on the same homepage. The homepage is the District's homepage located at <http://www.hernandoschools.org>.

No unauthorized devices, including but not limited to, computers, printers and mobile devices shall be connected to the HCSD network without the express permission of the Director of Technology Information Services, or designee. Under no circumstances shall any router (wireless or wired), switch, wireless access point, or any other device to allow computers and other devices to connect to a network, be connected to the HCSD network by wire, wirelessly or otherwise without the express written permission of the Director of Technology Information Services or designee.

The use of VPNs, SD-WAN, SASE or any other service, software or hardware for similar purpose is prohibited on the HCSD network, other than that provided by Technology and Information Services.

VPN – Virtual Private Network: A virtual private network, or VPN, is an encrypted connection over the Internet from a device to a network. The encrypted connection helps ensure that sensitive data is safely transmitted. It prevents unauthorized people from eavesdropping on the traffic and allows the user to conduct work remotely.

SD-WAN - Software-Defined Wide Area Network: A software-defined wide area network is a wide area network that uses software-defined networking technology, such as communicating over the Internet using overlay tunnels which are encrypted when destined for internal organization locations.

SASE – Secure Access Service Edge: A secure access service edge is technology used to deliver wide area network and security controls as a cloud computing service directly to the source of connection rather than a data center.

See School Board Policy 7540.04, 7542 and 7543. Click this link: [School Board Policies](#)

MAILBOXES

All staff members should check their mailboxes each day upon arrival at their site and again before leaving their site. Administrative approval is required before placing any material in the staff mailboxes or on any bulletin board and access to mailboxes is determined by the site administrator. If items being put in mailboxes were delivered by a representative of HUSW and HCTA, the items should be considered approved by those organizations.

PASSWORDS

No staff member's computer passwords should be disseminated to students or any unauthorized person. Passwords are confidential and should not be shared. Unauthorized sharing of passwords violates School Board Policy, and such violation is subject to disciplinary action up to and including termination.

PHONE CALLS

Telephones are provided for use during planning periods. Calls made during student contact time shall be for school related matters only.

TEXT MESSAGING

Staff may utilize text messaging for communicating with other staff using "transitory" messages only. A transitory message is defined by Florida law to be one which is created primarily to communicate information of short-term value such as scheduling appointments. They are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. If there is any question about the type of information being sent, staff are advised to consult with their administrator before sending the information.

No employee may communicate with a student or students via text messaging. Electronic communication with students, if any, may only be made via District provided resources and only in compliance with the guidelines for such set forth in this Handbook.

Employees are advised that text messages, even if sent or received on a privately owned device, **may be considered public record and subject to review by district administration and possibly the public.**

Accordingly, staff are consenting to a review and/or search of their personal electronic device if such is used for text messaging in violation of School Board Policy, Florida Statute and the Code of Ethics and Principles of Professional Conduct.

See School Board Policy 7530.02, 7544, 7540.02 and 7540.04 Click this link: [School Board Policies](#)

COMPUTER AND ONLINE SOFTWARE, RESOURCES AND APPLICATIONS

All staff members, prior to installing, using, or otherwise accessing online resources, including webpages and applications must first obtain approval by submitting a completed Software Approval form and following the Software Approval Process. If the software, online resource, or application is not purchased by the Hernando County School District and is purchased by the staff member or other party, the software approval process must still be followed, and the appropriate Software Approval Form files and a donated property form must be completed and submitted as well.

In no event shall any such software, online resource or application be used, accessed or installed on any

computer or other device owned by the Hernando County School District nor used or otherwise accessed on the HCSD network without the required approval.

All requested installs of software are subject to Rule 6A-1.0955 and S.B. 662 or their successors and if student data will be transmitted or typed into such software, online resource or application, or students will use such software, online resource or application, an approved Digital Security and Privacy Agreement (DSPA) must be signed by the vendor prior to any installation or use of that software, online resource or application.

All the above shall also apply to any free software, online resource, or application.

See School Board Policy Board Policy 7540.02(D). Click this link: [School Board Policies](#)

USE OF ARTIFICIAL INTELLIGENCE (AI) AND NATURAL LANGUAGE PROCESSING TOOLS (NLP TOOLS)

The School Board recognizes the positive impact that Artificial Intelligence (AI) technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity.

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies including, but not limited to the following: Policy 5505 – *Academic Honesty*; Policy 5500 – *Student Conduct*; Policy 5517 – *Anti-Harassment*; Policy 5517.01 – *Bullying and Harassment*; Policy 2266 – *Nondiscrimination on the Basis of Sex in Education Programs and Activities (The Board's Policy and Grievance Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024)*; Policy 8330 – *Student Records*; Policy 2240 – *Controversial Issues*; Policy 7540.03 – *Student Internet Safety and Acceptable Use*; and Policy 7540.04 – *Staff Technology Acceptable Use and Safety*.

Utilization of AI/NLP tools is strictly prohibited for the completion of schoolwork. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.

- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion.

Staff may be disciplined for violations, up to and including suspension or termination of employment.

The administration will refer any illegal acts to law enforcement.

See School Board Policy Board Policy 7540.08. Click this link: [School Board Policies](#)

CONFLICT OF INTEREST

Any School District employee who also works for an organization doing business with the School Board must reveal such a contractual agreement, in writing, to the Superintendent. The Superintendent may approve such an arrangement; however, if the Superintendent determines the relationship to be a conflict of interest, a request will be made for the employee to terminate his/her employment with either the organization or the School District.

See School Board Policy 1129, 3129 and 4129. Click this link: [School Board Policies](#)

COPYRIGHTED MATERIALS

According to Board Policy 2531, staff shall abide by all provisions of the copyright laws.

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

Any staff member shall, prior to installing any computer software not purchased by the School District, obtain approval for such by completing a donated property form and delivering same and providing a valid license for the utilization of such software. In the event such software is not to be donated, the staff member shall lease the software to the School District at no cost to the District by denoting such on the donated property form. In no event shall any such software be installed upon any computer owned by the Hernando

County School District without the approval required herein from the Director of Technology Information Services, or designee. All requested installs of software are subject to Rule 6A-1.0955 and S.B. 662 or their successors and if student data will be transmitted or typed into such software, online resource or application, or students will use such software, online resource or application, an approved Digital Security and Privacy Agreement (DSPA) must be signed by the vendor prior to any installation or use of that software, online resource or application.

See School Board Policy 2531. Click this link: [School Board Policies](#)

DRESS

As professionals, employees are expected to dress professionally and appropriately for their job assignments. Personal hygiene and appearance set examples for students. When building-level questions arise, employees should contact their immediate supervisor. **All employees must wear identification badges while on duty.**

DUTY

A duty roster and guidelines will be issued during pre-school and at other times, when necessary. Teachers will be assigned various types of duty on an equitable rotation basis, and rosters will be in accordance with the Hernando Classroom Teachers' Association (HCTA) bargaining agreement.

EMERGENCY SCHOOL CLOSURES

Employees who had previously requested paid leave (sick/personal/vacation) **for only the day(s) of the emergency closure AND** were in attendance the day before **AND** the day after the emergency closure(s), will not be charged leave for the day(s) of the closure.

Employees who previously requested paid leave (sick/personal/vacation) which included the **DAY BEFORE** the emergency closure and the **DAY(S) OF** the emergency closure, will be charged leave for the emergency closure day(s).

Employees who previously requested multiple days paid leave (sick/personal/vacation) which was to begin **ON** the first day of the emergency closure and **CONTINUE AFTER**, shall be charged for the entire requested leave.

Any employee on an extended leave or scheduled to begin an extended leave after the emergency closure, will remain in that leave status and will be required to use leave accrual or in leave accrual is exhausted, will be unpaid. During the emergency closure, leave donations will be suspended.

EMPLOYEE ASSISTANCE PROGRAM

Behavioral health services are available to all permanent employees of the Hernando County School District and their eligible dependents through our group health plan with Florida Blue. For those employees and dependents not covered under our group health plan, assistance is available through BayCare Behavioral Health by contacting (800) 878-5470.

See School Board Policy 1170.01, 3170.01 and 4170.01. Click this link: [School Board Policies](#)

EQUITY

It is the policy of the School Board of Hernando County, Florida, not to discriminate on the basis of race, color, religion, national origin, age, sex, marital status, or handicap in its educational programs or employment practices. By operating in this manner, the School Board adheres to the provisions of Federal Law and other applicable laws.

Specifically, Hernando District Policy states, “It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, pregnancy, military status, ancestry, or Genetic Information Nondiscrimination Act of 2008 (GINA) in its educational programs or employment practice.” The District also provides equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups, as required within 34 C.F.R. 108.9.

In accordance with Florida Administrative Code, national origin minority or English Language Learners (ELL) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English.

To file concerns, please follow the complaint procedures found in School Board Policy.

The compliance officer for Employee related issues is Matthew Goldrick, Director of Labor Relations & Professional Standards, 352-797-7005. Compliance officers for student related issues are Anna Jensen, Director of Exceptional Student Education, 352-797-7022 and Jill Kolasa, Director of Student Services (504 coordinator). The compliance officer for ADA related issues is Matthew Goldrick, Director of Labor Relations & Professional Standards, 352-797-7005.

See School Board Policy 1122, 3122 and 4133. Click this link: [School Board Policies](#)

EVALUATION/ASSESSMENT

Please refer to the appropriate employee evaluation manual for evaluation procedures for all employees. This information is available on the District website <https://www.hernandoschools.org>

GRIEVANCES

Refer to the appropriate union or association contract for guidelines on grievances. Union contracts can be found on the District website <http://www.hernandoschools.org>.

HIGHER DEGREE PAYMENT

- Instructional employees hired prior to July 1, 2011 may receive additional pay if they earn a higher academic degree and provide a transcript with a conferred date within the guidelines of the applicable union contract and School Board approved salary schedule.
- Instructional employees and school-based administrators hired on or after July 1, 2011 may receive additional pay if they earn a higher academic degree if the degree matches their area of certification as per Statute. An official transcript must be provided along with the signed Request for Advanced Degree form.
- Administrative employees hired prior to July 1, 2011 may receive additional pay based on the degree

earned in accordance with the School Board approved Administrative Salary Schedule.

- Administrative employees hired on or after July 1, 2011 may receive an additional amount if they earn a degree beyond that which their job description requires. An official transcript must be provided along with a signed Personnel Action Form.
- Confidential and noninstructional employees, who have acquired 60 semester hours or more, as verified by an official transcript, will be paid an additional amount per the School Board approved salary schedule.
- Professional/Technical/Supervisory employees may receive an additional amount if they earn a degree beyond that which their job description requires. An official transcript must be provided along with a Personnel Action Form.

Transcripts with a conferred date must be received in the Human Resources Department in order for the salary adjustment to occur. The adjustment will be made from the beginning of the pay period during which the appropriate documentation was received. It is the responsibility of the employee to ensure that the Human Resources Department receives the official transcripts and appropriate documentation in order for the higher degree payment to continue.

HOURS

Work hours for staff will be in accordance with School Board policy, the Fair Labor Standards Act and contractual obligations. **No staff member is permitted to leave earlier than the designated time unless they have notified and have permission from their supervisor or designee.** Please refer to the Hernando County School District Fair Labor Standards Act Compliance Manual and the HCTA and HUSW contracts for guidance.

School staff members are to be at their assigned stations to supervise students as directed by the school administration before, during and after student hours. All staff must follow the designated procedures at each site regarding the use of sign-in sheets and, if applicable, time clocks.

HUMAN RESOURCES – FREQUENTLY ASKED QUESTIONS

1. How do I obtain tenure status if I am a noninstructional employee?

A noninstructional employee must work three (3) full consecutive years and be reappointed to a fourth year within the district in order to obtain tenure. If a noninstructional employee has a break in service, he/she returns on a non-tenured status. The only exception to this is made for Interim Food Service Assistant Managers due to the temporary nature of the position. A full year is defined as one day more than half of the contracted year.

2. How do I verify military experience? How many years of military experience can I bring in?

To verify military experience, a copy of a DD-214 must be given to the Human Resources Department. Professional/Technical/Supervisory and Administrative personnel will not be granted military experience. Instructional employees can bring in ten (10) years of military experience. Non-instructional and Confidential Military Veterans may be granted a \$500 supplement for military experience provided a DD-214 is submitted to the Human Resources Department for review and approval. At least one year of full-time military active duty is required to be eligible for the supplement. If the DD-214 is received within forty-five (45) days of the employee's start date, the new pay will be retroactive back to his/her start date. If the DD-214 is received after the first forty-five (45) days of employment, the new pay will start at the

beginning of the pay period in which it is received.

3. How do I verify my previous experience? How many years of experience can I bring in?

To verify previous experience, a Verification of Experience form must be given to the Human Resources Department. Professional/Technical/Supervisory employees can verify ten (10) years of experience. Administrative employees can verify fifteen (15) years of experience. Instructional employees can verify twenty (20) years of prior teaching experience. If the experience form is received within forty-five (45) days of the employee's start date, the new pay will be retroactive back to his/her start date. If the experience form is received after the first forty-five (45) days of employment, the new pay will start at the beginning of the pay period in which it is received. Previous experience can only be brought in one time for the entire duration of employment with the Hernando County School District regardless of employment changes. Once a determination is made by Human Resources, the employee shall have thirty (30) days to request an appeal.

4. Are there unions in Hernando County?

Instructional personnel are represented by the Hernando Classroom Teachers' Association. Noninstructional personnel are represented by the Hernando United School Workers. Confidential, professional/technical/supervisory and administrative personnel are not eligible for membership in unions.

5. How do I transfer sick leave from my previous school district?

Sick leave can be transferred to the Hernando County School District from any accredited Florida school district. Employees must request that their previous district send their balance of sick leave to the Human Resources Department, 919 N. Broad Street, Brooksville, FL 34601. According to School Board Policy, no transferred leave shall be credited to an employee's account at a rate, or in an amount exceeding that earned while an employee of the Hernando County School District.

6. How do I find additional resources?

In addition to this Staff Handbook, there are other reference sources including:

- School Board Policies - *Click this link:* [School Board Policies](#)
- School/Department Handbooks and Procedures – many district departments produce excellent and informative handbooks and/or procedures pertaining to the services and procedures applicable to their departments. Schools produce handbooks specific to the procedures applicable to schools and students. It is important to note that all policies and procedures in school/department handbooks must align with applicable statutory requirements, School Board Policy and collective bargaining agreements.
- Collective Bargaining Agreements – for information specific to your own position, refer to your respective Collective Bargaining Agreement. A copy of each Agreement is available for view on our website at www.hernandoschools.org. The Agreements are very detailed regarding the procedures and provisions applicable to your position within the District. Two Agreements exist:
 - HCTA – Hernando Classroom Teachers' Association – represents all instructional classified employees.
 - HUSW – Hernando United School Workers – represents all non-instructional classified employees.
- School District Website - www.hernandoschools.org

GENERAL INFORMATION – DISTRICT & INTERNAL ACCOUNT/SCHOOL FUNDS

For guidance with district funds, refer to the “*Red Book*” located on the district website, www.hernandoschools.org/departments/budget-finance/index.

FUNDING SOURCES

Schools are provided funding from the following sources:

- District Budget Funds- allocations from district
- Small Grants/Donations – determined by the amount of the grant
- Internal/Student Funds – all funds collected (e.g. general sales, gate receipts, fundraising & donations) at the school level become part of the internal funds unless they have been accounted for at the district level.

DISTRICT BUDGET FUNDS

The funds in the district budget are separate from the Internal Account/Student funds. The principal determines the funding level for each grade level, department, team and/or teacher. District funds not spent by June 30th, the end of the fiscal year, will generally not roll forward into the new fiscal year. Internal account funds roll from one year to the next in most cases.

GRANT AND FEDERAL PROJECT FUNDS

Grants and Federal project funds are school specific and often come with restrictions on how the funds can be spent. For more information regarding regular grants and federal project grants, contact the Budget & Finance Department.

PURCHASE ORDERS – DISTRICT & INTERNAL ACCOUNT/SCHOOL FUNDS

All requests for purchase orders go to the bookkeeper and must be supported by documentation (i.e. quote, order form, copy of registration form, etc.). Vendors must have a completed W-9 on file before a purchase order or check can be processed. The Purchasing Department adds new vendors for items applicable to the schools. All receipts, invoices, and packing slips must be signed, dated, and returned to the bookkeeper within five (5) workdays from the delivery or receipt of the merchandise or services.

PROCUREMENT CARDS (P-CARDS)

The district’s purchasing card (P-Card) program is designed to improve efficiency in processing purchases (e.g. office supplies, cleaning supplies and equipment) by allowing approved district employees to purchase approved goods and services directly from a vendor using the P-Card as the payment vehicle. This program is an alternative approach to utilizing purchase orders and is in alignment with Best Business Practices.

The P-Card program works very much like a personal credit card. The administrator requests a card for an employee by completing the Individual Purchasing Card Holder’s Agreement. In order to use the card, the employee must go through training and sign that he/she understands his/her responsibilities as a cardholder. The cardholder has a spending limit each month and the P-card has restrictions on certain merchant codes in order to prevent purchase of restricted items. Under NO circumstances is the card to be used to make personal purchases.

Individuals that are authorized to use a site purchasing card must properly sign the card out and sign the card back in when the card is returned. Individuals checking out the card are responsible for the security of their card. All precautions should be taken to maintain confidentiality of all information relating to the card, such

as the card holder account number and expiration date. The card or the account number should never be left in a conspicuous place for others to access.

Individuals who have checked out the card are required to turn in invoices or itemized receipts signed “Approved for Payment” by the next working day to the site coordinator. Repeated failure to turn required information in to the site coordinator may result in the employee personally reimbursing the district for the expenditure, revocation of the Purchasing Card privilege and/or possible disciplinary action.

Disciplinary Action Guidelines Unauthorized use of the Purchasing VISA Card will result in appropriate disciplinary action being taken. The disciplinary action may range from a warning up to the revocation of the Purchasing Card privilege and/or possible disciplinary action. For more information regarding the P-card program go to www.hernandoschools.com/Purchasing.

DISTRICT BIDS AND STATE VENDORS – DISTRICT & INTERNAL ACCOUNT/ SCHOOL FUNDS

The district has various bids and state contracted vendors that offer discounts to the school system. Schools are obligated to honor the currently awarded vendor bids and contracts for purchases. See the bookkeeper for information about when and how bid vendors must be used. The current bid list can be found by accessing the Purchasing Department’s website at www.hernandoschools.org/Purchasing.

SALES TAX EXEMPT STATUS

A copy of the district’s sales tax exemption certificate can be obtained from the bookkeeper upon request. The sales tax certificate is to be used for district and school purchases only. Outside Parent Teacher Organizations and Booster Clubs must obtain their own sales tax exemption certificate from the state and meet the requirements for a non-profit organization as required by law. Outside organizations cannot under any circumstances use the district’s sales tax-exempt certificate.

EMPLOYEE TRAVEL

Employee and student travel requires approval from the Administrator and/or Superintendent’s staff and/or School Board depending upon whether the travel is in-county, out-of-county or out-of-state travel. Be sure to check current policies before planning, registering, or encumbering funds that require travel.

More detailed information can be found on the district website, www.hernandoschools.org/departments/budget-finance/travel. Staff should work with the bookkeeper who will provide all the required information prior to travel (i.e. scheduling travel, authorized approval(s), allowable expenses and completion of paperwork with receipts for reimbursement to staff). All employee travel paid by the district must be submitted to Finance no later than 30 days from the last day of travel.

INTERNAL ACCOUNT/SCHOOL FUNDS

The Finance Department offers reference guidance for handling money and making purchases through the “Internal Account Procedures Manual” and “Purchasing Card Manual.” These guides are available on the district website and the school’s bookkeeper office for all staff. It is important that staff comply with requirements stated.

Internal/School Activity funds are collected internally by the school. The school’s internal account funds shall be used to benefit the students and those activities as authorized by the district. These funds generally come from field trips, fundraisers, and ticket sales. Internal funds shall be administered in accordance with Florida Statutes, State Board of Administrative Rules, Financial and Program Cost Accounting and

Reporting for Florida Schools (["Red Book"](#)), Hernando County School Board policies, and the Internal Accounts Procedures Manual.

SPENDING FUNDS

All purchases for merchandise and services must be pre-approved by district or school administration as applicable and processed by the bookkeeper prior to purchase. All orders (mail, telephone, internet or direct pick up) may only be placed when the purchase order has been processed by the bookkeeper and the approved copy has been returned to the person requesting approval.

Vendors with district bids or a state contract must be utilized first, regardless of the price or convenience. Additional vendors may be considered when the requested item is unavailable.

Internal funds shall not be used to cash checks to accommodate individuals, make any kind of loans, pay any form of compensation directly to employees or extend credit. Employees of the school district who are compensated for additional services, such as working at athletic events, shall be paid through the school district payroll department or, when appropriate, as prescribed by district school board rules. Blanket Purchase Orders may not be issued to HCSD employees. All reimbursements to HCSD employees may not exceed \$50.00 for a single purchase and only be issued in an emergency circumstance.

CASH COLLECTIONS

Internal Account/School funds are collected internally by the school. The school's internal account funds shall be used to benefit the students and those activities as authorized by the district. Refer to School Board Policy 6610 located on the district website, School Board Policy.

All money should be collected in the school office. Funds collected by the school must be substantiated by a Monies Collected form from school activities and are to be turned in to the bookkeeper at the end of the day. Collections made outside of normal business hours must be remitted to the school office no later than the next business day. If the bookkeeper is unavailable, monies collected should be placed in the school's safety drop box or given to the site administrator or designated backup. If there is no drop box or no administrator present, a note to that effect should be included with the supporting documentation turned in with the money. This is considered an extreme circumstance. No monies are to be held by employees overnight except in the case of an extreme circumstance as noted (documentation required). Do not leave the money unattended in the bookkeeping office.

Students and/or volunteers may not handle cash collections without the direct supervision of a HCSD employee.

RECEIPT BOOKS

Receipt books issued to staff members during the year must be returned to the bookkeeper as part of the teacher check-out process. If an issued receipt book is not returned, the staff member is responsible for signing a letter of acknowledgement to that effect for review by auditor. See Red Book requirements.

All collections received by any club or school organization, other than PTA/PTSAs/PTOs and those previously designated as a 501(c)(3) organization, must be deposited in the school internal account fund. These funds must be properly safeguarded, and the person having custody of the money will be held fully accountable.

STUDENT FEES

Student fees will be collected at the time of registration for the new school year and also during the first few weeks of school. These fees, including certain class fees, are deposited in the school's Internal Account/School funds and are to be used for consumable supplies. Athletic participation, band, and choral

fees are required and the money collected is remitted to the bookkeeper.

FUNDRAISING

The purpose of fundraising projects is to contribute to the educational experience of the students. All fundraisers must comply with Hernando County School Board policies and should not be in conflict with the overall instructional program. Refer to School Board Policy #5830.

All fundraising projects and activities must be submitted on SO-Gadm-053 – Fundraising Request Form & Recap located on the district website, www.hernandoschools.org/departments/budget-finance/internal-accounts. The application must be approved by administration and scheduled on the calendar in advance of the event.

ASSEMBLIES & OTHER ACTIVITIES DURING THE SCHOOL DAY

Activities that take students out of class during the school day must receive administrative approval prior to any planning and advertising. Events that will impact large numbers of students may be reviewed before administrative approval is given. The staff sponsor of students participating in performances and/or assemblies during the school day must send a list of all participants to the attendance secretary and teachers one week prior to the event.

Assemblies, performances, and other school-wide programs that support the school and student body as a whole will be approved by school administration on a limited basis during the school year. When school-wide activities are held, school staff will assist in the supervision of students at the activity or by supervising those students who choose not to participate. A list of duty assignments may be published.

ACTIVITY ADMISSION FEES

Per Board Policy 6610, fundraising activities for which students are charged an admission shall not be present during school hours.

LEAVE OF ABSENCE

All staff are expected to be on duty each day unless there is a compelling reason why they cannot be in attendance. Questions concerning absences should be directed to the substitute coordinator at the site. The instructional employee is responsible for providing detailed plans for the substitute. When an employee is going to be absent in excess of ten (10) consecutive days, he/she must complete an Extended Leave Form [SO-PER-018](#) which can be obtained through the designated staff member at the site or the school district website. The Request for Extended Leave Form [SO-PER-018](#) must be completed by the employee and approved by the site administrator, a Human Resources Administrator and the School Board prior to taking leave when need is known in advance and as soon as possible when leave is an emergency. Employees will be notified if any additional paperwork is required. If an employee is on a leave of absence without pay, he/she is responsible for his/her benefit premium payments. If the employee is deficient in paying premiums, the employee's benefits will be terminated.

It is imperative that staff members review and become familiar with the School Board policies governing leaves of absence. Leaves must be officially granted in advance and may not be granted retroactively.

Absence without prior approval from an administrator or supervisor, chronic absences, absences without paid leave, habitual tardiness or abuse of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal. Sick leave and leaves made necessary by sudden emergencies may be granted if the employee makes a prompt report to administration concerning

this absence.

When requesting a leave, the staff member must complete a Leave of Absence form [SO-PER-025](#) and return it to the site administrator and/or designee as stated in Board policy and bargaining unit agreements.

Any employee who is absent because of illness must file an appropriate sick leave claim within five (5) working days following return to work. This requirement is applicable to both sick leave and illness-in-the-line-of-duty leave.

All leaves, except sick leave, are to be approved in advance by the site administrator and/or designee. It is necessary to notify the appropriate personnel when a leave is canceled or if other changes are made from the original request.

See School Board Policy 1430, 3430 and 4430. Click this link: [School Board Policies](#)

ABSENT WITHOUT AUTHORITY

All employees are expected to be present during all working hours. Absence from work without approval will be documented as Absent Without Authority.

If an employee is absent without authority for more than five (5) consecutive days it will be considered job abandonment. The site will initiate correspondence with the employee. If an employee does not respond to the notice of job abandonment, it will constitute his/her voluntary resignation. The Superintendent will take the appropriate employment action.

ABSENCE WITHOUT LEAVE OR EXCESSIVE ABSENTEEISM

Punctual and regular attendance is an essential function of an employee's job. If an employee has extensive absences during a school year, the timekeeper should notify the site administrator as soon as the employee takes time off without pay. If the employee, or the employee's family member, has a serious medical condition that is contributing to the need for unpaid leave then a Request for Extended Leave [SO-PER-018](#) & Certification of Physician form [SO-PER-178](#) must be completed and forwarded to the Human Resources Department for consideration of intermittent or extended FMLA. Administrators should not approve leaves without pay (unless first approved by Professional Standards for extreme cases). Excessive absences, chronic absences and absences without leave are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

FAMILY MEDICAL LEAVE ACT (FMLA)

As required in the Family Medical Leave Act (see Appendix H), in order to qualify for FMLA, an employee must have worked for the Hernando County School District for at least twelve (12) months and at least 1,250 hours during the preceding twelve (12) months. The Family Medical Leave cannot exceed twelve (12) weeks for any employee within a twelve (12) month period. This leave can only be taken for specific reasons as required by law. Once the Human Resources Department is notified of a leave request that might meet FMLA requirements, the appropriate forms will be sent to the employee. A final determination of eligibility will be made by the Human Resources Department.

When an employee is on Family Medical Leave, continuous or intermittently, the School District will continue to contribute its portion of the employee's health and life insurance, and the employee is responsible for his/her portion and any other benefit premium payments. The premium payment should be made through the Hernando County School District, Attention Benefit Payments. If an employee is

deficient in paying premiums, the employee's benefits will be terminated.

Upon return from Family Medical Leave, the employee is entitled to be restored to the same position that the employee held when the leave began, or to an equivalent position with the equivalent benefits, pay and other terms and conditions of employment.

Employees who are the spouses, children, parents or next-of-kin of a service member may take up to twenty-six (26) weeks of leave under the FMLA to care for the service member who incurred an injury during military service when that injury results in the service member being unable to perform his/her duties. The employee requesting such leave will be notified by the Human Resources Department regarding eligibility.

EMPLOYEES RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY MEDICAL LEAVE ACT (FMLA)

See School Board Policy 1430.01, 3430.01 and 4430.01. Click this link: [School Board Policies](#)

PERSONAL LEAVE

All personal leave taken with pay is charged against sick leave and will reduce the employee's sick leave balance. Unpaid Personal leave will only be approved for reasons outlined in School Board Policy 1430.04, 3430.04 and 4430.04. Personal leave may or may not be approved for the days preceding or following school holidays as determined by the supervisor or principal. As per School Board Policy, requests for extended leave to take another position for salary shall be denied unless there are extenuating circumstances that are acceptable to the School Board.

Any employee may request to take up to three (3) working days of leave from work in any 12-month period if the employee, or a family or household member of an employee, is the victim of domestic violence. This leave must be approved by the administrator if it meets the criteria listed below. This leave must be used to:

- seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence or sexual violence; obtain medical care, mental health counseling or both for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
- obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
- make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
- seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.

Except in cases of imminent danger to the health or safety of the employee, or to the health or safety of a family or household member, an employee seeking leave from work under this section must provide to his/her employer appropriate advance notice of the leave as required by the employer's policy along with sufficient documentation of the act of domestic violence as required by the employer.

See School Board Policy 1430.04, 3430.04 and 4430.04. Click this link: [School Board Policies](#)

SICK LEAVE

The 1984 Florida Legislation states, "an employee who is absent because of illness must file an appropriate sick leave claim within five (5) working days following return to work." The immediate

supervisor, director or administrator must be notified when an employee is going to be late or absent. If the employee cannot contact his/her immediate work supervisor, he/she must contact his/her office. Per School Board Policy 1430.03, 3430.03 and 4430.03, any claim for sick leave must be filed “within five (5) working days upon return of the employee to duty.”

Note: In accordance with School Board Policy, any claim for sick leave shall be filed with the Superintendent, or his/her designee, within five (5) working days upon return of the employee to duty. Any leave that is not verified within the five (5) day limit may be recorded as “absence **without authority**” and may result in nonpayment. When an employee is absent in excess of ten (10) consecutive days, he/she must complete an Extended Leave Form [SO-PER-018](#) which can be obtained through the designated staff member at the site or the school district website under Print Shop Documents. The Request for Extended Leave Form [SO-PER-018](#) must be completed and approved by the site administrator, a Human Resources Administrator and the School Board. Employees will be notified if any additional paperwork is required.

See School Board Policy 1430.03, 3430.03 and 4430.03. Click this link: [School Board Policies](#)

SICK LEAVE - DONATION TO FAMILY MEMBERS

A district employee may allow his/her immediate family members to use his/her sick leave as outlined in Florida Statute and School Board policy.

SICK LEAVE - DONATION TO OTHER EMPLOYEES

A district employee may authorize any district employee to use sick leave that has been accrued by the authorizing employee as outlined in Florida Statute and School Board policy 1430.03, 3430.03 and 4430.03. A request for donations must be made through the Sick Leave Donations channel, located in the District Communication Team, after proper documentation is received per School Board Policy. Please refer to Appendix M: Frequently Asked Questions about Sick Leave Donation for additional information.

See School Board Policy 1430.03, 3430.03 and 4430.03. Click this link: [School Board Policies](#)

SICK LEAVE – DONATION TO SICK LEAVE BANK FOR INSTRUCTIONAL PERSONNEL

Per HCTA contract: At the time of resignation, the employee may choose to donate or bank the sick leave balance. If no choice is elected upon resignation, as a default the hours will be donated to the sick leave bank.

SICK LEAVE – TRANSFER FROM OTHER FLORIDA SCHOOL DISTRICTS

An employee may transfer sick leave earned with another Florida school district to the Hernando County School District. However, no transferred leave shall be credited to an employee’s account at a rate, or in an amount exceeding that earned while an employee of the Hernando County School Board. It is the responsibility of the employee to acquire and submit the required documentation to the Human Resources Department.

SICK LEAVE DONATION FREQUENTLY ASKED QUESTIONS

1. How do I ask for donations?

Employees that want to request donations must be on an approved extended leave of absence. They can then send an email to the Payroll Department with their name, id#, job title and site name. requesting that their name be added to the sick leave donation icon in TEAMS under “DISTRICT COMMUNICATIONS”.

2. When can sick leave be donated?

An employee may donate his/her accrued sick leave to another HCSD employee provided that the donation relates to a catastrophic illness or disability of the employee, maternity, or catastrophic illness or death of an immediate family member of the employee requesting leave donation. Immediate family member is defined as sibling, spouse, parent, or dependent child. The authorizing employee must retain at least ten (10) days of sick leave as of the time of donation.

3. Who must be sick in order for me to donate sick leave?

The employee requesting donation or an immediate family member as defined in #2 above.

4. What documentation do I need to supply in order to receive donated sick time?

Prior to requesting donations for the employee’s own personal illness or for the illness of an immediate family member as defined in #2 above, the recipient employee must have provided appropriate documentation (Certification of Physician form) from a physician licensed to treat or provide service related to the condition requiring leave and the recipient must already be on an approved Extended Leave or approved Intermittent FMLA leave.

5. How many days of sick leave must I anticipate needing before I can participate in this program?

You must anticipate the need for at least 10 days of sick leave in order to receive transfers under this program.

6. Do I need to apply for extended leave if other employees are donating their sick time to me?

Yes. Only employees with a verified, catastrophic illness, accident or injury requiring an extended leave are eligible to receive donated sick leave. Please refer to question #2.

7. Can I use sick leave for the death of a family member as defined above?

No, refer to #2 above for use of donated sick time. However, employees may ask for three days of bereavement leave for the death of a family member. Employees must have exhausted their bereavement leave first and then may ask that subsequent days be counted as sick leave.

8. How do I know how much sick time I have accumulated?

Employees can log into Skyward under “EMPLOYEE ACCESS” and choose the “TIME OFF STATUS” tab to see their current leave balances. Employees can also see their site timekeeper to get this information.

9. May I donate to a family member?

Yes. District employees may allow their family members (spouse, child, parent or sibling) to use the sick leave that has accrued to the employee if the family members are also district employees. The family member can only use the donated sick leave when all of his/her sick leave has been depleted.

10. Do I have to donate full days or can I just donate hours?

There is no minimum number of "days" that have to be donated by an employee but the hours donated have to equal one day. Therefore, if an employee is donating time to someone who regularly works a 7.75 hour day, exactly 7.75 hours must be donated. If the employee receiving donated time regularly works a 4 hour day then the donor must donate exactly 4 hours. Please make sure that the donation form is filled in correctly by knowing how many hours the employee requesting time regularly works before submitting the paperwork. Any paperwork with an insufficient number of hours to equal 1 paid day will be returned for reprocessing. This may cause the employee, who is requesting the time, to not receive the donation. The donor must fill out the form completely by indicating how many hours the recipient needs for the current payroll run. Only hours for the current payroll run should be submitted to the timekeeper at the recipients cost center. Donors who are submitting hours for another HCSD employee must maintain at least (2) weeks of sick leave hours in their balance. Family to family donations do not require the (2) week balance. All donation forms for the current school year become invalid on the last day of the school year.

11. When will sick leave donations be credited to my sick leave balance?

After all Extended leave documentation is received and the employee is approved to receive sick leave donations, an email will be sent out on TEAMS under "DISTRICT COMMUNICATIONS". At that time, employees may donate leave time to the employee requesting donations. Completed donation forms should be sent to the recipient's timekeeper. Credit of donated sick leave will only be posted for the current payroll run. Requests will not be processed retroactively. Timely submission of required documentation is required due to the time needed to review and determine if an employee qualifies to receive sick leave donations.

12. Is there a cutoff time when donations can no longer be accepted?

Yes, once an employee is out of time and no more donations have come in for the current payroll cycle, the employee will no longer be eligible for donations and no more donations can be accepted. After Human Resources closes the employee in Skyward he/she can no longer receive donations.

13. What forms do I use?

The forms required to request Family Donations or Employee to Employee Donations can be found at www.hernandoschools.org under Human Resources Department / Payroll / Sick Leave Donations.

TEMPORARY DUTY LEAVES AND REIMBURSEMENTS

Temporary duty may be approved for in-services, district meetings, conferences, competitions, and field trips. Any other request for temporary duty leave must be tied to position and must be of benefit to the District. Such activities require administrative approval. Any request for temporary duty that involves additional expenses such as registration, hotel, per diem, etc. must be approved in advance and submitted within 30 days of the last travel date. School Board approval is required in advance for all out of state travel. Travel reimbursement for hotel stays will be reimbursed for one room at a single conference room rate when the destination is greater than 50 miles for HCSD employees only. Travel procedures can be found on the District website <http://www.hernandoschools.org>.

See School Board Policy 1440, 3440 and 4440. Click this link: [School Board Policies](#)

UNPAID EXTENDED LEAVE

If an unpaid extended leave is approved for any reason, it will only be approved for the current school year. Unpaid extended leaves will not be approved past the current school year except in cases of personal illness as verified by the Human Resources Department, or one (1) full school year to provide child care after birth or adoption. Extensions of such leave must be approved by the School Board. Military leave orders will be

honored. Unpaid Personal leave will only be approved for reasons outlined in School Board Policy.

See School Board Policy 1430.04, 3430.04 and 4430.04. Click this link: [School Board Policies](#)

VACATION LEAVE

The following schedule shall be used in determining the accrual of annual leave:

Employees on 12-month contracts are entitled to accrue leave as follows:

| | |
|-----------------------------|----------------------|
| 1 year of service: | 1/2 day per month |
| 2 thru 5 years of service: | 1 day per month |
| 6 thru 10 years of service: | 1 1/4 days per month |
| Over 10 years of service: | 1 1/2 days per month |

Vacation days must be earned before they can be used and may be accrued without limit, however, as per School Board Policy, there is a limit on the number of hours that may be paid out upon resignation, retirement or if transferred to a position that is not eligible to earn vacation leave. The scheduling of vacation leave shall be by mutual agreement between the employee and his/her supervisor.

See School Board Policy 1430.06, 3430.06 and 4430.06. Click this link: [School Board Policies](#)

MEETINGS

Faculty meetings will be called primarily on the basis of need of either the administration or upon request from the faculty. **Attendance is required at all faculty meetings unless otherwise approved by the principal.** Meetings of other staff members shall be scheduled, as needed. Any staff member may contribute to the agenda. Please refer to HCTA and HUSW contracts for additional information.

See School Board Policy 1243 and 3243. Click this link: [School Board Policies](#)

PARKING

All staff must park in the designated area. Parking on grass, sidewalks or designated fire lanes may result in the vehicle being towed at the owner's expense. Towed vehicles may be recovered from the designated wrecker service.

PAYROLL INFORMATION

In compliance with federal labor laws, employees must accurately record daily work hours on the appropriate time log. Falsification of these payroll records is grounds for termination.

- Paychecks for regular employees are subject to mandatory payroll deductions for social security tax, FRS, Medicare tax and federal withholding tax, based on Forms W-4 and the tax tables furnished by the Internal Revenue Service. Payroll matters concerning salary, payroll deductions and pay date should be handled through the work site timekeeper when possible.
- Personnel Action Form – PAF forms can be used to drop payroll deductions such as Annuity account deductions. Only your signature is required on this form.
- Payroll Calendar – The payroll calendar, which designates payroll due date and pay dates, will be

developed and issued annually by the Payroll Department.

- Notices of Deposit – No Notices of Deposit will be released before payday.
- Substitutes, temporary and part-time employees [less than four (4) hours per day] will be paid an hourly rate.

DIRECT DEPOSIT

Direct Deposit is mandatory for all employees. Employees can change their direct deposit at any time but cannot stop their direct deposit status. The inability to maintain a direct deposit account will result in the non-renewal of your annual employment contract. To make changes to your direct deposit information, you will need to present original documents to the timekeeper at your cost center. If you prefer, you can visit the District Office and ask for a representative from the Payroll Department. Your identification must be verified at the time you submit these documents. We will not accept direct deposit changes by email or fax.

PAYROLL - FREQUENTLY ASKED QUESTIONS

1. As a new hire, when can I expect my first paycheck?

If you begin work at the start of the school year, you should expect to receive your first check on the pay date according to the payroll calendars you will find online, as they are job specific. After the start of the school year, where your start date falls within the pay periods on the payroll calendars, determines when you will receive your first check. After the first check, the pay date is every two weeks.

2. What is “pro-rated” pay?

Employees who work for the HCSD will have their pay pro-rated, if applicable. The overall intent is to give employees as close to equal payments as possible, even when employees are off for Winter and Spring breaks. Employees can view and print paystubs from Employee Access.

3. What if my employment in a position did not begin until after the first day of the school year?

When your job is opened by H.R., the annual contract amount will be set according to the number of working days remaining in the current contract year. Payroll will provide an explanation of your bi-weekly pay.

4. What if I have a change in my salary or a change in my work schedule?

Your bi-weekly pay will be adjusted for the number of working days left in the current school year, and you will be paid accordingly.

5. When I terminate my employment with the school board, when may I expect to receive payment for unused sick leave, vacation leave, and extra pay earned but not paid due to pro- rata?

The termination date is the determining factor as to when payouts are paid. The Payroll Calendar shows the Pay Period and the corresponding Pay Date. If the termination date falls in the middle of the ‘pay period’ it is still calculated and paid out on that ‘pay date’.

6. How will I be paid for my sick leave when my employment ends?

An employee’s sick leave payout is determined by the number of years they have worked for the district. Per School Board Policy: after 10 years and up to 12 years = 50% payout. 13 years or more = 100% payout. After the termination date is entered by Human Resources, the Payroll Department can then calculate the sick leave payout. The actual pay date is determined by the termination date and where it coincides with

the Payroll Calendar for that school year. Teachers, Administrators, Professional Technical and Confidential employee's eligible sick leave payoffs go to Bencor if the total is \$1,000 or more. The actual portion that is eligible to go to Bencor is based on the fiscal earnings of the employee at the time of resignation/retirement.

7. What if I have any unpaid absences? How will they affect my pay?

Unpaid absences are deducted from the pay period in which the absence occurs on the Payroll Schedule. Any unpaid absences will result in an employees' paycheck being lower than normal for that pay period. For contract employees, the unpaid absence appears on their paystub as negative pay under the DOCK code. The negative pay is calculated by multiplying the DOCK hours by the employee's primary hourly rate.

8. What if I want to put in extra time over 40 hours to get my work done?

If you are a non-exempt employee, you may only do so with the prior approval of your supervisor. Employees who disregard this rule will be disciplined.

9. What if my supervisor asks me to stay late to finish work?

You must first both agree that you will receive comp time for the extra time worked and an Authorization to Accrue Comp Time Form must be signed. If you prefer to be paid for overtime your supervisor must secure prior approval of the superintendent by having the Authorization to be Paid for Overtime Worked Form signed.

10. What is the HCSB policy on Comp time?

Compensatory or "comp" time is given to any non- exempt employee who works over 40 hours in a workweek and follows Fair Labor Standards Act (FLSA) guidelines. See [FLSA Manual](#) and [HUSW contracts](#) for additional information. A non-exempt employee can only have a maximum balance of 240.0 hrs. comp time at any given time.

11. Do teachers earn comp time?

Teachers do not earn comp time. An administrator may give permission for a teacher to have some time off if the teacher has been asked to work beyond his/her normally scheduled hours. Supervisors must not allow time off on an hour-per-hour basis for work performed by an exempt employee. Please refer to the HCTA contract for additional information on Alternate Schedule Time (AST).

12. Do paras earn comp time?

Paras earn comp time (time and a half) if they are asked to work over 40 hours in a workweek.

13. When can they use it?

Paras can use comp time whenever they have prior approval of their administrator.

14. Can I use comp time before it is accrued?

No

15. How do I document that I have earned comp time?

Non-exempt employees will notate the hours worked on the Authorization to Accrue Comp Time Form and

have it signed prior to working extended hours. The non-exempt employee will also note hours worked on his/her time sheet.

16. Do I keep my comp time if I transfer to another site?

Yes. Your Comp Time Balance will transfer with you to any location. You are, however, asked to use the time before transferring to a new site, if possible. If you transfer to an exempt position, your comp time will be paid out to you.

17. Can I choose to get paid time and a half instead of earning comp time?

Yes. It is your choice to receive pay rather than earn comp time, however, the Superintendent must pre-approve, in writing, any request for overtime pay in lieu of comp time. Requests to accrue comp time must be mutually agreed upon by you and your immediate supervisor prior to working extended hours.

18. I am a supervisor who has told my nonexempt employees to NOT come in early or stay late but they do so anyway. What should I do? Do I have to pay them overtime?

You must compensate them for any time worked over 40 hours even if your employees have been told not to work early or late. However they will be disciplined for insubordination and this discipline may lead to termination.

19. What is the HCSB policy on Flex-time?

Flex-time may be used either by non-exempt or exempt employees, during non-student contact hours only. All flex-time must be approved by an immediate supervisor in advance. Employees should request flex-time on a temporary and infrequent basis. Flex-time is earned at the site level only and is not recorded in Skyward. Flex-time must be utilized during the same pay period the flex-time is earned. Example, an employee requests to leave half an hour prior to the end of their shift Monday but will remain half an hour after the end of their shift Tuesday. Flex-time does not accumulate.

20. A non-exempt employee asks to take his lunch hour during the last hour of the day. Can the supervisor allow this?

This change to lunch schedule should only be allowed when it does not disturb the workflow and is not done frequently by the same employee. The employee should sign out on a site/department sign out sheet indicating that lunch is being taken at the end of the workday. This sheet should be retained by the timekeeper. The employee should sign his/her timesheet indicating the correct time that he/she left.

21. Is an employee permitted to change his/her work hours by taking lunch or break time at the end of each day and leaving early?

No.

22. Do times on timesheets have to be exact?

Timesheets must accurately reflect the hours worked. Employees may sign in up to 7 minutes prior to the scheduled work time and sign out up to 7 minutes after the scheduled work time without the expectation of additional compensation. This does not permit employees to report to work later than the assigned time or leave prior to the end of shift.

23. Where can I learn more?

Visit the U.S. Department of Labor's website at: www.dol.gov/whd/regs/compliance/hrg.htm. Or review our [FLSA Manual](#).

PERSONNEL RECORDS

Personnel/employment records are processed and maintained in the Human Resources Department. All personnel files are public records and as such are available for public inspection. If you would like to review your personnel file, please contact the Human Resources Department for an appointment. You may also make an electronic request by following this link: <https://www.hernandoschools.org/our-district/public-records-request>

The School Board automatically exempts some confidential and sensitive personal information, such as social security numbers and medical information, from your personnel file before public disclosure in accordance with the Public Records Law. An agency that is the custodian of the personal information specified shall maintain the exempt status of the personal information only if the officer, employee, justice, judge, or other person, or employing agency of the designated employee, submits a written request for maintenance of the exemption to the custodial agency. If you are a current School District employee who is either an active or former employee in one of the above categories, and/or you are the spouse of an active or former employee, you may exercise your right of exemption from certain Public Records laws. If you elect to exempt your address and telephone number from all School District publicists, please fill out the [Exempt from Public Record](#) form and return it to the Human Resources Department. For more information about this written exemption or to see if you qualify, please refer to Florida Statute 119.071. If you qualify, you will need to complete in writing the Exempt from Public Record form. If you need additional assistance, please contact Human Resources.

Use of Social Security Numbers

The Human Resource Department should be notified in writing of any changes in personal status such as changes in name, address or marital status. Please notify Risk, Benefits and Wellness regarding any changes in beneficiary for life insurance purposes and/or changes in the number of dependents.

See School Board Policy 1590, 3590 and 4590. Click this link: [School Board Policies](#)

PROBATIONARY PERIOD

New employees and current employees with employment unit changes work a probationary period during which they can be terminated without cause. There are five (5) employment units within the school system: Administrative, Confidential, Instructional, Noninstructional and Professional/Technical/Supervisory. For administrative (that require a Florida Educator's Certificate) employees, the probationary period is 97 work days as per Florida Statute. For instructional employees, the probationary period is one (1) year as per Florida Statute. For instructional staff who work less than one-half of their contract year, if reappointed, will be issued a probationary contract for the next full school year. If an instructional employee has a break in service, they will be issued a new probationary contract upon return to active employment as long as the break in service was not for an approved extended leave. A break in service occurs when an employee resigns, retires, is terminated or is nonreappointed and is not re-hired before the first day of the teacher contract for the next school year.

For all other employees, the probationary period is 60 work days. The probationary period begins on the first work day. The probationary period excludes weekends, paid/unpaid holidays and orientations.

PUBLIC RECORDS REQUESTS

WHAT IS A PUBLIC RECORD? Any document or record that is created or received by an agency in connection with official agency business, and not considered confidential.

- Email messages sent from and to the district network
- Staff employment records
- Staff discipline records (10 days after investigation is complete)
- Social media posts to and from the district network
- Staff Directory Information (addresses, personal phone numbers, email, etc.) unless exempt.

While personal notes and/or emails are exempt from public record, the Hernando County School Board Policy states that employees are to use school board equipment for business use only.

All public record requests are to be forwarded to the Communications & Government Relations Department. An electronic request may be submitted by following this link: <https://www.hernandoschools.org/our-district/public-records-request>. The Communications and Government Relations Department staff will work with the appropriate custodian of the record and respond to the requester in a timely manner.

REAPPOINTMENTS AND EMPLOYMENT CONTRACTS

Employees who are classified as Confidential, Professional/Technical/Supervisory, Administrative, and Instructional (hired after July 1, 2011) are on Annual Contract status regardless of how long they have worked within the district.

Instructional employees are hired on a probationary contract. The employee will remain on probationary contract during the first full year of service. Once the employee is reappointed, after a full year of service, an annual contract will be issued in accordance with Florida Statute 1012.335. An instructional employee on probationary is not guaranteed reemployment each year and may be recommended for non-reappointment. Additional information regarding annual contract can be found in 8.105 of the Agreement between the Hernando County School Board and the Hernando Classroom Teachers' Association. If a teacher was employed within the Hernando County Schools on a Professional Services Contract and is rehired after a break in service, he/she will be placed back on Probationary Contract, in accordance with Florida law.

Noninstructional employees gain tenure after completing three (3) years of service. A noninstructional employee without tenure is not guaranteed reemployment each year and may be recommended for non-reappointment by the site administrator. After successfully completing three (3) years of experience with the Hernando County School District and being recommended for reappointment by the site administrator for the fourth consecutive year, a noninstructional employee gains tenure.

If an employee on an annual or probationary contract is not being recommended for reappointment, a reason or justification is not required due to annual contract status.

RESIGNATIONS

Any person who wishes to resign is expected to complete the electronic resignation form on the District's Application Management System. The Superintendent is authorized to accept resignations on behalf of the School Board. Upon submitting their resignation, an employee must provide keys and identification/access badge to their supervisor prior to final departure from their worksite.

A resignation cannot be rescinded or amended by the employee after submission.

Employees who wish to schedule an Exit Interview may do so by contacting the Coordinator of Retention at 352-797-7005 ext. 467.

SAFE DRIVER PLAN

Employees of the School District or employees who volunteer to drive who, during the performance of their job assignments, operates a School District vehicle or regularly uses their personal vehicle for School District use are required to adhere to the Safe Driver Plan. All drivers shall sign a receipt acknowledging they have received a copy of the Safe Driver Plan and shall supply a copy of their driver's license to the Transportation Department so their driving record can be checked. For more information, please click here: [Safe Driver Plan](#)

SAFETY AND SECURITY

ELECTRONIC SURVEILLANCE DEVICES

All HCSD property is protected by electronic surveillance devices. These devices may be used to monitor students, staff, and visitors while on HCSD property. All cameras are digitally recorded 24 hours a day. Video generally remains available for approximately 30 days unless a prior request to preserve video has been made through the Office of Safe Schools. Cameras used to monitor activity may be installed by the Office of Safe Schools in any room or area with the exception of bathrooms and changing rooms in any school district facility. Video and audio from HCSD buses and other video equipped HCSD vehicles is generally available for 3 to 30 days, depending on the recording equipment used. There is no expectation of visual or audio privacy in any HCSD-owned vehicles.

The cameras used in HCSD-owned vehicles record both video and audio input.

DOORS AND GATES

It is the directive of HCSD that **all** classroom doors and gates are to remain closed and locked during the school day when students are present. Pedestrian gates are to be closed and locked unless manned for the periods of arrival and dismissal.

Teachers and staff are responsible for maintaining locked doors and windows of their classrooms at all times. Failure to follow this procedure may put students and staff at risk. Failure to secure doors and gates may be subject to employee disciplinary procedures.

DRONES

At all times, the use of drones on school board property is strictly prohibited unless as part of approved

curriculum AND under the supervision of an HCSD staff member.

EMERGENCY NOTIFICATIONS

In order to streamline the HCSD Emergency Notifications, a district contact has been assigned the task of receiving all emergency notifications during the school day and after hours. The lead site administrator or his/her designee will be responsible for ensuring the timely reporting of any and all incidents at each HCSD school. The Director of Safe Schools must be notified at the first opportunity. In turn, the Director of Safe Schools will immediately notify the Superintendent of Schools and any other required emergency response agencies or affected departments. If a facilities or maintenance emergency exists, notification must be made to the Director of Facilities Operations Division or his/her designee. Notifications will follow state rules.

Each site will be responsible for calling 911 if the situation requires it and then calling the Director of Safe Schools at (352)797- 7233 or cell (352) 263-5869. It is essential that all other elements of the site's emergency plans are followed during an emergency. This includes, but is not limited to, evacuations, secure campus events, lockouts, lockdowns, active shooter events, and/or weather- related emergencies.

The principal, site administrator or designee is responsible to ensure that any incident involving first responders beyond the SRO on campus is reported to the Director of Safe Schools at (352)797-7233 or cell (352)263-5869 as immediately as possible.

Reportable incidents which should be called in as immediately as possible include:

- Evacuations (for any reason to include, but not limited to: fire, bomb, chemical spill)
- Active Campus Threat (secure perimeter, hold in place, reverse evacuation)
- Weapons found, fired or reported on or near campus
- Sexual Battery
- Kidnapped or missing children
- Hostage situation
- Any threat or act of violence against a student, staff member, or site
- Any student, staff member or other person who is injured on an HCSD site AND is transported to the hospital
- Break-ins, vandalism, or theft of property from a site
- The on-site arrest of any student, staff member or other person
- The death or attempted suicide of any student or staff member off site and student, staff member or other person on site
- Any prolonged loss of utility service (electrical, water, phone, internet, digital radios and air conditioning) that creates a disruption of the school/site.
- Any motor vehicle accident that takes place on HCSD property or involves a HCSD owned, rented or leased vehicle on or off HCSD property. This includes golf carts, gators, tractors, and all other motorized vehicles.
- All other incidents that take place on or off- site that may cause a disruption to the normal operation of a facility or requires a response from an outside agency such as: Law Enforcement, Fire Departments, Emergency Management, Health Department, Hazmat Team or the Department of Environmental Protection.

The contact numbers for reporting incidents are: Director of Safe Schools: Office 352-797- 7233, Cell Phone: 352-263-5869 OR Fire Official: Office (352)797-7050, or Personal Cell (352)573-7878.

EMERGENCY PROCEDURES

See your site administrator for site specific emergency plans/procedures.

EMERGENCY SHELTERS

The following locations are made available for use by the general public in case of natural disasters (such as hurricanes or tornadoes) or man-made disasters and provide an orderly method of operating the facility should the need arise. The facilities named below have been designated as emergency shelters, should the County Director of Emergency Management determine it is necessary. These will be the only school facilities open to the public for this purpose unless the Superintendent of HCSD makes the decision to open other locations as needed:

- Central High School
- Challenger K-8 School of Science and Mathematics (special needs and service animals only)
- Chocachatti Elementary School
- D.S. Parrott Middle School (Pet Friendly: accepts dogs and cats only at shelter)
- Deltona Elementary School
- Explorer K-8 School
- Fox Chapel Middle School
- F.W. Springstead High School
- Hernando High School
- Moton Elementary School
- Nature Coast Technical High School
- Suncoast Elementary School
- Weeki Wachee High School
- West Hernando Middle School
- Winding Waters K-8 School

These facilities will be supervised by Hernando County School District staff members as determined/directed by the HCSD Superintendent or designee. All general population shelters may be activated as pet friendly shelters.

EMERGENCY EMPLOYEE SCREENING FOR SUICIDALITY OR THREAT ASSESSMENT

- All cases where an individual who is reportedly (by self or others) displaying signs of suicidal or threatening behavior must be taken seriously. At no time shall the individual be left alone. The site supervisor shall follow the steps below:
- The individual of concern should be escorted to a location separate from other staff members and placed in the presence of a confidential employee.
- The site administrator must immediately inform the District's Director of Labor Relations & Professional Standards who will inform the Superintendent of the situation.
- The site administrator must contact the Director of Safe Schools who will inform the Coordinator of Threat Assessment of the need for a suicide risk assessment or behavioral threat assessment. This assessment will be separate from any interviews or investigations by site administrators that may lead to discipline. To protect privacy, union representation is not permitted during these assessments.
- The Coordinator of Threat Assessment will communicate findings to the Director of Labor Relations & Professional Standards.
- The Director of Labor Relations & Professional Standards will advise the Superintendent of assessment findings and make appropriate recommendations.

I.D. BADGES/ELECTRONIC ACCESS CARDS

Employee ID badges are photo IDs provided by the Office of Safe Schools Department and are free of charge to all employees. ID badges/Access badges **must** be worn at all times by staff for security purposes. Replacement of broken or damaged badges are provided free of charge to all employees. If it is determined

by the Office of Safe Schools, that any badge was damaged by neglect, improper storage, or purposeful damage then a replacement cost of \$20 will be charged. Lost badges are replaced at a cost of \$20.00. Employee ID badges can be kept year-round for ID and discount purposes.

KEYS AND ELECTRONIC ACCESS CARDS

Keys are to be secured through the principal and/or designee. Requests for additional or duplicate keys must be approved by the principal. **A request for additional keys must be requested through the work order system. Keys may only be duplicated by the HCSD Office of Safe Schools and only after approval is gained through the work-site administrator and Safe School's designated staff member.** Staff may not issue or loan keys or electronic access cards to students or other staff members. Keys and electronic access cards are assigned to specific staff members who are responsible for the security of the areas to which they provide access. Staff may not unlock doors to other rooms at the request of students nor allow students to enter rooms unsupervised. Keys and Electronic Access Cards are to be kept secured at all times, so as to avoid the possibility of loss or theft.

Keys and electronic access cards for district equipment, vehicles and buildings are the responsibility of the staff member to whom the keys were assigned. In the event an employee's assigned keys or electronic key cards are lost or stolen, the employee will be responsible for the cost of replacing them and/or the equipment associated with them (re-keying locks, key blanks, reprogramming locks, etc.). The wages of an employee who does not timely reimburse the district may be garnished until reimbursement is made. Each case of a lost or stolen key will be reviewed individually to determine if the employee acted with due diligence or if an unusual circumstance existed that may hold the employee harmless for replacement costs. The cost of replacing a damaged Electronic Access Card is free as long as the damaged card is available for review. If it is determined by the Office of Safe Schools, that any badge was damaged by neglect, improper storage, or purposeful damage then a replacement cost of \$20 will be charged. The cost of replacing a lost or stolen Electronic Access Card is \$20.00. At the time Keys or Electronic Access Cards become lost or stolen, the site administrator and HCSD Office of Safe Schools must be informed immediately so that the site administrator can be made aware, and the electronic access card can be removed from the system. When sending electronic access cards and payment for lost or stolen badges through interoffice mail, the designated Office of Safe Schools transit bag must be used. All transactions using the secured transit bags must go through the site access coordinator.

The site administrator or his/her designee shall collect all keys, electronic access cards (specific for that site) from any employee whose employment is ending with the HCSD, transferring to a different site, or on leave of absence. If keys and or electronic access cards are not retrieved, the HCSD Office of Safe Schools shall be notified immediately. Keys issued to all employees who work less than 249- day contracts must be turned in to each school/site administrator at the end of each school year.

Exceptions may be made on an individual basis as agreed upon by the site administrator and Office of Safe Schools Director or designee. Keys will be reissued to employees returning for the following school year during pre-school week.

ID/Access badges must be audited by each work-site's key coordinator annually. Once the key coordinator has verified the possession and quality of each employee's ID/Access Badge, the badge may be returned to the employee. Any broken, significantly faded, or non-functioning badge should be returned to the Office of Safe Schools for replacement. If it is determined by the Office of Safe Schools, that any badge was damaged by neglect, improper storage, or purposeful damage then a replacement cost of \$20 will be charged. Employees who work less than 249 days per year will have their electronic access temporarily

disabled (for their scheduled time off) unless explicit permission is sought by the site administrator and granted by the Office of Safe Schools.

VENDORS

Vendors who come on school campuses must have a current State and HCSD-issued Vendor ID showing they have successfully completed the proper background check. Any vendor who does not have a valid HCSD vendor ID must be directed to the Office of Safe Schools and must not enter school grounds.

The visitor management program cannot be used as a substitute for the required background check and School District-issued Vendor-ID.

All staff should redirect vendors without the proper vendor ID to the front office where they will be given instruction on how to get the proper vendor ID. If a vendor does not return to the main office or leave the premises staff are instructed to call law enforcement and have them removed from the premises. See Appendix J for specific information about badge colors and requirements for vendors and contractors.

VISITORS

A visitor's pass must be issued to all non-employee and non-vendor persons, including family members and parents/ guardians, who are on the campus. All visitors must be escorted or with a HCSD staff member while on campus and should never be alone with students. Staff members are to escort any persons without the proper visitor pass to the office. All visitors to school campuses during normal business hours must present a valid driver's license, State ID or military ID. The ID must be scanned through the visitor management program to ensure that the visitor or volunteer is not a sexual offender or predator. No sexual offenders or predators may enter any Hernando County School District site unless they have been cleared by the Safe Schools Department and follow the restriction placed on them by the School District.

HCSD staff, and/or Hernando County first responders who are wearing their agency identification badge should sign in at the main office using the current sign in method (visitor management system). If employees or first responders in uniform are signed into the visitor management program, the school can enter a birthdate of 01/01/11. This way all visitors to campus can be accounted for in the event of an emergency. Any district staff member who is **NOT** wearing his/her badge **must** produce a driver's license and be scanned in through the visitor management software system.

STAFF INVESTIGATIONS

If there is an allegation of misconduct made about a staff member, then an investigation is initiated. An investigation should be completed by the supervisor of that employee. The Superintendent will designate investigator in extenuating circumstances. Human Resources will coordinate investigations where multiple supervisors may be involved due to student involvement and/or multiple worksites. A staff member will be informed of the complaint/general allegation coming to the attention of the supervisor and that he/she is under investigation, prior to public notification being made. A staff member may be removed from student contact or work duties. That removal may be to report to a specific place at the work site, another work site, or in certain cases may include administrative leave. Administrative leave will mean that the employee will not report to work and will continue to receive regular pay during the investigation. Employees will receive all due process provided by policy, applicable bargaining contracts, and applicable law. Employees who are members of a bargaining unit are entitled to representation in accordance with the bargained employment contract. It is up to the employee to coordinate that representative, though supervisors or may make direct contact with the appropriate union representative when that action may simplify scheduling issues. After the investigation has been concluded discipline may be issued in accordance with district policy, due process, applicable bargaining agreements, and applicable law. Certificated employees whose

misconduct requires reporting to the Department of Education will be informed that such a report has been made.

Other agencies may have parallel investigation(s), separate from those being conducted by the school district. When the district has knowledge and is able to notify staff member(s) of these investigations, they will do so. Every effort will be made to maintain employee confidentiality during the investigation.

See School Board Policy 1139, 1139.01, 1140, 1550, 3139, 3139.01, 3140, 3140.01, 3550, 4139.01, 4140, 4550, and 8141 Click this link: [School Board Policies](#)

TOBACCO FREE ENVIRONMENT

TOBACCO USE AND E-CIGARETTES

School Board Policies prohibit the use of any form of tobacco products anywhere on the campus of any facility owned or leased or contracted for the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, all open areas and in any area utilized by students or designated for student activities. Additionally, the use of tobacco products in any form in facilities, vehicles and areas designated for various student programs and activities is prohibited. This includes the use of e-cigarettes, “vapor”, or other substitute forms of cigarettes, clove cigarettes, or other smoking devices.

NICOTINE PATCHES

The wearing of a nicotine patch is allowed by staff when prescribed by a medical doctor. Patches should be worn under clothing, if possible.

See School Board Policy 7434, 1215, 3215, 4215 and 5512. Click this link: [School Board Policies](#)

TOXIC SUBSTANCES AT WORK

Employees have a right to know about exposures to toxic substances in the workplace. A list of toxic substances is listed at each school or District facility. Toxic Hazard Preparedness (THP) is the responsibility of the Facilities and Operations Division. Current files of Safety Data Sheets (SDSs) will be maintained for every hazardous material present on District property. In fulfilling these responsibilities, the Facilities and Operations Division may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazards.

See School Board Policy 8431. Click this link: [School Board Policies](#)

USE OF SCHOOL FACILITIES AND EQUIPMENT

Use of facilities is governed by Board Policy. Any individual or organization leasing Board facilities must comply with the Use of Facilities Procedures. Site administrators do not have the authority to waive Use of Facility fees. Events may not take place which will interfere in any way with regular school activities, adult education programs, or community school programs. Requests for use of facilities should be made in such a fashion to assure adequate time for consideration by the Superintendent to either grant or deny approval of a request. Final approval must be obtained before advertising the activity. Facility Use process documents can be found on the District website: <https://www.hernandoschools.org/departments/budget->

finance/use-of-facilities

Employees should not use district-owned equipment for personal use.

The Loan of District Equipment form (SO-PC-002) must be completed by the employee when any type of district equipment is loaned (i.e., bringing a laptop computer home). Employees are responsible for the cost of any damages to, or the loss of, the equipment. Equipment loaned will be for business use only and shall not be used for gainful outside employment or private use of employees for personal gain, or by any outside group or organization, in accordance with School Board policy.

See School Board Policy 7510 and 7530. Click this link: [School Board Policies](#)

AUDIO-VISUAL EQUIPMENT

Equipment will be available from the media center and can be checked out by the media center staff. Employees are responsible for the prompt return and care of the equipment.

VOLUNTEERS LEVEL I AND LEVEL II (A+)/SPONSORS

Volunteers who are NOT employees will be addressed through the School Board-Adopted Volunteer Guidelines Manual and policy.

Any staff member who serves as a volunteer for any school-sponsored activity remains governed by Board policies related to employee behavior and action.

See School Board Policy 2430.01. Click this link: [School Board Policies](#)

WEAPONS/FIREARMS

It is the expressed policy of the Hernando County School Board that District employees are prohibited from openly carrying a handgun or carrying a concealed weapon or firearm, in a school safety zone, into any elementary or secondary school, administration building, as well as into any Board meeting, any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

All persons, including school personnel, violating the provisions of this policy, while on School Board property or while attending school activities, wherever located, shall be immediately reported to the proper law enforcement authority. Employees violating the above provisions shall also be reported to the School Board and to the Professional Practice Commission. The Superintendent shall report any Employee violation of the provisions hereof to the School Board and shall also include a recommendation for disciplinary action, which may include suspension or dismissal.

Authorized school programs such as School Safety Guardians which require the usage of firearms shall be exempted as follows:

*The only District employees who may possess weapons on campus include Safe Schools' employees who hold positions of School Safety Guardians. Guardians may open carry only when they are in uniform and

on duty fulfilling the job responsibilities of their role as School Safety Guardian for the site to which they are assigned – at school, on school transportation or at a school-sponsored event, e.g. football game, or a School Board Meeting. School Safety Guardians may not carry a weapon concealed at any time while on duty. The Director of Safe Schools may, under extraordinary circumstances, briefly possess a firearm that has been assigned to a School Safety Guardian.

See School Board Policy 1217, 3217 and 4217. Click this link: [School Board Policies](#)

WORK EXPERIENCE – (salary purposes only)

EARNING YEARS OF WORK EXPERIENCE

Employees must work one (1) full day more than one-half (1/2) of the contract year (assigned to their position) in order to earn a year of experience. If an employee does not earn a year of experience, he/she will remain on the current salary schedule step/level until the following school year ends.

WORK EXPERIENCE GRANTED FOR MILITARY EXPERIENCE

Professional/Technical/Supervisory and Administrative personnel will not be granted military experience unless the military experience is deemed like to said PTS or Administrative job description.

Instructional personnel may receive up to ten (10) years of credit for military experience. A copy of the DD-214 must be submitted to the Human Resources Department.

Non-instructional and Confidential Military Veterans may be granted a \$500 supplement for military experience provided a DD214 is submitted to the Human Resources Department for review and approval. At least one year of full-time military active duty is required to be eligible for the supplement. The DD-214 form(s) must be received in the Human Resources Department within 45 calendar days of the employee's start date to be retroactive to the employee's start date. If the forms are received after the 45 days, the salary adjustment will be made from the beginning of the pay period during which the forms were received.

WORK EXPERIENCE GRANTED FOR PREVIOUS EMPLOYMENT

All experience must be verified by the former employer(s). Verification of Work Experience Forms are available on the Human Resources Department link on the HCSD website. The Work Experience Forms are also provided at the time of on-boarding. It is the responsibility of the employee to request these forms and provide the completed forms to the Human Resources Department.

The verification of employment forms must be received in the Human Resources Department within 45 calendar days of the employee's start date to be retroactive to the employee's start date. If the forms are received after the 45 days, the salary adjustment will be made from the beginning of the pay period during which the forms were received.

Instructional personnel may be granted up to twenty (20) years of teaching experience if the following criterion is met:

- Must have documentation of a satisfactory evaluation rating in a full-time teaching position for each year verified
- Must have the previous employer listed on the occupational experience section of the application for employment
- Form(s) must be complete and signed by previous employer or employment agency and must

- include contact information (address, phone number, etc.)
- Previous position must have required a valid teaching certificate
- Previous employer must have been an accredited institution

Professional/Technical/Supervisory personnel may be granted up to ten (10) years of like experience if the following criteria are met:

- Must be like job experience (similar duties) as determined by Human Resources
- Must have previous employer listed on the occupational experience section of the application for employment
- Form(s) must be complete and signed by previous employer or employment agency and must include contact information (address, phone number, etc.)

Administrative personnel may be granted up to fifteen (15) years of administrative experience if the following criteria are met:

- Must be like job experience (similar duties)
- Must have been in a supervisory or administrative capacity
- Must have previous employer listed on the occupational experience section of the application for employment
- Form(s) must be complete and signed by previous employer or employment agency and must include contact information (address, phone number, etc.)

The employee may be required to provide additional documentation, such as a job description, if required by the Human Resources Department administrator. Previous experience can only be brought in one time for the entire duration of employment with the Hernando County School District regardless of employment changes. Employee has up to 30 days from the date experience is granted to appeal the number of years granted.

WORK EXPERIENCE SUBSTITUTED FOR REQUIRED POST SECONDARY EDUCATION

Related work experience equivalencies may be substituted in lieu of postsecondary education as per Senate Bill 1310 for a position of employment if the person seeking the position is otherwise qualified for such position. Related work experience may not substitute for any required licensure, certification, or registration required for the position of employment as indicated in the board approved job description of the position of employment.

A public employer may include a postsecondary degree as a baseline requirement only as an alternative to the number of years of direct experience required, not to exceed:

- (a) Two years of direct experience for an associate degree;
- (b) Four years of direct experience for a bachelor's degree;
- (c) Six years of direct experience for a master's degree;
- (d) Seven years of direct experience for a professional (specialist) degree; or
- (e) Nine years of direct experience for a doctoral degree.

Any years used to substitute for a required postsecondary education may not be used as experience towards

salary. Only years in excess of those used to substitute for the required postsecondary education may be applied towards determining the starting salary for said position, as applicable.

Staff Handbook

Section 3: Employee Benefits and Risk Management

Employee Benefits

Qualifying Event/Change in Status

Retirement

Workers' Compensation

EMPLOYEE BENEFITS

NEW EMPLOYEE BENEFIT ELECTIONS

An election confirmation and enrollment form, provided as a downloadable document via the new employee orientation, must be completed and returned to Human Resources during onboarding. The new employee can make changes within the first 30 days from the first day of employment by emailing a new election confirmation form marked “revised” to a Risk, Benefits & Wellness Specialist. When adding dependents, you must provide dependent verification: birth certificate, marriage certificate, etc. Benefits will be effective on the first of the month following a sixty (60) day waiting period. The employee will not be eligible to make changes to his/her insurance until the open enrollment period unless he/she is experiencing a qualifying event as per IRS Section 125 regulation. If an employee elects to participate, premiums will be charged retroactively to the employee’s effective date via payroll deduction. The effective date will be the 1st of the month following a sixty (60) day waiting period. Visit the [Benefits](#) page on our website for more information.

NEW EMPLOYEE RETIREMENT ELECTION

New employees must choose to participate in a Florida Retirement System (FRS) plan before the deadline, 4:00pm ET on the last business day of the eighth month following their month of hire. If the employee does not submit a plan choice by the deadline, the Investment Plan will be considered their 1st Election by default. Contact MyFRS Financial Guidance Line toll-free at 1-866-446-9377, Option 2 for free retirement planning.

BENEFITS WHILE ON UNPAID EXTENDED LEAVE OF ABSENCE

While on unpaid extended leave of absence, the employee is responsible for 100% of benefit premium payments. Life insurance must be converted to an individual policy. If the leave is due to illness, the employee may be eligible for a waiver of premium from the life insurance company. The employee’s payment should be made through the Hernando County School District, Attention Benefit Payments. If an employee is deficient in paying premiums, the employee’s benefits will be terminated. It is the employee’s responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment.

BENEFITS WHILE ON FAMILY MEDICAL LEAVE

When an employee is out on continuous or intermittent Family Medical Leave, the School District will continue to contribute its portion of the employee’s health and life insurance premium, and the employee is responsible for his/her portion of any other benefit premium payments. The employee’s payment should be made through the Hernando County School District, Attention Benefit Payments. If an employee is deficient in paying premiums, the employee’s benefits will be terminated. It is the employee’s responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. The employee will automatically be enrolled in the District’s group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

BENEFITS WHILE ON MILITARY LEAVE

While on Military Leave, the employee is responsible for 100% of benefit premium payments. The life insurance must be converted to an individual policy. The employee’s payment should be made through the Hernando County School District, Attention Benefit Payments. If the employee is deficient in paying premiums, the employee’s benefits will be terminated. It is the employee’s responsibility to notify Risk,

Benefits and Wellness and the life insurance company when he/she returns to active employment. The employee will automatically be enrolled in the District's group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

BENEFITS WHILE ON RETIREMENT

Retired School District personnel and their eligible dependents may be able to continue participation in their current group insurance plans. Insurance premiums are paid by the retiree. Retirees will be required to have their benefit payments deducted from their FRS Pension check. If the employee is not receiving a pension check because they elected the Investment Plan option or if their pension check is not sufficient to be able to deduct the benefit payment, the retiree may pay the benefit premium direct to the Hernando County School District, Attention Benefit Payments. If the retiree is deficient in paying premiums, the retiree's benefits will be terminated. Contact Risk, Benefits and Wellness for more information.

BENEFITS WHILE ON SUSPENSION WITH OR WITHOUT PAY

While on suspension with or without pay, the School District will continue to contribute its portion of the employee's health and life insurance. The employee is responsible for his/her portion of any other benefit premium payments. The employee's payment should be made through the Hernando County School District, Attention Benefit Payments. If the employee is deficient in paying premiums, the employee's benefits will be terminated. It is the employee's responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. The employee will automatically be enrolled in the District's group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

BENEFITS WHILE ON WORKER'S COMPENSATION LEAVE

When an employee is out on Worker's Compensation Leave, the School District will continue to contribute its portion of the employee's health and life insurance. The employee is responsible for his/her portion of any other benefit premium payments. The employee's payment should be made through the Hernando County School District, Attention Benefit Payments. If the employee is deficient in paying premiums, the employee's benefits will be terminated. It is the employee's responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. The employee will automatically be enrolled in the District's group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

TERMINATION OF EMPLOYMENT

An employee will continue coverage via the Hernando County School District's group insurance policy until the end of the month in which he/she terminates. The termination date is determined by the last day an employee worked or was on an approved leave. A COBRA election notice will be sent with directions on how to continue benefits.

WAIVER OF BENEFITS

If an employee does not choose to enroll in the health, vision or dental plan, the employee must complete the Election Confirmation and Enrollment Form to decline coverage, elect a beneficiary and forward to Risk, Benefits and Wellness. The employee will automatically be enrolled in the District's group life insurance plan and will not be eligible for benefits until the next open enrollment period unless the employee

experiences a qualifying event as described in IRS Section 125 regulation. The employee will have thirty (30) days from the date of the qualifying event to make changes.

QUALIFYING EVENT/CHANGE IN STATUS

What is a qualifying event/change in status?

A Qualifying Event/Change in Status is an IRS permitted mid-year plan election change.

Can I change my benefits during the year?

In general, during the plan year, under limited circumstances as provided by the District School Board of Hernando County's plans and IRS regulations, a Change in Status event may permit you to change a benefit election if you, your spouse, or dependent gained or lost eligibility for coverage under a qualified plan, as described in IRS Section 125 regulation.

What type of changes can I make?

The IRS requires that mid-year plan election changes must be on account of and corresponds with a change in status that affects your own, your spouse's, or your dependent's eligibility. The IRS requires mid-year plan election changes be on account of, and consistent with, a permitted event. Mid-year plan election changes are not automatic. Even if you experience a permitted Change in Status election change event under IRS regulations, your employer's component plans' insurance contracts may not allow (or may limit) mid-year plan election changes.

How do I know if I have experienced a change in status?

The 2-Step Rule: You can only change your benefit election(s) during the plan year if:

1. a qualifying change in status event has occurred and
2. the requested election change(s) corresponds with the event

What are qualifying events?

1. Change in your legal marital status – including marriage, death of a spouse, or divorce.
2. Change in number of tax dependents – including marriage, birth, death, adoption, or placement for adoption.
3. Change in employment status that affects your own, your spouse or dependent's eligibility – including termination or commencement of employment, commencement or return from unpaid leave of absence.
4. The gain or loss of a dependent eligibility status – such as attainment of specified age; student status; marital status; or any similar circumstances which satisfy or cease to satisfy eligibility status.
5. Change of residence of employee, spouse, or dependent that affects his/her eligibility for coverage.

When can I complete paperwork to add my newborn?

You can enroll your newborn by completing and returning the necessary paperwork to Risk, Benefits and Wellness within 30 days. If you do not enroll your newborn within 30 days of the birth date, the newborn's claims will not be paid and you will have to wait until the next open enrollment to enroll him/her in the Board's health care plan.

Can I add other dependents when I add my newborn?

Yes, you can add existing dependents whenever a dependent gains eligibility because of a qualifying change in status event.

If one of my dependents becomes eligible for Medicaid/Medicare, can I cancel coverage for all of my dependents at this time?

No, you may cancel coverage for that dependent only.

If my dependent becomes eligible for Florida KidCare can I drop my dependent coverage mid- year?

Yes, you may drop coverage for the covered dependent.

If my dependent loses eligibility for coverage under Medicaid or Florida KidCare, can I enroll them in health coverage?

Yes. If you or your dependent(s) lose eligibility for coverage under Medicaid or Florida KidCare or become eligible for premium assistance, you must notify the Risk, Benefits and Wellness within 30 days.

If I purchase an individual policy from an outside provider. Can I drop my dependent coverage mid-year?

No, IRS regulations do not allow a cafeteria plan participant to cease participation if he or she becomes eligible for a plan other than an employer sponsored group plan, Medicaid, Medicare or SCHIP (*Florida KidCare*).

Can I change my benefits at any time after I have experienced a change in status?

No, you must notify the Benefits Department within 30 days of a qualifying change in status event.

What happens if I fail to notify the employee benefits department of my change in status event within 30 days?

It is the responsibility of the employee to notify Risk, Benefits and Wellness of a change in status that affects the employee's, his/her spouse's, or his/her dependent's eligibility. Failure to notify Risk, Benefits and Wellness within 30 days will result in your benefit election(s) continuing until the next plan year. You can make such changes during open enrollment to be effective January 1, or the next calendar year. It is the School Board's policy not to refund overpayment of premiums.

Mid-year plan changes qualifying events:

1. Marriage
2. Divorce
3. Adoption
4. Birth
5. Over-Aged Dependent
6. Court Order
7. Change in Employment
8. Gain Employer, Federal or State Coverage
9. Involuntary Loss of Coverage
10. Moved from Service Area

IF YOU HAVE EXPERIENCED A QUALIFYING EVENT, YOU MUST:

Contact Risk, Benefits and Wellness within 30 days of such change to request the appropriate forms to stop or modify your benefit election(s) at (352) 797 – 7007. Complete and return the change in status request forms to Risk, Benefits and Wellness with documentation that authenticate the qualifying event.

A Risk, Benefit and Wellness Specialist will determine if your change in status meets IRS regulations. If your change results from a qualifying change in status event, the change(s) to your benefit(s) will be made following receipt of all properly completed forms and necessary documentation, including but not limited to dependent verification if necessary. Premium deduction(s) or reimbursement(s) will be processed on the

effective date of coverage as determined by the qualifying event date.

CHANGE IN STATUS DOCUMENTATION REQUIREMENTS:

- Marriage - Copy of Marriage Certificate
- Divorce - A certified copy of the “Final Judgment”
- Birth - Copy of birth certificate or social security card application “Notification Letter”
- Adoption - Copy of adoption decree, placement for adoption papers or forms provided by the court
- Death - Copy of Death Certificate
- Legal Custody of Child - Documentation that the child is your legal dependent
- Eligible for Medicare, Medicaid, or State Children Health Insurance Plan (SCHIP, i.e. Florida KidCare)
 - Copy of card or letter stating the effective date of coverage and names of individual eligible for coverage
- Dependent Flexible Spending Account - Letter from provider stating the effective date of change and the rate of increase or decrease
- Unpaid Leave - Letter from employer stating dates of unpaid leave
- Significant Change in Coverage
 - Loss of Coverage - A letter from employer stating the date coverage terminates
 - New Eligibility - A letter from spouse’s employer stating date of newly eligible coverage
- Change in Employment (Spouse)
 - New Hire – A letter from employer stating the date of hire and date eligible for medical coverage
 - Termination–Documentation stating the effective termination date of medical coverage
- Ineligible Dependent
 - Employment – A letter from dependent’s employer stating date of hire and date eligible for medical coverage
 - Student – If dependent has graduated or dropped out of college, a letter from the college stating such
 - Marriage – Copy of marriage certificate
 - Plans that provide health coverage for dependents are required to extend the coverage of dependents (adult children) to age 26, regardless of their eligibility for other insurance coverage. Health Plans must provide coverage to all eligible dependents, including those who are not enrolled in school, not dependents on their parents' tax returns, and those who are married

RETIREMENT

NOTE: The information below is subject to change based on Florida Retirement System (FRS) guidelines.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Employees who reach normal retirement age/years may elect to participate in the Deferred Retirement Option Program (DROP). This program allows an employee to effectively retire under the Florida Retirement System (FRS) Pension Plan and begin accumulating his/her retirement benefits without terminating employment, for up to 96 months. While participating in DROP, monthly retirement benefits accumulate in the FRS Trust Fund. The earliest an employee may begin participation in DROP is the month they reach normal retirement date based upon age, or the month after the month of normal retirement date based upon years of service. If an employee delays application to participate in DROP, it may affect eligibility. Noninstructional employees must apply within one (1) year of reaching normal retirement age or years of service, whichever comes first, or participation will not be allowed. For instructional personnel, there is no time limit to participate after reaching normal retirement age. To apply for DROP, an employee must complete a DROP packet. The packet can be obtained by calling FRS at (844) 377-1888 or logging on to [MyFRS](#). Contact Risk, Benefits and Wellness for more information.

DROP EXTENSION REQUEST

If an employee is in an instructional or administrative position as defined in section 1012.01(2)(a)-(d) of Florida Statute, he/she may be permitted to extend his/her DROP Participation. This extension must be authorized by the Superintendent or designee and approved by the Division of Retirement. The employee must be employed on a contractual basis in an eligible position at the time they complete his/her initial 96-month eligibility period and must remain in an eligible position during his/her extended DROP participation. To request an extension of DROP, the employee must submit a written request to Risk, Benefits and Wellness along with a completed FRS DP-EXT form prior to the end of his/her initial period of DROP participation. This form can be obtained by calling FRS at (844) 377-1888 or logging on to [MyFRS](#). DROP extension requests will only be authorized through the end of the employee's current contract year. Contact Risk, Benefits and Wellness for more information.

RE-EMPLOYMENT AFTER RETIREMENT

Before becoming reemployed in any capacity, including substituting, with any FRS employer after retiring or terminating DROP participation, the employee should contact the Bureau of Retirement Calculations Department for guidance at (844) 377-1888.

RE-EMPLOYMENT LIMITATION PERIOD

Employment with any FRS employer during the first year of your retirement may result in suspension of your retirement benefits. There are no exceptions. Prohibited employment includes full-time, part-time, temporary, other personal services (OPS), and contractual services. Contact FRS at (844) 377-1888 before beginning employment with an FRS employer to ensure that the limitation period is over.

Note: Retirement includes Pension, DROP, Investment Distribution and three percent Employee Contribution Distribution.

INSURANCE BENEFITS

School District personnel who have ended their employment by retiring may continue to participate in the current group health insurance program of the district provided the person also retires with the Florida Retirement System (FRS) within thirty (30) days of the last day of their employment and there is no interruption in insurance coverage. After completing an online Resignation/Retirement process on the District's website, the employee will receive a letter with instructions on how they can continue their insurance benefits. For more information contact Risk, Benefits and Wellness.

INTENT

In addition to the requirements for FRS, the employee must advise his/her administrator of his/her intent to retire. The employee must complete the online Resignation/Retirement process on the District's website. For additional information, please refer to [Initiate Your Retirement Process](#) which outlines the retirement process.

NEW EMPLOYEE RETIREMENT ELECTION

New employees must choose to participate in a Florida Retirement System (FRS) plan before the deadline, 4:00pm ET on the last business day of the eighth month following their month of hire. If the employee does not submit a plan choice by the deadline, the Investment Plan will be considered their 1st Election by default. Contact MyFRS Financial Guidance Line toll-free at 1-866-446-9377, Option 2 for free retirement planning.

RETIREMENT PROCESS

As per the Division of Retirement, to apply for Service Retirement or DROP via the Florida Retirement

System (FRS), the employee must submit a signed and notarized application form to the Bureau of Retirement Calculations Department. Applications are accepted up to six (6) months prior to the termination of employment date. **The law does not provide retroactive benefits for an employee who delays completing an application, contact the Florida Retirement System with questions. It is the responsibility of the employee to initiate his/her retirement process.**

Forms and assistance can be obtained via the Division of Retirement by calling (844) 377-1888, logging on to [MyFRS](#) or contacting a Financial Advisor. Contact Risk, Benefits and Wellness for more information. **Please note that Risk, Benefits and Wellness personnel in the Human Resources Department serve strictly as liaisons between the Florida Retirement System and School District employees and cannot legally provide retirement advice.**

VACATION/TERMINAL PAY BENEFITS

Employees may be entitled to vacation and/or terminal pay benefits depending on years of service (see School Board Policy 1430.06, 4430.06, 1430.03, 3430.03 and 4430.03). Administrators, Instructional, Professional Technical and Confidential staff must request Bencor information by calling (888) 258-3422 option 1, eligible sick pay may be sent to Bencor. You can request a payout or rollover form from Bencor 30 days after your resignation date by calling (888) 258-3422 option 1.

See School Board Policy 1430.06, 4430.06, 1430.03, 3430.03 and 4430.03. Click this link: [School Board Policies](#)

WORKERS' COMPENSATION

The procedure for filing a Workers' Compensation claim is listed below:

- An injured employee must report the incident to the site Administrator or workers' compensation coordinator. All injuries need to be recorded on the site's Employee First Aid Log within thirty (30) days of the injury.
- If medical treatment is necessary, the workers' compensation coordinator will do the following:
 - EMERGENCY: a medical emergency is an injury that is acute and poses an immediate risk to a person's life or long-term health. Call 911 and get professional help immediately. Alert Risk, Benefits and Wellness and Fire Official.
 - Injured worker must call PMA 24 hr. nurse with the assistance of the site's worker's compensation coordinator.
 - Advise the employee that it is his/her responsibility to give the workers' compensation coordinator and their direct Supervisor all documentation from the treating physician immediately following treatment. Employee must immediately return to work unless otherwise stated by workers' compensation provider.
- Advise employee that in order to receive workers' compensation benefits, he/she must stay within the assigned workers' compensation network of doctors. All authorizations for specialty medical services must be approved by the workers' compensation carrier.
- The employee must submit documentation from the authorized workers' compensation treating physician in order for time off to be considered as workers' compensation paid in line of duty leave. Leave for any employee, as prescribed by law, shall be authorized for a total not to exceed ten (10) work days during any school fiscal year for an illness contracted or any injury sustained in the line of duty, or a total of ten (10) days for the same illness or injury. Once the employee has been released to return to work, he/she will notify his /her supervisor immediately. Failure to do so may subject the employee to progressive discipline that may include termination. Upon return to work

the employee MUST provide a “release to return to work” from the authorized workers’ compensation treating physician to the site administrator.

- If an employee with a worker’s compensation injury is out for 10 consecutive days, he/she must complete an extended leave form and follow extended leave procedures with Risk, Benefits and Wellness.

While on Workers’ Compensation Leave, the School District will continue to contribute its portion of the employee’s health and life insurance premium payments. The employee is responsible for his/her portion of all other benefit premium payments. The employee’s payment should be made through the Hernando County School District, Attention Benefit Payments. If an employee is deficient in paying premiums, the employee’s benefits will be terminated. It is the employee’s responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. Employees will automatically be enrolled in the District’s group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

MODIFIED DUTY ASSIGNMENT

If an employee is placed on a modified duty assignment, the placement must be based on a condition that resulted from a workplace injury. The specific restrictions must be identified by an authorized workers’ compensation physician. The employee’s supervisor then determines if the regular position can be temporarily modified to meet the specific restrictions. If the employee’s regular job cannot be modified, the employee may be placed in a modified duty assignment by the site Administrator or Risk, Benefits and Wellness. The employee will be paid at his/her normal rate of pay and benefits. Work hours may be modified. If the injured employee does not agree to work in the modified duty assignment, the employee will forfeit workers’ compensation benefits and no longer be paid by the workers’ compensation carrier or the School District. Workers’ compensation medical benefits will continue until the employee reaches maximum medical improvement (MMI) as determined by the assigned workers’ compensation physician. If the restrictions are not able to be accommodated, as determined by Risk, Benefits and Wellness, the employee will continue on workers’ compensation and will be paid by workers’ compensation carrier. Medical benefits will continue (if applicable). Modified duty assignments will be reviewed periodically. If an employee has not been released to regular duty at the end of a 120-day period, an assessment will be made regarding the employee’s progress and employment status.

See School Board Policy 1430.05, 3430.05, 4430.05, 4124 and 8442. Click this link: [School Board Policies](#)

Staff Handbook

Section 4: Employee Policies & Procedures for Students

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Bullying, Harassment and Dating
Violence and Abuse

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(Authority of the Teacher)

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Interviews

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Supervision of Students

Surveys of Students

ATTENDANCE - STUDENT

- Complete and accurate records of students' grades and attendance must be kept for every class. Based on each school's attendance procedure a phone call is made daily in reference to students who were absent and/or tardy. Grades and attendance must be up to date at all times and will be checked periodically by the administration.
- Students must attend school in order to receive a grade. A student's attendance must be in accordance with School Board Policy.
- Students are not to take attendance.
- If a student is to be absent from a class for the purpose of helping a teacher to do work for the school (pictures, newspaper, band, etc.), approval must be given in advance by the student's assigned teacher.
- Attendance will be taken daily by the teacher. Students who have a school approved activity absence are not to be listed on the official record of absence but the absence and reason should be indicated in the teacher's record book. All other absences shall be reported in accordance with school procedures.
- No student is to leave the school grounds to run an errand for any employee of the school system during the time they are under the jurisdiction of the school.

See School Board Policy 5200, 1213, 3213, 4213. Click this link: [School Board Policies](#)

BULLYING, HARASSMENT, DATING VIOLENCE AND ABUSE

The Hernando County School District is committed to creating a safe, healthy, learning environment for all students that is free from bullying and harassment. All employees are expected to model and support a school culture that promotes positive interactions and respect for others. Bullying is more specifically addressed in the [Student Code of Conduct](#) as well as School Board Policy.

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that creates 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: teasing, threats, intimidation, stalking, cyberstalking, physical violence, theft, sexual, religious, or racial harassment; public or private humiliation; destruction of property; and social exclusion.

Bullying can be physical, verbal, emotional, sexual or cyber in nature.

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 staff employee.

*See full definition in the Student Code of Conduct

Staff members who witness or become aware of bullying will immediately intervene in the following manner:

- Establish the safety of the victim of bullying.
- Report to administration. School administrators are required to investigate all allegations of bullying.

See School Board Policy 5516, 5517, 5517.01, 5517.03. Click this link: [School Board Policies](#)

CHILD ABUSE REPORTING

Professionals in daily contact with children are the first line of defense against child abuse and neglect. **Florida Statutes require that anyone who suspects that a child has been subjected to abuse or neglect is legally obligated to immediately call in their suspicion to the Abuse Registry Hotline at 1-800-96 ABUSE (1-800-962-2873).** Child abuse reports can also be faxed to 1-800-914-0004 or reported online at www.dcf.state.fl.us/abuse/report. **Penalties for those who suspect a child is being abused but fail to report it have been increased from a misdemeanor to a felony.** Additionally, the Ethics in Education Act requires mandatory reporting of child abuse. Failure to report child abuse is a breach of ethics and could result in job termination, as well as revocation of your teaching certificate. All reports are confidential; however, new revisions require that you provide your name, occupation, name of school and work number for contact by the Abuse Registry staff. As a professional courtesy, administration should be informed of any suspected child abuse that has been called in, but informing administration does not preclude the individual's duty to call in any suspected abuse. Florida Statute 1012.98 requires teachers in grades Pre-K – 12 to participate in continuing education training provided by the Department of Children Family Services on identifying and reporting child abuse and neglect. For further information regarding this training, contact the Professional Learning Department.

See School Board Policy 8462. Click this link: [School Board Policies](#)

CLINIC

The clinic is attended by a School Health Professional with varying levels of medical training and supervised by a HCSB/DOH RN. The clinic provides health services to students. For staff, the clinic provides emergency care only. Students and Staff should not seek explanation of illness from clinic personnel as they are not able to provide a diagnosis or treatment plan. Awareness of an injury must be reported to the clinic immediately. A student who is injured should be evaluated by the clinic. If the student has suffered a major injury, do not move the student; instead notify the principal and/or designee and clinic at once. They will notify the parent or guardian of the details of the accident. **An accident report must be completed by the staff member who was present at the time of the accident and must be submitted prior to the close of the school day. The report should list all staff present.** If an accident occurs after hours, a report must be completed and turned in prior to noon of the next school day.

ADMINISTRATION OF EPIPENS

Florida Statute 381.88 provides that teachers and others who have the likelihood to work with children who need EpiPens must be trained in the proper administration of the medication through an injection, should the child be unable to self-administer. The School Health Professional must advise teachers of any students in their class who carry an EpiPen and arrange for training in proper administration. If a teacher has a student in his/her class who carries an EpiPen and has not had training, he/she must contact the clinic immediately.

BIOHAZARD WASTE DISPOSAL

Procedures for the disposal of biohazardous wastes are outlined in the "Biohazardous Waste Disposal Plan" which is distributed to clinic personnel and custodians.

CLINIC/SCHOOL NURSE PERSONNEL

School Health Professionals are responsible for:

- assisting the Hernando County Health Department School Health Nurses and HCSB RN's
- assisting the Hernando County Health Department School Nurse Professional in carrying out a school health service program designed to promote, maintain, and improve the health of students

per the Guidelines written by the Health Department School Health Nurses and HCSB RN's

- administering first aid to ill or injured students
- administering medication to students, as per state statute
- conducting health screenings as per FL statutes and referring students with detected health concerns
- helping to prevent and control diseases
- providing comfort measures to students with minor discomfort and remaining with and giving comfort to ill or injured students until released to their parents or guardians; and ensuring that all staff members know about student medical issues as appropriate and in compliance with the law

MEDICATION POLICY (PRESCRIBED AND OVER-THE-COUNTER)

The Hernando County School District recommends that the administration of medications for students be scheduled before and/or after school hours. In the event that this is not possible, medication guidelines must be followed:

Authorized/trained school personnel may administer medication to students in compliance with the following policy procedures as approved by the Hernando County School District and the Hernando County Public Health Department:

- Only medication trained staff may receive, return, or administer medications in clinic or classroom.
- Medications may also be administered on school sponsored events within the state of Florida by staff who have been "Field Trip Medication" trained for the current school year.

A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches. Violations of Over-the-Counter (OTC) medication policy, include but are not limited to: distributing, dispersing, or sharing of OTC, carrying or possessing OTC in a package other than the original manufacturer's packaging, or ingesting or utilizing OTC in a way that is not specifically directed or authorized by the manufacturer, as directed on the original packaging.

Staff members' personal medication(s) must be secured where students have no access.

See School Board Policy 5330, 5335. Click this link: [School Board Policies](#)

CONFISCATED STUDENT PROPERTY

Staff members who confiscate inappropriate item(s) from students are responsible for the security of the items. Staff members who do not follow this procedure will be held liable for replacement costs. When weapons or potentially dangerous items have been confiscated by staff members a school administrator or the school resource officer are to be contacted **IMMEDIATELY** to retrieve the confiscated items from the staff member. At the end of the day, **all confiscated items** must be returned to the student or turned over to designated personnel for secure storage until a parent or guardian can pick them up. **No illegal item will be returned.** All staff members should know and follow their site's designated procedures for handling and turning in confiscated items.

COUNSELING SERVICES

Teachers are encouraged to use the Certified School Counselor and Social Worker services to meet the academic, behavioral, and mental wellness needs of all the students. Certified School Counselors and School Social Workers must gain informed consent from the parent to provide counseling services.

CUMULATIVE FOLDERS

Cumulative folders will **remain in a designated location at all times**. Folders may be viewed by teachers when necessary. All materials must remain in the folder, unless otherwise directed by the principal and/or designee. Folders must be signed, dated, checked out and returned for each use.

Maintenance and access to student records shall be in accordance with School Board Policy and Federal law. Per Federal law, parents have the right to review their child's cumulative folder. Student records are covered under the Family Education Right to Privacy Act.

See School Board Policy 8330. Click this link: [School Board Policies](#)

DROPPING AND TRANSFERRING STUDENTS

No teacher may drop any student from a class roster. When a teacher decides that a student is not properly placed, the request for transfer must be made to the appropriate personnel and approved by the administrator.

FIELD TRIPS

All field trips must adhere to School Board Policy. Field trips shall use school buses, regular or special-purpose school vehicles for transportation on field and other District-sponsored trips. Transportation for all field and other District-sponsored trips may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes. The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent. The Superintendent is authorized to establish transportation costs for school related and non-school related field trips. The transportation costs shall be reviewed annually by the Superintendent. This and additional information can be found in the Hernando County Schools Transportation Department Field Trip Manual.

See School Board Policy 8640 and 8660. Click this link: [School Board Policies](#)

FUNDRAISING

The purpose of fundraising projects is to contribute to the educational experience of the students. All fundraisers must comply with Hernando County School Board policies and should not conflict with the overall instructional program. The School Board does not permit the use of crowdfunding for District or school programs or activities, including co-curricular or extra-curricular activities. Other fundraising opportunities can be researched through the Hernando County Education Foundation.

All fundraising projects and activities must be submitted on a Fundraising Request Form/Recap located on the HCSD website. The application must be approved by administration and scheduled on the calendar in advance of the event.

- **All fundraising requests that include the sale of food or beverages must be approved by the Administrator.**

- All requests for exempt fundraisers should be sent to the Food and Nutrition Department. (Information on determining what constitutes as an exempt fundraiser can be found on the District's website under Food and Nutrition.)
- Elementary schools may not have door-to-door sales
- Selling candy and/or distributing candy as a fundraiser is not allowed on school grounds during school hours or on school buses

ELEMENTARY SCHOOL FUNDRAISING (K-5)

- Each elementary school may have no more than three (3) school-wide fundraising projects per school year.
- Each school should make an effort not to duplicate the activity of another school at the same time of year or season.
- All approved off-campus fundraising activities by a school, student club or class must have a teacher present at all times.

SECONDARY SCHOOL FUNDRAISING (6-12)

All students selling articles for any school, student club or class must have a current letter of introduction signed by the principal and/or designee. This applies to all organizations within the school, i.e., classes, clubs, athletic department, etc. Even if the project is connected with the school indirectly, the above procedure must be followed.

CHARITABLE DRIVES

- High Schools: Student participation in charitable drives is limited to voluntary participation of clubs and associations in secondary schools.
- Elementary and Middle Schools: Participation in charitable drives cannot be done in lieu of work detail.
- Raffles and other activities of chance shall not be conducted by any schools.

See School Board Policy 5830, 6605. Click this link: [School Board Policies](#)

GRADES

Reports on the progress of students shall be made by the schools to parents/guardians at regular intervals throughout the school year. These reports will contain the information prescribed by the Superintendent of Schools. Notification of student progress and other home school communication should be made in a language understood by the parent unless it is not feasible. Each school has a designated translator for Spanish. If communication is needed in other languages that the school does not have resources to support, please contact your school's ESOL (English for Speakers of Other Languages) Lead Teacher for assistance.

- Report cards will be available digitally through the Skyward Parent Portal within ten (10) school days after the end of each nine (9) week grading period. If a parent/guardian would like a paper copy of the report card, they need to notify the school in writing.
- In addition to the nine-week report card, grades will be entered weekly.
- Teachers should notify a parent/guardian more frequently if a problem is apparent.
- Teachers are required to follow the prescribed rules dictating updates to Parent Portal.
- Teacher/parent conferences and other means of personal contact will be used whenever possible to report the progress being made by students and to aid in developing understanding between home and school.

- Teachers are responsible for obtaining student's transfer grades from the Certified School Counselor. Certified School Counselors are responsible for obtaining transfer grades from transferring schools, or they can use the Florida electronic grade system.
- Teachers should check with the school counseling department in order to give a student an appropriate report card when transfer grades are available to be considered with local grades.
- Teachers are required to adhere to the adopted grading policies for each grade level.

See School Board Policy 5421. Click this link: [School Board Policies](#)

INSTRUCTION

Teachers are responsible for using the Multi-tiered Systems of Support (MTSS) framework as a guide to ensure effective instruction for ALL students. Instruction should be based on the appropriate grade level State Standards incorporating a variety of effective instructional strategies. Effective strategies that have been found to have a strong effect on student achievement include but are not limited to the following:

- Universal Design for Learning (UDL)
- Differentiated Instruction
- Setting goals and providing specific feedback
- Gradual Release lesson format that includes modeling
- Determination of appropriate intervention based on student need
- Use of collaborative structures and engagement strategies
- Summarizing, note taking, and use of graphic organizers
- Acceleration

In addition, teachers are expected to:

- Utilize data driven decision making and problem solving (including all demographic groups)
- Document, monitor and communicate student progress
- Make data-based decisions regarding instructional interventions needed to support struggling students
- Assist students in the development of good study habits and time management skills
- Use effective classroom management strategies
- Consider the English language proficiency levels of ELLs (English Language Learners) when planning instruction and assessment
- Consider accommodations for ESE students when planning instruction and assessment

Please refer to the MTSS Handbook for further information. Link below:

[Multi-Tiered System of Supports](#)

INSTRUCTIONAL MATERIALS

BOARD APPROVED INSTRUCTIONAL MATERIALS

- Each district school board is responsible for the content of all instructional materials and any other materials used in a classroom, made available in a school or classroom library, or included on a reading list, whether adopted and purchased from the state-adopted instructional materials

list, adopted and purchased through a district instructional materials program under s. [1006.283](#), or otherwise purchased or made available.

- Teachers are expected to adhere to FL statute 1006.283 and use district approved instructional materials.

All primary instructional materials in grades K-12 must be School Board approved. The booklist is defined in the Florida BEST Benchmarks.

PURCHASING TEXTBOOKS

- All District adopted textbooks shall be consistent with District approved goals and objectives, State Standards, grade level expectations and course code descriptions.
- It is the responsibility of the principal to ensure that all textbooks for instructional use have been School Board approved and are being used at the grade level(s) or ability level(s) for which they were designed.

Purchase orders for growth and replacement are generated by the Department of Teaching and Learning. Every effort will be made to submit purchase orders in a timely manner.

RECEIVING TEXTBOOKS

- The principal and/or designee must carefully review an incoming textbook shipment to assure the accuracy of the order.
- If problems occur with the textbook order, the principal and/or designee should contact the supplier to correct the error.

SELECTION OF ADOPTED TEXTBOOKS

The staff of the Department of Teaching and Learning is responsible for the textbook adoption and curriculum review process. The goal throughout the process will be the adoption of one (1) program choice for each division – elementary, middle and high. The following process will be used:

- A subject area Instructional Materials Review Team will be established.
- The Instructional Materials Review Team will adhere to the prescribed procedures for evaluating materials consisting of the following:
 - Review the historical and current research related to the subject area.
 - Review of the state approved instructional materials using the prescribed evaluation tool.
 - Evaluate the materials to ensure compliance with the State Standards.
 - Reach consensus on the final two (2) program/publishers and make a recommendation to the curriculum supervisor.
- The instructional staff for the subject area at the schools will be given an opportunity to review the recommended materials and vote for one (1) program choice.
- The votes will be submitted to the appropriate curriculum supervisor.
- The curriculum supervisors will submit the Instructional Materials Review Team recommendation and instructional staff vote results to the Superintendent of Schools.
- The Superintendent of Schools will make a recommendation to the School Board, who will be asked to approve the instructional materials that have been selected.
- The curriculum supervisors and the principal designee will collaborate to generate the purchase orders of the approved instructional materials for each school.
- Professional learning will be planned to assure successful implementation of the new instructional program.

- A review of student performance data will be conducted to determine the effectiveness of the curriculum and instructional materials adopted.

CLASSROOM LIBRARIES

Please refer to the [media handbook](#) procedures.

TEXTBOOK MANAGEMENT

- The principal's designee should properly label and add all new textbooks to the District adopted circulation system before distribution.
- Textbooks will be issued using the District approved electronic circulation system.
- The principal's designee will do an inventory of teacher assigned resources with each teacher during post-school or at the time a teacher terminates employment at the school.
- An annual inventory of all textbooks at the school site must be completed to determine the quantity and quality of supply.
- A notice of obligation must be completed for all lost or damaged books and noted on the electronic file.

The principal and/or designee has the responsibility to manage the use of instructional materials. As a part of that management, authority is given by Florida Statute 1006.28(3) (b) to collect, from students, payment for the full cost of lost or damaged materials. All funds collected for lost and damaged textbooks shall be remitted to the Finance Department with the school's monthly Internal Account checklist.

LESSON PLANS

A systematic plan for organization and presentation of daily delivery of instruction should be maintained.

- Lesson plans/outlines must include full use of available material (textbooks and supplementary materials) and should be based on and include State Standards and grade level expectations.
- Lesson plans must include the documentation of strategies, accommodations or modifications for students according to federal and state law, as stated in the student's Individual Education Plan and 504 Plans.
- Lesson Plans must include documentation of English for Speakers of Other Languages (ESOL) strategies, accommodations and/or modifications for English Language Learners (ELLs) being served under the ESOL Program. In addition, all the ESOL strategies, accommodations and/or modifications for an ESOL student should be noted on the Hernando County ESOL Strategies, Adaptations and Accommodation Form (Form SO-ESOL-019).
- Teachers are expected to appropriately differentiate instruction to meet individual student needs.
- Lesson plans should include emergency procedures, regulations, seating charts and special duty assignments.
- Lesson plans should be prepared as directed by the principal/supervisor at least one (1) week in advance. These plans must be available for administrative review upon request and also may be reviewed during the evaluation process.
- Lesson plans must be readily available for substitutes and should provide continuity of instruction when a substitute is needed. Lesson plans for substitutes should be developed in accordance with the requirements of the individual school.
- Lesson plans are the responsibility of Long-Term Substitutes.
- Elementary teachers are expected to communicate grade level expectations to parents.
- Secondary teachers are expected to develop a yearly syllabus for the purpose of communicating

course content and student expectations.

ELECTRONIC MEDIA

All electronic media (Videos, CDs, DVDs, etc.) used in the classroom **must be related to the curriculum being taught**, be grade level appropriate and must be approved by school administration prior to viewing by students. See [media handbook](#) and audiovisual policy 2540 for more information.

See School Board Policy 2540. Click this link: [School Board Policies](#)

LOCKER ROOM SECURITY

To ensure proper supervision at secondary schools in the locker room, the principal and/or designee is to direct the Physical Education Department and Athletic Department to arrange their schedules so that a gender appropriate teacher, coach or paraprofessional is in the locker room at all times for supervision when students are present. When students are not in the locker room, the Physical Education Department and Athletic Department must be aware that they will be held responsible for making sure that locker rooms are locked and secure. When possible, it is recommended that two (2) staff members of the same sex be present for locker room supervision. Referees and anyone other than students may not use the locker room to change clothing or shower when students are present.

MEDIA CENTERS

Teachers at each site should become familiar with the procedures and resources at their site. The Principal or designee should develop a plan, to be approved by the principal, for collecting payment for lost or damaged items. When developing a plan for such items, the following guidelines are recommended:

- The plan must be consistent with [F.S. 1006.28\(3\)\(b\)](#).
- Items damaged beyond repair should be considered lost and may be discarded following the correct procedures for discarding.
- A student should pay for materials after receiving an overdue notice or parent letter. It may also be necessary to send a Notice of Obligation to the student's home by U.S. mail.
- The plan should establish procedures to determine who will collect the money.
- Payment should be in the exact amount requested and may be paid in cash, check or money order as determined by the school. Checks must be made payable to the school.
- An individual receipt from a receipt book must be issued to the student. Receipt books can be signed out to the person receiving the money by the school's bookkeeper. It is recommended that the title, call number and barcode number be written on the receipt in case the item is later retrieved.
- If the staff member is collecting the money, he/she should list all monies received by receipt number and the amount received on the correct form and give it to the bookkeeper at the end of the same day.
- Accurate records of the lost and damaged books must be kept.

If a student transfers to another school within the district without returning a media item, the Principal or designee should notify the receiving school's Principal or designee. Every effort should be made to retrieve the item(s) or payment, and the students should be allowed to use media materials in the confines of media centers. A block preventing students from checking out media materials may be placed on the student's

record through the checkout system until the material(s) have been returned or reimbursement has been received.

PARENT/GUARDIAN PICK UP

When a parent/guardian desires a student to leave school during the day, or when the parent/guardian wishes to pick up the student, the parent/guardian must make such a request in person or in writing. The student must be signed out in the office. All passes to leave school will be issued by the office. School personnel shall not release any student at any time **without proper authorization**. Students are not to be released from school at the request of any person other than those listed on the student info/emergency info card. The student must be signed out and the individual must have his/her Florida state issued ID checked through the districts Safe Visitor system to ensure that the person is not a sexual offender, predator, or private alert.

PASSES

Students must have a pass when leaving a scheduled class or activity.

- To assure the safety of students, passes must be issued before students are allowed to leave the direct supervision of a staff member.
- Extreme discretion should be used by staff in giving a pass to a student. A real need should exist before the issuance of any pass by school personnel.
- A staff member shall not keep a student after class except with prior approval.
- As determined by administration, students in elementary schools should use the “buddy” system when leaving class.

REMOVAL OF STUDENT FROM CLASS (AUTHORITY OF THE TEACHER)

The principal shall make provisions for students to be removed from class when the continued presence of the student in the classroom is intolerable, in accordance with Florida Statute 1003.32. If a teacher makes the request that a continually disruptive student not be returned to his/her class, the principal may not return the student to the teacher’s class. The teacher and the Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.

Teachers should follow their school’s procedure for the removal of students who are acting out. Suggestions include: having an adult accompany the student from the class or requesting an administrator to come to the class. If the principal is recommending that the student be returned to the teacher’s classroom, then the case will be presented to a school-based Placement Review Committee which consists of three (3) teacher representatives [one (1) selected by the school’s faculty and one (1) selected by the teacher who removed the student and one (1) teacher appointed by the principal]. The principal must notify each teacher in that school about the availability, the procedures and the criteria for the Placement Review Committee as outlined in this section. If no teacher volunteers to participate in the Placement Review Committee, then the Hernando Classroom Teachers’ Association (HCTA) President will appoint members to serve on that school’s committee. If the Placement Review Committee’s decision is contrary to the decision of the teacher to withhold consent to the return of the removed student to the teacher’s class, the teacher may appeal the committee’s decision to the Superintendent of Schools.

If the student is in Special Education, then the student should be referred to the Individual Education Plan (IEP) Committee for review per due process. If the IEP Committee feels that the most appropriate placement is with the referring teacher, that decision, with meeting minutes, is presented to the Placement Review Committee to serve as documentation.

The teacher who does not wish the student readmitted to the class may not serve on the committee, nor may the principal serve on the Placement Review Committee. The teacher and the principal may speak before the committee. Neither may be present when the committee members deliberate to reach their decision.

The Placement Review Committee has the authority to make alternative placement decisions within the frameworks of federal and state laws. The District Student Code of Conduct, Civil Rights provisions and availability of appropriate alternative placements must be considered in reaching a decision. If the decision of the committee is to remove a student from a particular class, due process procedures may require additional time to implement the change in placement.

Whenever the committee meets, records must be kept. These records must include the date and time of the meeting and any written statements provided. All decisions should be signed by the committee members rendering the decision.

Parents must be notified of their right to appear before the Placement Review Committee to present information. Parents need not be present for the committee to render a decision and they shall not be present when the committee members are deliberating. The committee serves to determine whether the principal's recommended placement is the best or only available alternative. If the committee determines that such placement is not the best or only available alternative, then the committee members will determine the placement of the student. The committee may also recommend the return of the child to the teacher's class. In those cases, the committee shall provide a written reason for this decision. All decisions of the Placement Review Committee must be made within five (5) working days of the student being removed from class.

REPORTING TO PARENTS/GUARDIANS

In an effort to improve parent/guardian involvement and to ensure parent/guardian awareness of their child's progress, each teacher should contact parents/guardians to inform them of their child's progress. It is the teacher's professional responsibility to be completely straightforward with parents/guardians concerning the academic progress of their children. Should a parent/guardian contact the teacher for specific information regarding his/her child, a teacher is to provide accurate information. If a teacher does not have the information available, the teacher should arrange to contact the parent/guardian at a time when the information is available. When parents/guardians call the school and ask that the teacher call them, every effort should be made to return their call within 2 work days or sooner.

Parents/guardians may make an appointment with the teacher before or after school, or the teacher may send home notes requesting a parent conference. If a conference is requested by the administrator during the teacher's planning time, the teacher will be notified of such conference and the teacher is to attend (HCTA Contract, section 5.13 B). A record of contacts (i.e. conferences, telephone calls) should be kept by the teacher for reference (see School Procedures Handbook for details). Notification of student progress and other home school communication should be made in a language understood by the parent unless it is not feasible. Each school has a designated translator for Spanish. If communication is needed in other languages that the school does not have resources to support, please contact your school's ESOL (English

for Speakers of Other Languages) Lead Teacher for assistance.

STUDENT ABSENCES

Statute 1003.26 requires upon each unexcused absence, or absence for which the reason is unknown, the school principal or his or her designee shall contact the student's parent to determine the reason for the absence. If the absence is an excused absence, as defined by district school board policy, the school shall provide opportunities for the student to make up assigned work and not receive an academic penalty unless the work is not made up within a reasonable time.

STUDENT ACCESS, REFERRALS, AND INTERVIEWS

A student will not be allowed to leave school with any person other than the student's parent/guardian or a person with a parent's/guardian's verified authorization. The enrolling parent/guardian must provide a certified court order indicating sole custody or a restraining order if they do not wish the other parent/guardian to have access to his/her child.

- **Separated/Divorced Parents/Guardians:** The question of legal custody of a child is not the responsibility of our educational establishment. School personnel shall assume the enrolling parent/guardian has legal custody of a child.
- **Legal Authorities:** It may be necessary at times for legal authorities, such as law enforcement officials, to take a student into custody or question a student on campus during school hours.
 - When a student is subject to a criminal investigation for an offense that occurred off campus, the principal shall make an attempt to contact the student's parent/guardian before allowing law enforcement officers to interview the student. The principal or designee shall document attempts.
 - If a parent cannot be contacted, the officer will be allowed to go forth with interviewing the student. The principal or staff member shall be present at such interviews. If a high school student requests that the principal or designated staff member not be present, such requests will be honored.
 - If the parent can be contacted, they will be informed that they may be present while his/her child is being interviewed as a subject in the investigation and a reasonable time will be allowed for them to appear at the school.
 - When a student is the subject in an administrative investigation, school officials, which includes the school resource officer, shall be permitted to conduct necessary interviews.
 - When a student is not the subject in a criminal or administrative investigation, but is being interviewed as a victim or witness, the principal shall permit such interview by police officers or administrative investigators. The principal shall make an attempt to contact the student's parent/guardian before allowing law enforcement officers to interview the student. The principal and/or designee shall document attempts. If the investigation involves a suspected child abuse case, the principal and/or designee may be present, in accordance with Florida Statute for such interview, if requested by a student and/or the official conducting the interview. In suspected child abuse and/or neglect cases, school authorities are not to contact the parent/guardian. This is the sole responsibility of law enforcement and the investigating agency.

- Each student has certain rights when an officer (defined as a police officer or an identified representative of the court) wishes to remove a student from school premises.
 - Should the officer request to take the student out of the school, he/she shall do so only with the consent of the parent/guardian or with a subpoena, which requires the student to be a witness. If the officer desires to make an arrest, either with or without an arrest warrant, he/she shall be allowed to do so without objection by the administrator or teacher in charge. If a student is removed by an officer, the administrator shall endeavor to notify the parent/guardian prior to the student's removal from the school premises or as soon thereafter as possible.
 - If an officer demonstrates to a principal and/or designee that a child needs to be taken into protective custody, pursuant to Florida Statute 39.401, the officer shall be permitted to remove the student.
- Referrals to outside agencies involving punitive action against a student shall be made on the referral form by the agency concerned.

STUDENT CONDUCT POLICIES

All student conduct policies are subject to School Board regulations. The Student Code of Conduct contains these regulations and is available to parents/guardians, students and teachers in both English and Spanish.

The Student Code of Conduct and the Suicide Prevention Guide and the Threat Assessment Manual will be adhered to at all times.

RISK ASSESSMENT

Suicidal Individual

ALL SUICIDAL IDEATIONS/ATTEMPTS ARE TO BE TAKEN SERIOUSLY

Procedural Guidelines for Students – The student should be taken directly to the Certified School Counselor's Office to be screened for possible risk assessment. The child should not be left alone at any time. All suicidal ideation or attempts must be attended to **immediately**. If a certified school counselor or school social worker is not available, notify administration immediately and contact the Director of Student Services Department at (352) 797-7008. In the event that any student is taken into custody and subject to an involuntary examination, the Director of Student Services shall be notified. The Director of Student Services will notify the Superintendent and any affected departments.

Administration, School Counselors, and Student Services Staff refer to the Suicide Prevention Flowchart for detailed process and statutory requirements of parental notification.

THREAT ASSESSMENT

Individual Engaging in Threatening Behavior

ALL HOMICIDE THREATS/ATTEMPTS TO HARM SELF OR OTHERS ARE TO BE TAKEN SERIOUSLY AND REPORTED IMMEDIATELY

Procedural Guidelines – The goal of all school safety efforts is to prevent violence or harm to members of the school community. A Threat Assessment must be completed any time a student threatens to harm or kill another student or staff member or that student exhibits concerning behaviors that may indicate that they pose a threat to the school community. The threat must be immediately reported to the Chair of the school’s established Threat Management Team so it can be assessed for level of concern and necessary protective measures and interventions can be established. Each school’s Threat Management Team must include the “Core Four” members as outlined in the Florida Model for Harm Prevention and Threat Management. The “Core Four” member roles are School Administrator, Instructional Staff Member, Mental Health Professional and Certified Law Enforcement Officer (SRO). These members must have completed the required training in the Florida Model. All threats that are being investigated must be reported to the Director of Safe Schools immediately to allow for proper notification to the Superintendent and Board Members. If any assistance is needed in completion of the Threat Assessment, The District Threat Management Coordinator should be contacted.

Please refer to the Threat Assessment Manual for further details.

SUPERVISION OF STUDENTS AND GROUNDS

Employees are advised that they should not touch students in any way except for the protection of the health, safety and/or welfare of a student or for protection of themselves.

Notice of Limited Supervisory Times: The school will provide supervision to its students during regular school hours; and during the time the student is on the school premises participating with authorization in a school-sponsored activity; and during a reasonable time before and after a student is on the premises for attendance at school or for authorized participation in a school-sponsored activity. There is a rebuttable presumption that the term “reasonable time” means 30 minutes before or after the activity is scheduled or actually begins or ends, whichever is longer (Florida Statute). However, it is the policy of the Hernando County School Board to not leave students unattended at any time.

Do Not Leave Your Class Unattended: Teachers are responsible for students in their class at all times. If it is necessary to leave class for any length of time or if an emergency arises, contact the main office, principal and/or designee so that arrangements can be made for classroom coverage. **Teachers are not to leave their classes unsupervised at any time. Only school personnel may supervise students.** This includes, but is not limited to, students being placed in the hallway unsupervised for testing purposes and/or disciplinary reasons. Whenever a class is moved, notify the office and post a note on the regular classroom door. **Never send a student back to an unsupervised classroom for any reason.**

SURVEYS OF STUDENTS

Students are not required to participate in any survey that concerns one or more of the following protected areas without prior written consent:

1. Political affiliations or beliefs of the student or the student’s parents
2. Mental and psychological problems of the student or the student’s family
3. Sexual behavior or attitudes
4. Illegal, antisocial, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom the respondent has close family relationships

6. Legally recognized privileged relationships, such as those of lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs of the student or the student's parent
8. Income (other than required by law to determine program eligibility)

Parents have the right to inspect any survey before it is administered or distributed by contacting the school and making an appointment during regular school hours.

Individuals have the right to file a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of Family Educational Rights Privacy Act (FERPA). The address of the office that administers Family Educational Rights Privacy Act is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

A. Item Currently Budgeted -

| | | | | | | | | | | | | |
|--------------------------------|---|----------------------------|---|---|---|--------------------------------|---|--------------------|---|-----------------------------------|--|-------------|
| Account Name | | <u>No Financial Impact</u> | | | | | | | | | | |
| Account Number | | | | | | | | | | | | |
| | | Fund | | Function | | Object | | Cost Center | | Project | | Sub Project |
| Original Approved Budget | + | Budget Amendments | - | Expenditures / Encumbrances To Date | = | Current Available Budget | - | Present Request | = | Remaining Balance Available | | |
| \$ | | \$ | | \$ | | \$ | | \$ | | \$ | | |

| | | | | | | | | | | | | |
|--------------------------------|---|----------------------|---|---|---|--------------------------------|---|--------------------|---|-----------------------------------|--|-------------|
| Account Name | | | | | | | | | | | | |
| Account Number | | | | | | | | | | | | |
| | | Fund | | Function | | Object | | Cost Center | | Project | | Sub Project |
| Original Approved Budget | + | Budget Amendments | - | Expenditures / Encumbrances To Date | = | Current Available Budget | - | Present Request | = | Remaining Balance Available | | |
| \$ | | \$ | | \$ | | \$ | | \$ | | \$ | | |

B. Item Currently Not Budgeted -**

| | | | | | | | | | | | | |
|----------------|----|------|--|----------|--|--------|--|-------------|--|---------|--|-------------|
| Funding Source | | | | | | | | | | | | |
| Account Name | | | | | | | | | | | | |
| Account Number | | Fund | | Function | | Object | | Cost Center | | Project | | Sub Project |
| Amount | \$ | | | | | | | | | | | |

| | | | | | | | | | | | | |
|----------------|----|------|--|----------|--|--------|--|-------------|--|---------|--|-------------|
| Funding Source | | | | | | | | | | | | |
| Account Name | | | | | | | | | | | | |
| Account Number | | Fund | | Function | | Object | | Cost Center | | Project | | Sub Project |
| Amount | \$ | | | | | | | | | | | |

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☐

Prior Year Approved Budget: \$

Prior Year Actual Spent: \$

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****



Hernando School District

School Board Workshop

Agenda Item # 4. 25-3039

5/20/2025

Title and Board Action Requested

Review and tentative approval of the Neola Policy Special Update- UGG/EDGAR September 2024, Special Update September 2024, and Special Update Public Participation- October 2024.

Executive Summary

The Assistant Superintendent of Business Services and Operations, on behalf of the Superintendent of Schools, hereby requests the Board to review and give tentative approval for the Neola Special Update- UGG/EDGAR September 2024, Special Update September 2024, and Special Update Public Participation- October 2024 School Board Policy updates. The updates include the following sections:

0000- Bylaws
1000- Administration
2000- Program
3000- Instructional Staff
4000- Support Staff
5000- Students
6000- Finances
7000- Property
8000- Operations

My Contact

Barbara Kidder
Assistant Superintendent of Business Services and Operations
(352) 797-7000 x 70403
kidder_b@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 4: Community Connection

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



| | |
|---------|--|
| Book | Policy Manual |
| Section | Special Up UGG EDGAR Sept 2024 REVISED |
| Title | CONFLICT OF INTEREST |
| Code | *po1129 MG 1/9/2025 |
| Status | |
| Adopted | June 13, 2017 |

1129 - **CONFLICT OF INTEREST**

The proper performance of school business is dependent upon high standards of honesty, integrity, impartiality, and professional conduct by School Board employees. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence. For these reasons, the Board adopts the following procedures to assure that conflicts of interest do not occur. These procedures are not intended to be all inclusive, nor to substitute for good judgment on the part of all District Board members, employees, officers, and agents.

- A. No employee, officer, **agent, or Board member** ~~or agent~~ shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts with the employee's job duties and responsibilities in the school system.
- B. No employee, officer, **agent, or Board member** ~~or agent~~ shall engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, ~~client~~, or parents of such students, or clients in the course of their employment with the District.

Included, by way of illustration rather than limitation, are the following:

1. the provision of any private lessons or services for a fee;
2. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through access to District records;
3. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration;
4. the requirement of students or clients to purchase any private goods or services provided by an employee or any business, or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.

- C. No employee, officer, **agent, or Board member** ~~or agent~~ shall make use of materials, equipment, or facilities of the District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

Exceptions to any provision in parts A through C of this policy shall be approved in advance by the Superintendent and shall be consistent with State law.

No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from

~~an entity considered for a contract~~ Employees, officers, or agents may not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

An employee, officer, agent, and Board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors ~~Employees, officers, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.~~

X] However, pursuant to Federal rules, the School District has set standards for situations where the financial interest is not substantial or the gift is for when an employee, officer, agent, or Board member may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$ 100 or less.

~~If To the extent that~~ the District has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the ~~School~~ District may not conduct a procurement action involving the parent, affiliate, or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.

Employees, officers, ~~agents, and Board members must promptly~~ and agents must disclose any potential conflict of interest that may lead to a violation of this policy to the ~~School~~ District. Upon discovery of any potential conflict of interest, the ~~School~~ District will promptly disclose, in writing, the potential conflict of interest to the appropriate Federal ~~awarding~~ agency or, if applicable, the pass-through entity.

The District will also promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729-3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. The District is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200 ~~disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.~~

Employees, officers, ~~agents, and Board members and agents~~ found to be in violation of this conflict of interest policy will be subject to disciplinary action, up to and including termination, pursuant to Board Policy 1139.01, *Discipline of Administrative Staff*, and/or State law.

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Legal F.S. 112.312
F.S. 112.313
F.S. 1006.32
2 C.F.R. 200.112
2 C.F.R. 200.113
2 C.F.R. 200.318

Last Modified by Patricia Grapner on April 28, 2025



| | |
|--------------|--|
| Book | Policy Manual |
| Section | Special Up UGG EDGAR Sept 2024 REVISED |
| Title | CONFLICT OF INTEREST |
| Code | *po3129 fsj 12/9/24 MG 1/9/2025 |
| Status | |
| Adopted | June 13, 2017 |
| Last Revised | December 13, 2022 |

3129 - **CONFLICT OF INTEREST**

The proper performance of school business is dependent upon high standards of honesty, integrity, impartiality, and professional conduct by School Board employees. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence. For these reasons, the Board adopts the following procedures to assure that conflicts of interest do not occur. These procedures are not intended to be all inclusive, nor to substitute for good judgment on the part of all District Board members, employees, officers, and agents.

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Included, by way of illustration rather than limitation are the following:
 1. the provision of any private lessons or services for a fee;
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 3. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration;
 4. the requirement of students or clients to purchase any private goods or services provided by an employee or any business, or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- C. No employee, officer, ~~or agent~~ **agent, or Board member** shall make use of materials, equipment, or facilities of the District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

Notwithstanding parts A through C of this policy, the District does not prohibit instructional personnel from providing New World Reading Scholarship Account services as outlined in F.S. 1002.411 on the instructional personnel member's school campus outside regular work hours. Such services are subject to Board policies related to the safety and security operations to protect students, instructional personnel, and educational facilities. Any other exceptions to any provision in parts A through C of this policy shall be approved in advance by the Superintendent and shall be consistent with State law.

No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract. ~~Employees, officers, or agents may not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.~~

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The District will also **promptly** disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729-3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. The District is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200 ~~disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.~~

Employees, officers, ~~and agents~~ **agents, and Board members** found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, consistent with substantive and procedural due process and as permitted by applicable Board policy, State law, and/or applicable provisions of the collective bargaining agreement.

Revised 12/13/22

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| Legal | F.S. 112.312 |
| | F.S. 112.313 |
| | F.S. 1002.411 |
| | F.S. 1006.32 |
| | 2 C.F.R. 200.112 |
| | 2 C.F.R. 200.113 |

2 C.F.R. 200.318

Last Modified by Patricia Grapner on April 28, 2025



| | |
|--------------|--|
| Book | Policy Manual |
| Section | Special Up UGG EDGAR Sept 2024 REVISED |
| Title | CONFLICT OF INTEREST |
| Code | *po4129 fsj 12/9/24 MG 1/9/2025 |
| Status | |
| Adopted | June 13, 2017 |
| Last Revised | December 13, 2022 |

4129 - **CONFLICT OF INTEREST**

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Employees, officers, ~~and agents~~ **agents, and Board members** found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, consistent with substantive and procedural due process and as permitted by applicable Board policy, State law, and/or applicable provisions of the collective bargaining agreement.

Revised 12/13/22

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| Legal | F.S. 112.312 |
| | F.S. 112.313 |
| | F.S. 1002.411 |
| | F.S. 1006.32 |
| | 2 C.F.R. 200.112 |
| | 2 C.F.R. 200.113 |

2 C.F.R. 200.318

Last Modified by Patricia Grapner on April 28, 2025



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| Section | Special Up UGG EDGAR Sept 2024 REVISED |
| Title | GRANT FUNDS |
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| Last Revised | October 25, 2022 |

6110 - **GRANT FUNDS**

It is the objective of the School Board to provide equal educational opportunities for all students within the District. Government agencies, as well as foundations, businesses, and individuals, periodically offer to the School District both human and material resources that would be of benefit to the students in this school system.

The Board regards available grant funds provided to the District as a public trust. It forbids the use of public monies for partisan political activities and any use that would not be in accordance with Federal regulations and guidelines.

No Federal funds received by the District shall be used to:

- A. develop or distribute materials or operate programs or courses of instruction directed at youths that are designed to promote or encourage sexual activity whether homosexual or heterosexual;
- B. distribute or aid in the distribution by any organization of legally obscene materials to minors on school grounds;
- C. provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or
- D. operate a program of contraceptive distribution in schools.

The Superintendent shall review grant opportunities and authorize development of proposals.

Grant Proposal Development

- A. All grant proposals must support at least one (1) Board goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

- A. Each grant proposal shall be reviewed and approved by the Superintendent prior to submission to the funding source.
- B. The Superintendent may identify a project director prior to proposal submission.

Mandatory Disclosures

The District must promptly disclose whenever they have credible evidence of a violation of Federal criminal law potentially affecting the Federal award including, but not limited to, fraud, embezzlement, bribery, gratuity violations, identity theft, or sexual assault and exploitation, or a violation of the civil False Claims Act (2 C.F.R. 175.105) regarding the obligation to report credible information related to conduct prohibited by the Trafficking Victims Protection Act, 22 U.S.C. 7104c.

The disclosure must be made in writing to the Federal agency, pass-through entity, and the agency's Office of Inspector General.

Whistleblower Protections

An employee of the District may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information to the appropriate agency or individual that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract or grant. See Policy 1211 - *Whistleblower Protection*, Policy 3211 - *Whistleblower Protection*, Policy 4211 - *Whistleblower Protection*, and Policy 8900 - *Anti-Fraud*.

Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as School District policies and procedures.
- B. The Superintendent and/or Board Chairman are authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.
- C. Employee positions established through the use of grant funding shall terminate if and when the related grant funding ceases.
- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. Each draw of Federal monies shall be aligned with the District's payment process (whether reimbursement, cash advance, or a combination). If funds are permitted to be drawn in advance, all draws will be equal in magnitude as closely as administratively feasible, to the magnitude of the related program expenditures. When restricted, such monies will be used to supplement programs and funding and not to supplant or replace existing programming or current funding.

Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.

Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local and grantor rules, regulations, and assurances as well as District policies and administrative procedures.

The District shall provide for the following:

- A. Identification of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number, year the Federal award was issued, and name of the Federal agency or pass-through entity, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency and name of the pass through entity, as applicable.
- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.

Maintaining records that sufficiently identify the amount, source, and expenditure of Federal funds for Federal

awards. These records must contain information necessary to identify Federal awards, authorizations, financial obligations, and unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.

- C. ~~Effective control over and accountability for all funds, property, and assets. The District must safeguard all assets and ensure they are used solely for authorized purposes. Records that identify adequately the source and application of funds provided for Federally funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.~~
- D. ~~Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes.~~

Further, the District must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with **the U.S. Constitution**, Federal statutes, regulations, and the terms and conditions of the Federal award;
 2. comply with **the U.S. Constitution**, Federal statutes, regulations, and the terms and conditions of the Federal award;
 3. evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of the Federal award;
 4. take prompt action when instances of noncompliance are identified ~~including noncompliance identified in audit findings;~~
 5. ~~take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.~~
- E. **Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal awarding agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.** Comparison of expenditures with budget amounts for each Federal award.
- F. **Actual expenditures or outlays must be compared with budgeted amounts for each Federal award.**
- G. Recordkeeping and written procedures to the extent required as may be required by Federal, State, local and grantor rules, and regulations pertaining to the grant award and accountability, including, but not limited to, the following areas:
1. cash management **in accordance with 2 C.F.R. 200.305**
 2. allowability **of costs in accordance with subpart E and the terms and conditions of the Federal award**
 3. conflict of interest
 4. procurement
 5. equipment management
 6. conducting technical evaluations of proposals and selecting recipients
 7. compensation and fringe benefits
 8. travel

- H. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass-through agency in accordance with applicable Federal policy.
- I. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

Audit Requirements for Federal Awards

A single or program-specific audit (2 C.F.R. 200.514, 2 C.F.R. 200.507) is required for any year if the District expends \$1,000,000 or more in Federal awards during the District's fiscal year. When Federal awards expended are less than \$1,000,000, the District may be exempt from Federal audit requirements (2 C.F.R. 200.501) for that year. However, in all instances, the District's records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the Government Accountability Office (GAO).

The District shall:

- A. arrange for the audit required in accordance with 2 C.F.R. 200.509 and make sure that the audit is properly performed and submitted in accordance with 2 C.F.R. 200.512;
- B. prepare financial statements including the schedule of expenditures of Federal awards in accordance with 2 C.F.R. 200.510;
- C. promptly follow up and take corrective action on audit findings, including preparing a summary schedule of prior audit findings and a corrective action plan (2 C.F.R. 200.511); and
- D. provide the auditor access to personnel, accounts, books, records, supporting documentation, and any other information needed for the auditor to perform the audit.

Certifications and Records Retention

Financial reports must include a certification, signed by an official who is authorized to legally bind the District. The certification should state:

"I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to, violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812"

Each certification must be maintained pursuant to the requirements of 2 C.F.R. 200.334. The District shall retain all Federal award records for three (3) years from the date of submission of the final financial report.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines, and ~~similar other such~~ revenues raised by a recipient are not program income ~~unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income.~~ Proceeds from the sale of real property, equipment, or supplies are not program income. Finally, license fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions made under the Federal award subject to 37 C.F.R. Part 401 are not program income.

Unless it has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the addition method of accounting for program income. Under the addition method, program income is added to total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal ~~awarding~~ agency or pass-through entity.

2 C.F.R. 200.501-511

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Revised 10/25/22

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34 C.F.R. 75.707

34 C.F.R. 76.563

34 C.F.R. 76.565

34 C.F.R. 76.707

2 C.F.R. 200.56

2 C.F.R. 200.71

2 C.F.R. 200.77

2 C.F.R. 200.80

2 C.F.R. 200.112

2 C.F.R. 200.302

2 C.F.R. 200.307

2 C.F.R. 200.309

2 C.F.R. 200.310

2 C.F.R. 200.313

2 C.F.R. 200.318

2 C.F.R. 200.319

2 C.F.R. 200.320

2 C.F.R. 200.343(b)&(e)

2 C.F.R. 200.501-511

Compliance Supplement for Single Audits of State and Local Governments F.S.
1001.42

F.S. 1001.51

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Book Policy Manual

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6111 - INTERNAL CONTROLS

The Superintendent shall establish, document, and maintain effective internal controls over Federal awards that provide reasonable assurance that the District is managing all awards in compliance with the U.S. Constitution, applicable statutes, regulations, and the terms and conditions of the awards. The District will have a process that provides reasonable assurance regarding the achievement of the following objectives:

- A. effectiveness and efficiency of operations
- B. reliability of reporting for internal and external use
- C. compliance with applicable laws and regulations

These internal controls should comply with the guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control-Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The internal controls must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal reports; maintain accountability over assets; and demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. The internal controls must also provide reasonable assurance that these transactions are executed in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal award, as well as any other Federal statutes and regulations that are identified in the compliance supplement. Finally, the District's internal controls must provide reasonable assurance that all Federal funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

The District shall:

- A. comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award; ~~awards;~~
- B. evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of the award;
- C. take prompt action when instances of noncompliance are identified ~~including noncompliance identified in audit findings;~~ and

- D. take reasonable cybersecurity and other measures to safeguard protected information including protected "personally identifiable information" (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality."personally identifiable information" (PII) and other information the awarding agency or pass-through entity designated as sensitive or the District considers sensitive consistent with applicable Federal, State, local, and tribal laws and District policies regarding privacy and obligations of confidentiality

Suggested Resources

- A. "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States.
- B. "Internal Control Integrated Framework" (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission.
- C. "Compliance Supplement" issued by the U.S. Office of Management and Budget.
- D. Internal control guidance issued by the U.S. Department of Education.

2 C.F.R. 2000.1

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Legal 2 C.F.R. 200.1
 2 C.F.R. 200.62
 2 C.F.R. 200.303

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6112 - CASH MANAGEMENT OF GRANTS

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District's ~~payment~~ ~~payments~~ methods shall minimize the time elapsing between the transfer of funds from the ~~Federal agency~~ ~~United States Treasury~~ or the Florida Department of Education (FLDOE) (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The District shall request grant funds payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Superintendent is authorized to submit ~~payment requests as often as necessary when electronic fund transfers are used or at least monthly when electronic transfers are not used. See~~ ~~requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the~~ Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. he timing and amount of the advance payment requested ~~must will~~ be as close as is administratively feasible to the actual ~~disbursements by the District~~ ~~disbursement~~ for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely ~~payments~~ ~~payment~~ to contractors in accordance with contract provisions.
- C. ~~Whenever possible, advance payment requests by the District must be consolidated to cover anticipated cash needs for all Federal awards received by the recipient from the awarding Federal agency or FLDOE.~~

- D. ~~If to the extent~~ available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on ~~Federal~~ such funds before requesting additional cash payments.
- E. The District shall account for the receipt, obligation, and expenditure of funds.
- F. Advance payments will be deposited and maintained in insured accounts .
- G. ~~Advance payments will be maintained in interest bearing accounts unless the following apply:~~
1. ~~The District receives less than \$250,000~~ 120,000 in Federal ~~funding~~ awards per year.
 2. ~~The best reasonably available interest bearing account would not reasonably be expected to earn interest in excess of \$500 per year on Federal cash balances.~~
 3. ~~The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.~~
 4. ~~A foreign government or banking system prohibits or precludes interest bearing accounts.~~
 5. ~~An interest bearing account is not readily accessible (for example, due to public or political unrest in a foreign country).~~
- H. ~~Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal funds must be returned~~ advance payments deposited in interest bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either ~~the~~ Automated Clearing House (ACH) network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from Automatic Standard Application for Payment (ASAP), National Science Foundation (NSF), or another Federal agency payment system.
- I. ~~All interest in excess of \$500 per year must be returned to PMS regardless of whether the District was paid through PMS. Instructions for returning interest can be found at <https://pms.psc.gov/grant-recipients/returning-funds-interest.html>.~~
- J. ~~All other Federal funds must be returned to the payment system of the Federal agency. Returns should follow the instructions provided by the Federal agency. All returns to PMS should follow the instructions provided at <https://pms.psc.gov/grant-recipients/returning-funds-interest.html>.~~

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2 C.F.R. 200.305

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| Last Revised | December 13, 2022 |

6114 - **COST PRINCIPLES - SPENDING FEDERAL FUNDS**

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Cost Principles

A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is ~~a type~~ generally recognized as ordinary and necessary for the operation ~~of the District~~ or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal, and other laws and regulations;
3. market prices for comparable ~~costs~~ ~~goods or services~~ for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities ~~to the District, its employees, its students or membership (if applicable), the public at large, and the Federal Government;~~ and
5. ~~the degree to which the cost represents a deviation from the School Board's established written policies and procedures for incurring costs~~ ~~whether the cost represents any significant deviation from the established practices or Board of Education policy which may unjustifiably increase the expense.~~

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or application;
3. there is an educational benefit associated with the cost;
4. the cost aligns with identified needs based on results and findings from a needs assessment;
5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the ~~cost is goods or services involved are chargeable or~~ assignable to ~~that the~~ Federal award in accordance with the relative benefit received.

This standard is met if the cost:

1. is incurred specifically for the Federal award;
 2. benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; ~~or and~~
 3. is necessary to the overall operation of the District and is assignable **in part** to the Federal award in accordance with **these** cost principles ~~mentioned here~~.
- B. Conform to any limitations or exclusions set forth in the cost principles in **2 C.F.R. Part 200** or in the terms and conditions of the Federal award, including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment **or as a substantial or essential component of any system or as critical technology as part of any system. Such prohibition also applies to funds generated as program income, indirect cost recoveries, or to satisfy cost share requirements.**
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District ~~including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment.~~
- D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.
- The term "applicable credits" refers to those ~~transactions that offset or reduce direct or indirect costs receipts or reductions of expenditures that operate to offset or reduce expense items~~ allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; **insurance refunds or rebates**, and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the ~~District State~~ relating to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.
- G. Be not included as a match or cost-share **requirements of any other Federally-financed program in either the current or a prior period**, unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:
1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on ~~grant-funded grant-funded~~ programs to assure that only permissible personnel expenses are allocated;
 2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

- I. Administrative closeout costs may be incurred until the due date of the final report(s). If incurred, these costs must be liquidated prior to the due date of the final report(s) and charged to the final budget period of the award unless otherwise specified by the Federal agency.

All other costs must be incurred during the approved budget period. At its discretion, the Federal agency is authorized to waive prior written approvals to carry forward unobligated balances to subsequent budget periods.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to incur financial obligations of carry out authorized work and expend the funds awarded, including any funds carried forward or other revisions pursuant to 2 C.F.R. 200.308 the law. Prior written approval from the Federal awarding agency or state pass-through entity may be required to carry forward unobligated balances to subsequent budget periods, unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are allowable as direct charges, but only except with the prior written approval of the Federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$10,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life are allowable as a direct cost but only except with the prior written approval of the Federal awarding agency or pass-through entity.
- D. All Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.
- E. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 C.F.R. 200.436 and 2 C.F.R. 200.465.
- F. When approved as a direct cost by the Federal awarding agency or pass-through entity, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.
- G. The District may claim the unamortized portion of any equipment written off as a result of a change in capitalization levels by continuing to claim the otherwise allowable depreciation on the equipment, or by amortizing the amount to be written off over a period of years negotiated with the cognizant agency for indirect cost.
- H. If the District is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.
- I. Equipment and other capital expenditures are unallowable as indirect costs.
- J.

Statutory requirements may limit the allowability of costs. Any costs that exceed the maximum amount allowed by statute may not be charged to the Federal award. Only the amount allowable by statute may be charged to the Federal award.

Payments made for costs determined to be unallowable by the Federal agency, cognizant agency for indirect costs, or pass-through entity must be refunded (with interest) to the Federal Government.

Prior Written Approval

To avoid subsequent disallowance or dispute based on unreasonableness or nonallocability, the District may seek the prior written approval of the Federal agency (or, for indirect costs, the cognizant agency for indirect costs) before incurring the cost. The absence of prior written approval on any element of cost will not, in itself, affect the reasonableness or allocability of that cost unless prior approval is specifically required for allowability.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost is Direct or Indirect:

- A. The association of costs with a Federal award (rather than the nature of the procurement transaction) determines whether costs are direct or indirect. Costs incurred for the same purpose in like circumstances must be treated consistently as direct or indirect.
- B. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than \$10,000.

If a cost benefits two (2) or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit.

- C. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.

2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal ~~awarding~~ agency.
4. The costs are not also recovered as indirect costs.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Florida Department of Education (FLDOE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment under a Federal award that will result in expenditures by a recipient or subrecipient under a Federal award.

~~The term "financial obligations" is used when referencing a recipient's or subrecipient's use of funds under a Federal award.~~

The following listable illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services - when the District receives the services.
- F. Travel - when the travel is taken.
- G. Rental of property - when the District uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All financial obligations must occur during the period of performance. **Period of performance means the time interval between the start and end date of a Federal award, which may include one (1) or more budget periods. Identification of the period of performance shall be specific to the Federal award and consistent with 2 C.F.R. 200.211 and does not commit the Federal agency to fund the award beyond the currently approved budget period.** ~~Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one or more funded portions or budget periods.~~ The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN. **Note, however, that certain Federal awards have specific requirements that restrict the use of funds beyond the initial period of performance.**

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period, unless an agreement exists with the ~~awarding~~ agency or the pass-through entity (e.g., FLDOE) to reimburse for pre-approval expenses.

If a Federal agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) calendar days after the **conclusion of the period of performance of the award (or an earlier date as agreed upon by FLDOE and the District)** ~~end of the funding period unless an extension is authorized~~. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the ~~awarding~~ agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

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Revised 12/13/22

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Legal

- [2 C.F.R. 200.344\(b\).](#)
- [2 C.F.R. 200.403](#)
- [2 C.F.R. 200.404](#)
- [2 C.F.R. 200.405](#)
- [2 C.F.R. 200.406](#)
- [2 C.F.R. 200.413\(a\)-\(c\).](#)
- [2 C.F.R. 200.430\(a\).](#)
- [2 C.F.R. 200.431\(a\).](#)
- [2 C.F.R. 200.458](#)
- [34 C.F.R. 75.703](#)
- [34 C.F.R. 76.707](#)
- [34 C.F.R. 76.708\(a\).](#)

Last Modified by Patricia Grapner on April 28, 2025



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6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, School Board policies, and administrative procedures.

The Superintendent shall have and hold a procurement and contract administration system in accordance with Federal requirements (2 C.F.R. 200.317-.326; 7 C.F.R. 210.21) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320, AP 6320A, and AP 6325.

When required by Federal program legislation, all Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. of public buildings or public works must comply with Davis-Bacon and Related Acts prevailing wage requirements.

The District will not request documentation of, consider, or give a preference based on a vendor's social, political, or ideological interests.

he District shall take affirmative steps to assure that small **businesses, minority businesses and women's business enterprises, veteran-owned businesses, and labor surplus area firms** ~~and minority businesses, women's business enterprises, and labor surplus area firms~~ are used when possible in accordance with 2 C.F.R. 200.321.

ficers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1129, Policy 3129, and Policy 4129 – *Conflict of Interest*.

The District will avoid acquisition of unnecessary or duplicative items. **Consideration** ~~Additionally, consideration~~ shall be given to consolidating or breaking out procurements to obtain a more economical purchase. **When appropriate, an analysis shall be made between leasing and purchasing property or equipment to determine the most economical approach** ~~And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.~~ These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions ~~under the for the acquisition of property or services required under a~~ Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that ~~provides~~ encourages full and open competition and that is in accordance with ~~2 C.F.R. Part 200~~, good administrative practice, and sound business judgment. ~~To ensure~~ In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids ~~or requests for proposals~~ from competition for such procurements.

~~Examples of situations that may restrict competition include, but are not limited to~~ Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- ~~A. unreasonable requirements on firms in order for them to qualify to do business~~
- A. unnecessary experience and excessive bonding requirements
- ~~B. noncompetitive pricing practices between firms or between affiliated companies~~
- B. noncompetitive pricing practices between firms or between affiliated companies
- ~~C. organizational conflicts of interest~~
- C. organizational conflicts of interest
- ~~D. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement~~
- D. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement
- ~~E. any arbitrary action in the procurement process~~
- E. any arbitrary action in the procurement process

The District shall require that all prequalified lists of persons, firms, or products which are used in ~~procurement transactions are current and include enough qualified sources to provide maximum open competition. When establishing or amending prequalified lists, the District (or subrecipient) must consider objective factors that evaluate price and cost to maximize competition~~ acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

To the extent consistent with established practices and legal requirements applicable to the recipient or subrecipient, this subpart does not prohibit recipients or subrecipients from developing written procedures for procurement transactions that incorporate a scoring mechanism that rewards bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on-the-job-training for employees making work products or providing services on a contract, and other worker protections. This subpart also does not prohibit recipients and subrecipients from making inquiries of bidders about these subjects and 2 C.F.R. Revisions 2024: Unofficial Comparison Version assessing the responses. Any scoring mechanism must be consistent with the U.S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures ~~(in accordance with 2 C.F.R. 200.319(b))~~ that require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the ~~property, equipment, or service being procured. material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition.~~ The description may include a statement of the qualitative nature of the ~~property, equipment, material, product, or service to be procured. When necessary, the description must and, when necessary, shall set forth those minimum essential characteristics and standards to which the property, equipment, or service shall conform~~ it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to ~~clearly and accurately describe~~ make a clear and accurate description of the technical requirements, a "brand name or equivalent" description of features to provide procurement requirements may be used. The specific features of the named brand must be clearly stated and the District must identify any additional requirements which the offerors must fulfill and all other factors that will be used in evaluating bids or proposals may be

used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

Any solicitation for the procurement of commodities, contractual services, or leases will include a provision notifying vendors that the Board will not request documentation of, consider, or give a preference based on the vendor's social, political, or ideological interests.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described for the following methods of procurement:

A. Informal Procurement Methods

Informal procurement methods for small purchases expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when the value of the procurement transaction for property or services under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The informal procurement methods include:

1. Micro-Purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$ ~~10,000.00~~ **[not to exceed \$10,000]**. To the maximum extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if Superintendent considers the price to be reasonable based on research, experience, purchase history or other relevant information and **maintains documents to support its conclusion** ~~documents are filed accordingly~~. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

[] Unless otherwise defined by State or local law, districts are responsible for determining and documenting an appropriate micro-purchase threshold **in accordance with 2 C.F.R. 200.320(a)(iv)** based on internal controls, an evaluation of the risk, and its documented procurement procedures. The micro-purchase threshold used by the District shall be authorized or not prohibited under State, local, or tribal laws or regulations. **An eligible District may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal agency or pass-through entity and auditors in accordance with C.F.R. 200.334** ~~A district which is qualified as a low risk auditee for the most recent audit (C.F.R. 200.520) may increase the micro purchase threshold up to \$50,000. An eligible district may self-certify the increased micro purchase threshold on an annual basis after completing the annual internal institutional risk assessment to identify, mitigate, and manage financial risks.~~ The self-certification, in accordance with 2 C.F.R. 200.334, must include a justification, clear identification of the threshold, and supporting documentation of **any of the following:** ~~the qualifications listed above.~~

2. **A qualification as a low-risk auditee, in accordance with the criteria in C.F.R. 200.520;**
3. **An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or**
4. **For public institutions, a higher threshold is consistent with State law.**
5. Small Purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold **[not to exceed \$50,000]** ~~of \$10,000.00~~

. Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$50,000.00. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources. Formal Procurement Methods

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

1. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$50,000.00 or greater and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$50,000.00.

In order for sealed bidding to be feasible, the following conditions shall be present:

- a. a complete, adequate, and realistic specification or purchase description is available;
- b. three (3) or more responsible bidders **have been identified as** willing and able to compete effectively for the business; and
- c. the procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

- a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly posted.
- b. The invitation for bids **must define the items or services with specific information, including any required specifications, for the bidder to properly respond**~~will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.~~
- c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- d. A firm fixed price contract **is awarded in writing to the lowest responsive bid and responsible bidder.**~~When specified in the invitation for bids, award will be made in writing to the lowest responsive bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts must only be used to determine the low bid when the District determines they are a valid factor based on prior experience may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.~~
- e. The Board reserves the right to reject any or all bids, **but must document and provide justification for all bids it rejects**~~for sound documented reason.~~

2. Proposals

Procurement by proposals is a method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals **require public notice, and must**~~shall be publicized and~~ identify all evaluation factors and their relative importance. **To the maximum extent practicable, any proposals submitted in response to the public notice must be considered**~~Any response to the publicized requests for proposals~~

~~shall be considered to the maximum extent practical.~~

- b. Proposals shall be solicited from ~~an ()~~ an () an adequate number of **[END OF OPTION]** sources.
- c. The District **must have written procedures for conducting technical evaluations and for making selections** ~~shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.~~
- d. Contracts **must** ~~shall~~ be awarded to the responsible **offeror** ~~firm~~ whose proposal is most advantageous to the **District considering price and other factors** ~~program, with price and other factors considered.~~
- e. All Requests for Proposals (RFPs) and Invitations to Bid (ITBs) shall be opened publicly in accordance with F.S. 287.057.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby **the** competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where **the** price is not used as a selection factor, can only be used **to procure A/E professional services. The method cannot be used to purchase other types of services provided by A/E firms that are in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms are** a potential source to perform the proposed effort.

3. Noncompetitive Procurement

Procurement by noncompetitive proposals ~~allows for solicitation of a proposal from only one source and~~ may be used only when one or more of the following circumstances apply:

4. **the aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;** ~~micro-purchases~~
5. **the procurement transaction can only be fulfilled by the item is available only from** a single source;
6. the public exigency or emergency for the requirement will not permit a delay resulting from **providing public notice of publicizing** a competitive solicitation;
7. **the District requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or the Federal awarding agency or pass through entity expressly authorizes noncompetitive proposals in response to a written request from the District**
8. **soliciting several** ~~after solicitation of a number of~~ sources, competition is determined to be inadequate.

Domestic Preference for Procurement

The District should, to the extent practicable and consistent with law, ~~As appropriate and to the extent consistent with law, the District shall, to the extent practicable under a Federal award,~~ provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. (See 7 C.F.R 210.21(d)). If a non-domestic agricultural product is to be provided, the vendor must obtain written approval of the product to be used in advance. Such requirements shall be included in all subawards, **contracts, and purchase orders** ~~including all contracts and purchase orders for work or products~~ under the Federal award.

Procurement of Recovered Materials

The District must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. 6962. These requirements include:

- A. **procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000;**

- B. procuring solid waste management services in a manner that maximizes energy and resource recovery; and
- C. establishing an affirmative procurement program for the procurement of recovered materials identified in the EPA guidelines.

The District should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable.

This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products.

Contract/Price Analysis

The District shall perform a cost or price analysis for every procurement transaction, including contract modifications, in excess of the Simplified Acquisition Threshold (currently \$250,000). The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. For example, the District should consider potential workforce impacts in their analysis if the procurement transaction will displace public sector employees. However, as a starting point, the District must make independent estimates before receiving bids or proposals. ~~in connection with every procurement action in excess of [] \$250,000, [] \$_____ including contract modifications.~~

A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements. The District must not use the "cost plus a percentage of cost" and "percentage of construction costs" methods of contracting.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the costs incurred or cost estimates included in negotiated prices would be allowable for the District according to cost principle requirements. ~~The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.~~

~~When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.~~

Time and Materials Contracts

The District uses a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wage, general and administrative expenses, and profit.

~~Because~~Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight ~~in order~~ to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors ~~that possess~~possessing the ability to perform successfully under the terms and conditions of the proposed ~~contract~~procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) ~~compliance with~~ public policy; (3) ~~compliance~~; (4) proper classification of employees; (5) record of past performance; and ~~(6)(4)~~ financial and technical resources.

~~The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension~~

~~regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.~~

~~Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)~~

~~Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)~~

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection, or rejection, and the basis for the contract price (including a cost or price analysis).

Record Retention

The District must retain all Federal award records for three (3) years from the date of submission of the final financial report. For awards that are renewed quarterly or annually, the District must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively. Records to be retained include, but are not limited to, financial records, supporting documentation, and statistical records. Other records retention requirements shall be in accordance with 2 C.F.R. 200.334.

The District must collect, transmit, and store Federal award information in an open file, non-licensed, and machine-readable formats. The District may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews

must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

2 C.F.R. 200.334 - 200.336

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Legal

2 C.F.R. 200.317-.326

2 C.F.R. 200.334 - 200.336

Appendix II to Part 200

2 C.F.R. 200.520

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| Section | Special Up UGG EDGAR Sept 2024 REVISED |
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7310 - **DISPOSITION OF SURPLUS PROPERTY**

The School Board requires the Superintendent to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Equipment

For purposes of this policy, equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year, and a per-unit cost that equals or exceeds \$1000.00 (X) to replace () as a single unit **[END OF OPTIONS]**, and does not lose its identity when incorporated into a more complex unit.

The District shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate equipment has no usable life remaining
3. obsolete and/or no longer contributing to the educational program
4. some potential for sale at a school auction

5. creates a safety or environmental hazard

C. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal in compliance with 2 C.F.R. 200.313(e) and 200.314.

When there is a residual inventory of unused supplies exceeding \$10,000 in aggregate value at the end of the period of performance, and the supplies are not needed for any other Federal award, the District may retain or sell the unused supplies. Unused supplies means supplies that are in new condition, not having been used or opened before. The aggregate value of unused supplies consists of all supply types, not just like-item supplies. The Federal agency or pass-through entity may be entitled to compensation in an amount prescribed in 2 C.F.R. 200.314.

Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal procedures.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal ~~awarding~~ agency, the District shall request disposition instructions from the Federal ~~awarding~~ agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.

Except as provided in Section ~~200.313~~ ~~200.312~~, Federally-owned and exempt property, paragraph (b), or if the Federal ~~awarding~~ agency fails to provide requested disposition instructions within 120 days, items of equipment with a current ~~per unit~~ fair-market value in excess of \$10,000 (per unit) ~~5,000~~ may be retained by the non-Federal entity or sold. The Federal ~~awarding~~ agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal ~~awarding~~ agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal ~~awarding~~ agency may permit the non-Federal entity to deduct and retain from the Federal share \$1,000 ~~500~~ or ten percent (10%) of the proceeds, whichever is less, to cover expenses associated with the selling and handling of the equipment for its selling and handling expenses.

The District may transfer title to the property to the Federal government or to an eligible third party provided that, in such cases, the District shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

When included in the terms and conditions of the Federal award, the Federal agency may permit the District to retain equipment, or authorize the FLDOE to permit the District to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

D. Availability of Facilities and Property Identified as Surplus, Marked for Disposal, or Otherwise Unused

District facilities and property identified as surplus, marked for disposal, or otherwise unused shall be made available to charter schools on the same basis as it is made available to other District schools. A charter school receiving property from the District may not sell or dispose of such property without the District's written permission. For an existing District school converting to charter status, no rental or leasing fee for the existing facility or for the property normally inventoried to the conversion school may be charged by the Board to the parents and teachers organizing the charter school. The charter school shall agree to reasonable maintenance provisions in order to maintain the facility in a manner similar to Board standards. Any school, including District and charter schools, receiving District property must maintain such property in good working condition and order, excepting normal wear and tear. District and charter schools who cause damage to District property shall be required to reimburse the District for the cost of replacement.

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Legal F.S. 274.05
F.S. 274.06
F.S. 274.07
F.S. 1012.33

F.S. 1013.28

F.A.C. 69I-73.005

2 C.F.R. 200.312

2 C.F.R. 200.313

Last Modified by Patricia Grapner on April 28, 2025



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| Section | Special Up UGG EDGAR Sept 2024 REVISED |
| Title | PROPERTY INVENTORY |
| Code | *po7450 fsj 12/9/24 CKR 1-9-25 |
| Status | |
| Adopted | June 13, 2017 |
| Last Revised | July 20, 2021 |

7450 - **PROPERTY INVENTORY**

The School Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

A complete inventory of all District-owned tangible personal property shall be conducted annually and submitted to the Board. A complete inventory shall also be conducted when there is a custodian change at a school or department location. A principal or department head shall obtain a police report for any District-owned tangible personal property that is found missing or stolen from the location's inventory.

For purposes of this policy, "tangible personal property" shall mean any tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, of a nonconsumable nature, having a useful life of more than one (1) year, a per-unit cost that equals or exceeds with a life expectancy of one (1) year or more which has a capitalized value equal to or greater than the value defined in statute.

The District shall develop a property records manual that describes the processes necessary to implement the intent of this policy.

The District is responsible for maintaining and updating property records when there is a change in the status of the property.

Equipment acquired, in whole or in part, under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
- B. While the equipment is being used for the originally-authorized purpose, the District (or subrecipient) must not dispose of or encumber its title or other interests without the approval of the Federal agency or pass-through entity. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.

- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal ~~awarding~~-agency or the pass-through entity and Policy 7310 and AP 7310.
- D. The District must use the equipment for the project or program for which it was acquired and for as long as needed, whether or not the project or program continues to be supported by the Federal award. The District must not encumber the equipment without prior approval of the Federal agency or pass-through entity.
- E. When no longer needed for the original project or program, the equipment may be used in other activities in the following order of priority:
1. Activities under other Federal awards from the Federal agency that funded the original program or project; then
 2. Activities under Federal awards from other Federal agencies. These activities include consolidated equipment for information technology systems.
- F. During the time that equipment is used on the project or program for which it was acquired, the District must also make the equipment available for use on other programs or projects supported by the Federal Government, provided that such use will not interfere with the purpose for which it was originally acquired. First preference for other use of the equipment must be given to other programs or projects supported by the Federal agency that financed the equipment. Second preference must be given to programs or projects under Federal awards from other Federal agencies. Use for non-federally funded projects is also permissible, provided such use will not interfere with the purpose for which it was originally acquired. The District should consider charging user fees as appropriate. If the District does use equipment to earn program income, it must not charge a fee that is less than a private company would charge for similar services unless specifically authorized by Federal statute.
- G. When acquiring replacement equipment, the District may either trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment.
- H. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN)), title holder, acquisition date, cost of the property, ~~entity, acquisition date, cost of the equipment,~~ percentage of Federal agency contribution towards the original purchase, ~~the location, use, and condition of the property,~~ participation in the project costs for the award under which the equipment was acquired, ~~the location, use, and condition of the equipment,~~ and ultimate disposition data, including date of disposal and sale price of the ~~property~~ equipment.
- I. A physical inventory of the property must be ~~conducted~~ taken and results reconciled with property records at least once every two (2) years.
- J. A control system shall be ~~in place to provide safeguards for preventing~~ developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft of the property must be investigated. The District must notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program ~~shall be investigated~~.
- K. ~~Regular~~ Adequate maintenance procedures shall be implemented to keep the property in ~~working~~ proper condition.
- L. Proper sales procedures shall be established to ensure the highest possible return, in the event the Board is authorized or required to sell the equipment/property.
- M. When ~~original or replacement~~ equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal ~~awarding~~-agency, ~~and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions,~~ the Board shall request disposition instructions from the Federal ~~awarding~~-agency or pass-through entity if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of C.F.R. 200.313.
- A.

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F.S. 274.02

F.S. 1001.43

2 C.F.R. 200.313

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| Adopted | June 13, 2017 |
| Last Revised | February 5, 2019 |

1410 - **ADMINISTRATIVE SALARY**

The base salary of all administrators shall be determined by the School Board and shall be authorized by the following salary schedules adopted by the Board on the recommendation of the Superintendent:

- A. the annual salary schedule for District-based administrators;
- B. the placement salary schedule school-based administrators (new hires only); and
- C. the performance salary schedule for school administrators.

Annual Salary Schedule for District-Based Administrators

The annual salary schedule for District-based administrators shall be used as the basis for paying administrators classified as District-based instructional administrators and District-based non-instructional administrators.

~~The annual salary schedule shall provide a salary adjustment for advanced degrees earned.~~

() In setting the salary schedule for school administrators, the Board shall include an adjustment for advanced degrees earned if the degree is held in the school administrator's area of certification.

Adjustments for Advanced Degrees

The Board shall also award the following as annual additions to the salaries for an advanced degree beyond educational requirements listed on the job description:

- A. for administrators who were hired before July 1, 2011 for any advanced degree held add \$1,000;
- B. for administrators who were hired after July 1, 2011 in a position that requires a Florida Educator Certificate and they hold an advanced degree in their area of certification add \$1,000;
- C. for administrators who were hired after July 1, 2011 in a position that does not require a Florida Educator Certificate and they hold an advanced degree add \$1,000.

Placement Salary Schedule for School-Based Administrators

Beginning July 1, 2014, school administrators new to the District, returning to the District after a break in service without an authorized leave of absence, or appointed for the first time to a school-based administrative position in the District shall be placed on the placement salary schedule. After receiving a recommendation from the Superintendent for re-appointment, the school-based administrator will be moved to the performance salary schedule.

Performance Salary Schedule for School Administrators

After receiving a recommendation from the Superintendent, the Board shall establish the annual salary adjustments. The performance salary schedule shall not provide an annual salary adjustment for a school-based administrator who receives a rating other than highly effective or effective for the year.

In addition to the annual salary adjustments described above, the Board shall also award salary supplements that are annual additions to the school-based administrator's salary. Salary supplements shall be paid for the following activities:

- A. assignment to an ESE cluster site (as designated by the ESE Department) add \$1,000;
- B. assignment as a lead principal add \$1200; Selected by the Superintendent.
- C. differentiated pay as approved by the Board;
- D. advanced degree in a position that requires a Florida Educator Certificate, for each degree beyond educational requirements listed in the job description that is held in the individual's area of certification add \$1,000;
- E. advanced degree in a position that does not require a Florida Educator Certificate or for those that were hired into an administrative position prior to July 1, 2011, for each degree beyond educational requirements listed in the job description add \$1,000.

Credit for Previous Experience

The salary established for District administrators and the base salary established for school administrators under the placement salary schedule will include a credit for previous experience in a position with similar responsibilities, as follows:

- A. The minimum time that will be recognized as a year of service is full-time actual service rendered for more than one-half (1/2) of the number of days for the normal contractual period of service for the position held.
- B. Credit for service in another state or as otherwise allowed under the adopted salary schedule shall be determined by using the minimum service required in this District for a comparable position.
- C. Transfer of previous experience in a position with similar responsibilities including supervisory and/or administrative duties may not exceed fifteen (15) years of experience.
- D. An employee who claims credit for previous experience must complete and submit the Experience Verification Form within the first forty-five (45) days of employment to be retroactive to the employee's start date. If the forms are received after the forty-five (45) days, the salary adjustment will be made from the beginning of the pay period during which the forms were received. Previous experience can only be brought in one (1) time for the entire duration of employment with the District regardless of employment changes. The employee has up to thirty (30) days from the date experience is granted to appeal the number of years granted.

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| Legal | F.S. 215.425 |
| | F.S. 1001.42 |
| | F.S. 1001.43 |
| | F.S. 1011.60 |
| | F.S. 1012.01 |
| | F.S. 1012.22 |
| | F.S. 1012.32 |

F.S. 1012.33

F.S. 1012.34

F.A.C. 6A-1.052, Salary Schedules to be Adopted for All Personnel

F.A.C. 6A-1.064, Forms for Contracts for Instructional and Professional Administrative Personnel, and Other Personnel

Last Modified by Patricia Grapner on April 28, 2025



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| Adopted | June 13, 2017 |

1430.07 - **MILITARY LEAVE**

The School Board supports individuals willing to serve in the armed forces of the United States or the State of Florida to protect our country and State. In accordance with State and Federal laws, administrators who must be absent from work for military service are entitled to take a military leave of absence in accordance with this policy.

Administrators called to duty are required to provide advance notice of need for leave to their supervisor.

Reserve or Guard Training

All administrators in this District who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty.

Compensation allowed for military leave to participate in required training exercises shall not exceed 240 hours in any one (1) annual period as provided in F.S. 115.07. Such leave is not charged as vacation. It shall be established that the period selected is not at the convenience of the employee but a military necessity, if it falls within the school year. Upon the recommendation of the Superintendent, leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and may be granted by the Board and when so granted shall be without loss of time or efficiency rating.

When an administrator's assigned employment duty conflicts with ordered active or inactive duty training, it is the responsibility of the Board to provide a substitute employee, if necessary, for the assumption of such employment duty while the employee is on assignment for the training.

Active Military Service

Administrators who are service members of the National Guard or a reserve component of the Armed Forces of the United States shall be granted leave to perform active military service, the first thirty (30) days of any such leave to be with full pay for Federal military service that is equal to or greater than ninety (90) consecutive days.

~~[] The Board shall supplement the military pay of its eligible officials and employees who are reservists called to active military service after the first thirty (30) days in an amount necessary to bring their total salary, inclusive of their base military pay, to the level earned at the time they were called to active military duty. [END OF OPTION]~~

Leave of absence for additional or longer periods of time for assignment to duty functions of a military character shall be **with (X) without** pay. Administrators on military leave may substitute accrued paid vacation for unpaid leave ➡

Re-Employment

Re-employment of all administrators granted military leave shall be governed in accordance with 38 U.S.C. 4312. An administrator who is granted military leave for active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice, provided that the administrator gives notice and files an application for re-employment within the time limitations contained in 38 U.S.C. 4312. The administrator will be returned to duty in the same or a similar position as previously held in accordance with 38 U.S.C. 4312.

Benefits During Military Leave

The Board shall continue to provide all health insurance and other existing benefits to administrators as required by the Uniformed Services Employment and Reemployment Rights Act, Chapter 43 of Title 38 U.S.C.

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| Legal | F.S. 115.07 |
| | F.S. 115.09 |
| | F.S. 115.14 |
| | F.S. 121.111 |
| | F.S. 250.341 |
| | F.S. 1012.23 |
| | 38 U.S.C. 2021 et seq. |
| | 38 U.S.C. 4312 |
| | 38 U.S.C. 4323 |

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| Code | po2421 fsj 1/23/25 bl 2/7/25 rd 2/7/25 |
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| Adopted | June 13, 2017 |
| Last Revised | November 19, 2024 |

2421 - **CAREER AND TECHNICAL EDUCATION**

The School Board recognizes that education is a function of both knowledge and the application of knowledge. Education that ties abstract ideas to practical applications also prepares students to use their minds, as well as preparing them to be citizens, parents, and members of a civilized culture. Career and technical education and academic education are complementary, rather than exclusive.

Career and technical education will provide experiences that complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.

The Board shall provide career and technical education program offerings that include, but are not limited to:

- A. job preparatory courses designed to provide students with the competencies necessary for effective entry into an occupation;
- B. exploratory courses designed to give students initial exposure to skills and attitudes associated with a broad range of occupations in order to assist them in making informed decisions regarding their future academic and occupational goals;
- C. practical arts courses designed to teach students practical generic skills which, although applicable in some occupations, are not designed to prepare students for entry into an occupation;
- D. career education instruction which is designed to strengthen and integrate basic academic skills and career/technical skills and occupational awareness;
- E. accelerated career and technical programs such as vocational dual enrollment designed to enable high school students to earn elective credit toward graduation and postsecondary credit toward an A.S. degree or a technical certificate.

Additionally, each high school in the District shall host a career fair during the school year and establish a process to provide students in grades 11 and 12 the opportunity to meet or interview with potential employers during the career fair. The career fair must be held on the campus of the high school, except that a group of high schools in the District or the District and other school districts may hold a joint career fair at an alternative location to satisfy this requirement. A joint career fair must be held at a location within reasonable driving distance for students at all participating schools. The career fair must be held during the school day and may use Florida's online career planning and work-based learning system as part of the career fair activities. Alternatively, the District may consult with local workforce development boards, advisory committees, and business groups to determine free or cost-effective methods to provide other career and industry networking opportunities during the school day for secondary students, and exposure for elementary and secondary students to a representative variety of industries, business, and careers.

Any effort to recruit students to participate in a particular career and technical program shall follow applicable State and Federal laws regarding provision of information.

Once developed, the Superintendent shall annually submit a list of the career and technical education curriculum courses available in the District to the Board for approval. If required, the curriculum course list and any other related information shall thereafter be submitted to the Florida Department of Education (FLDOE) for approval.

Career and technical education program offerings are available to middle and high school and adult students without regard to race (including anti-Semitism), color, national origin, sex (including sexual orientation, transgender status, or gender identity), age, disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law. The Superintendent is to ensure that application forms for cooperative education programs contain a notice of nondiscrimination. The notice of nondiscrimination shall be part of the application forms provided to employers.

Procedures for program operation in accordance with applicable labor laws are incorporated in the Florida Department of Education, Curriculum Frameworks, and Student Performance Standards. Those documents are kept on file in the Superintendent's office.

Career and Professional Academies; Career-Themed Courses

The District shall offer career and professional academies at the middle and high school levels, and at least two (2) career-themed courses. A "career and professional academy" is a research-based program that integrates a rigorous academic curriculum with an industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Economic Development. Students completing career and professional academy programs must receive a standard high school diploma, the highest available industry certification, and opportunities to earn postsecondary credit if the academy partners with a postsecondary institution approved to operate in the State.

A "career-themed course" is a course, or a course in a series of courses, that leads to an industry certification identified in the CAPE Industry Certified Funding List pursuant to rules adopted by the State Board of Education. Career-themed courses have industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Economic Development. Students completing a career-themed course will be provided opportunities to earn postsecondary credit if the credit for the career-themed course can be articulated to a postsecondary institution approved to operate in the State.

The Board expects career and professional academies offered in the District's high schools to provide rigorous and relevant career-themed courses that articulate to postsecondary-level coursework and provide students with the opportunity to receive a standard high school diploma, the opportunity to earn industry certification, the opportunity to attain the Florida Gold Seal Vocational Scholars award, and the opportunity to earn postsecondary credit.

The Board further provides the opportunity for middle school students who successfully complete the curriculum of the career and professional academies or a career-themed course to transfer to a high school career and professional academy or a career-themed course currently operating within the District. Students who complete such courses at the middle school level must have the opportunity to earn an industry certificate, high school credit, and participate in career planning, job shadowing, and business leadership development activities. The District shall inform students and parents during course selection for middle school of the career and professional academy or career-themed courses available within the District.

The Board encourages the Superintendent to forge partnerships with local businesses in the development of career and professional academies. These partnerships will help prepare students for the State's workforce needs, as well as help attract, expand, and retain targeted, high-value industry and jobs in the community.

The District's career and professional academies should increase student academic achievement and graduation rates through integrated academic and career curriculum. Each middle school career exploration program, middle and high school career, and professional academies leading to industry certification, and high school graduation requirements shall be aligned.

Each career and professional academy and career-themed course at the high school level must:

- A. provide a rigorous standards-based academic curriculum integrated with a career curriculum; consider multiple styles of student learning; promote learning by doing through application and adaptation; maximize relevance of the subject matter; enhance each student's capacity to excel; and include an emphasis on work habits and work ethics.

- B. include one or more partnerships with postsecondary institutions, businesses, industry, employers, economic development organizations, or other appropriate partners from the local community. Such partnerships with postsecondary institutions shall be delineated in articulation agreements and include any career and professional academy courses or career-themed courses that earn postsecondary credit. Such agreements may include articulation between the secondary school and public or private two (2) year and four (4) year postsecondary institutions and technical centers. Such partnerships must provide opportunities for:
1. instruction from highly skilled professionals who possess industry-certification credentials for courses they are teaching;
 2. internships, externships, and on-the-job training;
 3. a postsecondary degree, diploma, or certificate;
 4. the highest available level of industry certification;
 5. maximum articulation of credits pursuant to F.S. 1007.23 upon program completion.
- C. promote and provide opportunities for students enrolled in a career and professional academy or a career-themed course to attain, at minimum, the Florida Gold Seal Vocational Scholars award pursuant to F.S. 1009.536.
- D. provide instruction in careers designated as high-skill, high-wage, and high-demand by the regional workforce development board, the chamber of commerce, economic development agencies, or the Department of Economic Opportunity.
- E. deliver academic content through instruction relevant to the career, including intensive reading and mathematics intervention required by F.S. 1003.428, with an emphasis on strengthening reading for information skills.
- F. offer applied courses that combine academic content with technical skills.
- G. provide instruction resulting in competency, certification, or credentials in workplace skills, including, but not limited to, communication skills, interpersonal skills, decision-making skills, the importance of attendance and timeliness in the work environment, and work ethics.

Each career and professional academy at the middle school level must:

- A. lead to careers in occupations designated as high-skill, high-wage, and high-demand in the CAPE Industry Certified Funding List approved under rules adopted by the State Board of Education.
- B. integrate content from core subject areas.
- C. integrate career and professional academy or career-themed course content with intensive reading and mathematics pursuant to F.S. 1003.428.
- D. coordinate with high schools to maximize opportunities for middle school students to earn high school credit.
- E. provide access to virtual instruction courses provided by virtual education providers legislatively authorized to provide part-time instruction to middle school students. The virtual instruction courses must be aligned to State curriculum standards for middle school career and professional academy courses or career-themed courses, with priority given to students who have required course deficits.
- F. provide instruction from highly skilled professionals who hold industry certificates in the career area in which they teach.
- G. provide personalized student advisement that includes a parent-participation component.

An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with F.S. Chapter 446, Job Training, is exempt from the provisions of F.S. 1004.91 relating to career preparatory instruction.

High School Credit for Career and Technical Student Organization Participation

Students in grades 6 through 12 may earn one (1) high school credit upon providing their school with verifiable documentation showing an accumulation of at least 135 hours of participation in career and technical student organization activities that occur outside of regular class time. The 135-hour threshold may be accumulated over the course of one (1) or more academic years.

- A. "Career and technical education program" means a comprehensive program of secondary instruction for which a curriculum framework has been adopted in accordance with F.A.C. 6A-6.0571.
- B. "Career and technical student organizations" or "CTSOs" are organizations for students enrolled in a career and technical education program that engages in career and technical education activities as an integral part of the instructional program to develop knowledge and skills by participating in activities, events, and competitions.

CTSO experiences and activities may count toward a high school credit if they provide the opportunity for students to apply academic and technical content to career experiences. These activities may include events, projects, competitions, and workshops, including preparation or practice time for such activities, supervised agricultural experiences, or any other activity that meets the definition of work-based learning under F.S. 446.0915, that is related to a CTSO.

To apply for a high school credit, a student, including a transfer student, must provide CTSO Lead Advisor with the following forms of verifiable documentation of demonstrable CTSO participation no later than April 30:

- A. dates/times the student participated in a career or technical student organization activity outside of regular class time;
- B. the name of the student organization;
- C. timesheets, sign-in sheets, or other time reports;
- D. a signed statement from the administrator or supervisor of the student organization verifying that the student has completed the reported number of hours;

Within thirty (30) school days of receipt of the student's documents related to CTSO participation, the District's Supervisor of College and Career Programs will review the documentation and notify the student if the student's CTSO participation meets the requirements of F.A.C. 6A-1.09442 and this policy.

CTSO advisors, CTSO teachers, and other relevant District personnel will be provided training on the requirements to award credit for CTSO participation.

Industry Certification in Industry-Certified Career Education Programs

Post-secondary and secondary schools offering career-themed courses, career and professional academies and post-secondary adult vocational courses shall enable students in such programs to earn industry certification in an industry that is:

- A. within an industry that addresses a critical local or Statewide economic need;
- B. linked to an occupation that is included in the workforce system's targeted occupation list; or
- C. linked to an occupation that is identified as emerging.

To earn industry certification, the student must demonstrate the required proficiency on an assessment evaluated by an independent, third-party certifying entity using predetermined standards for knowledge, skills, and competencies.

Collection of and Accounting for Expenditure of Block Tuition and Other Fees for Career Centers

Secondary Career and Technical Education Course Fee

Career and technical course fee, as listed in the Board-approved fee schedule, is \$30 per year for middle school and \$50 per year for high school per program. This is the maximum allowable fee. The student, upon registering, is expected to agree to pay the fee. These fees may be used to cover the cost of materials, supplies, and dues. Students who are unable to pay the fees may submit a request to the school asking for a fee waiver.

The annual per-student activity fee may not cover all expenses associated with student participation in individual activities; therefore, additional fees to cover expenses, including (but not limited to) materials, supplies, equipment, travel, membership dues, and other purchased services may be assessed by school principals.

Post-Secondary

The standard tuition of \$2.44 per contact hour for residents and nonresidents and the out-of-state fee shall be \$9.78 per contact hour. For adult general education programs, block tuition of \$45.00 per half year or \$30.00 per term shall be assessed.

All funds received from block tuition shall be used only for adult general education programs as per the Wilton Simpson Technical College Handbook.

The determination of resident status for tuition purposes in career centers shall be made in accordance with State law.

Waiver of Tuition and Fees for Certain Individuals

Certain individuals may qualify for a waiver of tuition and/or other fees. The following consists of the Board's tuition and other fee waivers.

- A. Tuition shall be waived for undergraduate college credit programs and career certificate programs for each recipient of a Purple Heart or another combat decoration superior in precedent who meets the requirements of State law. Similarly, tuition and fees shall be waived for eligible disabled veterans pursuant to F.S. 1009.21.
- B. Out-of-state fees for career centers for the following:
 1. Students who are undocumented for Federal immigration purposes and:
 - a. attended a secondary school in Florida for three (3) consecutive years immediately before graduating from a high school in Florida;
 - b. apply for enrollment in an institution of higher education within twenty-four (24) months after high school graduation; and
 - c. submit an official Florida high school transcript as evidence of attendance and graduation.
 2. An honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in Florida while enrolled in the career center; or entitled to and uses educational assistance provided by the United States Department of Veterans Affairs for a quarter, semester, or term beginning after July 1, 2015, who physically resides in Florida while enrolled in the career center.
 3. A person who is an active duty member of the Armed Forces of the United States residing or stationed outside of Florida. Tuition and fees charged to a student who qualifies for this out-of-state waiver may not exceed tuition and fees charged to a resident student.
- C. Transcript fees shall be waived for any individual who is an active duty member or an honorable discharged veteran of the United States Armed Forces. Transcript fees shall also be waived for such individual's spouse and dependents.
- D. All registration, tuition, laboratory, and examination fees for a student participating in the Graduation Alternative to Traditional Education (GATE) Program as set forth under F.S. 1004.933. A waiver provided under this subparagraph after a student's first term shall be provided after State aid pursuant to F.S. 1009.895 is applied. Instructional materials assigned for use under the GATE Program will be made available to GATE Program students free of charge. No criteria to determine a student's eligibility to receive a waiver shall differ from F.S. 1004.933.

The District shall report to the FLDOE all students enrolled in the GATE Program during the fall, spring, or summer terms within thirty (30) days after the end of regular registration. For each eligible student, the District shall report the total reimbursable expenses by category.

Career centers shall report to the State Board of Education the number and value of fee waivers granted annually.

Any career center operated by the Board shall, within the nonresident student enrollment systemwide, prioritize the enrollment of a veteran who is granted an out-of-state fee waiver pursuant hereinabove over any other student who is granted an out-of-state fee waiver under this policy.

Dual Enrollment Agreements Between District Career Centers and District High Schools

Any career center operated by the Board shall enter into a dual enrollment agreement with each high school in any District it serves. The agreement will:

- A. identify the courses and programs that are available to students through career dual enrollment and the clock hour credits that students will earn upon completion of each course and program;
- B. delineate the high school credit earned for the completion of each career dual enrollment course;
- C. identify any college credit articulation agreements associated with each clock hour program;
- D. describe how students and parents will be informed of career dual enrollment opportunities and related workforce demand, how students can apply to participate in a career dual enrollment program and register for courses through his/her high school, and the postsecondary career education expectations for participating students;
- E. establish any additional eligibility requirements for participation and a process for determining eligibility and monitoring the progress of participating students;
- F. delineate costs incurred by each entity and determine how transportation will be provided for students who are unable to provide their own transportation.

On or before August 1st of each year, the Board will submit its agreements to FLDOE.

Strategic Plan to Address Local and Regional Workforce Demands

Florida statutes require each Board to develop, in collaboration with regional workforce boards, economic development agencies, and postsecondary institutions approved to operate in the state, a strategic three (3) year plan to address and meet local and regional workforce demands. If involvement of a regional workforce board or an economic development agency in the strategic plan development is not feasible, the Board, with the approval of the Department of Economic Development, shall collaborate with the most appropriate regional business leadership board.

The Board authorizes the Superintendent to collaborate with one (1) or more neighboring counties in the development of the strategic plan, and, upon approval of the plan, to offer career-themed courses, as defined in F.S. 1003.493(1)(b), or a career and professional academy as a joint venture.

The strategic plan must describe in detail provisions for the efficient transportation of students, the maximum use of shared resources, access to courses aligned to State curriculum standards through virtual education providers legislatively authorized to provide part-time instruction to middle school students, and an objective review of proposed career and professional academy courses and other career-themed courses to determine if the courses will lead to the attainment of industry certifications included on the CAPE Industry Certified Funding List pursuant to rules adopted by the State Board of Education.

The strategic three (3) year plan shall be constructed and based upon the elements set forth in F.S. 1003.491. Each strategic plan shall be reviewed, updated, and jointly approved every three (3) years by the School District, regional workforce boards, economic development agencies, and State-approved postsecondary institutions.

Maintenance of Records for Workforce Education Programs Funded with State Appropriations

If the District receives State appropriations for workforce education, it will maintain adequate and accurate records including a system to record District workforce education funding and expenditures, to maintain the separation of postsecondary workforce education expenditures and secondary workforce education expenditures. These records will be submitted to the FLDOE in accordance with rules of the State Board of Education.

Florida Law Enforcement Academy First Responder Scholarship Program

The District offers a Florida First Responder training program that is approved by the Criminal Justice Standards Commission within the Florida Department of Law Enforcement ("Commission"). The program is open to those individuals interested in a career as a law enforcement officer. Trainees participating in the program may be eligible for a Florida First Responder Scholarship ("FFR Scholarship") if they meet the following requirements:

- A. the trainee must enroll at Wilton Simpson Technical College;
- B. the trainee must be enrolled: for law enforcement trainees - the District's Commission-approved basic recruit training program for the purposes of meeting the minimum qualifications under F.S. 943.13 for employment or appointment as a law enforcement officer; or

- C. the trainee must not be: for law enforcement trainees - sponsored by an employing agency under F.S. 943.10(4) to pay the cost of a basic recruit training program; or
- D. for emergency medical technician trainees, paramedic trainees, and firefighter trainees - sponsored by an employer that is already covering the cost of the training program.

The amount of the LEA FFR Scholarship will not exceed the cost of tuition, fees, and eligible expenses described in F.S. 1009.896(6), less all other Florida and Federal financial assistance and any financial assistance provided by a trainee's employing agency for the cost of tuition and other expenses covered under F.S. 1009.896(6) shall be as set forth in F.S. 1009.896.

Trainees selected for an FFR Scholarship will receive the award for the fiscal year (July 1 through June 30). A trainee's award will automatically be renewed for the new fiscal year to cover remaining eligible expenses incurred for the same program in which the trainee was enrolled in the prior fiscal year.

To apply for an FFR Scholarship, trainees must contact the Administrative Office to obtain an FFR Scholarship application form. The LEA Scholarship application period will open on July 1st. Applications will not be accepted prior to the opening of the application period. Applications must be submitted to Tanesha Brown via email. Scholarships are on a first-come, first-served basis.

Applications will be reviewed by Wilton Simpson Technical College to determine whether, preliminarily, the applicant meets the eligibility requirements set forth herein. Incomplete applications or applicants who do not meet the eligibility requirements herein will be contacted and afforded an opportunity to resubmit an application if the initial application is received by May 15th.

Applications will be prioritized on a first-come, first-served basis based on the date a trainee's application is determined to be complete.

FFR Scholarship award notices will be provided to selected trainees no later than fifteen (15) days prior to the start of the term. The award notice will list the fund amounts awarded to the trainee, including the amounts for tuition, fees, and expenses as described in F.S. 1009.896. Trainees not selected for a scholarship may appeal to the Florida Department of Education (FLDOE) pursuant to the provisions of F.A.C. 6A-20.0284.

Within thirty (30) days of the end of the regular drop/add period for each term, the District will report to the FLDOE the following information:

- A. the social security number and amount awarded to each trainee; and
- B. the social security number of each trainee who is eligible for the scholarship but who was not awarded funds.

The District will remit refunds with accompanying documentation to the FLDOE within thirty (30) days of the drop/add period for trainees who are not enrolled after the drop/add deadline or who no longer meet the eligibility requirements for the FFR Scholarship and by July 15 for all other funds not disbursed within the award period in order that funds be utilized to provide the most scholarship awards.

The District's FFR Scholarship Program will adhere to the duties relating to State financial aid established for postsecondary institutions enumerated in F.S. 1009.46.

Armed Services Vocational Aptitude Battery (ASVAB)

The District shall provide opportunities to students in grades 11 and 12 to take the Armed Services Vocational Aptitude Battery (ASVAB) during normal school hours and, if requested by a student, the opportunity to consult with a military recruiter.

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Revised 2/11/20
 Revised 2/23/21
 Revised 3/8/22
 Revised 7/25/23
 Revised 12/12/23
 Revised 11/19/24

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Legal

F.S. 1009.711
F.S. 1004.933
F.S. 1003.41
F.S. 445.004
F.S. 445.006
F.S. 446 et seq.
F.S. 450.081
F.S. 1000.05
F.S. 1001.42
F.S. 1001.43
F.S. 1003.01
F.S. 1003.4156
F.S. 1003.4282
F.S. 1003.491
F.S. 1003.492
F.S. 1003.4935
F.S. 1004.096
F.S. 1004.91
F.S. 1004.92
F.S. 1007.271
F.S. 1009.21
F.S. 1009.22
F.S. 1009.26
F.S. 1009.536
F.S. 1011.62
F.S. 1011.80
F.A.C. 6A-1.09442
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29 U.S.C. 218b
29 U.S.C. 218c
29 U.S.C. 219

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| Book | Policy Manual |
| Section | Special Update September 2024 REVISED |
| Title | New Policy - Special Update - Sept 2024 - NAME, IMAGE, AND LIKENESS (NIL) IN ATHLETICS |
| Code | po2431.06 fsj 1/23/25 NEW Policy JM 4/7/2025 |
| Status | |

2431.06 - **NAME, IMAGE, AND LIKENESS (NIL) IN ATHLETICS**

The School Board recognizes the rights of student-athletes to use and benefit from their name, image, and likeness (NIL) in various activities. However, students are still required to comply with Florida law, the rules of the State Board of Education, and the policies of the Board as they relate to the conduct of student athletes and the administration and financial control of the athletic program. Likewise, student athletes must comply with all applicable bylaws of the Florida High School Athletics Association (FHSAA). Failure to adhere to any of these laws, rules, and/or regulations may, among other things, impact the amateur status of a student athlete.

Prohibited NIL Activities

In accordance with FHSAA bylaws, student athletes:

- A. are prohibited from making any reference to and will not otherwise use or authorize others to use the uniforms, logos, mascots, insignia, or identifying marks of a District or FHSAA member school, the FHSAA, the National Federation of State High School Athletic Associations (NFHS), and/or any FHSAA, NFHS, or member school event, game, or championship when engaging in any NIL activity. Student athletes are prohibited from monetizing their NIL with the use of their school's uniform, equipment, logo, name, proprietary patents, products, and/or copyrights associated with a District or FHSAA member school, NFHS, and/or School District, either in public, print, or social media platforms, unless granted authorization by prior written consent from the ~~school, District or governing body of the school~~ **Superintendent**, or association, respectively;
- B. may not endorse or promote any third-party entities, goods, or services during school-/District-sponsored activities or FHSAA activities;
- C. may not make any reference to FHSAA, NFHS, school, or District accolades or championships in NIL activities for which they are compensated;
- D. are prohibited from engaging in any NIL activities involving the following categories of products and services:
 1. adult entertainment products and services;
 2. alcohol, tobacco, vaping, and nicotine products;
 3. cannabis products;
 4. controlled substances;
 5. prescription pharmaceuticals;
 6. gambling, including sports betting, the lottery, and betting in connection with video games, online games, and mobile devices;

7. weapons, firearms, and ammunition;
8. political or social activism; and
9. NIL collectives.

NIL activities and agreements shall not be used to recruit student athletes to attend a particular school in order to participate in interscholastic athletics.

NIL Collectives

NIL collectives are independent entities, organizations, and groups that seek to direct or provide, either directly or indirectly, incentives to student athletes based on the student athletes' NIL. NIL collectives are independent from, and not affiliated with, the Board or District.

District Personnel

No District employee, athletic department staff member, or representative of a school's athletic interests as defined in FHSAA bylaws may form, direct, offer, provide, or otherwise engage in any activity outlined in FHSAA bylaws related to NILs and are subject to all prohibitions set forth therein.

Amateur Status and Other Implications

Student athletes engaging in NIL activities or entering into NIL agreements under FHSAA bylaws are solely responsible for determining whether their actions may impact their eligibility under the rules and regulations of the National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA), National Junior College Athletic Association (NJCAA), and/or the governing body of the sport in which they may participate, and are encouraged to contact such organizations. Compliance with this policy does not ensure that a student athlete's amateur status or eligibility to participate under the rules of the governing body of their sport will not be impacted.

Student athletes are further encouraged to seek legal counsel and tax advice when contemplating their participation in an NIL activity or whether to enter into an NIL agreement.

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Legal [F.S. 1001.41](#)
 [F.S. 1001.42](#)
 [F.S. 1006.20](#)
 [FHSAA Bylaws](#)

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| Book | Policy Manual |
| Section | Special Update September 2024 REVISED |
| Title | STUDENT ASSESSMENT |
| Code | po2623 fsj 1/23/25 SS 2/12/25 |
| Status | |
| Adopted | June 13, 2017 |
| Last Revised | May 14, 2024 |

2623 - **STUDENT ASSESSMENT**

The School Board shall assess student achievement and needs in all program areas in compliance with the law and rules of the State Board of Education. The purpose will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this District. Each student must participate in the Statewide, standardized assessment program and the local assessment program as required by law.

Student performance data shall be used in developing objectives for the school improvement plan, evaluating instructional personnel and administrative personnel, assigning staff, allocating resources, acquiring instructional materials and technology, implementing performance-based budgeting, and promoting and assigning students to educational programs. The analysis of student performance data will identify strengths and needs in the educational program and trends over time, and be used in conjunction with budgetary planning and development of remediation programs.

The Board shall require the following:

- A. mandatory participation by all eligible students as defined by the State Board of Education rules;
- B. industry certification examinations, national assessments, and Statewide assessments offered by the District be made available to all Florida Virtual School students in the District;
- C. industry certification examinations, national assessments, and Statewide assessments be taken at the student's regularly assigned school unless an alternative site is mutually agreed to by the District and the Florida Virtual School or authorized contractor. The District will notify students of the date and time of the administration of each examination or assessment.
- D. parents be informed of the testing program of the schools and of the Statewide, standardized tests or the local assessments that are to be administered to their children;
- E. data regarding individual test scores on either the Statewide, standardized tests or the local assessments be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;
- F. school and District test results will be reported to the public annually;
- G. the Superintendent shall develop procedures for the annual assessment of first, second, and third grade students on their reading proficiency and identify those students who are reading below grade level. S/He shall ensure that each student's teacher is involved in the assessment and in the identification of those students who are reading below grade level.

The District will notify the parent of each student who exhibits a deficiency in reading, shall consult with the parent in the development of a progress monitoring plan, and will provide intensive reading instruction to the student until the deficiency is corrected.

Statewide Standardized Assessment

The Board shall administer the Statewide, standardized tests to students at the grade levels and for the subjects at the times designated by the Florida Commissioner of Education. The Statewide, standardized assessment program consists of Statewide, standardized comprehensive assessments, end-of-course (EOC) assessments, and the Florida Alternate Assessment.

A Statewide standardized EOC assessment must be used as the final cumulative examination for its associated course. No additional final assessment may be administered in a course with a Statewide, standardized EOC assessment. A District-required local assessment may be used as the final cumulative examination for its associated course in accordance with Board policy.

Local Assessments

The District shall administer a local assessment that measures student mastery of course content at the necessary level of rigor for the grade levels/subjects that are not included in the subjects and grade levels measured under the Statewide, standardized assessment program. The course content that will be measured by the local assessments is set forth in the State standards that are required by F.S. 1003.41 and in the course description.

The District will provide a student's performance results on District-required local assessments to the student's teachers and parent within one (1) week after administering such assessments unless the Superintendent determines in writing that extenuating circumstances exist and report the extenuating circumstances to the Board. Results will be made available through a web-based portal as part of the District's student information system and in a printed format upon request by a student's parent.

Local Assessment Committees

The Superintendent is authorized to convene local assessment committees to evaluate the assessments that are available to measure the performance of the District's students in all subjects and grade levels not measured by Statewide, standardized assessments, and to recommend to the Superintendent the assessment that would be most appropriate for the purpose required by State law. In so doing, these committees shall consider item banks, facilitating the sharing of developed tests with other school districts, acquiring assessments from State and national curriculum-area organizations, and providing technical assistance in best professional practices of test development based upon State-adopted curriculum standards, as well as established protocols for Statewide, standardized assessments concerning administration, scoring, and security.

Upon approval of the Superintendent of the specific type of assessment to be used at each grade level and for each subject not measured by a Statewide, standardized assessment, these committees shall then be responsible for the selection and/or development of each specific assessment, the development of the protocols that will govern the administration of the assessment, the protocols to be used in the scoring of each local assessment, and any protocols necessary for test security. The committee shall also be responsible for recommending to the Superintendent the method for collecting assessment results.

During the development of the local assessment program, progress reports shall be made to the Board about the work of the local assessment committees, and when the development of the local assessment program for each grade level and the subject area has not been completed.

Scheduling of Assessments

- A. The Board will establish schedules for the administration of any Statewide, standardized assessments and District-required assessments and approve the schedules as an agenda item at a Board meeting. The Board will publish the testing schedules on its website using the Department of Education's uniform calendar with the information required by State law.

The Board will submit the schedules to the Department of Education by October 1st of each year. Each District school will publish the schedules for Statewide, standardized assessments and District-required assessments on its website using the uniform calendar.

- B. The Board will not schedule more than five percent (5%) of a student's total school hours in a school year to administer Statewide, standardized assessments, the coordinated screening and progress monitoring system under F.S. 1008.25, and District-required local assessments. The Board will secure written consent from a student's parent before administering District-required local assessments that, after applicable Statewide standardized assessments and coordinated screening and progress monitoring are scheduled, exceed the five percent (5%) test administration limit for that student. The five percent (5%) test administration limit for a student may be exceeded if necessary to provide test accommodations that are required by an IEP or are appropriate for an English language learner who is currently receiving services in the District's English language learner program.

Assessment Preparation

No school in this District may suspend the regular program of curricula to administer practice assessments or engage in other assessment-preparation activities for a Statewide, standardized assessment. However, the Board authorizes schools to:

- A. distribute to students sample assessment books and answer keys that are published by the Florida Department of Education;
- B. provide individual instruction in assessment-taking strategies without suspending the school's regular program of curricula for a student who scores at Level 1 or Level 2 on a prior administration of the Statewide assessment;
- C. provide individualized instruction in the content knowledge and skills assessed, without suspending the school's regular program of curriculum for a student who scores at Level 1 or Level 2 on a prior administration of the Statewide assessment or a student who, through a diagnostic assessment administered by the District is identified as having a deficiency in the content knowledge and skills assessed; and
- D. administer a practice assessment or engage in other assessment preparation activities for the statewide assessment which are determined necessary to familiarize students with the organization of the assessment, the format of the assessment items, and the assessment directions, or which are otherwise necessary for the valid and reliable administration of the assessment, as set forth in rules adopted by the State Board of Education.

Students with Disabilities

A. Participation in Statewide Standardized Assessments with or without Accommodations

All students with disabilities will participate in the Statewide standardized assessment program based on State standards, pursuant to F.A.C. 6A-1.09401, without accommodations unless the student's individual educational plan (IEP) team, or the team that develops the plan required under Section 504 of the Rehabilitation Act, determines and documents that the student requires allowable accommodations during instruction and for participation in a Statewide standardized assessment.

"Accommodations" are defined as adjustments to the presentation of the Statewide standardized assessment questions, methods of recording examinee responses to the questions, scheduling for the administration of a Statewide standardized assessment to include amount of time for administration, settings for administration of a Statewide standardized assessment, and the use of assistive technology or devices to facilitate the student's participation in a Statewide standardized assessment. Accommodations that negate the validity of a Statewide standardized assessment are not allowable.

The provision of accommodations for students with disabilities shall be provided in accordance with F.A.C. 6A-1.0943 and applicable State and Federal laws.

B. Florida Alternate Assessment

A student with a disability, as defined in F.S. 1007.02(2), for whom the IEP Team determines that the Statewide standardized assessments cannot accurately measure the student's abilities, taking into consideration all allowable accommodations, shall have assessment results waived for the purpose of receiving a course grade and a standard high school diploma. Such a waiver shall be designated on the student's transcript. The statement of waiver shall be limited to a statement that performance on an assessment was waived for the purpose of receiving a course grade or a standard high school diploma, as applicable.

The alternative assessment program is designed for a student with a significant cognitive disability and includes the Florida Standards Alternate Assessment (FSAA) – Performance Task and the FSAA – datafolio assessments. The decisions of whether a student is eligible to participate in the alternative assessment program and whether the student should participate in the FSAA – Performance Task or FSAA – datafolio assessments is determined by the

student's IEP team and delineated on the student's IEP. Participation in the Florida Alternate Assessment by students with significant cognitive disabilities will be determined by the student's IEP team and delineated on the student's IEP. Such determinations must be in accordance with the criteria set forth in Florida law including, but not limited to, F.A.C. 6A-1.0943 and 6A-1.09430.

C. Extraordinary Exemptions

A student with a disability for whom the IEP ~~T~~^Eam determines is prevented by a circumstance or condition, as those terms are defined in F.S. 1008.212, from physically demonstrating the mastery of skills that have been acquired and are measured by the Statewide standardized assessment, a Statewide standardized end-of-course assessment, or an alternate assessment pursuant to F.S. 1008.22(3)(c) shall be granted an extraordinary exemption from the administration of the assessment. A learning, emotional, behavioral, or significant cognitive disability or the receipt of services through the homebound or hospitalized program is not, in and of itself, an adequate criterion for the granting of an extraordinary exemption.

Once an IEP Team determines that a student with a disability is prevented by a "circumstance" or "condition" as defined in F.S. 1008.212 from physically demonstrating the mastery of skills that have been acquired and are measured by the Statewide standardized assessment, a Statewide standardized end-of-course assessment, or an alternate assessment under F.S. 1008.22(3)(c), the IEP Team, which must include the parent, may submit to the ~~S~~^Superintendent a written request for an extraordinary exemption from the administration of the assessment pursuant to F.S. 1008.212.

The written request for an extraordinary exemption may be made at any time during the school year but not later than sixty (60) days before the first day of the administration window of the assessment for which the request is made. The request must include the following information:

1. A written description of the student's disabilities, including a specific description of the student's impaired sensory, manual, or speaking skills.
2. Written documentation of the most recent evaluation data.
3. Written documentation, if available, of the most recent administration of Statewide standardized assessments.
4. A written description of the circumstances' or conditions', as defined above, the effect on the student's participation in Statewide standardized assessments.
5. Written evidence that the student has had an opportunity to learn the skills being tested.
6. Written evidence that the student has been provided with appropriate instructional accommodations.
7. Written evidence as to whether the student has had the opportunity to be assessed using the instructional accommodations on the student's IEP which are allowable in the administration of a Statewide standardized assessment.
8. Written evidence of the circumstance or condition as defined above.
9. The name, address, and phone number of the student's parent.

The superintendent will recommend to the Commissioner of Education whether the request should be granted or denied, and the Commissioner will grant or deny the requested exemption within thirty (30) calendar days of receipt of the ~~S~~^Superintendent's request. A copy of the District's procedural safeguards as required in F.A.C. 6A-6.03311 shall be provided to the parent. If the parent disagrees with the IEP Team's recommendation, the dispute resolution methods described in the procedural safeguards shall be made available to the parent.

D. Exemption Options for Students with a Medical Complexity

In addition to the exemption option available under F.S. 1008.212, a student with a medical complexity as defined in F.S. 1008.22 may be exempt from participating in Statewide standardized assessments, including the Florida Alternate Assessment. If a parent consents in writing and the student's IEP ~~T~~^Eam determines that the student should not be assessed based on medical documentation that confirms that the student meets the criteria of medical complexity, the parent may select from the assessment exemption options set forth in F.S. 1008.22.

If a student who resides in the District and qualifies for a Florida Tax Credit Scholarship attends an eligible private school, pursuant to State law, that has chosen not to administer the Statewide, standardized assessments, the District shall designate, upon the request of the parent, an assessment site where the student can participate in the Statewide, standardized assessment. The parent is responsible for providing transportation to the assessment site.

Test Administration and Security

The Board may contract with qualified contractors to administer and proctor Statewide standardized assessments or local assessments required under State law. Assessments may be administered or proctored by qualified contractors at sites that meet criteria established by rules of the State Board of Education and adopted pursuant to State law to implement these contracting requirements.

Board employees, such as education paraprofessionals, licensed, certified instructors, or education services officer test administrators as described in F.S. 1008.23 may administer and proctor Statewide, standardized assessments or assessments associated with Florida approved courses under F.S. 1003.499. All test administrators and proctors for the Statewide assessments will be trained according to rules of the State Board of Education before performing such duties.

Board employees who are involved in handling, administering, proctoring or scoring of tests shall not:

- A. reveal, copy or otherwise reproduce tests or individual test questions, except as authorized;
- B. assist examinees in answering test questions by any means;
- C. interfere with examinees' answers;
- D. give answer keys to examinees or any unauthorized person.

Board employees who are involved in administering or proctoring tests, or who teach or otherwise prepare examinees, shall not participate in, direct, aid, or counsel, assist in, or encourage any activity that could result in the inaccurate measurement or reporting of the examinees' achievement.

The Board shall take appropriate and necessary actions against any employee who knowingly and willfully violates test security rules adopted by the FLDOE for any Statewide standardized assessments.

Revised 8/28/18

Revised 2/5/19

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Technical Corrections 12/12/23

Revised 5/14/24

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| Legal | F.S. 1002.37 |
| | F.S. 1002.395 |
| | F.S. 1003.4282 |
| | F.S. 1008.212 |
| | F.S. 1008.22 |
| | F.S. 1008.23 |
| | F.S. 1008.24 |
| | F.S. 1008.25 |
| | F.A.C. 6A-1.09422 |
| | F.A.C. 6A-1.0943 |
| | F.A.C. 6A-1.09430 |
| | F.A.C. 6A-1.09431 |
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| Book | Policy Manual |
| Section | Special Update September 2024 REVISED |
| Title | MILITARY LEAVE |
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| Adopted | June 13, 2017 |

3430.07 - **MILITARY LEAVE**

The School Board supports individuals willing to serve in the armed forces of the United States or the State of Florida to protect our country and State. In accordance with State and Federal laws, instructional staff members who must be absent from work for military service are entitled to take a military leave of absence in accordance with this policy.

Instructional staff members called to duty are required to provide advance notice of need for leave to their supervisor.

Reserve or Guard Training

All instructional staff members in this District who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty.

Compensation allowed for military leave to participate in required training exercises shall not exceed 240 hours in any one (1) annual period as provided in F.S. 115.07. Such leave is not charged as vacation. It shall be established that the period selected is not at the convenience of the employee but a military necessity, if it falls within the school year. Upon the recommendation of the Superintendent, leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and may be granted by the Board and when so granted shall be without loss of time or efficiency rating.

When an instructional staff member's assigned employment duty conflicts with ordered active or inactive duty training, it is the responsibility of the Board to provide a substitute employee, if necessary, for the assumption of such employment duty while the employee is on assignment for the training.

Active Military Service

Instructional staff members who are service members of the National Guard or a reserve component of the Armed Forces of the United States shall be granted leave to perform active military service, the first thirty (30) days of any such leave to be with full pay for Federal military service that is equal to or greater than ninety (90) consecutive days.

~~[] The Board shall supplement the military pay of its eligible officials and employees who are reservists called to active military service after the first thirty (30) days in an amount necessary to bring their total salary, inclusive of their base military pay, to the level earned at the time they were called to active military duty. [END OF OPTION]~~

Leave of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay. Instructional staff members on military leave may substitute accrued paid vacation for unpaid leave.

Re-Employment

Re-employment of all instructional staff members granted military leave shall be governed in accordance with 38 U.S.C. 4312. An instructional staff members who is granted military leave for active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice, provided that the instructional staff member gives notice and files an application for re-employment within the time limitations contained in Federal law. Instructional staff members will be returned to duty in the same or a similar position as previously held in accordance with Federal law.

Benefits During Military Leave

The Board shall continue to provide all health insurance and other existing benefits to instructional staff members as required by the Uniformed Services Employment and Reemployment Rights Act, Chapter 43 of Title 38 U.S.C.

Bargaining unit members should refer to the collective bargaining agreement for more information pertaining to military leave.

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| Legal | F.S. 115.07 |
| | F.S. 115.09 |
| | F.S. 115.14 |
| | F.S. 121.111 |
| | F.S. 250.341 |
| | F.S. 1012.23 |
| | 38 U.S.C. 2021 et seq. |
| | 38 U.S.C. 4312 |
| | 38 U.S.C. 4323 |

Last Modified by Patricia Grapner on April 28, 2025



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| Book | Policy Manual |
| Section | Special Update September 2024 REVISED |
| Title | MILITARY LEAVE |
| Code | po4430.07 fsj 1/23/25 MG 2/8/25 |
| Status | |
| Adopted | June 13, 2017 |

4430.07 - **MILITARY LEAVE**

The School Board supports individuals willing to serve in the armed forces of the United States or the State of Florida to protect our country and State. In accordance with State and Federal laws, support staff members who must be absent from work for military service are entitled to take a military leave of absence in accordance with this policy.

Support staff members called to duty are required to provide advance notice of need for leave to their supervisor.

Reserve or Guard Training

All support staff members in this District who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty.

Compensation allowed for military leave to participate in required training exercises shall not exceed 240 hours in any one (1) annual period as provided in F.S. 115.07. Such leave is not charged as vacation. It shall be established that the period selected is not at the convenience of the employee but a military necessity, if it falls within the school year. Upon the recommendation of the Superintendent, leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and may be granted by the Board and when so granted shall be without loss of time or efficiency rating.

When a support staff member's assigned employment duty conflicts with ordered active or inactive duty training, it is the responsibility of the Board to provide a substitute employee, if necessary, for the assumption of such employment duty while the employee is on assignment for the training.

Active Military Service

Support staff members who are service members of the National Guard or a reserve component of the Armed Forces of the United States shall be granted leave to perform active military service, the first thirty (30) days of any such leave to be with full pay **for Federal military service that is equal to or greater than ninety (90) consecutive days.**

~~**[]** The Board shall supplement the military pay of its eligible officials and employees who are reservists called to active military service after the first thirty (30) days in an amount necessary to bring their total salary, inclusive of their base military pay, to the level earned at the time they were called to active military duty. **[END OF OPTION]**~~

Leave of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay. Support staff members on military leave may substitute accrued paid vacation for unpaid leave.

Re-Employment

Re-employment of all support staff members granted military leave shall be governed in accordance with 38 U.S.C. 4312. A support staff member who is granted military leave for active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice, provided that the support staff member gives notice and files an application for re-employment within the time limitations contained in Federal law. Support staff members will be returned to duty in the same or a similar position as previously held in accordance with Federal law.

Benefits During Military Leave

The Board shall continue to provide all health insurance and other existing benefits to support staff members as required by the Uniformed Services Employment and Reemployment Rights Act, Chapter 43 of Title 38 U.S.C.

Bargaining unit members should refer to the collective bargaining agreement for more information pertaining to military leave.

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| Legal | F.S. 115.07 |
| | F.S. 115.09 |
| | F.S. 115.14 |
| | F.S. 121.111 |
| | F.S. 250.341 |
| | F.S. 1012.23 |
| | 38 U.S.C. 2021 et seq. |
| | 38 U.S.C. 4312 |
| | 38 U.S.C. 4323 |

Last Modified by Patricia Grapner on April 28, 2025



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| Book | Policy Manual |
| Section | Special Update September 2024 REVISED |
| Title | ENTRANCE REQUIREMENTS |
| Code | po5112 fsj 1/23/25 jfk2/18/25 |
| Status | |
| Adopted | June 13, 2017 |
| Last Revised | February 23, 2021 |

5112 - ENTRANCE REQUIREMENTS

The School Board hereby establishes entrance age requirements for students which are consistent with statute and sound educational practice and requires the equitable treatment of all eligible children.

Pursuant to State law, all children who have attained the age of six (6) years or who will have attained the age of six (6) years by February 1st of any school year or who are older than six (6) years of age but who have not attained the age of sixteen (16) years, except as otherwise provided in Florida statute, are required to attend school regularly during the entire school term. Further, all children enrolling in a District school shall meet the immunization requirements set forth in F.S. 1003.22, as well as provide evidence of a physical exam as required by State law.

The Superintendent may require evidence of the age of any child who seeks to enroll in the District or who the Superintendent believes to be within the limits of compulsory attendance as provided by law; however, the Superintendent will not require evidence from any child who meets regular attendance requirements by attending any of the following schools or programs:

- A. a parochial, religious, or denominational school;
- B. a private school supported in whole or in part by tuition charges or by endowments or gifts;
- C. a home education program that meets the requirements of F.S. Chapter 1002; or
- D. a private tutoring program that meets the requirements of F.S. Chapter 1002.

In addition, consistent with rules adopted by the State Board of Education, children with disabilities who have attained the age of three (3) years shall be eligible for admission to the District's special education programs and for related services. Children with disabilities younger than three (3) years of age who are deaf or hard of hearing, visually impaired, dual sensory impaired, orthopedically impaired, other health impaired, who have experienced traumatic brain injury, who have autism spectrum disorder, established conditions, or who exhibit developmental delays or intellectual disabilities may be eligible for special programs and may receive services in accordance with rules of the State Board of Education. The identification of established conditions for children birth through two (2) years of age and developmental delays for children birth through five (5) years of age shall be in accordance rules adopted by the State Board of Education.

Further, as required by F.S. 1003.22 and Policy 5320, Immunizations all children enrolling in a District school shall meet the immunization requirements set forth in State law, as well as provide evidence of a physical exam as required by State law.

Kindergarten

Children entering kindergarten in this District for the first time must comply with F.S. 1003.21 regarding entry age. A child must be five (5) years old on or before September 1st, in order to meet the Florida age requirement for kindergarten. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

First Grade

Children entering first grade in this District for the first time must comply with F.S. 1003.21. Any child who has attained the age of six (6) years on or before September 1st of the school year and who has been enrolled in a public school or who has attained the age of six (6) years on or before September 1st and has satisfactorily completed the requirements for kindergarten in a non-public school, or who otherwise meets the criteria for admission or transfer in a manner similar to that applicable to other grades, shall progress according to the District's student progression plan.

Students transferring to first grade from a kindergarten program other than the one offered by the District will need written verification of satisfactory completion of **an appropriate** kindergarten ~~from the public or non-public school attended. Home education is not an option program.~~ Verification forms are available at each elementary school.

Initial Entry

- A. Children entering the District for the first time must comply with F.S. 1003.21 and with the District's Student Progression Plan. Students must have an immunization record on file at the school. Any student who does not have the proper immunization shall be temporarily excluded from attendance until compliance has been documented.
- B. Each child who is entitled to admittance to kindergarten or is entitled to any other initial entrance into a public school in the District must have a certification of a school-entry health examination performed within one (1) year before enrollment in school. Students transferring into the District from a school within the State of Florida who have completed physical examination form as part of their school record need not be re-examined. Examinations taken out-of-state may be accepted if performed within one (1) year of entry and include documentation and reported on the official forms of the physician. A student shall have up to thirty (30) school days to present a certification of a school-entry health examination. Children and youths who are experiencing homelessness and children who are known to the Department, as defined in F.S. 39.0016, shall be given a temporary exemption for thirty (30) school days. The school health services plan shall contain provisions to assist students in obtaining health examinations.
- C. A child may be exempt from the required health examination and/or immunization upon written request of the parent or guardian of such child stating an objection to examination and/or immunization on religious grounds or for medical reasons certified by a competent medical authority.
- D. Any student and/or his/her parent(s) who enters the District for the first time must disclose the following information at the time of enrollment:
 1. prior school expulsions;
 2. arrests resulting in a charge;
 3. juvenile justice actions; and
 4. any corresponding referral to mental health services by a school district that the student previously attended;
 5. disciplinary placement.

Any student who discloses any of the above-referenced matters is subject to the provisions of the Code of Student Conduct, Policy 5500, and Policy 5610 relating to disciplinary placement and/or assignment of students.

Verification of Residence

Verification of a parent or guardian's residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the Superintendent.

A student whose parent is transferred or is pending transfer to a military installation within the State while on active military duty pursuant to an official military order shall be considered a resident of the District for purposes of enrollment when the order is submitted to the District.

Notification of in Loco Parentis

In cases in which a student is temporarily not residing with his/her parents or legal guardian for a short period of time, the parent or legal guardian of the student shall designate in writing that adult person with whom the student resides who stands in loco parentis to the student in order for him/her to be admitted or continue in school. This statement shall be notarized and presented to the principal.

Revised 8/28/18

Revised 2/5/19

Revised 8/27/19

Revised 2/11/20

Revised 2/23/21

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Legal

F.S. 1003.01

F.S. 1003.05

F.S. 1003.21

F.S. 1003.22

F.S. 1006.07

F.A.C. 6A-1.0985

Last Modified by Patricia Grapner on April 28, 2025



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| Book | Policy Manual |
| Section | Special Update September 2024 REVISED |
| Title | Revised Policy - Special Update - Sept 2024 - ABSENCES FOR RELIGIOUS HOLIDAYS |
| Code | po5225 fsj 1/23/25 gm 1/28/25 |
| Status | |
| Adopted | June 13, 2017 |
| Last Revised | March 8, 2022 |

Revised Policy - Special Update

[NOTE: This policy is required by State law and the Florida Administrative Code.]

5225 - ABSENCES FOR RELIGIOUS HOLIDAYS

It is the policy of the School Board that absences from school for the observance of a religious holiday or because of the tenets of a student's religion forbid secular activity during a school day or portion thereof shall be excused subject to compliance with this policy.

Set forth below is a list of religious holidays for which student absences will be excused. The absence will be excused only for the days on which the holiday is observed. The dates on which the holidays are observed will be verified through the use of various sources and may change due to the lunar, Gregorian, and Julian calendars.

- A. Martyrdom of the Bab (Baha'i)
- B. Hajj Day (Islam)
- C. Tish'a B'Av (Jewish)
- D. Yawm al-Arafa (Islam Dawoodi Bohra)
- E. Eid al-Adha (Islam Dawoodi Bohra)
- F. Eid al-Adha (Islam)
- G. Asalha Puja Day (Buddhist)
- H. Guru Purnima
- I. Eid-e-Ghadeer (Islam Dawoodi Bohra)
- J. Transfiguration of the Lord (Eastern Orthodox Christian)
- K. 1st Muharram (Islamic New Year)
- L. 1st Muharram (Islam Dawoodi Bohra)

- M. Ashara Mubarak (Islam Dawoodi Bohra)
- N. Onam (Hindu)
- O. Naga Panchami (Hindu)
- P. Obon (Buddhist)
- Q. Feast of the Assumption of Blessed Virgin Mary (Catholic Christian)
- R. Dormition of the Theotokos (Orthodox Christian)
- S. Yawm Aashura (Islam Dawoodi Bohra)
- T. Ulambana (Buddhist)
- U. Raksha Bandhan (Hindu)
- V. Krishna Janmashtami (Hindu)
- W. Fast in Honor of the Holy Mother of Lord Jesus (Eastern Orthodox Christian)
- X. Lammas (Christian and Wicca)
- Y. Ecclesiastical Year begins (Eastern Orthodox Christian)
- Z. Paryushana (Jain)
- AA. Rosh Hashana (Jewish)
- AB. His Holiness Sakya Trizin's Birthday (Buddhist)
- AC. Feast of Trumpets (Church of God, Philadelphia Church of God)
- AD. Sh'mini Atzeret (Jewish)
- AE. Nativity of Mary (Christian)
- AF. Ganesh Chaturthi (Hindu)
- AG. Yom Kippur (Jewish)
- AH. Day of Atonement (Christian, Church of God, Philadelphia Church of God)
- AI. Nativity of the Theotokos (Eastern Orthodox Christian)
- AJ. Sukkot (Jewish)
- AK. Feast of Tabernacles (Church of God, Philadelphia Church of God)
- AL. Mabon (Wicca/Pagan)
- AM. The Elevation of the Holy Cross (Eastern Orthodox Christian)
- AN. Chehlum Imam Hussain (Islam Dawoodi Bohra)
- AO. Last Great Day (Church of God, Philadelphia Church of God)
- AP. Simchat Torah (Jewish)
- AQ. Navaratri (Hindu)
- AR. Milad an-Nabi (Islam Dawoodi Bohra)

- AS. Maulid al-Nabi (Islam) Birth of B'ab (Baha'i)
- AT. Installation of Scriptures of Guru Granth (Sikh)
- AU. Urus-Syedna Mohammad Burhanuddin (Islam Dawoodi Bohra)
- AV. All Saints' Day (Christian)
- AW. Samhain-Beltane (Wicca)
- AX. All Souls' Day (Christian)
- AY. Goverdhan Puja (Hindu)
- AZ. Birth of Baha'u'llah (Baha'i)
- BA. Milad Imam-uz-Zamaan (Islam Dawoodi Bohra)
- BB. Diwali (Hindu, Jain, Puja, Deepavali, and Sikh)
- BC. The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)
- BD. Guru Tegh Bahadur Martyrdom (Sikh)
- BE. Day of Covenant (Baha'i)
- BF. Milad Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)
- BG. Ascension of 'Abdul'I Baha (Baha'i)
- BH. Nativity Fast begins (Eastern Orthodox Christian)
- BI. First Sunday of Advent (Christian)
- BJ. Hanukkah (Jewish)
- BK. Guru Nanak Dev Sahib Birthday (Sikh)
- BL. Immaculate Conception (Christian)
- BM. Yule (Wicca and Christian)
- BN. Christmas (Christian)
- BO. The Nativity of Christ (Eastern Orthodox Christian)
- BP. Zarathosht Diso (Zoroastrian)
- BQ. Gantan-sai (Shinto)
- BR. Mary, Mother of God (Catholic Christian)
- BS. Holy Convocation (Church of God and Saints of Christ)
- BT. Birthday of Guru Gobindh Singh Sahib (Sikh)
- BU. Feast of Epiphany (Christian)
- BV. Feast of Theophany (Eastern Orthodox Christian)
- BW. Nativity of Christ (Armenian Orthodox)
- BX. Feast of the Nativity (Eastern Orthodox Christian)

- BY. Maghi (Sikh)
- BZ. Makar Sankranti and Pongal (Hindu)
- CA. World Religion Day (Baha'i)
- CB. Tu B'shvat (Jewish)
- CC. Chinese/Lunar New Year (Confucian, Daoist, Buddhist)
- CD. The Presentation of Our Lord to the Temple (Eastern Orthodox Christian)
- CE. Imbolic-Candlemas (Wicca and Christian)
- CF. Midwinter Ceremonies (Native American)
- CG. Vasant Panchami (Hindu)
- CH. Nirvana Day (Buddhist)
- CI. Ayyam al Beez (Islam Dawoodi Bohra)
- CJ. Jonah's Passover (Eastern Orthodox Church)
- CK. Urus - Syedna Taher Saifuddin (Islam Dawoodi Bohra)
- CL. Intercalary Days (Baha'i)
- CM. Yawm al-Mab'ath (Islam Dawoodi Bohra)
- CN. Shrove Tuesday (Christian)
- CO. Maha Shivaratri (Hindu)
- CP. Lailat al Miraj (Islam)
- CQ. Ash Wednesday (Christian)
- CR. Clean Monday (Eastern Orthodox Christian)
- CS. L. Ron Hubbard's Birthday (Church of Scientology)
- CT. Purim (Jewish)
- CU. Holi (Hindu)
- CV. Hola Mohalla (Sikh)
- CW. Lailat al Bara'ah (Islam)
- CX. Ostara (Wicca)
- CY. Naw-Ryz (Baha'i)
- CZ. Nowruz (Zoroastrian)
- DA. Annunciation of the Virgin Mary (Christian)
- DB. The Annunciation of the Theotokos (Eastern Orthodox Christian)
- DC. Khordad Sal (Zoroastrian)
- DD. Souramana Yugadi (Hindu)

DE. Chandramana Yugadi (Hindu)

DF. Ramadan (Islam)

DG. Visakha Puja (Buddhist)

DH. Buddha's Birthday/Buddha Day

DI. Palm Sunday

DJ. Ramnavami (Hindu)

DK. Memorial of the Feast of the Lord's Passover (Church of God and Saints of Christ)

DL. Holy Thursday (Christian)

DM. Mahavir Jayanti (Jain)

DN. Holy Friday (Christian)

DO. Passover/Days of Unleavened Bread (Church of God and Saints of Christ)

DP. Lord's Evening Meal (Christian, Jehovah's Witness)

DQ. Passover (United Church of God)

DR. Passover (Jewish)

DS. Lazarus Saturday (Eastern Orthodox Christian)

DT. Theravadin New Year (Buddhist)

DU. First Day of Unleavened Bread (Church of God)

DV. Days of Unleavened Bread (Philadelphia Church of God)

DW. Easter (Christian)

DX. Palm Sunday (Eastern Orthodox Christian)

DY. Easter Monday (Christian)

DZ. First Day of Ridvan (Baha'i)

EA. Shahadat - Amirul Mumineed (Islam Dawoodi Bohra)

EB. Holy Thursday (Eastern Orthodox Christian)

EC. Holy Friday (Eastern Orthodox Christian)

ED. The Last Friday of the Great Lent (Eastern Orthodox Church)

EE. Last Day of Unleavened Bread (Church of God)

EF. Laylatul Qadr (Islam Dawoodi Bohra)

EG. Easter (Eastern Orthodox Christian)

EH. Milad Syedna Mufaddal Saifuddin (Islam Dawoodi Bohra)

EI. The 11th Panchen Lama's Birthday (Buddhist)

EJ. Bright Monday (Eastern Orthodox Christian)

- EK. Hanuman Jayanti (Hindu)
- EL. Ninth Day of Ridvan (Baha'i)
- EM. Laylatul Qadr (Islam)
- EN. Aakhir Jumo'a (Islam Dawoodi Bohra)
- EO. Beltane (Wicca)
- EP. Twelfth Day of Ridvan (Baha'i)
- EQ. Eid al-Fitr (Islam Dawoodi Bohra)
- ER. Eid al Fitr (Islam)
- ES. Yom Ha'Azmaut (Jewish)
- ET. Declaration of the Bab (Baha'i)
- EU. Ascension of Our Lord (Christian)
- EV. Ascension of Baha'u'llah (Baha'i)
- EW. Pentecost (Christian)
- EX. Shavuot (Jewish)
- EY. Pentecost (Eastern Orthodox Christian)
- EZ. Martyrdom of Guru Arjan Dev Sahib (Sikh)
- FA. Fast of the Holy Apostles (Eastern Orthodox Christian)
- FB. Litha (Wicca)

The following religious holidays for the 2020-2021 school year for which student absence will be excused:

A. July

1. July 9th — Martyrdom of the Bab* (Baha'i)
2. July 17th — 22nd — Hajj Day (Islam)
3. July 18th
 - a. Tish'a B'Av (Jewish)
 - b. Yawm al Arafah (Islam Dawoodi Bohra)
4. July 19th — Eid al Adha (Islam Dawoodi Bohra)
5. July 19th — 23rd — Eid al Adha (Islam)
6. July 24th
 - a. Asalha Puja Day (Buddhist)
 - b. Guru Purnima
7. July 27th — Eid e Ghadeer (Islam Dawoodi Bohra)

B. August

1. ~~August 1st~~

- a. ~~Fast in Honor of the Holy Mother of Lord Jesus (Eastern Orthodox Christian)~~
- b. ~~Lammas (Christian and Wicca)~~

2. ~~August 6th — Transfiguration of the Lord (Eastern Orthodox Christian)~~3. ~~August 9th~~

- a. ~~1st Muharram (Islamic New Year)~~
- b. ~~1st Muharram (Islam Dawoodi Bohra)~~

4. ~~August 9th — 18th — Ashara Mubarak (Islam Dawoodi Bohra)~~5. ~~August 12th — 23rd — Onam* (Hindu)~~6. ~~August 13th — Naga Panchami (Hindu)~~7. ~~August 13th — 15th — Obon (Buddhist)~~8. ~~August 15th~~

- a. ~~Feast of the Assumption of Blessed Virgin Mary (Catholic Christian)~~
- b. ~~Dormition of the Theotokos (Orthodox Christian)~~

9. ~~August 18th — Yawm Aashura (Islam Dawoodi Bohra)~~10. ~~August 22nd~~

- a. ~~Ulamana (Buddhist)~~
- b. ~~Raksha Bandhan (Hindu)~~

11. ~~August 30th — Krishna Janmashtami (Hindu)~~C. ~~September~~1. ~~September 1st — Ecclesiastical Year begins (Eastern Orthodox Christian)~~2. ~~September 3rd — 10th — Paryushana (Jain)~~3. ~~September 6th — 8th — Rosh Hashana (Jewish)~~4. ~~September 7th~~

- a. ~~His Holiness Sakya Trizin's Birthday (Buddhist)~~
- b. ~~Feast of Trumpets (Church of God, Philadelphia Church of God)~~

5. ~~September 7th — 29th — Sh'mini Atzeret (Jewish)~~6. ~~September 8th — Nativity of Mary (Christian)~~7. ~~September 10th — Ganesh Chaturthi (Hindu)~~8. ~~September 16th~~

- a. ~~Yom Kippur (Jewish)~~
- b. ~~Day of Atonement (Christian, Church of God, Philadelphia Church of God)~~

9. ~~September 21st—Nativity of the Theotokos (Eastern Orthodox Christian)~~
10. ~~September 21st—27th~~
 - a. ~~Sukkot (Jewish)~~
 - b. ~~Feast of Tabernacles (Church of God, Philadelphia Church of God)~~
11. ~~September 21st—29th—Mabon (Wicca/Pagan)~~
12. ~~September 27th~~
 - a. ~~The Elevation of the Holy Cross (Eastern Orthodox Christian)~~
 - b. ~~Chehlum Imam Hussain (Islam Dawoodi Bohra)~~
13. ~~September 28th—Last Great Day (Church of God, Philadelphia Church of God)~~
14. ~~September 29th—Simchat Torah (Jewish)~~

D. ~~October~~

1. ~~October 7th—15th—Navaratri (Hindu)~~
2. ~~October 18th—Milad an-Nabi (Islam Dawoodi Bohra)~~
3. ~~October 19th—Maulid al-Nabi (Islam)~~
4. ~~October 20th~~
 - a. ~~Birth of B'ab (Baha'i)~~
 - b. ~~Installation of Scriptures of Guru Granth (Sikh)~~
5. ~~October 22nd—Urus Syedna Mohammad Burhanuddin (Islam Dawoodi Bohra)~~

E. ~~November~~

1. ~~November 1st~~
 - a. ~~All Saints' Day (Christian)~~
 - b. ~~Samhain-Beltane (Wicca)~~
2. ~~November 2nd—All Souls' Day (Christian)~~
3. ~~November 5th—Goverdhan Puja (Hindu)~~
4. ~~November 7th—Birth of Baha'u'llah (Baha'i)~~
5. ~~November 9th—Milad Imam uz-Zamaan (Islam Dawoodi Bohra)~~
6. ~~November 12th—16th—Diwali (Hindu, Jain, Puja, Deepavali, and Sikh)~~
7. ~~November 21st—The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)~~
8. ~~November 24th—Guru Tegh Bahadur Martyrdom (Sikh)~~
9. ~~November 25th~~
 - a. ~~Day of Covenant (Baha'i)~~
 - b. ~~Milad Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)~~

10. November 27th—Ascension of 'Abdul'l Baha (Baha'i)

11. November 28th

a. Nativity Fast begins (Eastern Orthodox Christian)

b. First Sunday of Advent (Christian)

12. November 28th—December 6th—Hanukkah (Jewish)

13. November 29th—Guru Nanak Dev Sahib Birthday (Sikh)

F. December

1. December 8th—Immaculate Conception (Christian)

2. December 21st—22nd—Yule (Wicca and Christian)

3. December 25th

a. Christmas (Christian)

b. The Nativity of Christ (Eastern Orthodox Christian)

4. December 26th—Zarathosht Diso (Zoroastrian)

G. January

1. January 1st

a. Gantan-sai (Shinto)

b. Mary, Mother of God (Catholic Christian)

2. January 3rd—10th—Holy Convocation (Church of God and Saints of Christ)

3. January 5th—Birthday of Guru Gobindh Singh Sahib (Sikh)

4. January 6th

a. Feast of Epiphany (Christian)

b. Feast of Theophany (Eastern Orthodox Christian)

c. Nativity of Christ (Armenian Orthodox)

5. January 7th—Feast of the Nativity (Eastern Orthodox Christian)

6. January 13th—Maghi (Sikh)

7. January 14th—Makar Sankranti and Pongal (Hindu)

8. January 16th—World Religion Day* (Baha'i)

9. January 17th—Tu B'shvat (Jewish)

H. February

1. February 1st—Chinese/Lunar New Year (Confucian, Daoist, Buddhist)

2. February 2nd

a. The Presentation of Our Lord to the Temple (Eastern Orthodox Christian)

- b. Imbolc Candlemas (Wicca and Christian)
- 3. February 3rd — 12th — Midwinter Ceremonies (Native American)
- 4. February 5th — Vasant Panchami (Hindu)
- 5. February 15th — Nirvana Day (Buddhist)
- 6. February 16th — Ayyam al Beez (Islam Dawoodi Bohra)
- 7. February 17th — Jonah's Passover (Eastern Orthodox Church)
- 8. February 20th — Urus — Syedna Taher Saifuddin (Islam Dawoodi Bohra)
- 9. February 26th — March 1st — Intercalary Days (Baha'i)
- 10. February 28th — Yawm al Mab'ath (Islam Dawoodi Bohra)

I. March

- 1. March 1st
 - a. Shrove Tuesday (Christian)
 - b. Maha Shivaratri (Hindu)
 - c. Lailat al Miraj (Islam)
- 2. March 2nd — Ash Wednesday (Christian)
- 3. March 7th — Clean Monday (Eastern Orthodox Christian)
- 4. March 13th — L. Ron Hubbard's Birthday (Church of Scientology)
- 5. March 17th — Purim (Jewish)
- 6. March 18th
 - a. Holi (Hindu)
 - b. Hola Mohalla (Sikh)
- 7. March 19th — Lailat al Bara'ah (Islam)
- 8. March 20th — Ostara (Wicca)
- 9. March 21st — Naw Ryz (Baha'i)
- 10. March 22nd — Nowruz (Zoroastrian)
- 11. March 25th
 - a. Annunciation of the Virgin Mary (Christian)
 - b. The Annunciation of the Theotokos (Eastern Orthodox Christian)
- 12. March 26th — Khordad Sal (Zoroastrian)

J. April

- 1. April 1st
 - a. Souramana Yugadi (Hindu)

- b. Chandramana-Yugadi (Hindu)
- 2. April 2nd — May 1st — Ramadan (Islam)
- 3. April 8th
 - a. Visakha-Puja (Buddhist)
 - b. Buddha's Birthday/Buddha-Day Buddha-Day
- 4. April 10th
 - a. Palm-Sunday
 - b. Ramnavami (Hindu)
- 5. April 13th — 20th — Memorial of the Feast of the Lord's Passover (Church of God and Saints of Christ)
- 6. April 14th
 - a. Holy Thursday (Christian)
 - b. Mahavir-Jayanti (Jain)
- 7. April 15th
 - a. Holy Friday (Christian)
 - b. Passover/Days of Unleavened Bread (Church of God and Saints of Christ)
 - c. Lord's Evening Meal (Christian, Jehovah's Witness)
 - d. Passover (United Church of God)
- 8. April 15th — 22nd — Passover (Jewish)
- 9. April 16th
 - a. Lazarus-Saturday (Eastern Orthodox Christian)
 - b. Theravadin New Year (Buddhist)
 - c. First Day of Unleavened Bread (Church of God)
- 10. April 16th — 22nd — Days of Unleavened Bread (Philadelphia Church of God)
- 11. April 17th
 - a. Easter (Christian)
 - b. Palm Sunday (Eastern Orthodox Christian)
- 12. April 18th — Easter Monday (Christian)
- 13. April 20th
 - a. First Day of Ridvan (Baha'i)
 - b. Shahadat — Amirul Mumineed (Islam Dawoodi Bohra)
- 14. April 21st — Holy Thursday (Eastern Orthodox Christian)
- 15. April 22nd

- a. Holy Friday (Eastern Orthodox Christian)
- b. The Last Friday of the Great Lent (Eastern Orthodox Church)
- c. Last Day of Unleavened Bread (Church of God)
- 16. April 23rd—24th Laylatul Qadr (Islam Dawoodi Bohra)
- 17. April 24th
 - a. Easter (Eastern Orthodox Christian)
 - b. Milad Syedna Mufaddal Saifuddin (Islam Dawoodi Bohra)
- 18. April 25th
 - a. The 11th Panchen Lama's Birthday (Buddhist)
 - b. Bright Monday (Eastern Orthodox Christian)
- 19. April 26th—Hanuman Jayanti (Hindu)
- 20. April 28th
 - a. Ninth Day of Ridvan (Baha'i)
 - b. Laylatul Qadr (Islam)
- 21. April 29th—Aakhir Jumo'a (Islam Dawoodi Bohra)

K. May

- 1. May 1st
 - a. Beltane (Wicca)
 - b. Twelfth Day of Ridvan (Baha'i)
- 2. May 2nd—Eid al-Fitr (Islam Dawoodi Bohra)
- 3. May 3rd—Eid al-Fitr (Islam)
- 4. May 5th—6th Yom Ha'Azmaut (Jewish)
- 5. May 24th—Declaration of the Bab (Baha'i)
- 6. May 26th—Ascension of Our Lord (Christian)
- 7. May 29th—Ascension of Baha'u'llah (Baha'i)

L. June

- 1. June 5th—Pentecost (Christian)
- 2. June 4th—6th Shavuot (Jewish)
- 3. June 12th—Pentecost (Eastern Orthodox Christian)
- 4. June 16th—Martyrdom of Guru Arjan Dev Sahib (Sikh)
- 5. June 20th—Fast of the Holy Apostles (Eastern Orthodox Christian)
- 6. June 24th—Litha (Wicca)

~~* Approximate date based on the lunar calendar. Every attempt has been made to ensure the accuracy of the dates. The information has been verified through the use of various sources and some dates may vary due to the lunar, Gregorian, and Julian calendars.~~

☒ Periodically, ~~() Annually, [END OF OPTIONS]~~ the Superintendent may consult with religious institutions and leaders in the community with regard to modification of the above list of religious holidays. The Board, however, is not bound by the information provided to the Superintendent by religious institutions and leaders.

The Superintendent shall establish procedures and time limits to be observed:

- A. by students, teachers, and administrators in making available to each student, so excused, an opportunity to make up any examination, study, or work assignment which has been missed;
- B. by a student's parent(s) or guardian when giving prior notice of the student's intended absence; and
- C. when giving affected students and parents an opportunity to be heard in connection with the decision not to excuse an absence on a day or portion thereof which is not included in the above list of religious holidays.

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[F.S. 1003.21](#)

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Last Modified by Patricia Grapner on April 28, 2025



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5460 - **GRADUATION REQUIREMENTS**

It shall be the policy of the School Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at a fitting graduation ceremony.

Standards for Graduation

For students entering grade 9 before the 2023-2024 school year.

Receipt of a standard high school diploma requires successful completion of twenty-four (24) or eighteen (18) ACCEL credit options, an International Baccalaureate curriculum, an Advanced International Certificate of Education completion, or the Career and Technical Education (CTE) pathway.

The required credits may be earned through equivalent, applied, or integrated courses or career education courses, excluding work-related internships approved by the State Board of Education and identified in the course code directory. Any must-pass assessment requirement must be met.

Credit Distribution

| Subject | 24 Credits | 18 Credits |
|--|------------|------------|
| English Language Arts | 4 | 4 |
| Mathematics | 4 | 4 |
| Science | 3 | 3 |
| Social Studies | 3 | 3 |
| Performing Arts, Speech & Debate or career and technical education | 1 | 1 |
| Physical Education | 1 | N/A |
| Electives | 8 | 3 |

A financial literacy course consisting of at least one-half (1/2) credit as an elective shall be offered.

Beginning with the 2023-24 school year, high school students enrolled in the U.S. Government classes required by F.S. 1003.4282 must receive at least forty-five (45) minutes of instruction on "Victims of Communism Day" to include topics such as Mao Zedong and the Cultural Revolution, Joseph Stalin and the Soviet System, Fidel Castro and the Cuban

Revolution, Vladimir Lenin and the Russian Revolution, Pol Pot and the Khmer Rouge, and Nicolás Maduro and the Chavismo movement, and how victims suffered under these regimes through poverty, starvation, migration, systemic lethal violence, and suppression of speech.

Beginning in the 2023-2024 school year, middle school and high school students enrolled in the civics education class required by F.S. 1003.4156 or the United States Government class required by F.S. 1003.4282(3) must receive at least forty (45) minutes of instruction on "9/11 Heroes' Day" topics involving the history and significance of September 11, 2001, including remembering the sacrifice of military personnel, government employees, civilians, and emergency responders who were killed, wounded, or suffered sickness due to the terrorist attacks on or after that date, including, but not limited to:

- A. the historical context of global terrorism.
- B. a timeline of events on September 11, 2001, including the attacks on the World Trade Center, the Pentagon, and United Airlines Flight 93.
- C. the selfless heroism of police officers, firefighters, paramedics, other first responders, and civilians involved in the rescue and recovery of victims and the heroic actions taken by the passengers of United Airlines Flight 93.
- D. the unprecedented outpouring of humanitarian, charitable, and volunteer aid occurring after the events of September 11, 2001.
- E. the global response to terrorism and importance of respecting civil liberties while ensuring safety and security.

Receipt of a standard high school diploma requires successful completion of twenty-four (24) credits, an International Baccalaureate curriculum, an Advanced International Certificate of Education completion, or the Career and Technical Education (CTE) pathway.

The twenty-four (24) credits shall be distributed as follows:

| Subject | Credits |
|---|---------|
| English Language Arts | 4 |
| Social Studies | 3 |
| Mathematics | 4 |
| Science | 3 |
| Fine or performing arts, speech and debate, or career and technical education | 1 |
| Electives | 7.5 |
| Basic Physical education | 1 |
| Personal Financial Literacy and Money Management | .5 |

Basic training in first aid, including at least one (1) hour of cardiopulmonary resuscitation (CPR) instruction, shall be provided for students in grades 9 and 11.

High school students will be provided opportunities to take "computer science" courses and earn technology-related industry certifications to satisfy high school graduation requirements. Computer science courses and technology-related industry certifications that are identified as eligible for meeting mathematics or science requirements for high school graduation will be included in the Course Code Directory.

The required credits may be earned through equivalent, applied, or integrated courses or career education courses as defined in F.S. 1003.01(4), including work-related internships approved by the State Board of Education and identified in the Course Code Directory. However, any must-pass assessment requirements must be met.

An equivalent course is one (1) or more courses identified by content-area experts as being a match to the core curricular content of another course, based upon a review of the State academic standards and includes real-world applications of a career and technical education standard used in business or industry. An integrated course includes content from several courses within a content area or across content areas.

The earning and awarding of high school credits will be in accordance with Florida law including, but not necessarily limited to, the provisions of F.S. 1003.4282 and those identified in the Student Progression Plan.

For courses that require Statewide standardized end-of-course assessments, a minimum of thirty percent (30%) of a student's course grade shall be comprised of performance on the Statewide standardized end-of-course assessment.

In order to graduate, students must earn passing scores on the Florida State Assessment (State-mandated testing) or scores on a standardized test that are concordant with passing scores on the State-mandated testing. Additionally, a student must earn a cumulative GPA of 2.0 on a 4.0 scale.

High School Diploma

The Board shall award a standard high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her IEP including either the exemption from or the requirement to complete the State-mandated tests and the recommendation of the IEP Team.

Students may earn one (1) or more designations on their standard diploma pursuant to F.S. 1003.4285.

Each student's standard high school diploma will include, as applicable, the following designations, if the student meets the criteria:

A. Scholar Designation

In order to earn the Scholar Designation, the student must, in addition to the requirements for a standard high school diploma, satisfy the following:

1. English Language Arts (ELA) - When the State transitions to common core assessments, pass the 11th grade ELA common core assessment.
2. Mathematics - Earn one (1) credit in Algebra II or an equally rigorous course and one (1) credit in statistics or an equally rigorous course. When the State transitions to common core assessments, students must pass the Geometry common core assessment.
3. Science - Pass the Statewide standardized Biology I end-of-course assessment and earn one (1) credit in chemistry or physics and one (1) credit in a course equally rigorous to chemistry or physics.
4. Social Studies - Pass the Statewide standardized United States History end-of-course assessment.
5. Foreign Language - Earn two (2) credits in the same foreign language.
6. Electives - Earn at least one (1) credit in an Advanced Placement, an International Baccalaureate, an Advanced International Certificate of Education, or a dual enrollment course.

B. Industry Scholar Designation

In order to earn the Industry Scholar Designation, a student must, in addition to the requirements for a standard high school diploma, attain one (1) or more industry certifications on the Florida Department of Education's current "Industry Certification Funding List".

Students and parents shall be provided information about diploma designations through an online education and career planning tool, which allows students to monitor their progress toward the attainment of each designation.

Honorary Diploma

An honorary diploma may be awarded in the case of such unfortunate circumstances as the severe disability or death of a student prior to graduation. The student must have been a senior in good standing to meet the requirements of graduation established by the Board at the time of the disability/death.

Early Admission Program

High school graduation by means of the Early Admission to College Program is an alternative for the college-bound student during the normal senior year in high school. When the prescribed District conditions as set forth in the student handbook have been met, the student shall be awarded a high school diploma with the regular high school graduating class. The official college transcript shall be made a part of the student's high school permanent record file.

When students leave high school as Early Admission to College Program students, they may participate in graduation exercises with their graduation class and may be ranked in the class pursuant to Policy 5430.

Early High School Graduation

For the purposes of this policy, the term "early graduation" means graduation from high school in less than eight (8) semesters or the equivalent by completion of the required number of credits.

For a student who enters grade 9 before the 2023-2024 school year

A student who meets the requirements of F.S. 1003.4282(3)(a)-(e), earns three (3) credits in electives (a total of eighteen (18) credits), and earns a cumulative grade point average (GPA) of 2.0 on a 4.0 scale shall be awarded a standard high school diploma.

For a student who enters grade 9 in the 2023-2024 school year and thereafter

A student who meets the requirements of F.S. 1003.4282(3)(a)-(e), earns two and one-half (2.5) credits in electives and one-half (.5) credit in financial literacy and money management (a total of eighteen (18) credits), and earns a cumulative grade point average (GPA) of 2.0 on a 4.0 scale shall be awarded a standard high school diploma.

A student also has the option of early graduation if the student has completed a minimum of twenty-four (24) credits and otherwise meets the requirements for graduation.

Academically Challenging Curriculum to Enhance Learning (ACCEL)

The following ACCEL options are available: whole-grade and midyear promotion; subject-matter acceleration; virtual instruction in higher grade-level subjects; and the Credit Acceleration Program described below. Additional options may be available.

Students shall be advised of courses through which they can earn college credit, including Advanced Placement, International Baccalaureate, Advanced Certificate of Education, dual enrollment, and early admission courses, and career academy courses, and courses that lead to industry certification, as well as the availability of course offerings through virtual instruction.

Credit Acceleration Program (CAP)

High school credit in courses required for high school graduation may be earned through the passage of an end-of-course assessment administrated under F.S. 1008.22, an advanced placement examination, or a College Level Examination Program (CLEP). Course credit shall be awarded to a student who is not enrolled in the course, or who has not completed the course if the student attains a passing score on the corresponding end-of-course assessment, advanced placement examination, or CLEP. Public school or home education students in the District shall take the assessment or examination during the regular administration of the assessment or examination.

The District shall notify the parent of a student who is eligible to graduate early.

A student who graduates early may continue to participate in school activities and social events and to attend and participate in graduation events with the student's cohort. The student will be included in the class ranking, honors, and award determinations for the student's cohort. The student must comply with Board rules and policies regarding access to the school facilities and grounds during normal operating hours.

Career and Technical Education Graduation Pathway Option

A student is eligible to complete an alternative pathway to earning a standard high school diploma through the CTE pathway option. Receipt of a standard high school diploma awarded through the CTE pathway option requires the student's successful completion of at least eighteen (18) credits. A student completing the CTE pathway option must earn at least a cumulative grade point average (GPA) of 2.0 on a 4.0 scale. In order for a student to satisfy the requirements of the CTE pathway option, s/he must meet the GPA requirement and:

For a student who enters grade 9 before the 2023-2024 school year

- A. meet the requirements as set forth in F.S. 1003.4282;
- B. complete two (2) credits in career and technical education; and

The courses must result in a program completion and an industry certification.

- C. complete two (2) credits in work-based learning programs. A student may substitute up to two (2) credits of electives, including one-half (1/2) credit in financial literacy, for work-based learning program courses to fulfill this

requirement.

For a student who enters grade 9 in the 2023-2024 school year and thereafter

- A. meet the requirements as set forth in F.S. 1003.4282;
- B. complete two (2) credits in career and technical education; and

The courses must result in a program completion and an industry certification.

- C. complete one and one-half (1.5) credits in work-based learning programs.

The CTE pathway option to graduation will be incorporated into the District's Student Progression Plan.

High School Equivalency Diploma

The Board shall offer the high school equivalency diploma examination and the subject area examinations to all candidates pursuant to the rules of the State Board of Education. To be eligible to be a candidate for a high school equivalency diploma, a student must be at least eighteen (18) years of age on the date of the examination. However, in extraordinary circumstances and if the student resides or attends school in the District, the student may take the examination after reaching the age of sixteen (16) and receiving an underage waiver application approval in accordance with Policy 5465 - *General Education Development (GED) Tests*. All high school equivalency diplomas have equal status with other high school diplomas. A student may be awarded a standard high school diploma pursuant to the Florida Department of Education rules.

Certificate of Completion

A student who completes the minimum number of credits and other requirements for graduation but cannot earn a passing score on the State mandated testing, achieve a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent, or complete all other applicable requirements prescribed by the Board pursuant to Florida statutes shall be awarded a certificate of completion in a form prescribed by the State Board of Education.

A student who is entitled to a certificate may elect to remain as a full-time student or a part-time student for up to one (1) additional year and receive special instruction designed to remedy the student's identified deficiencies.

Notice to Students and Parents

The District will notify students and parents, in writing, of the requirements for a standard high school diploma, available designations, and the eligibility requirements for State scholarship programs and postsecondary admissions.

Commencement Exercises

Commencement exercises will include only those students who have successfully completed requirements for a standard high school diploma, Early Admission to College Program, a special diploma, or a certificate of completion for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct or outstanding financial obligation so warrants.

Students are permitted to lawfully wear dress uniforms of any of the Armed Forces of the United States or of the State at their graduation ceremony.

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F.S. 1003.4286
F.S. 1003.4295
F.S. 1003.433
F.S. 1003.435
F.S. 1003.436
F.S. 1003.437
F.S. 1003.453
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5500 - **STUDENT CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District.

The Principal shall notify all school personnel as to their obligation to report to the Principal those acts and/or crimes which pose a threat to school safety. School personnel must also properly document the disposition of any such incident.

The School Board has zero tolerance for conduct that poses a threat to school safety. Zero-tolerance policies must apply equally to all students and are not intended to be rigorously applied to petty acts of misconduct. This policy minimizes the victimization of students, staff, and volunteers and requires that necessary steps be taken to protect the victim of any violent act from any further victimization. In a disciplinary action, there is a rebuttable presumption that the actions of a student who intervened, using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer were necessary to restore or maintain the safety of others.

Florida law requires that students found to have committed one of the following offenses:

- A. bringing a firearm or weapon, as defined in F.S. Chapter 790, to school, to any school function, or onto any school-sponsored transportation, or possessing a firearm at school; or
- B. making a threat or false report, as defined by F.S. 790.162 and 790.163, involving school or school personnel's property, school transportation, or 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 shall be referred to mental health services identified by the District and, to the criminal justice or juvenile justice system.

The pre-expulsion committee may consider the one (1) year expulsion requirement on a case-by-case basis. A student may be assigned to a disciplinary program or second chance school in lieu of expulsion. If a student committing either of the offenses enumerated above is a student who has a disability, the Board shall comply with applicable State Board of Education rules for discipline of such students.

The District shall enter into agreements with local law enforcement specifying procedures so that acts that pose a threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency having jurisdiction.

The school's threat management team will consult with law enforcement when a student exhibits a pattern of behavior, based on previous acts or the severity of an act that would pose a threat to school safety.

School Environmental Safety Incident Reporting

The following acts are required to be reported to the Department of Education as school environmental safety incidents (SESIR):

- A. Alcohol (Level IV): possession, sale, purchase, distribution or use of alcoholic beverages. "Use" means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
- B. Aggravated Battery (Level I) - A battery where the attacker intentionally or knowingly causes more serious injury, such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.
- C. Arson (Level I) - To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.
- D. Burglary (Level II) - Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.
- E. Bullying (Level IV) - Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Policy 5517.01, Bullying and Harassment. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property.
- F. Criminal Mischief (Felony Vandalism - \$1,000 threshold) - Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti or other acts of vandalism on the property.
- G. Disruption on Campus - Major (Level III) - Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others, such as, but not limited to, bomb threats, inciting a riot, or initiating a false fire alarm.
- H. Drug Sale or Distribution (Level II) - The manufacture, cultivation, purchase, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance.
- I. Drug Use or Possession (Level III) - The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. "Use" means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.
- J. Fighting (Level III) - When two (2) or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention.
- K. Grand Theft (\$750 threshold) (Level III) - The unauthorized taking of the property of another person or organization, including motor vehicles, valued at \$750 or more, without threat, violence, or bodily harm.
- L. Harassment (Level IV) -- as defined in Policy 5517, Anti-Harassment.
- M. Hazing (Level III) - as defined in Policy 5516, Student Hazing.
- N. Homicide (Level I) - The unjustified killing of one human being by another.
- O. Kidnapping (Level I) - Forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.
- P. Other Major Incidents (Level III) - Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This includes any drug or weapon found unattended and not linked to any individual.
- Q. Robbery (Level II) -- The taking or attempted taking of money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.

- R. Sexual Assault (Level II), Sexual Battery (Rape) (Level I), Sexual Harassment (Level III), and Sexual Offenses (Other) (Level III) -- as defined in Policy 2266, Nondiscrimination on the Basis of Sex in Educational Programs and Activities.
- S. Simple Battery (Level II) -- An actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual.
- T. Threat/Intimidation (Level III) - An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically, or through any other means.
- U. Tobacco (Level IV) -- as defined in Policy 5512, Smoking and Tobacco-Free Environment.
- V. Trespassing (Level III) - To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry, if involves a student currently under suspension or expulsion, an offender who was previously issued an official trespass warning by school officials, or an offender who was arrested for trespass.
- W. Weapons Possession (Level II) - as defined in Policy 5772, Weapons.

Acts that Pose a Threat to School Safety

Acts that pose a threat to school safety include, but are not limited to,:

- A. possession of firearms or other weapons
- B. placing, discharging, or throwing an explosive item or noxious substance or making threats to do so
- C. arson
- D. felony assault
- E. threats of unsafe and potentially harmful, dangerous, violent, or criminal activities

Petty Acts of Misconduct

Petty acts of misconduct that are not a threat to school safety do not require consultation with law enforcement.

The following are typically considered petty acts of misconduct, although each act must be examined on a case-by-case basis to determine whether or not the act constitutes a threat to school safety requiring consultation with law enforcement:

- A. disorderly conduct
- B. disrupting a school function (Level IV)
- C. simple assault or battery
- D. verbal abuse or use of profanity
- E. cheating

theft of less than, (x) \$750 () \$_____ trespassing,(incidents without prior official warning, not resulting in arrest, or not involving students under suspension or expulsion), and vandalism of less than \$1,000

Assault or Battery on School District Personnel

Notwithstanding any other provision of Board policy, pursuant to F.S. 1006.13(5), any student found to have committed an act of assault or aggravated assault, or battery or aggravated battery, on any elected official of the School District, teacher, administrator, or other School District personnel, shall be recommended for expulsion or placement in an alternative school setting, as appropriate.

Further, upon being charged with such offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

Code of Student Conduct

The Student Code of Conduct that is adopted annually shall provide for review of a decision to suspend or expel a student pursuant to this policy and the Code, consistent with F.S. 1006.07.

The Code shall also include the following:

- A. criteria for recommending to law enforcement that a student who commits a criminal offense be allowed to participate in a civil citation or similar prearrest diversion program as an alternative to expulsion or arrest;

All civil citation or similar prearrest diversion programs must comply with F.S. 985.12.

- B. criteria for assigning a student who commits a petty act of misconduct to a school-based intervention program. If a student's assignment is based on a noncriminal offense, the student's participation in a school-based intervention program may not be entered into the Juvenile Justice Information System Prevention Web.

Furthermore, if the Board receives notice from the Department of Juvenile Justice, as required by law, that a student enrolled in the District has been adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to, a felony violation as set forth in F.S. 1006.13(6, a), the Board shall, pursuant to State law and the adopted cooperative agreement with the Department of Juvenile Justice, require that any no contact order entered by a court be enforced and that all of the necessary steps be taken to protect the victim of the offense, or a sibling of the victim.

Students may be subject to discipline for violation of the Student Code of Conduct even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions set forth in the Student Code of Conduct which is reviewed and adopted annually in accordance with F.S. Chapter 120 and is incorporated in the policy by reference.

Revised 8/28/18

Revised 8/27/19

Revised 3/8/22

Revised 12/12/23

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| | |
|-------|---------------|
| Legal | F.S. 1006.07 |
| | F.S. 1006.13 |
| | F.S. 1012.584 |

Last Modified by Patricia Grapner on April 28, 2025



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|---------|---|
| Book | Policy Manual |
| Section | Special Update September 2024 REVISED |
| Title | CORPORAL PUNISHMENT AND USE OF REASONABLE FORCE AND RESTRAINT |
| Code | po5630 fsj 1/23/24 jfk2/18/25 |
| Status | |
| Adopted | June 13, 2017 |

5630 - **CORPORAL PUNISHMENT AND USE OF REASONABLE FORCE AND RESTRAINT**

A teacher or other member of the staff shall assume such authority for the control of students who are assigned to him/her by the principal or designee and shall keep good order in the classroom.

Corporal Punishment

The use of corporal punishment is prohibited. Alternative disciplinary procedures, which may include timeout, peer review, or other forms of positive reinforcement should be used to bring about appropriate student classroom behavior.

Reasonable Force and Restraint

Instructional staff as well as support staff, within the scope of their employment, may use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.

Furthermore, administrators, instructional staff members, and support staff members shall not be criminally or civilly liable for any action carried out in conformity with State Board rule and/or Board policies regarding the control, discipline, suspension, and expulsion of students, including, but not limited to, any exercise of authority granted by this policy.

F.S. 1003.01

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|-------|--------------|
| Legal | F.S. 1003.01 |
| | F.S. 1003.02 |
| | F.S. 1003.32 |
| | F.S. 1006.09 |
| | F.S. 1006.11 |

Last Modified by Patricia Grapner on April 28, 2025



Book Policy Manual

Section Special Update September 2024 REVISED

Title AUDITS

Code po6830 fsj 1/23/25 jmm01282025 dm030625

Status

Adopted June 13, 2017

6830 - AUDITS

The School Board requires that, after the close of the fiscal year (June 30th), an audit of all records and financial statements of the District be made annually by an independent, certified public accounting firm or the Auditor General's Office, State of Florida. The audit examination shall be conducted in accordance with generally-accepted auditing standards and shall include all funds over which the Board has direct or supervisory control. The report of such audits shall be presented to the Board while in public session and filed as a part of the public record.

The ~~Director of Finance~~ **Finance Department** and Purchasing shall also prepare and publish a statement of the financial condition (the Annual Financial Report) of the District at the close of each fiscal year, on or before September 11th of the next succeeding fiscal year.

Internal Accounts Audit

~~In accordance with F.A.C. 6A 1.087, the Board shall provide for an annual audit of internal accounts by a person certified by the State Board of Accountancy as a certified public accountant. The auditor shall submit a signed, written report to the Board covering internal funds that shall include any notations of any failure to comply with requirements of Florida statutes, State Board of Education regulations, and policies of the board and commentary as to financial management and irregularities. Such audit shall be presented to the Board while in session and filed as a part of the public record.~~

F.A.C. 6A 1.087

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Legal F.S. 11.45

F.S. 218.39

F.S. 1001.42

F.S. 1001.453

F.S. 1010.30

F.S. 1010.33

Last Modified by Patricia Grapner on April 28, 2025



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| Book | Policy Manual |
| Section | Special Update September 2024 REVISED |
| Title | BUILDING PERMITS AND CODE ENFORCEMENT |
| Code | po7101 fsj 1/23/25 BR 1/29/25 SC 1/29/25 |
| Status | |
| Adopted | June 13, 2017 |

7101 - BUILDING PERMITS AND CODE ENFORCEMENT

The School Board shall establish a Code Enforcement Office, employ a Building Code Administrator (BCA) and/or subcontract for code enforcement services. **The BCA or subcontractor serving as the BCA services shall perform those responsibilities identified in F.S. 468.604.** Approved project plans will be reviewed for code compliance, permits issued, and the work inspected. Two (2) types of permits will be issued: annual facility maintenance permits and building permits.

A. Annual Facility Maintenance Permits:

The School Board shall establish a Code Enforcement Office, employ a Building Code Administrator (BCA) and/or subcontract for code enforcement services. **The BCA or subcontractor serving as the BCA services shall perform those responsibilities identified in F.S. 468.604.** Approved project plans will be reviewed for code compliance, permits issued, and the work inspected. Two (2) types of permits will be issued: annual facility maintenance permits and building permits.

B. Building Permits:

Building permits are required for new construction, additions, remodeling, renovations, site work, structural modifications, major mechanical and electrical upgrades, technology infrastructure and improvements, roofing, re-roofing, and demolition. District project managers and/or their contractors will submit application for a permit to the BCO.

Before a contract has **been** let for the construction, the BCO must review and approve the Phase III construction documents as required by F.S. 1013.3738. Upon review by the BCO, a permit will be issued and work inspected. When the work is deemed complete and the BCO has determined that the building or structure and its site conditions comply with all applicable statutes and rules, the BCO will issue a Certificate of Occupancy.

The BCO shall take into account the seventeen (17) considerations set forth in F.S. 1013.37 when reviewing plans for approval.

The District may reuse prototype plans on another site, provided the facilities list and Phase III construction documents have been updated for the new site and for compliance with the Florida Building Code and the Florida Fire Prevention Code and any laws relating to fire safety, health and sanitation, casualty safety, and requirements for the physically handicapped which are in effect at the time a construction contract is to be awarded.

For each proposed new facility and each proposed new facility addition exceeding 2,500 square feet, the Board shall submit for review a minimum of one (1) copy of the site plan to the local county, municipality, or independent special fire control district providing fire protection services to the facility. The site plans shall be considered in accordance with F.S. 1013.38.

Before the commencement of any new construction, renovation, or remodeling, the Board shall:

1. approve or cause to be approved the construction documents and evaluate such documents for compliance with the Florida Building Code and the Florida Fire Prevention Code; and
2. ensure compliance with all applicable fire safety codes and standards by contracting with a fire safety inspector certified by the State Fire Marshal under F.S. 633.216.081.

The Board shall provide reasonable access to all construction documents upon request by the local county, municipality, or independent special fire control district.

C. Design Services:

The Board or volunteer service organization which undertakes any project that includes new construction, addition, remodeling, and structural modifications shall have plans and specifications prepared by a licensed design professional as required by State Requirements for ~~Education~~ Educational Facilities 4.1(2).

Board approved projects will be governed by the standard District contracts. Volunteer project sponsor(s) will submit a standard partnership agreement for project approval prior to commencement of work.

D. Contractors:

All construction on Board-owned property including volunteer or service organization projects, shall be performed by State-certified or licensed general contractors and subcontractors, or locally registered subcontractors where their registration is valid, as required by State Requirements for Educational Facilities 4.1(5) and shall follow approved processes as described under Florida statute.

F.S. 553.73, The Florida Building Code, as amended
~~2010 Florida Building Code~~

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|-------|---|
| Legal | F.S. 468.604 |
| | F.S. 1013.37 |
| | F.S. 1013.38 |
| | F.A.C. 6A-2.0010 (State Requirements for Educational Facilities) 2010 Florida Building Code |

Last Modified by Patricia Grapner on April 28, 2025



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|--------------|---|
| Book | Policy Manual |
| Section | Special Update September 2024 REVISED |
| Title | EMERGENCY MANAGEMENT, EMERGENCY PREPAREDNESS, AND EMERGENCY RESPONSE AGENCIES |
| Code | po8420 fsj 1/20/24 BD 2/7/25 BH 2/11/25 |
| Status | |
| Adopted | June 13, 2017 |
| Last Revised | May 14, 2024 |

8420 - **EMERGENCY MANAGEMENT, EMERGENCY PREPAREDNESS, AND EMERGENCY RESPONSE AGENCIES**

Emergency Management and Emergency Preparedness

The School Board recognizes that its responsibility for the safety of students and staff requires that it formulate and prescribe in consultation with appropriate public safety agencies emergency management and emergency preparedness procedures for all public schools in the District, including emergency notification procedures for life-threatening emergencies, including, but not limited, fires; natural disasters; bomb threats; weapon-use, hostage and active shooter situations; hazardous materials or toxic chemical spills; weather emergencies, including hurricanes, tornadoes, and severe storms; and exposure as a result of a manmade emergency and that such emergencies are best met by preparedness and planning.

Policies and procedures for emergency drills and fire drills shall be developed in consultation with the appropriate public safety agencies, including at a minimum, law enforcement, fire service, and emergency management.

The active shooter situation training for each school must engage the participation of the School Safety Specialist, threat assessment team members, faculty, staff, and students.

Pursuant to Policy 8405 - *School Safety and Security*, the Superintendent (in conjunction with the School Safety Specialist) shall develop, and revise as necessary, a School Safety Plan to provide for the safety and welfare of the students and staff, as well as a system of emergency preparedness and accompanying procedures that provide for the following:

- A. a listing of the commonly used alarm system response for specific types of emergencies and verification by each school that drills have been provided as required by law, State Board of Education rules and fire protection codes;
- B. the health and safety of students and staff are safeguarded;
- C. students are helped to learn self-reliance and trained to respond sensibly to emergency situations;
- D. the system is supported by ongoing training that will include practical application and appropriate "drills" as required by F.S. 1006.07;
- E. evacuation drills should represent actual emergencies, including, but not limited to a firearm, natural disasters, and bomb threats;
- F. emergency egress and relocation drills (including, but not necessarily limited to, fire drills) in accordance with the requirements of the Florida Fire Prevention Code, the Fire Code (NFPA 1), and the Life Safety Code (NFPA 101);

- G. drills for active shooter and hostage situations must be conducted in accordance with developmentally appropriate and age-appropriate procedures as specified in State Board of Education rules;
 - H. law enforcement officers responsible for responding to the school in the event of an active assailant emergency, as determined necessary by the sheriff in coordination with the District's School Safety Specialist, must be physically present on campus and directly involved in the execution of active assailant drills; and
- The District's School Safety Specialist must notify law enforcement officers at least twenty-four (24) hours before conducting an active assailant emergency drills at which such law enforcement officers are expected to attend.
- I. floor plans of each school must be provided to all community emergency responders in support of evacuation procedures.

Instructional and administrative personnel [**X**] as well as educational support employees and managers **[END OF OPTION]** as defined in F.S. 1012.01 who knowingly violate school safety requirements shall be subject to the District's progressive discipline policy which may include, but is not limited to, verbal warning up to termination of employment. The seriousness of the employee's violation of a school safety requirement and any prior disciplinary offenses will be taken into consideration in determining the appropriate discipline to be implemented.

All threats to the safety of District facilities, students, and staff shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness. Any aspect of the emergency preparedness plan and/or procedures that are included in the School Safety Plan shall remain confidential and exempt from public records disclosure in accordance with State law.

The Superintendent, as part of the development of the emergency preparedness plan and procedures, shall establish a schedule to test the functionality and coverage capacity of all emergency communication systems and determine if adequate signal strength is available in all areas of school campuses.

An after-action report must be completed following each emergency drill and fire drill. After-action reports must:

- A. identify the type of drill, location and date of the drill, participants, and involvement of law enforcement or other public safety agencies;
- B. describe actions taken by participants;
- C. analyze areas of success and areas where improvement is needed;
- D. include input from public safety agencies; and,
- E. include a plan for corrective action.

After-action reports must be submitted to the District school safety specialist for review fifteen (15) calendar days following completion of the drill.

Alyssa's Alert/Mobile Panic Alert System

In accordance with the requirements of F.S. 1006.07, the District shall implement a mobile panic alert system. The District will select a system under contract with FL DOE or procure a different system. The District will maintain current listings of mobile panic alert systems implemented by all public schools, including charter schools, within the District. Such list shall include the school name, address, and MSID number, and vendor or application implemented. The list will be provided to the Office of Safe Schools via e-mail by August 1, 2022, and will be updated within five (5) school days of a school opening or closing, or when any other change occurs that impacts the accuracy of District-provided information.

The District's mobile panic alert system will include mobile devices placed throughout each school campus. In determining the number and placement of devices needed to afford all staff members the ability to silently and easily activate a panic alert in the event of an on-campus emergency, the District will consider using a combination of fixed panic alert buttons, mobile and desktop applications, landline phone capabilities, and wearable panic alerts (such as on a lanyard).

The District's policies and procedures related to Alyssa's Alert/Mobile Panic Alert Systems will be developed in consultation with the County 911 authority and local emergency management office to ensure that the system integrates with local public safety answering point (PSAP) infrastructure to transmit calls and mobile activations.

List of Emergency Response Agencies

The primary emergency response agencies that are responsible for notifying the District for each type of emergency are as follows:

A. Fires:

Hernando County Sheriff's Office Dispatch Center

B. Natural Disasters:

Hernando County Emergency Management Office

C. Bomb Threats:

Hernando County Sheriff's Office Dispatch Center

D. Weapon-Use, Hostage, and Active Shooter Situations:

Hernando County Sheriff's Office Dispatch Center

E. Hazardous Materials or Toxic Chemical Spills:

Hernando County Sheriff's Office Dispatch Center

F. Weather Emergencies, Including Hurricanes, Tornadoes, and Severe Storms:

Hernando County Emergency Management Office

G. Exposure as a Result of a Manmade Emergency:

Hernando County Emergency Management Office

In accordance with notification procedures adopted by the Superintendent, timely notification will be provided to the parents/guardians of District students who are likely to be impacted by critical incidents, threats, unlawful acts and significant emergencies that occur on school grounds, while using school transportation, or during school-sponsored activities.

Individuals who have authority to enact emergency procedures such as fire alarm or active threat on campus include any and all employees of the District (i.e., District staff, principals and administrators, teachers, school-based and District support staff), and/or emergency first responders (e.g., law enforcement and fire rescue personnel).

The individual(s) responsible for contacting the primary emergency response agencies listed above are as follows:

- A. Director of Safe Schools;
- B. Fire Official/Plans Examiner;
- C. Assistant Superintendent of Business Services and Operations;
- D. Principals and administrators;
- E. teachers and staff.

The information in this section shall be part of the School Safety and Security Plan, and, therefore, confidential.

Revised 8/27/19

Revised 3/8/22

Revised 12/13/22

Revised 5/14/24

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Legal

Florida Fire Prevention Code (F.S. 633.202)

F.S. 1001.43

F.S. 1006.07

F.S. 1013.13

Fire Code (NFPA 1)

Life Safety Code (NFPA 101)

F.A.C. 6A-1.0018

Last Modified by Patricia Grapner on April 28, 2025



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|--------------|--|
| Book | Policy Manual |
| Section | Public Participation at Board Meetings REVISED |
| Title | PUBLIC PARTICIPATION AT BOARD MEETINGS |
| Code | po0169.1 mc 1/14/25 |
| Status | |
| Adopted | June 13, 2017 |
| Last Revised | December 12, 2023 |

0169.1 - **PUBLIC PARTICIPATION AT BOARD MEETINGS**

The School Board recognizes the value to school governance of receiving input from the public ~~comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.~~ To maintain orderly conduct and proper decorum at its meetings, this policy sets forth the Board's viewpoint-neutral rules related to public input at Board meetings, which are limited public forums.

(x) Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Board.

For purposes of this policy, a proposition is an item before the Board for a vote, and includes, but is not necessarily limited to, all items on the agenda noted as unfinished business, consent, ~~x]~~ and nonconsent. A proposition may also include a vote on a motion to rescind or to amend action previously taken, but does not generally include items on the special order agenda. A proposition does not include items wherever found on the agenda upon which the Board votes in its quasi-judicial capacity. Propositions do not include the following:

- A. an official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Board to act;
- B. an official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
- C. a meeting that is exempt from F.S. 286.011 (the Public Meetings Law); or,
- D. a meeting at which the Board is sitting in its quasi-judicial capacity.

Nothing in this policy otherwise limits the right of an individual to be heard as otherwise required by law or Board policy.

The Board has adopted a Code of Civility which requires all participants to engage in meaningful but civil communication. Speakers addressing the Board during the Public Comment Period shall refrain from making disparaging remarks about any individuals and shall abide by the Code of Civility. Speakers shall therefore be prohibited from using loud or offensive language, heckling, disruptive behavior, verbal outbursts, inappropriate gestures, profanity, or any other language or statement that, in the discretion of the Board Chair, or designee, is intended to bully, belittle, tease, or demean another

individual or that is otherwise abusive or obscene. No personal accusatory, slanderous, or derogatory comments, which identifies an individual by position or proper name shall be permitted.

For purposes of the policy, a proposition is an item before the Board for a vote, and includes, but is not necessarily limited to, all items on the agenda noted as unfinished business, consent, and nonconsent. A proposition may also include a vote on a motion to rescind or to amend action previously taken, but does not generally include items on the special order agenda.

The opportunity to be heard need not occur at the same meeting at which the Board takes official action on the proposition if the opportunity occurs at a meeting that is during the decision-making process and is within reasonable proximity in time before the meeting at which the Board takes the official action. ~~This policy does not prohibit the Board from maintaining orderly conduct or proper decorum in a public meeting.~~

☒ The portion of the meeting during which participation of the public is invited shall be limited to a total of 3 minutes, unless adjusted by a vote of the Board. Public input will be received prior to the Board taking official action on a proposition.

Requirements When Providing Public Input

When providing public input, an individual must adhere to the following requirements:

- A. Individuals desiring to provide public input must complete a public input form with their name and identify the ☒ proposition or matter on which the individual desires to speak.
- B. Individuals will be given the opportunity to speak in the order in which their form is received.
- C. Each individual speaker shall be allotted up to a total of 3 minutes. The time period may be adjusted by the presiding officer.
- D. Individuals who have filled out the Board's public input form ☒ may not delegate their allotted time to speak to other individuals.

If the number of individuals signed up to provide public input exceeds the number of minutes designated for public input, ☒ the total allotted time for public input may be prorated evenly among all individuals who have completed a public input form.

- E. Rather than all member of groups or factions desiring to speak on a particular matter at meetings in which a large number of individuals wish to be heard, the Board encourages representatives of such groups or factions to address the matter in their representative capacity.
- F. Individuals may not utilize any demonstrative aids when providing public input.

~~The opportunity to be heard is subject to policies adopted by the Board as follows:~~

~~A. Guidelines regarding the amount of time an individual has to address the Board:~~

- ~~1. Each statement made by a member of the public shall be limited to three (3) minutes duration. Persons will be recognized in the order in which the requests were received.~~
- ~~2. The time period may be adjusted by the presiding officer or factions for or against a proposition addressing the Board at meetings in which a large number of individuals wish to be heard, the Board encourages representatives of such groups or factions to address the proposition in their representative capacity.~~

~~B.~~

~~C. Procedures or forms for an individual to use in order to inform the Board of a desire to be heard:~~

~~Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting by completing a speaker's form at the entry of the meeting room indicating his/her support, opposition, or neutrality on a proposition; and indicating his/her designation of a representative to speak for him/her or his/her~~

~~group on a proposition if s/he so chooses.~~

- D. ~~Designated period of time for public comment.~~
E.

~~Participation of the public is invited at the end of the meeting and shall be limited to sixty (60) minutes, unless extended by a vote of the Board.~~

~~The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.~~

Additional Rules of Decorum and Conduct

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct. Pursuant to Florida law, the presiding officer may request that a law enforcement authority or sergeant-at-arms designated by the presiding officer remove a disorderly individual when such individual fails to adhere to the Board's rules after being warned that continued interference with the orderly processes of the meeting will result in removal.

The presiding officer shall be guided by the following rules:

- A. ~~Public input participation~~ shall be permitted as indicated on the order of business and before the Board takes official position on any action item under consideration.
- B. ~~Individuals~~ ~~Participants~~ must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
- C. ~~All statements shall be directed to the presiding officer; no person may address or question Board members individually.~~ Staff members shall not be expected to answer questions from the audience unless called upon by the ~~presiding officer~~ ~~Board Chairperson~~ or the Superintendent.
- D. ~~Audio Tape~~ or video recordings are permitted under the following conditions:
 1. No obstructions are created between the Board and the audience.
 2. No interviews are conducted in the meeting room while the Board is in session.
 3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.
- E.
 1. An obscene statement may include, but is not necessarily limited to, language or gestures that are crude, abusive, vulgar, offensive, pornographic, or indecent. A statement that is threatening in nature is one containing language meant to frighten or intimidate one (1) or more specified persons into believing they will be harmed by the speaker or someone acting at the speaker's behest. An abusive statement shall be understood to mean containing language that is harsh, insulting, cruel, or malicious.
 2. (x) stop, interrupt, or warn an individual when the individual shouts, uses profanity, causes a disruption to the Board's ability to maintain orderly conduct and proper decorum, or engages in conduct that constitutes a violation F.S. 877.13;
 3. (x) request any individual to stop speaking and/or leave the meeting when that person ~~does not observe reasonable decorum~~ fails to adhere to the Board's rules of decorum and conduct;
 4. (x) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 5. (x) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

~~These exceptions do not affect the right of a person to be heard as otherwise required by law or Board policy.~~

~~No Board action shall be taken on requests made during public discussion unless the Board declares the matter to be an emergency in accordance with current law. Any other requests that the Board chooses to take action on shall be placed on an agenda for a subsequent meeting.~~

~~The requirement for public comment on action items does not apply to:~~

~~an official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Board to act;~~

~~an official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;~~

~~a meeting that is exempt from F.S. 286.011 (the Public Meetings Law); or~~

~~a meeting at which the Board is sitting in its quasi-judicial capacity.~~

F.S. 877.13

F.S. 1001.372

Revised 12/12/23

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|-------|---------------|
| Legal | F.S. 286.011 |
| | F.S. 286.0114 |
| | F.S. 877.13 |
| | F.S. 1001.372 |

Last Modified by Patricia Grapner on April 28, 2025

B. Item Currently Not Budgeted -**

Funding Source _____

Account Name _____

Account Number _____

Fund Function Object Cost Center Project Sub Project

Amount \$ _____

C. History

Check one:

Prior Year Budget: ☐

New for Current Year: ☐

Prior Year Approved Budget: \$ _____

Prior Year Actual Spent: \$ _____

554



Hernando School District

School Board Workshop

Agenda Item # 5. 25-3021

5/20/2025

Title and Board Action Requested

Presentation of 2025 Survey Results for Staff, Parent and Student Annual Engagement Surveys

Executive Summary

The Director of Labor Relations & Professional Standards, the Director of Communication, and the Director of Research and Accountability, on behalf of the Superintendent of Schools, hereby requests the Board to review the results of each of the three surveys to see the progress that has occurred with each of the stakeholder groups involved.

My Contact

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Aaron Ellerman

Director of Communications

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Sonsee Sanders

Director of Research & Accountability

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2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



HERNANDO
SCHOOL DISTRICT

Employee Engagement Survey 2025

Hernando School District

2,531 Responses
81% Participation

Survey Summary

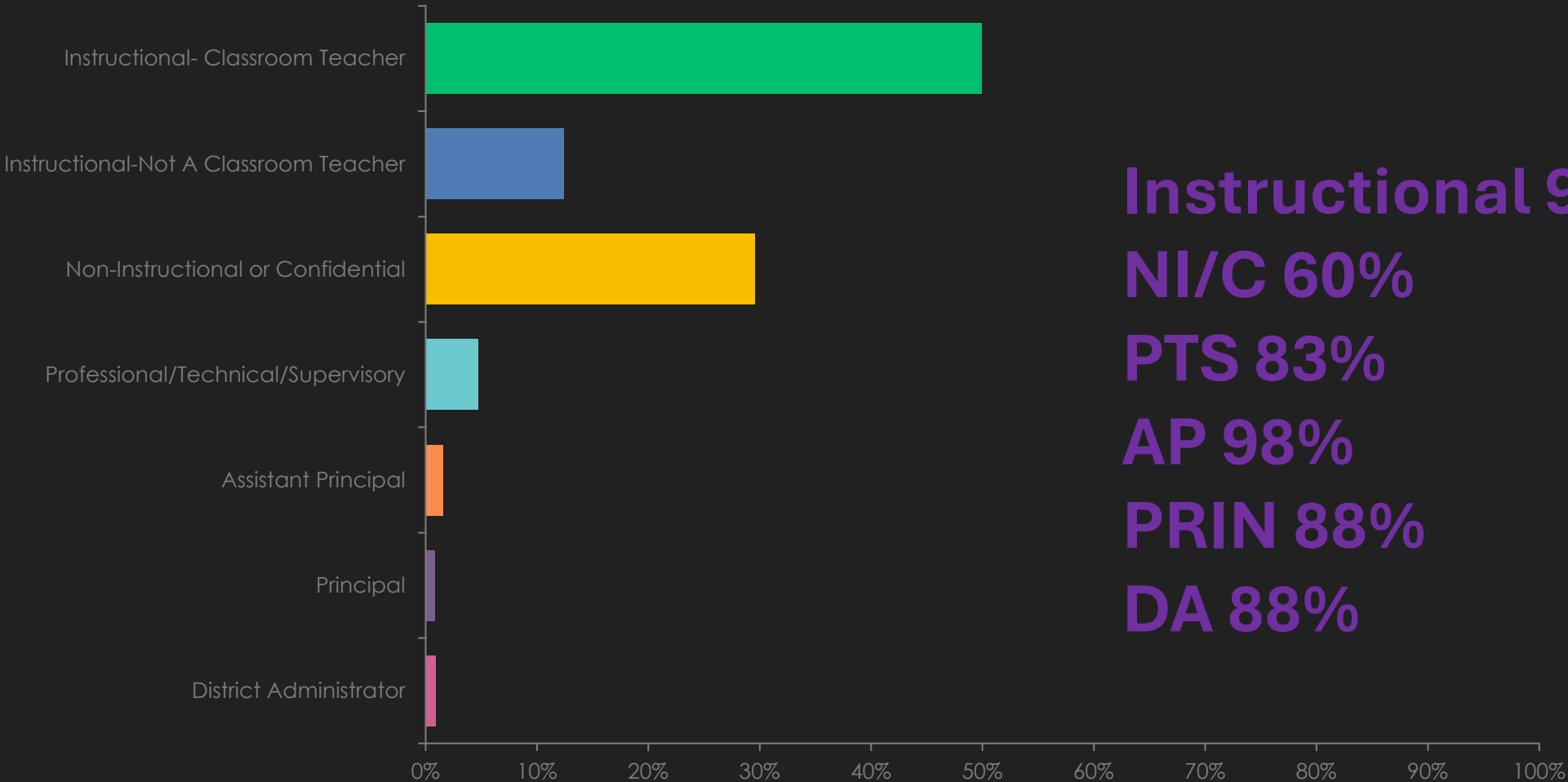
- Looked at the combination of strongly agree and agree to be agreement regarding ratings.
- Trends suggest a positive trend from 2024 to 2025 with an overall 1.38 increase in agreement.
- Trends are even more positive comparing 2022 to 2025 with an overall 7.31 increase in agreement.
- Greatest increases from 2024 to 2025 with 2 percentage points or more was site celebrates employees, supervisor visible at site, supervisor gives constructive feedback, supervisor has positive impact, staff recognized, and workload reasonable.

Survey Summary

- All questions had over 76.77% agreement except workload being reasonable which was the lowest scored at 71.5%.
- There was over 90 % agreement in 12 of 24 categories compared to 7 of 22 last year.
- Two new questions related to safety preparation and feeling safe had high % of agreement with 95.58 and 96.3 respectively.

Q1: Please select your work role:

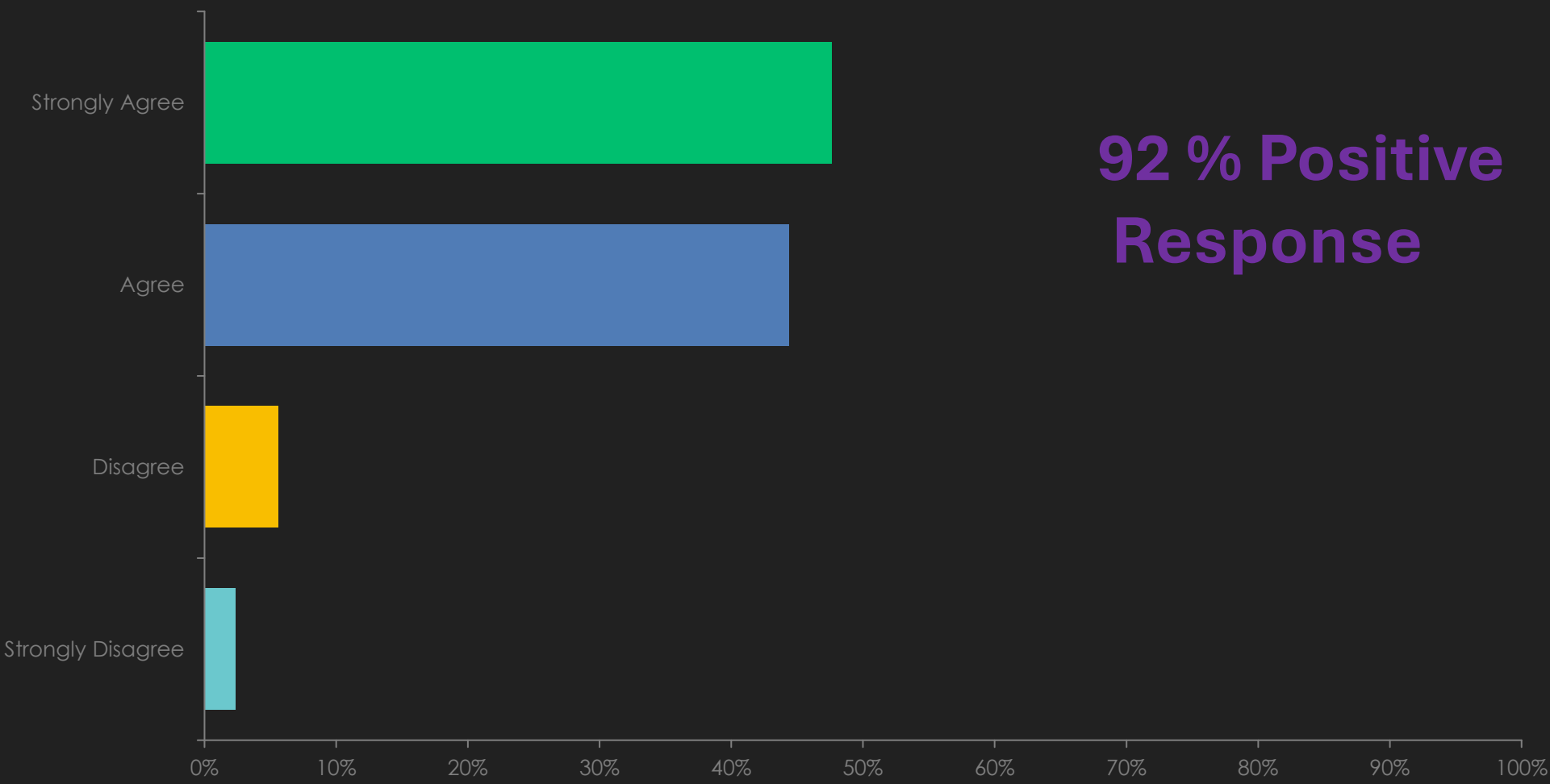
○ Answered: 2509 : 22



Instructional 95%
NI/C 60%
PTS 83%
AP 98%
PRIN 88%
DA 88%

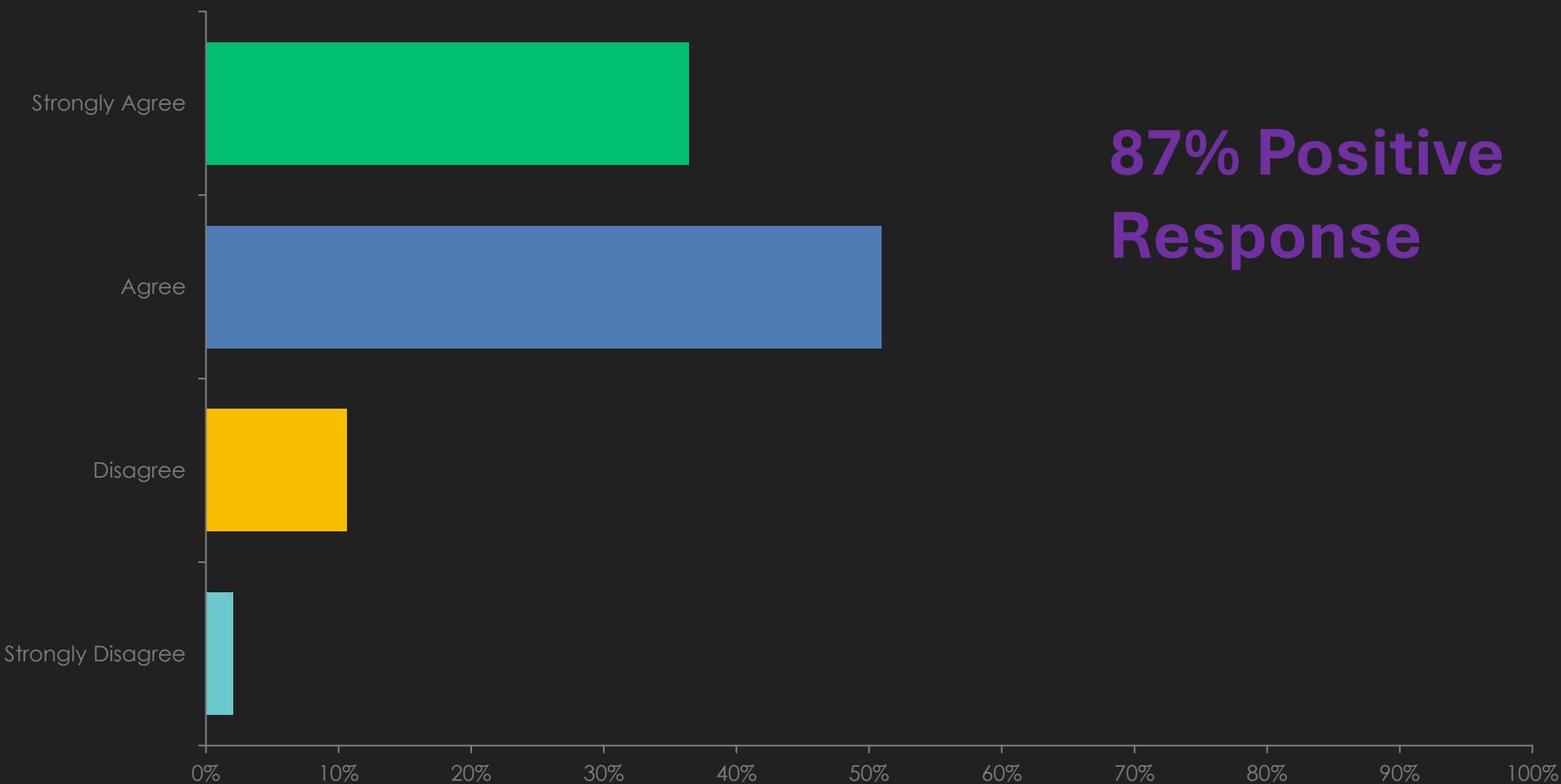
Q6: I feel I am a valued member of my team at my school, site, or department.

○ Answered: 2516 : 15



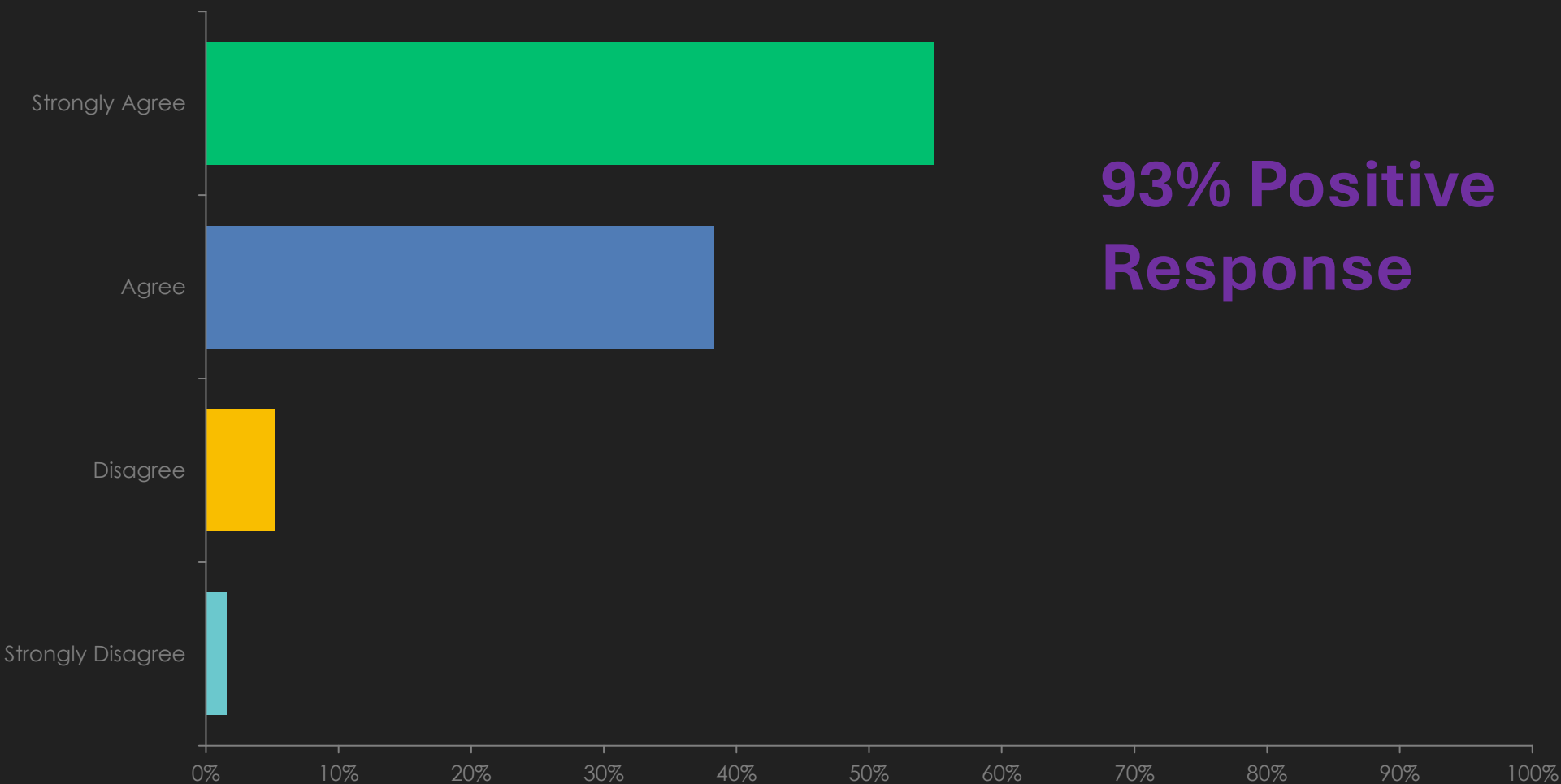
Q11: My site celebrates success that I or fellow employees achieve.

○ Answered: 2459 : 72



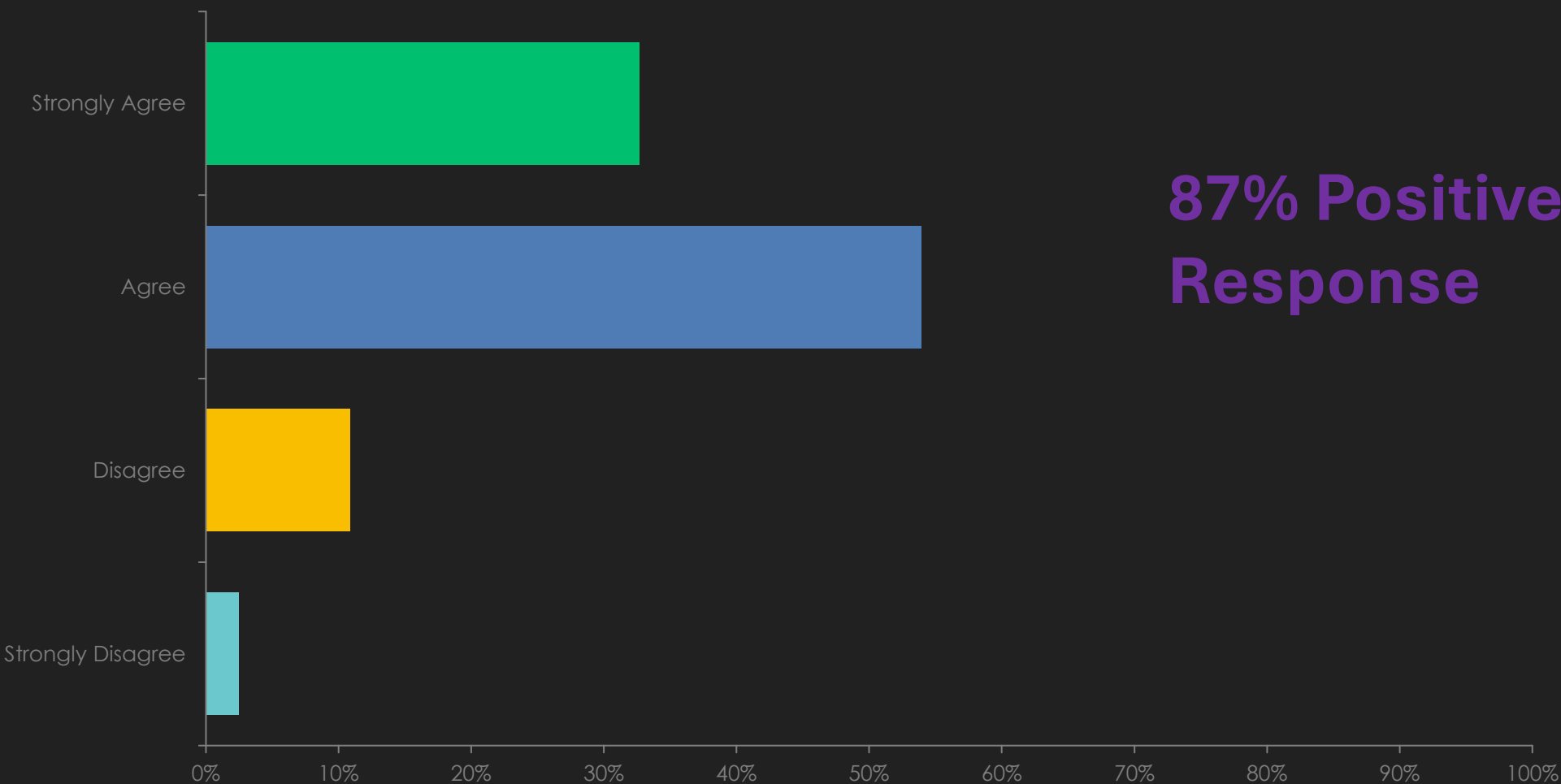
Q12: My supervisor is visible at my school, site or department.

○ Answered: 2464 : 67



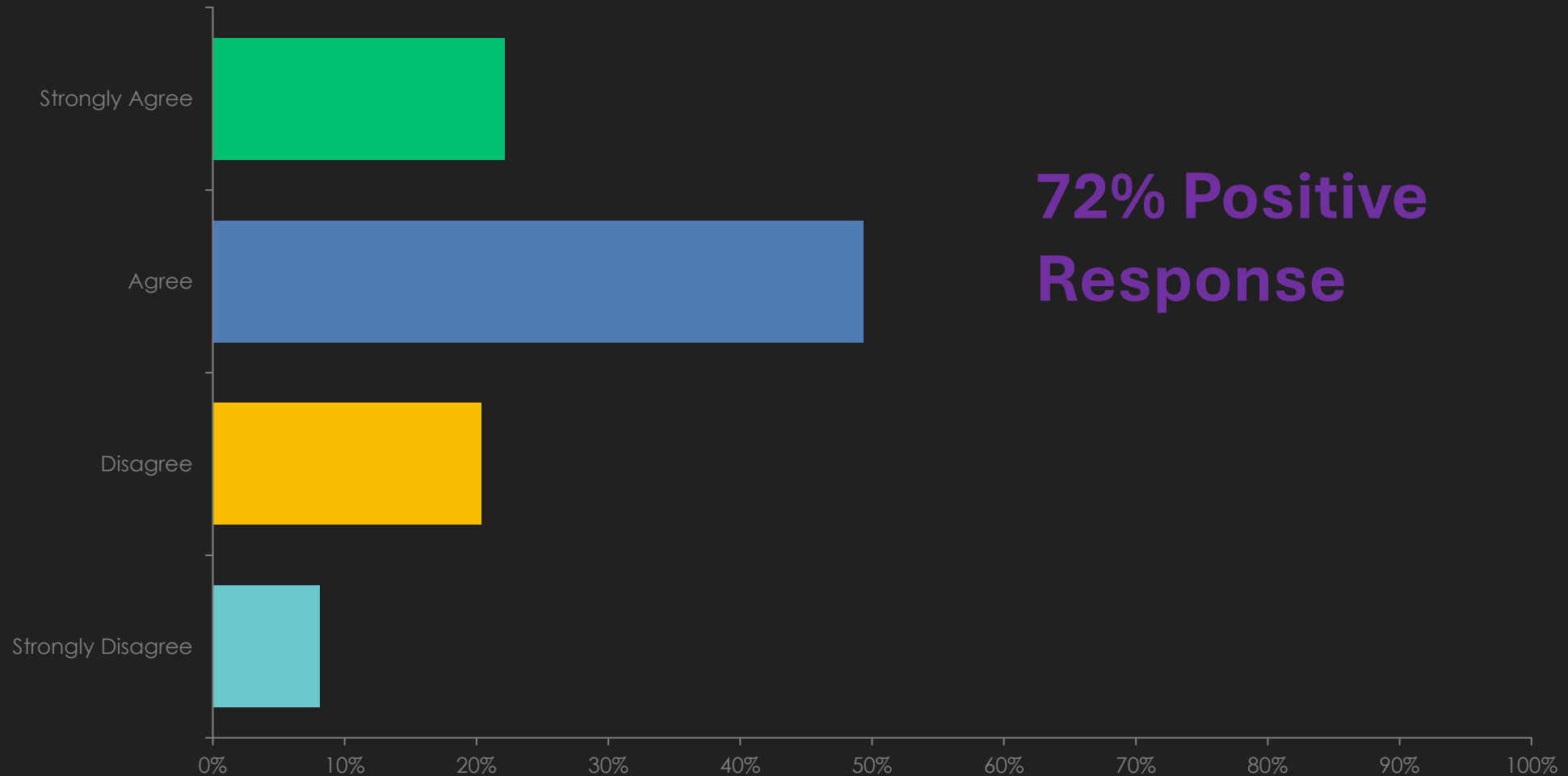
Q14: I would be comfortable to refer a good friend to work for the Hernando County School District.

○ Answered: 2462 : 69



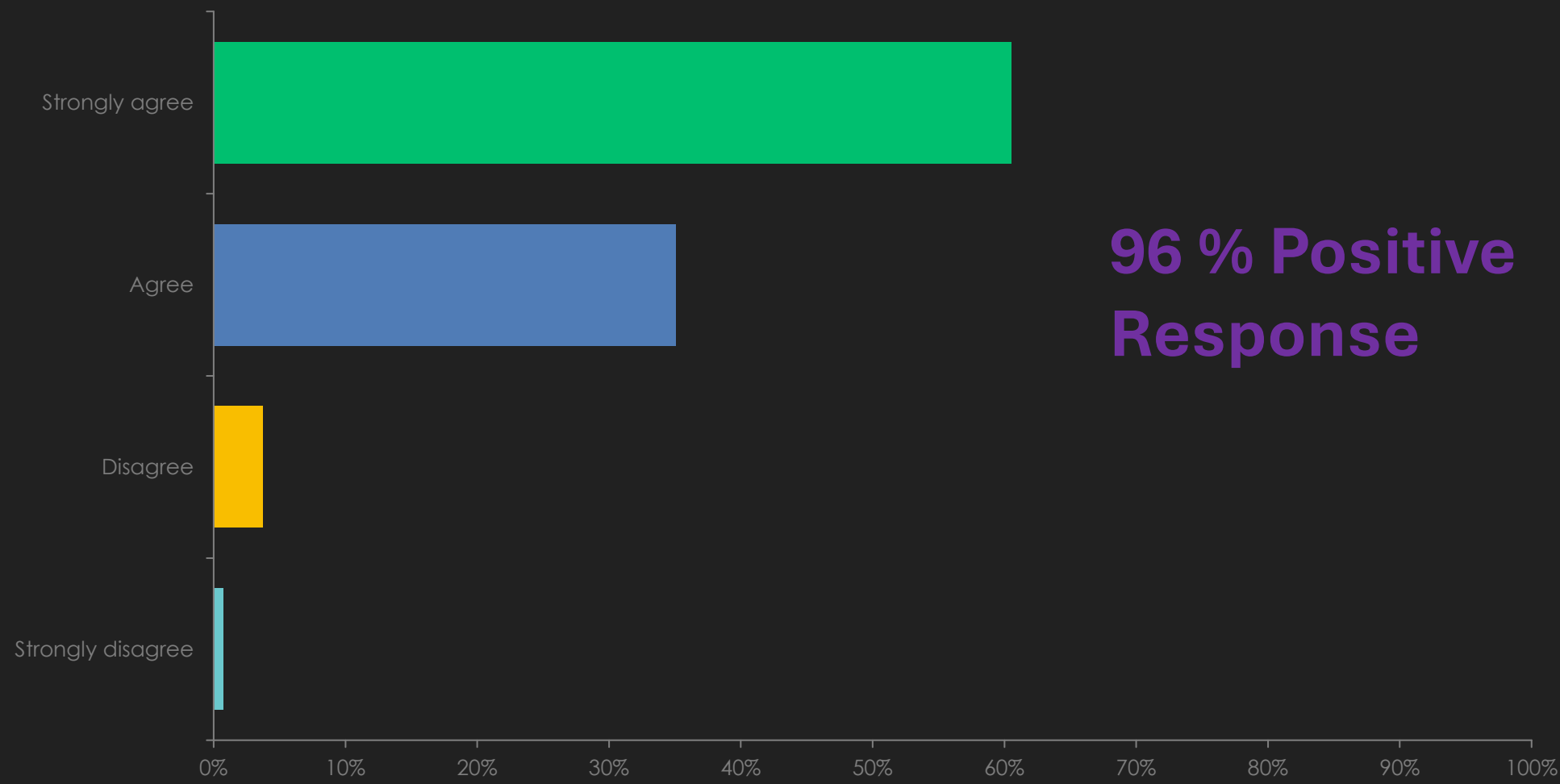
Q27: My workload is reasonable.

○ Answered: 2463 : 68



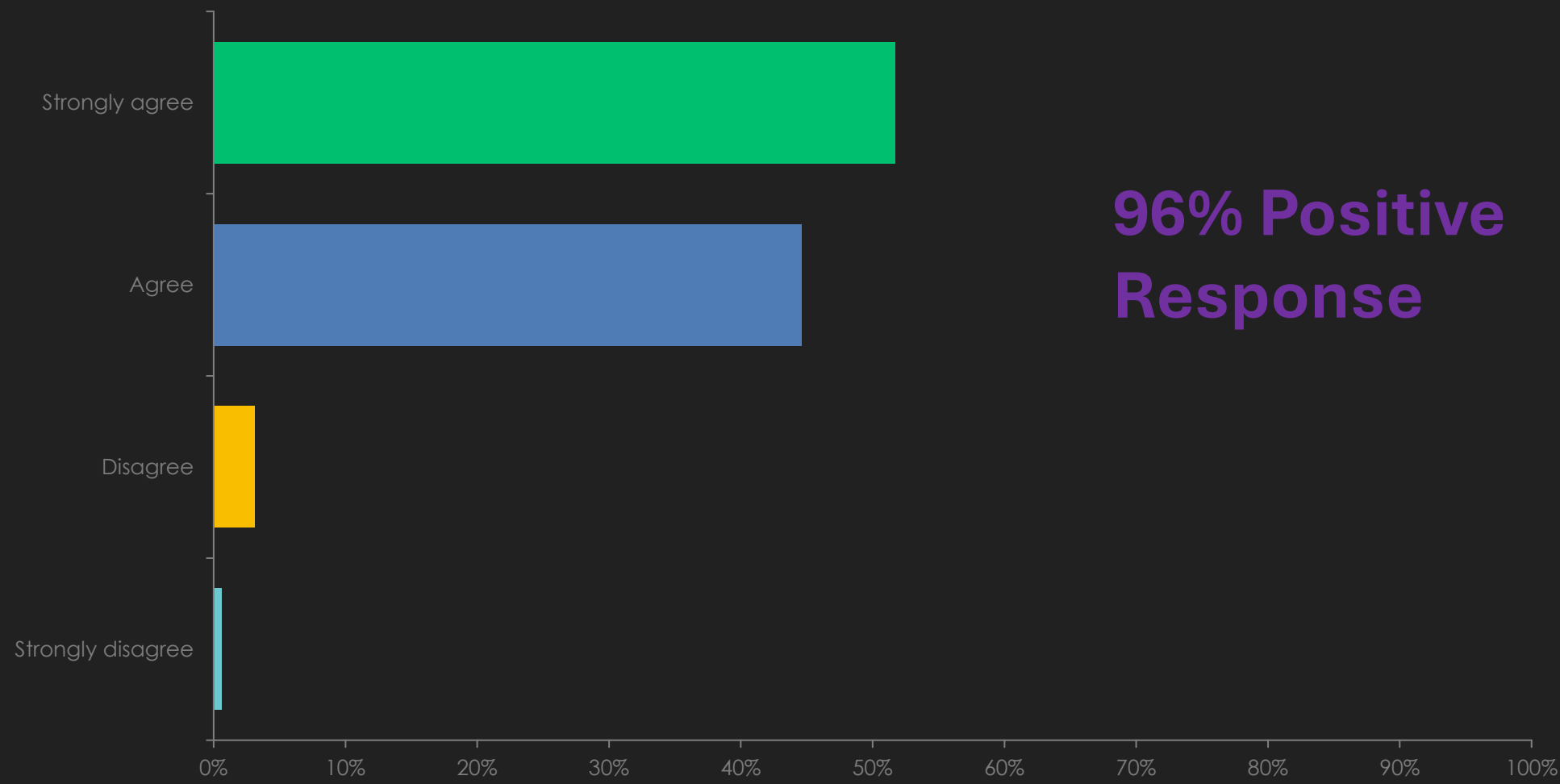
Q33: My worksite has drills/training for safety protocols, so I know what to do for an emergency. We practice sufficiently.

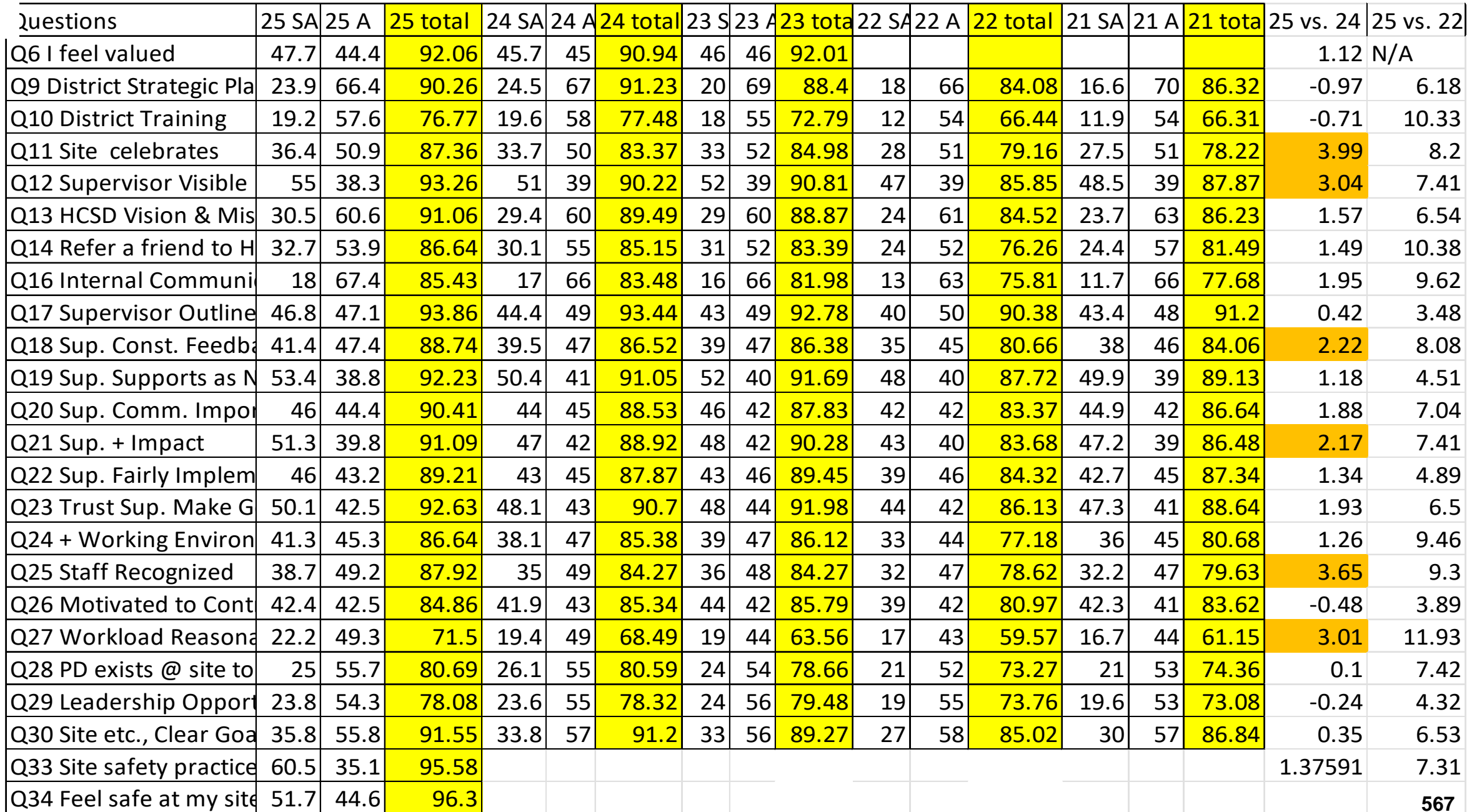
○ Answered: 2466 : 65



Q34: Due to at least one variable of safety procedures clearly articulated, adequate training or overall leadership, etc. I feel safe at my site.

○ Answered: 2464 : 67





Next Steps

- Data separated and shared out with supervisors and administrative teams.
- Data looked at by school committees to make action plans.
- Data was compared and contrasted like the 5-year data contrast for agreement. Also compare job types, etc.
- Each site sees their open-ended answers/responses that provides additional data.



HERNANDO
SCHOOL DISTRICT

Parent Engagement Survey 2025

Hernando School District

2,222 Responses

Survey Summary

Learning and Student Support

- 88% believe high learning standards are set
- 91% believe there is someone their student can go to for help

School Leadership

- 82% believe school admin are available, responsive, courteous
- 79% feel discipline is enforced fairly

Communications

- Preferred method of contact is ParentSquare and Text
- 90% feel the district adequately notifies for crisis

Survey Summary

School Safety

- 90% feel their school is safe
- 82% feel bullying isn't tolerated

Family Involvement

- 87% feel encouraged to be involved
- 82% feel their input is valued

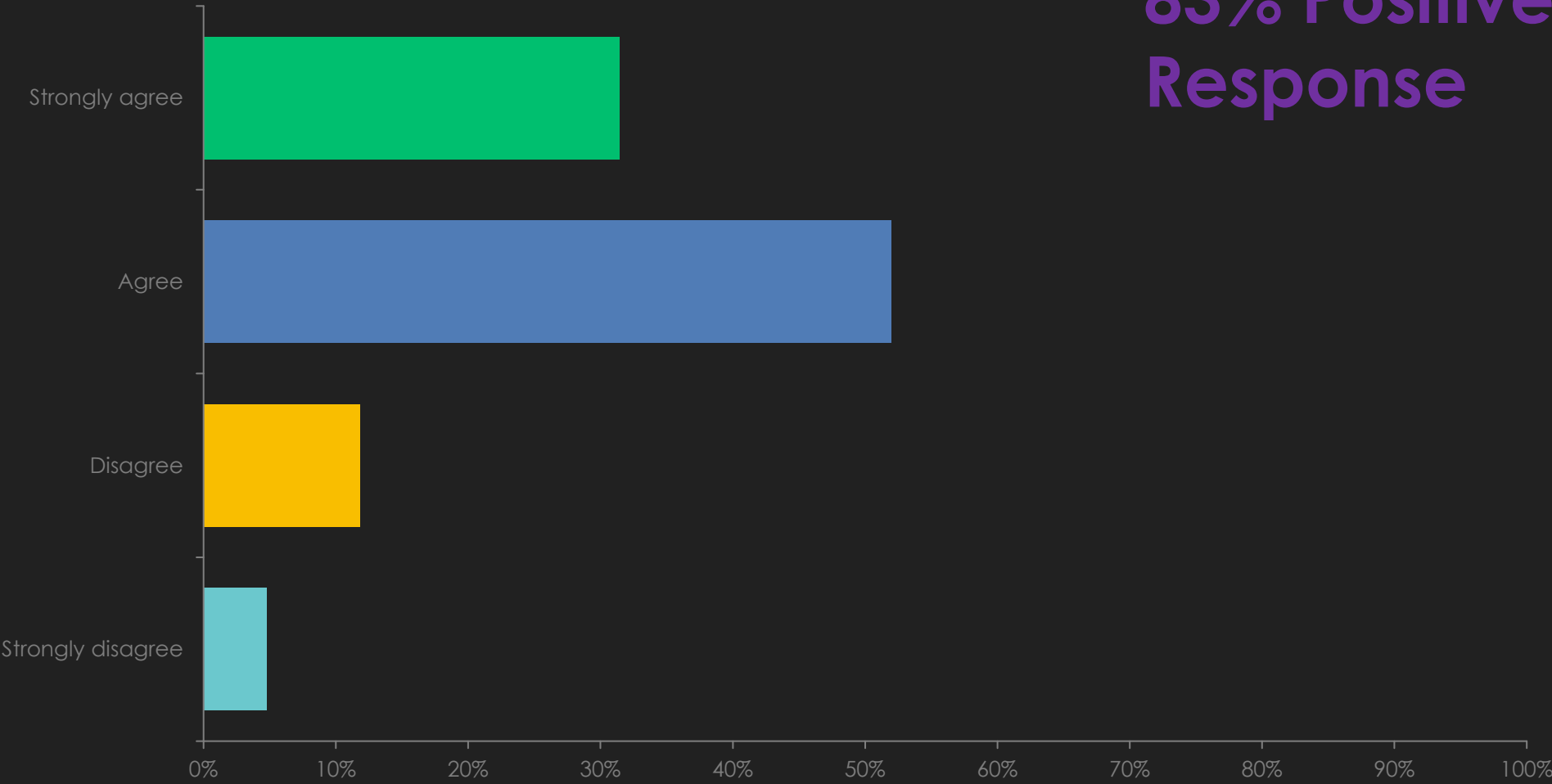
Customer Service

- Over 1200 qualitative responses about likes/recommendations
- 85% Likely to Refer

Q5: This school offers a variety of academic and extra-curricular options (i.e. electives or specials) that meet my child's learning needs.

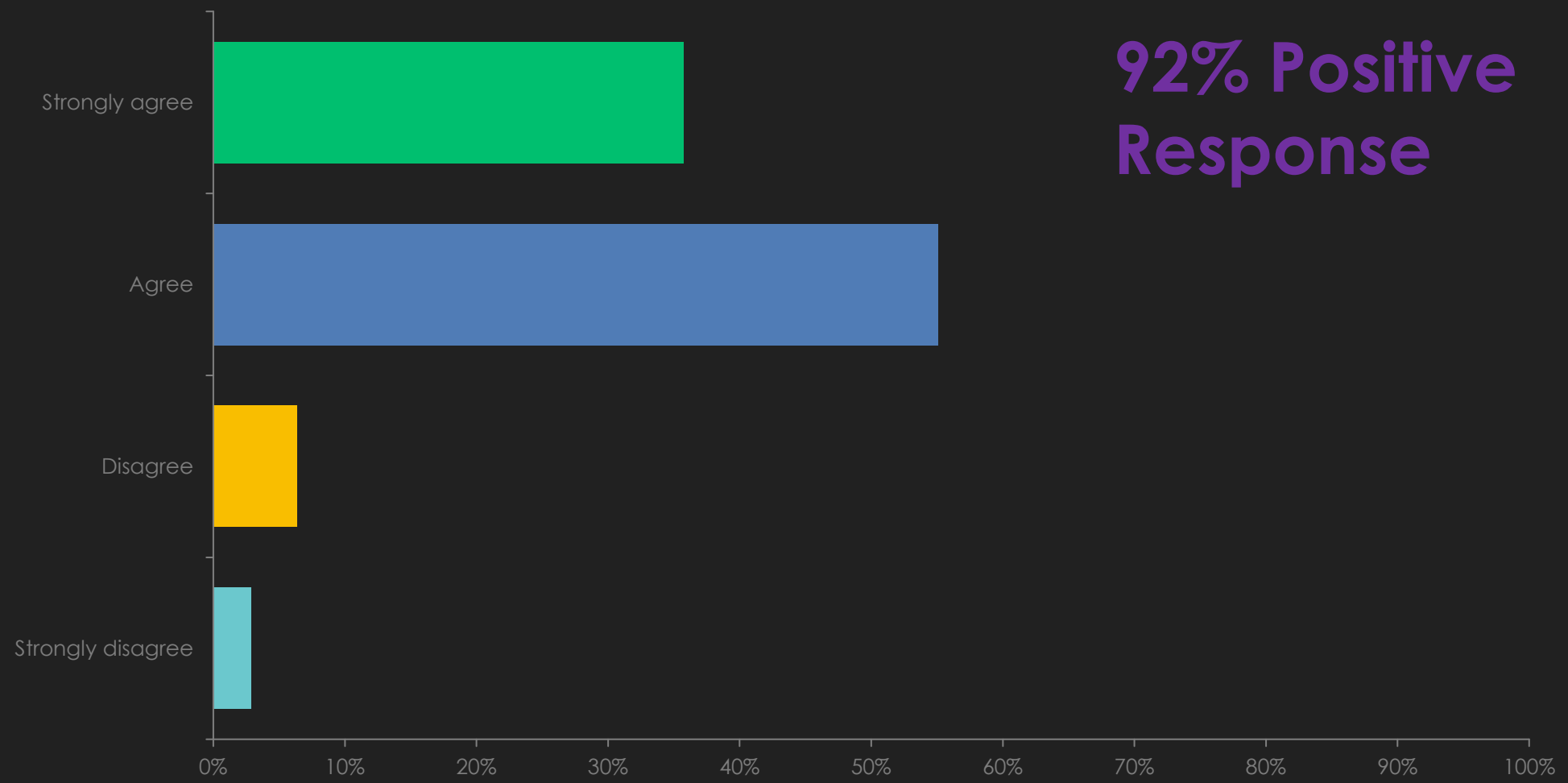
○ Answered: 1942 : 280

83% Positive Response



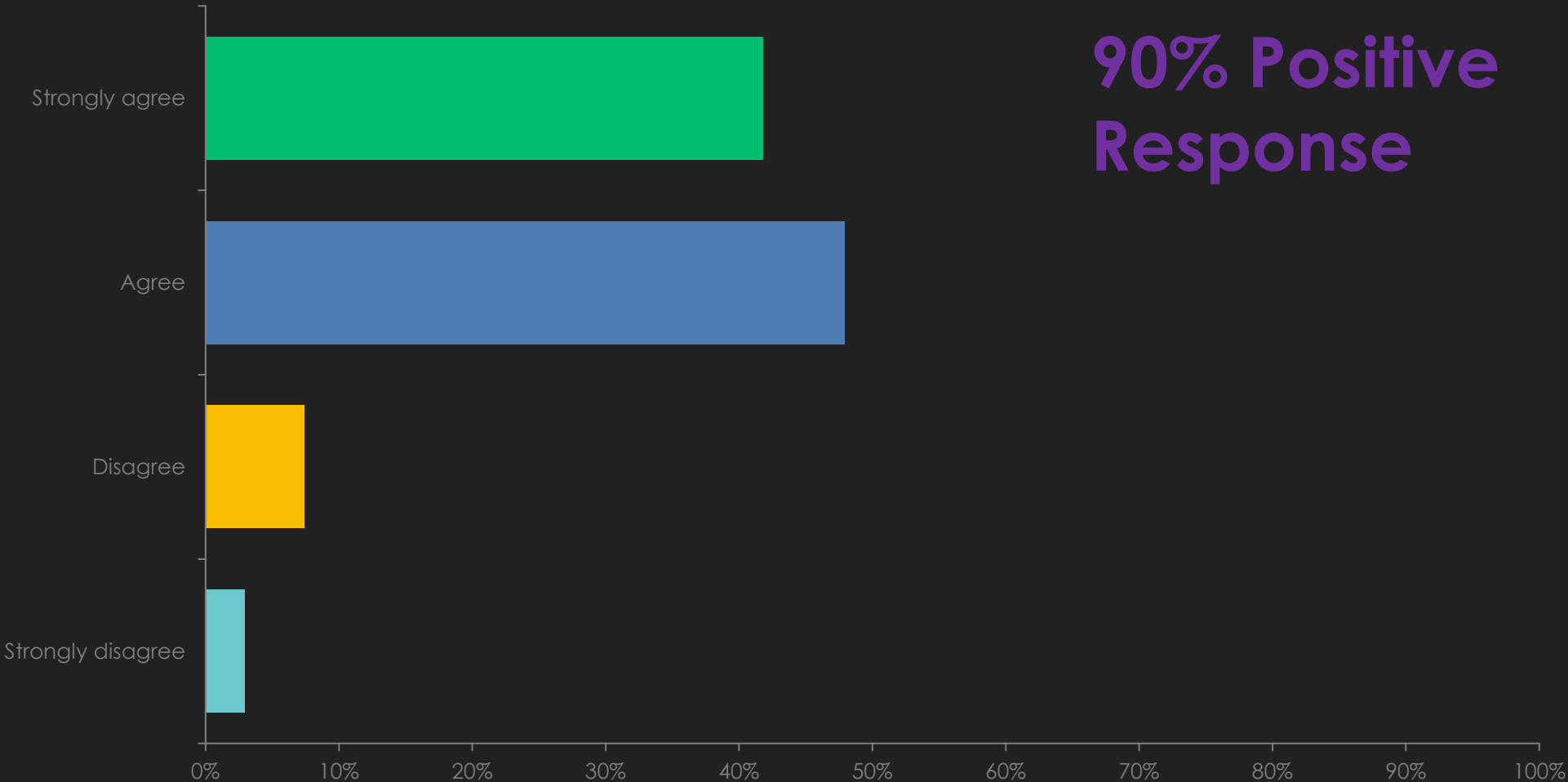
Q12: At this school, administrators implement processes and routines that help the school day, events and/or activities run safely and smoothly.

○ Answered: 1838 : 384



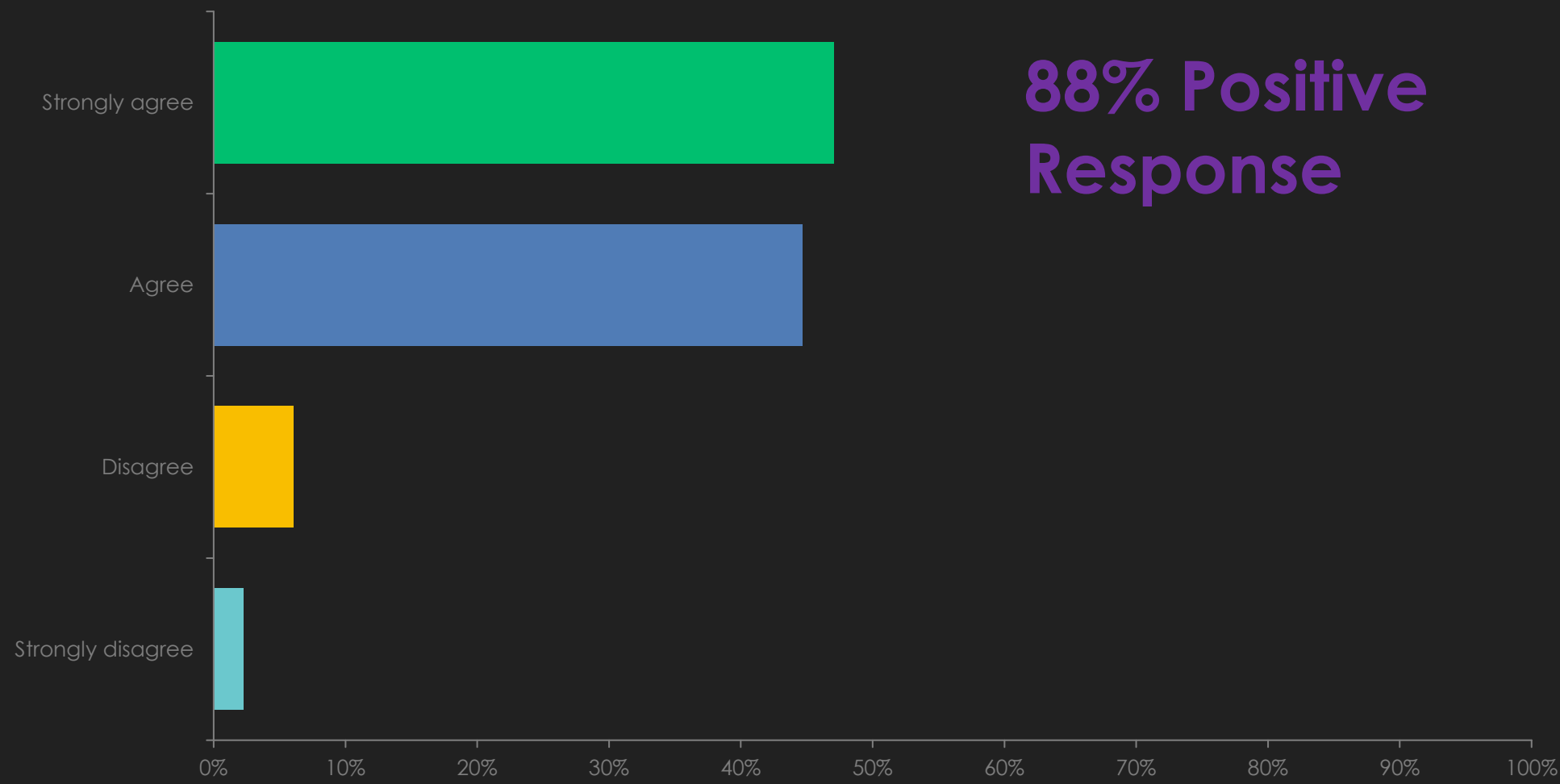
Q13: My child's school is clean, in good repair and a pleasure to visit.

○ Answered: 1832 : 390



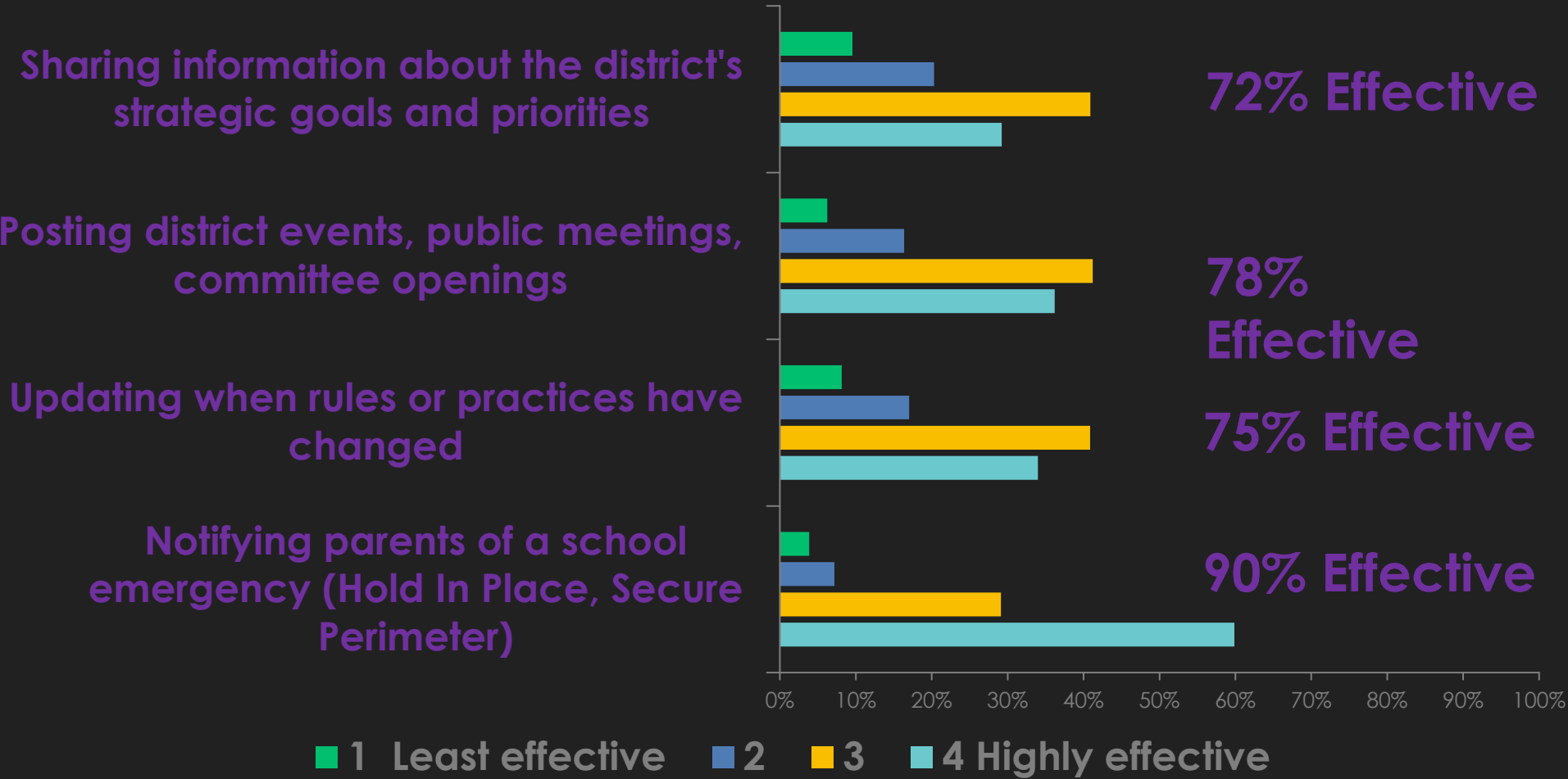
Q14: School staff use a variety of methods to share timely and important information about school news and activities with families.

○ Answered: 1769 : 453



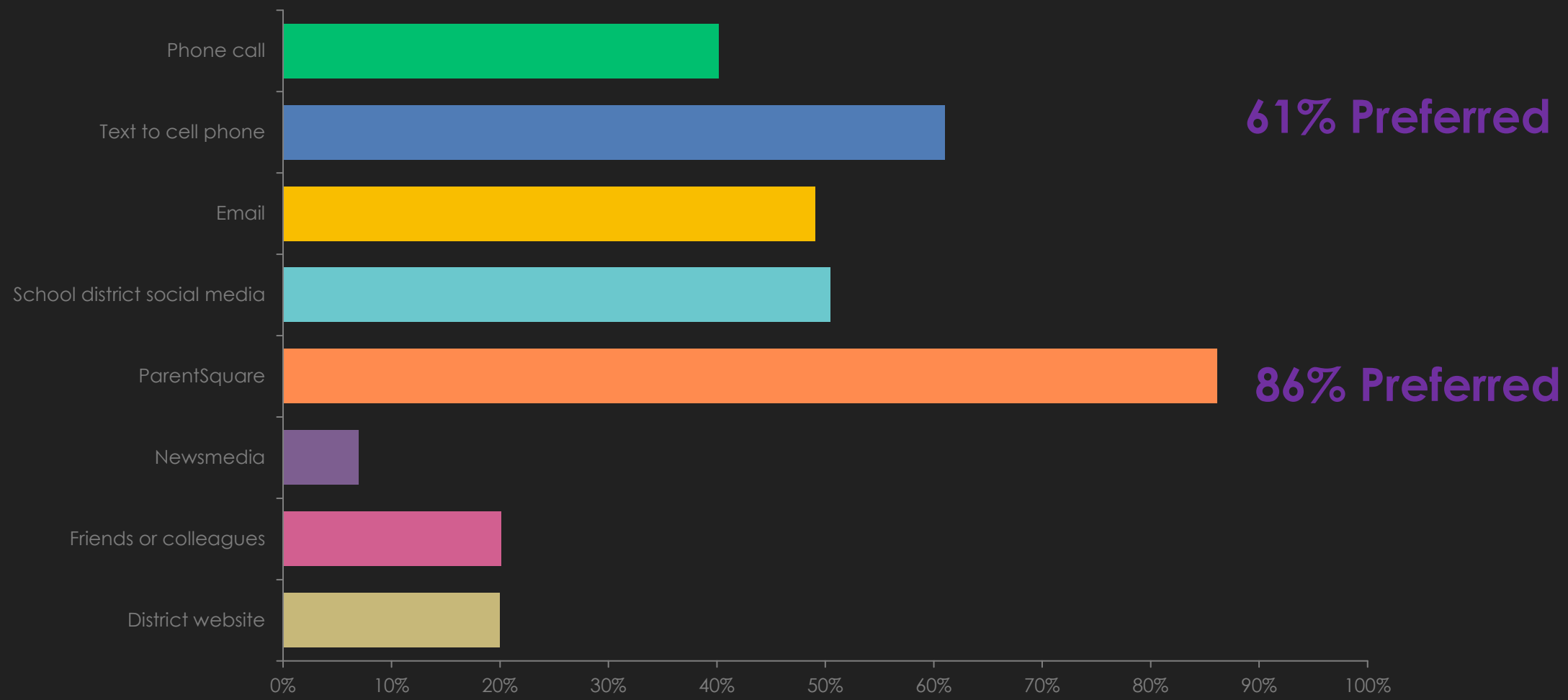
Q18: How effective are district communications in the following areas:

○ Answered: 1688 : 534



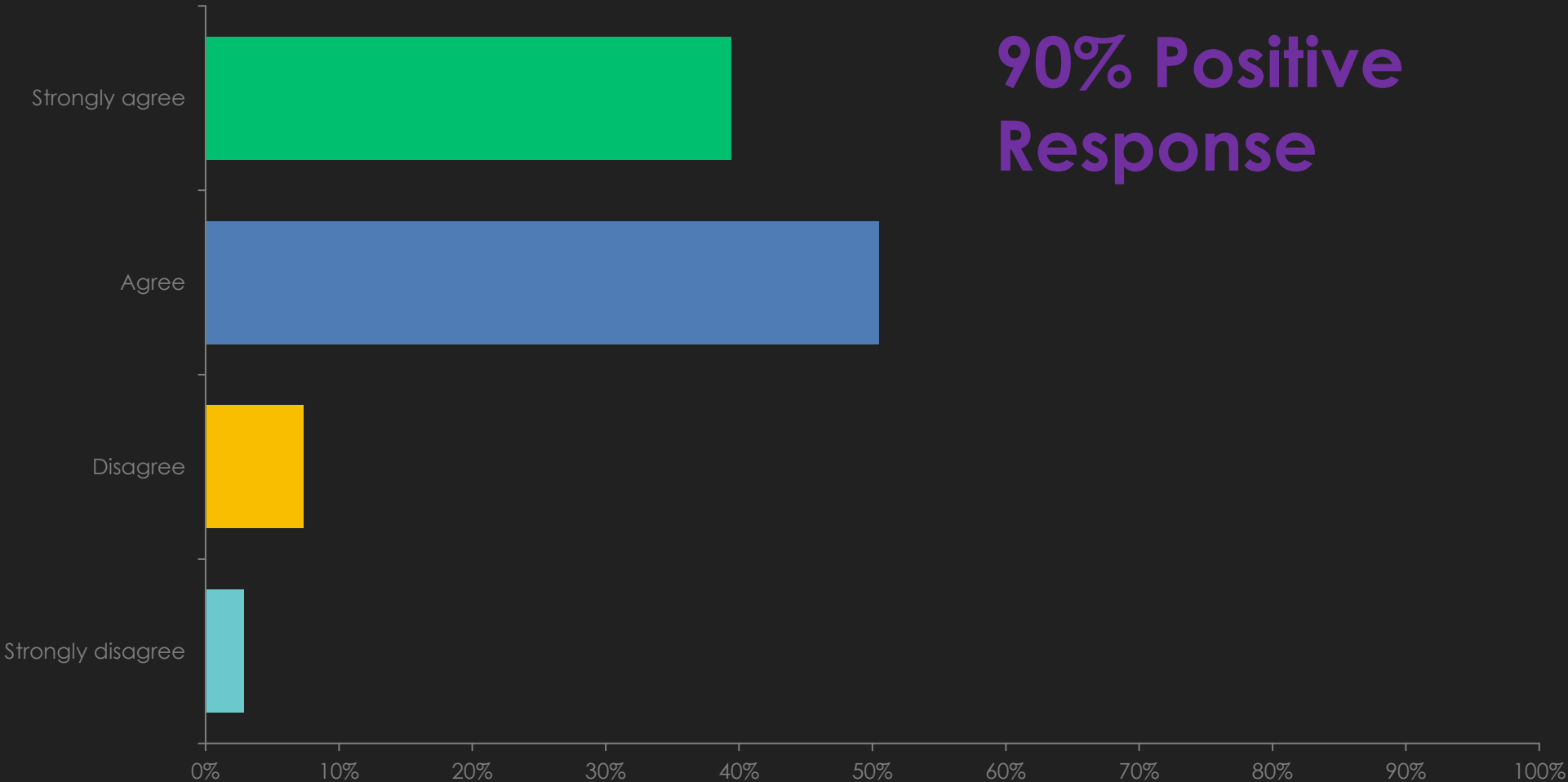
Q19: To learn about events, activities or issues related to the school district, I use the following tools (check all that apply):

○ Answered: 1682 : 540



Q23: My child's school is safe.

○ Answered: 1683 : 539



Next Steps

- Staff will decipher the results, recommend improvements where necessary, and address qualitative responses accordingly.
- Survey implementation strategy will be analyzed and adjustments made accordingly in order to continue implementing effective data collecting practices.



HERNANDO
SCHOOL DISTRICT

Student Engagement Survey 2025

Hernando School District

13,187 Responses
75% Participation

Emotional Engagement

- students feel part of a community
- develop individual relationships with peers and staff
- possess a growth mindset

Cognitive Engagement

- eager to learn
- think deeply and ask questions
- go above and beyond

Behavioral Engagement

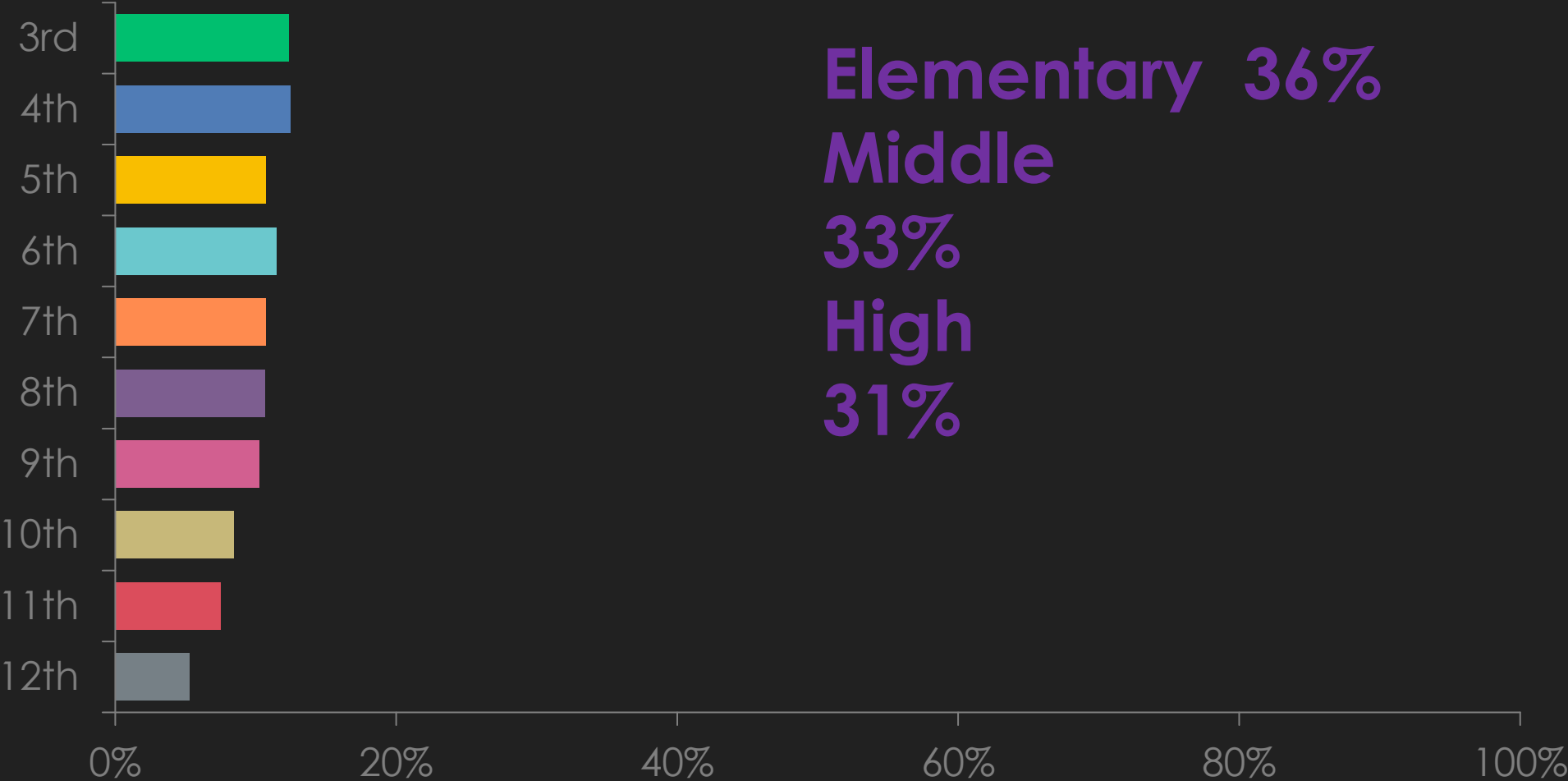
- observable act of students being involved in learning
- students' participation in academic activities
- come to class prepared and follow directions

The Importance of Emotional Engagement in Learning Content

“Without clear personal relevance, utility to one’s personal or professional success, or expected enjoyment, learners are less likely to attach personal meaning to new information – and are thus less likely to devote the attention required for learning to take place.”

Q2: I am in _____ grade.

○ Answered: 13156 : 31



Student Survey Strengths

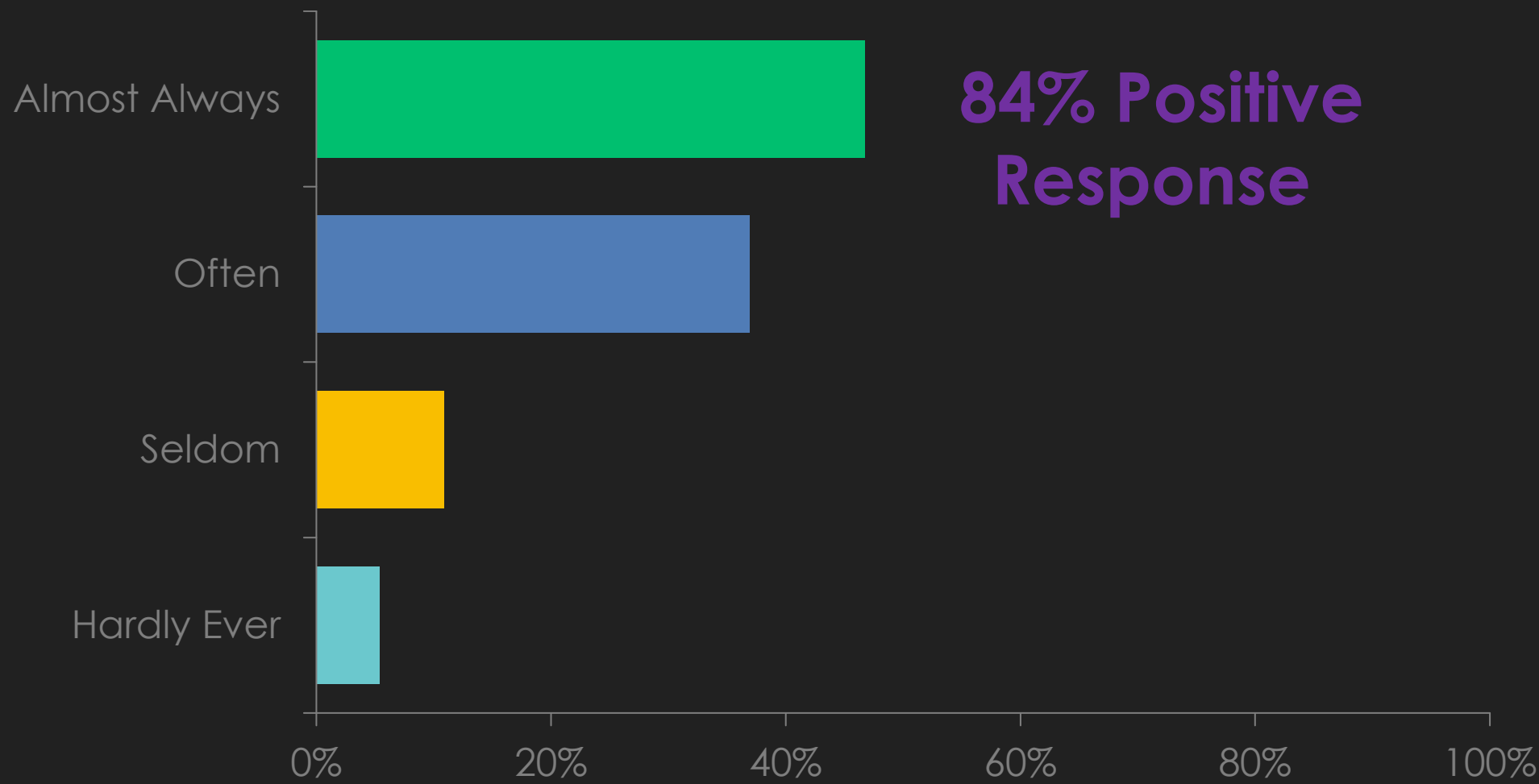
- Academic Support
- Self-Management
- Future Aspirations



HERNANDO
SCHOOL DISTRICT

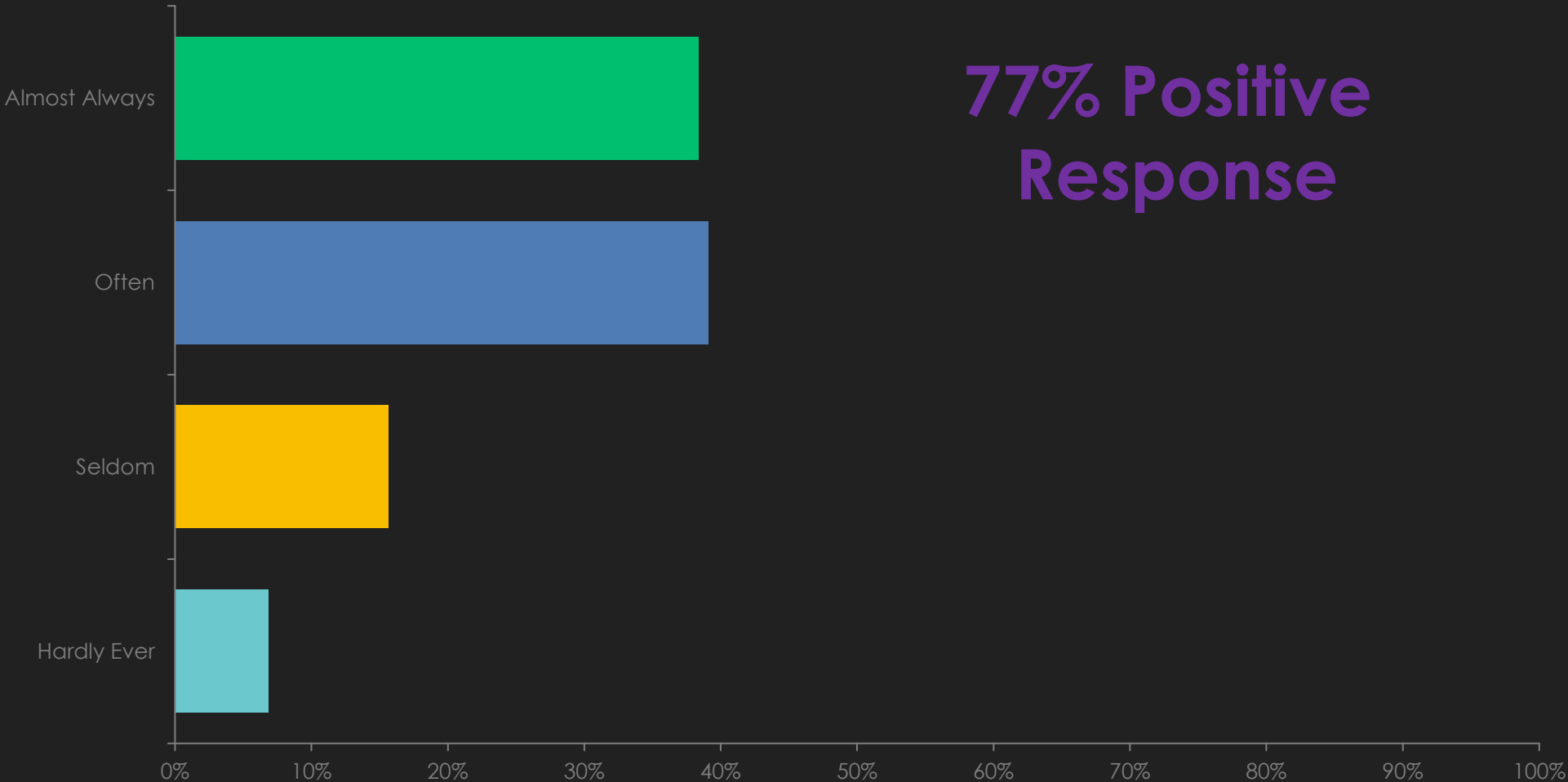
Q3: My school's drills teach me how to stay safe at school.

○ Answered: 12809: 378



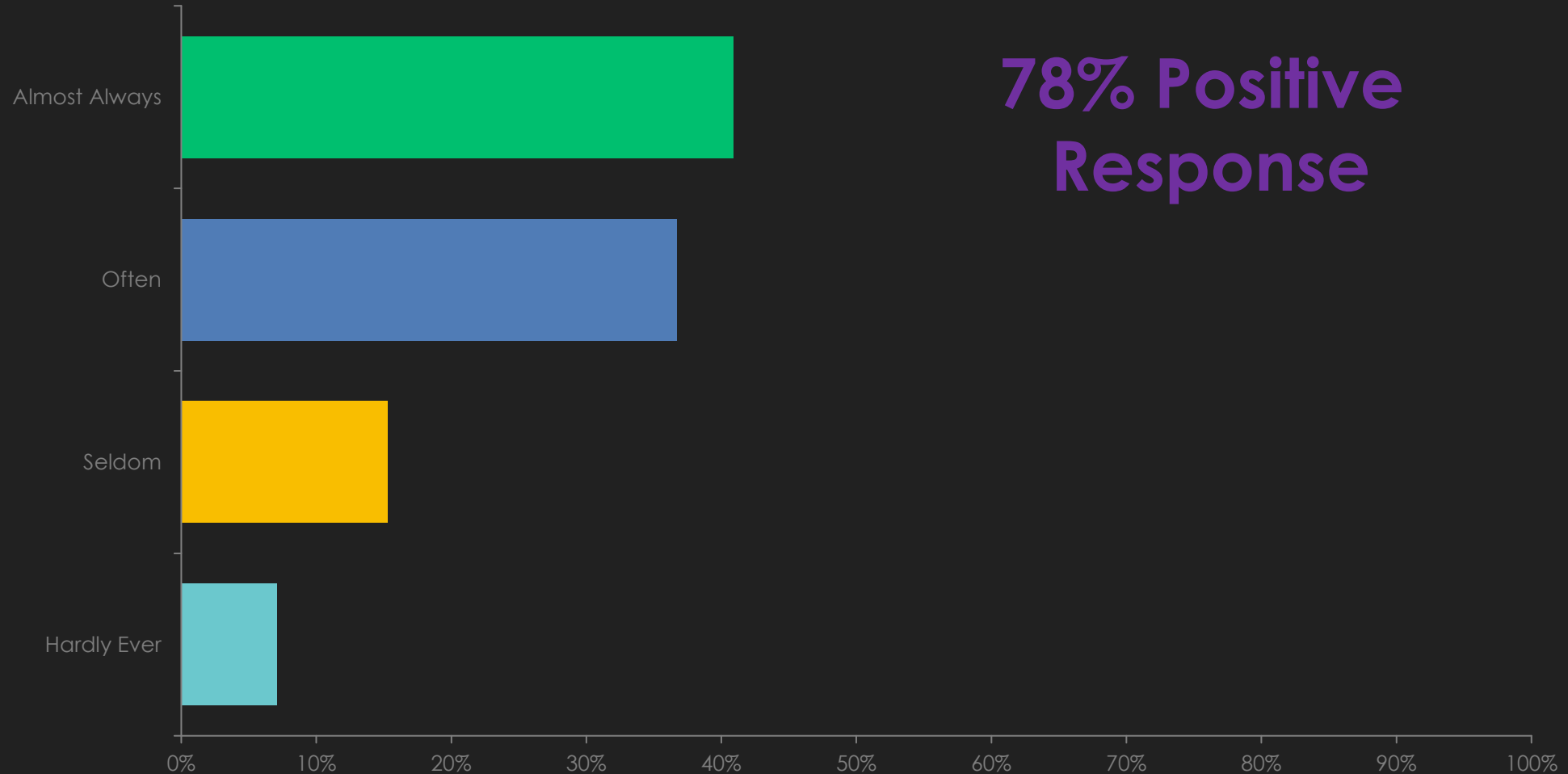
Q4: My school addresses my safety concerns.

○ Answered: 12770 : 417



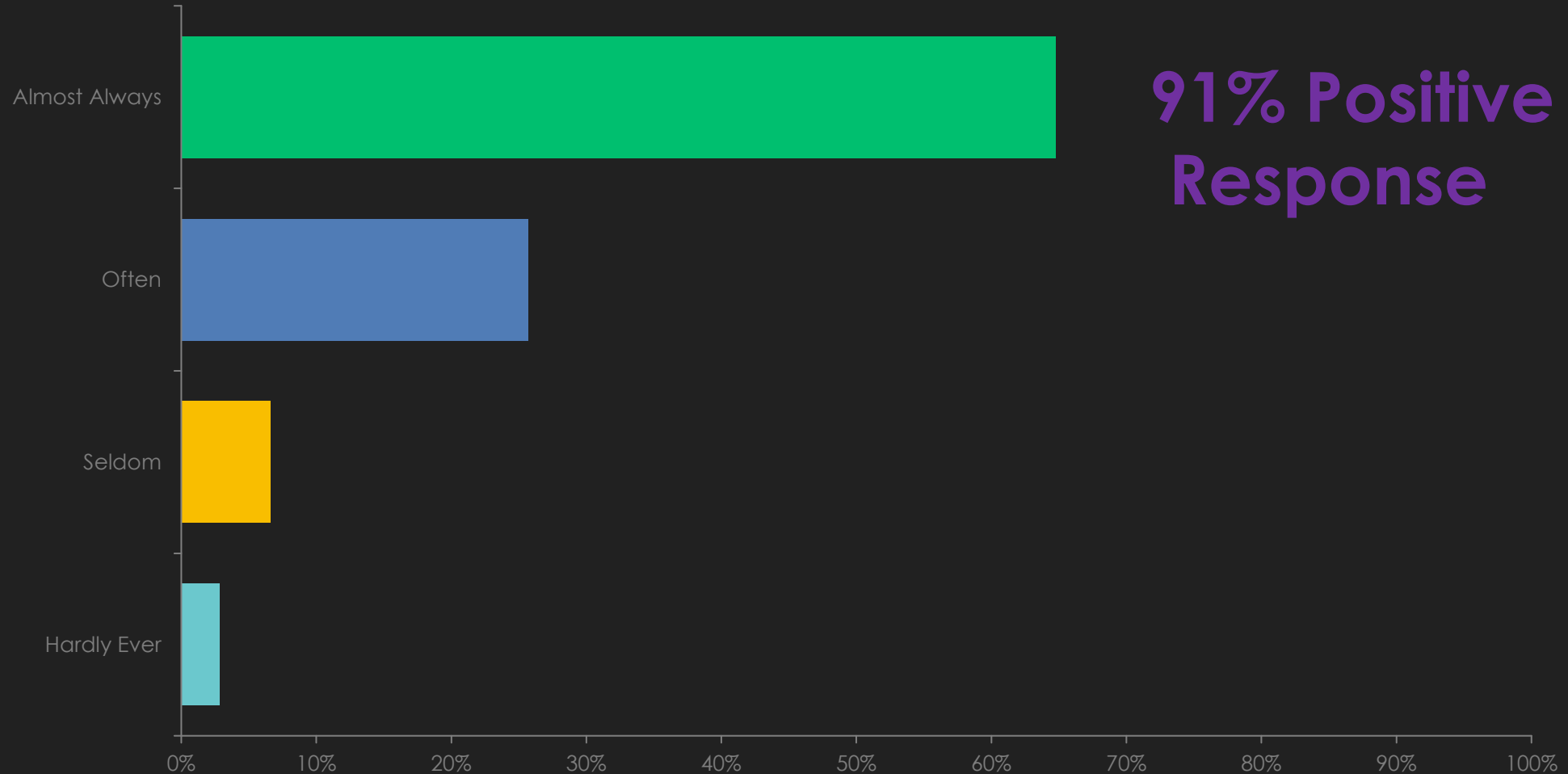
Q5: Generally, I feel safe at my school.

○ Answered: 12828 : 359



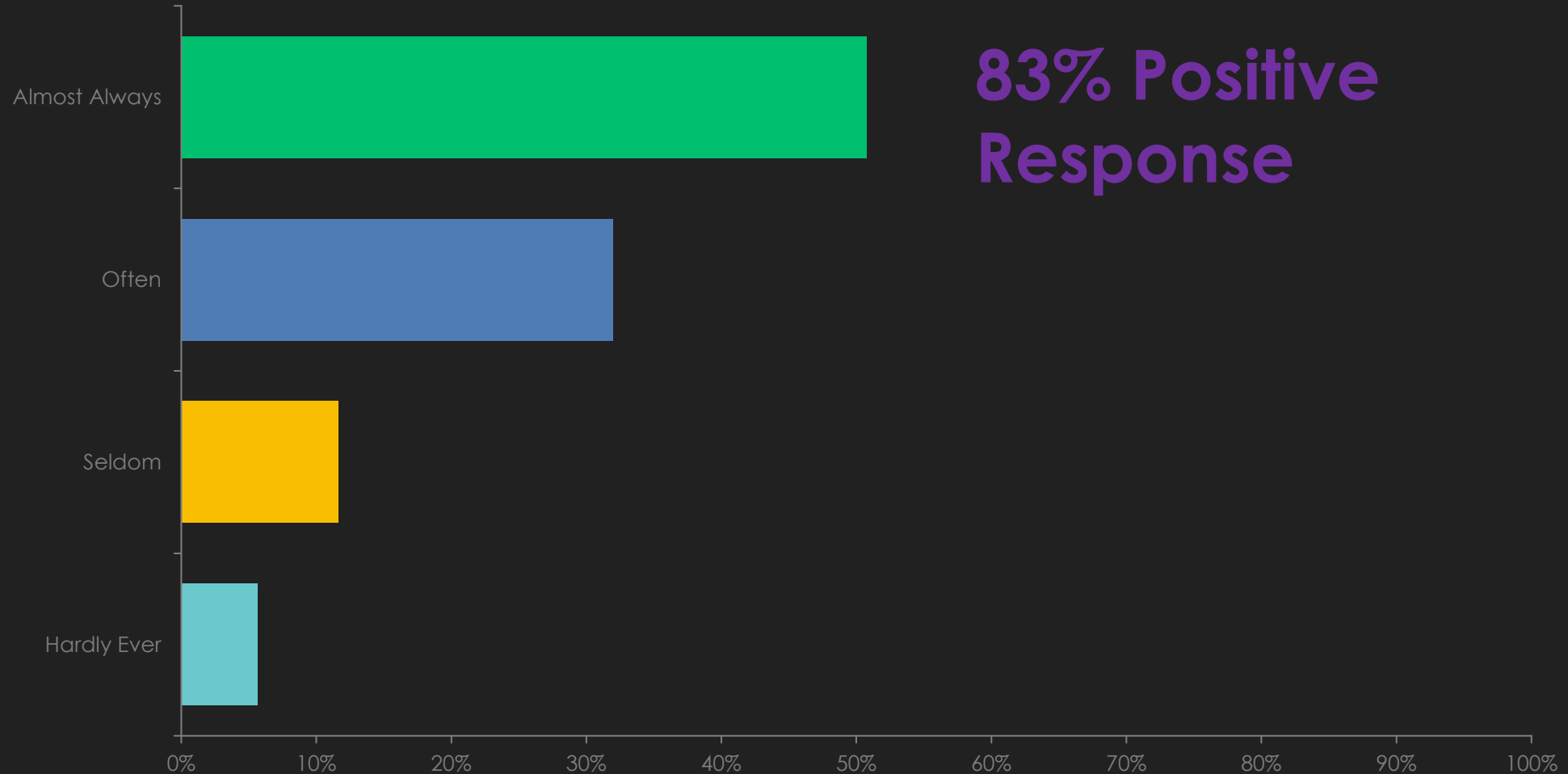
Q14: My teachers want me to do my best.

○ Answered: 12522: 665



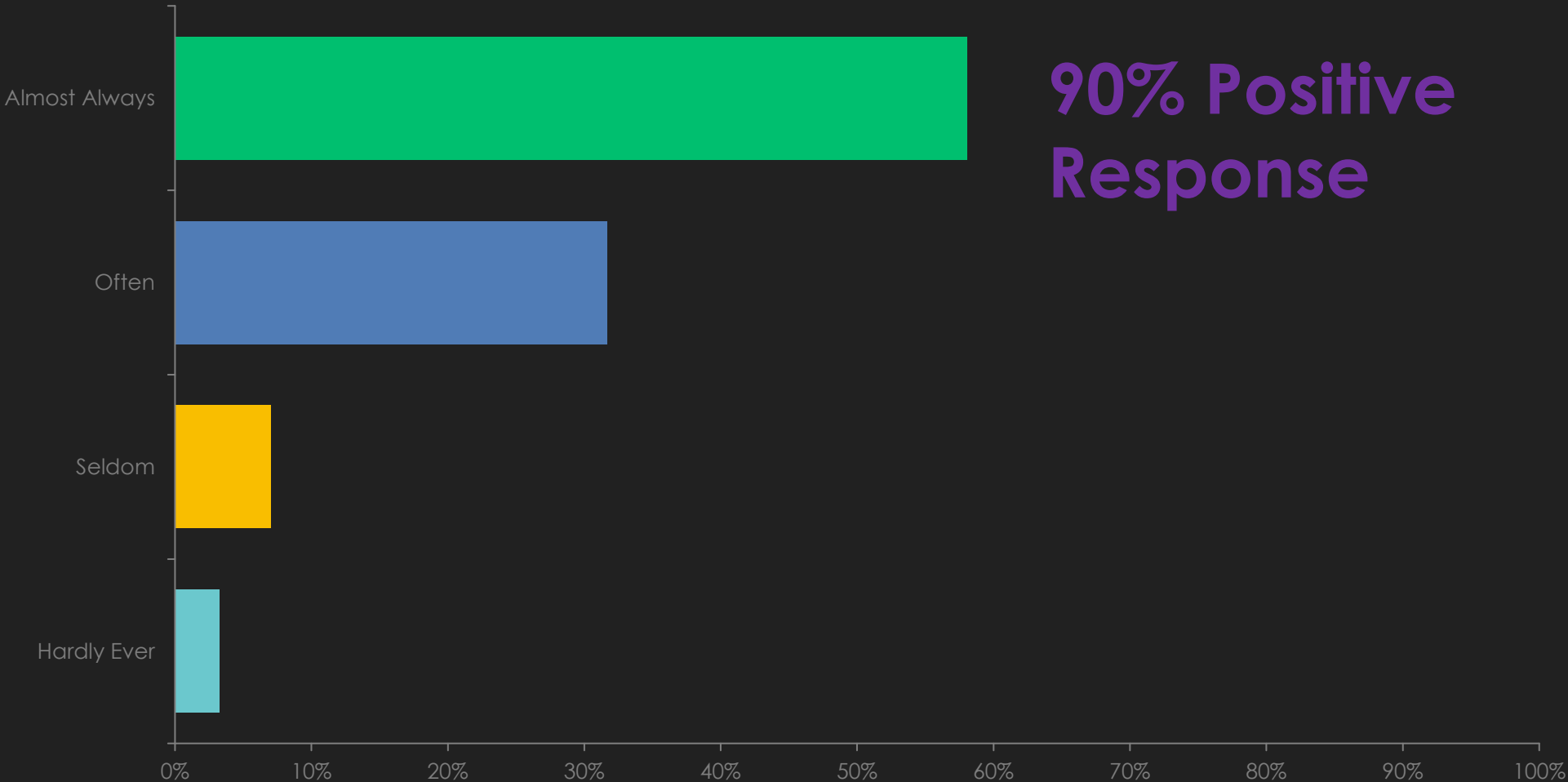
Q15: My teachers don't give up on me.

○ Answered: 12517: 670



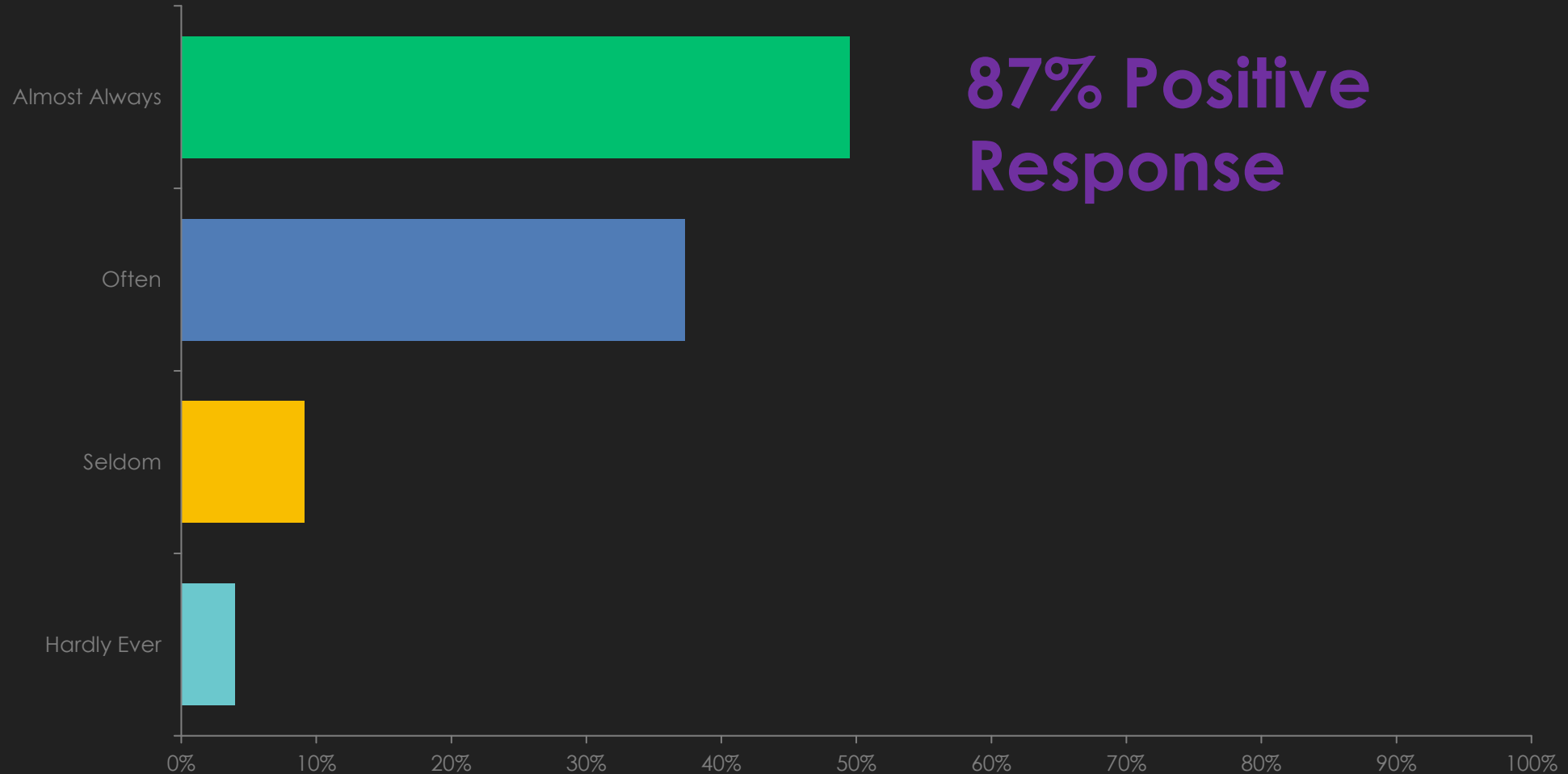
Q22: I follow all school rules.

○ Answered: 12392 : 795



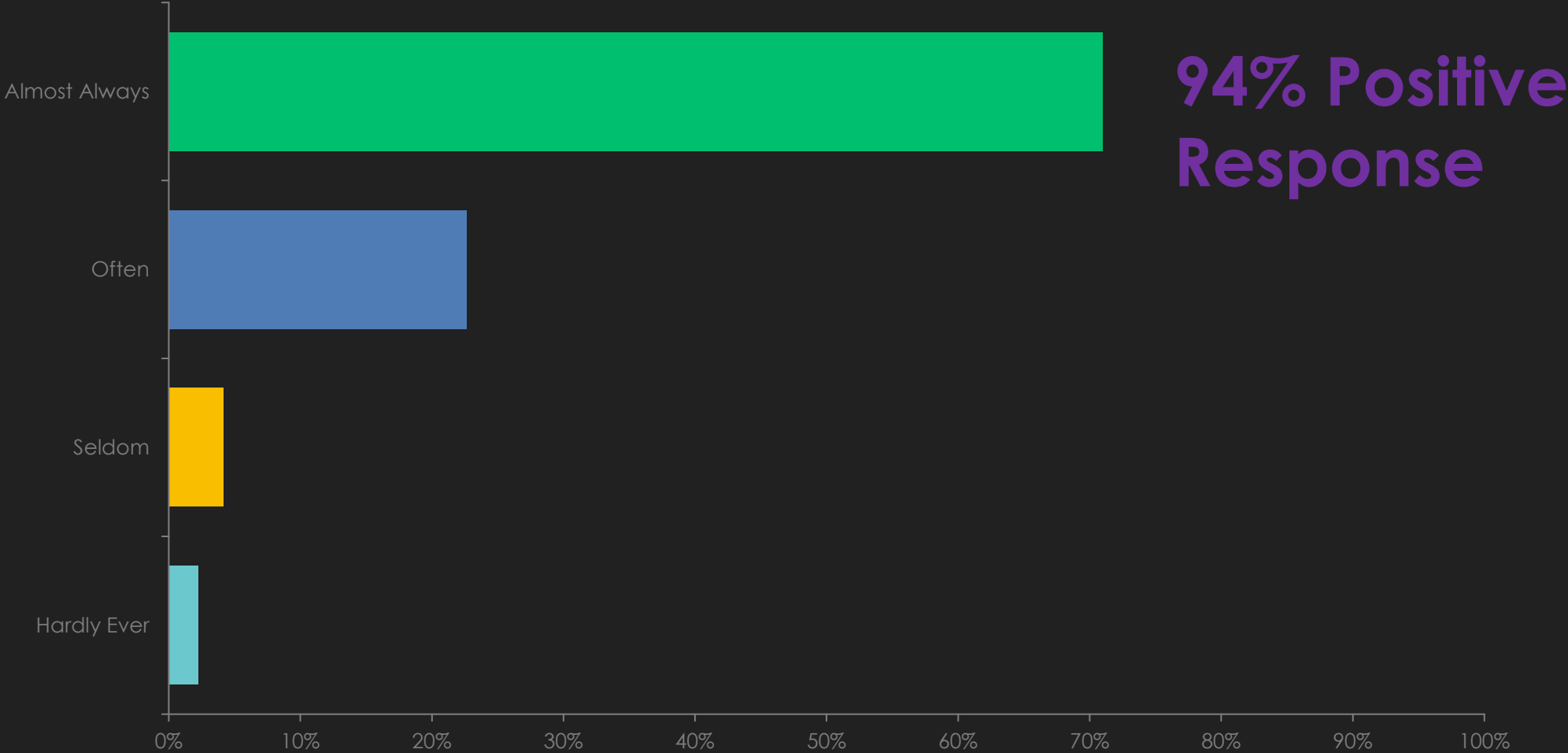
Q23: I am kind to all students.

○ Answered: 12377 : 810



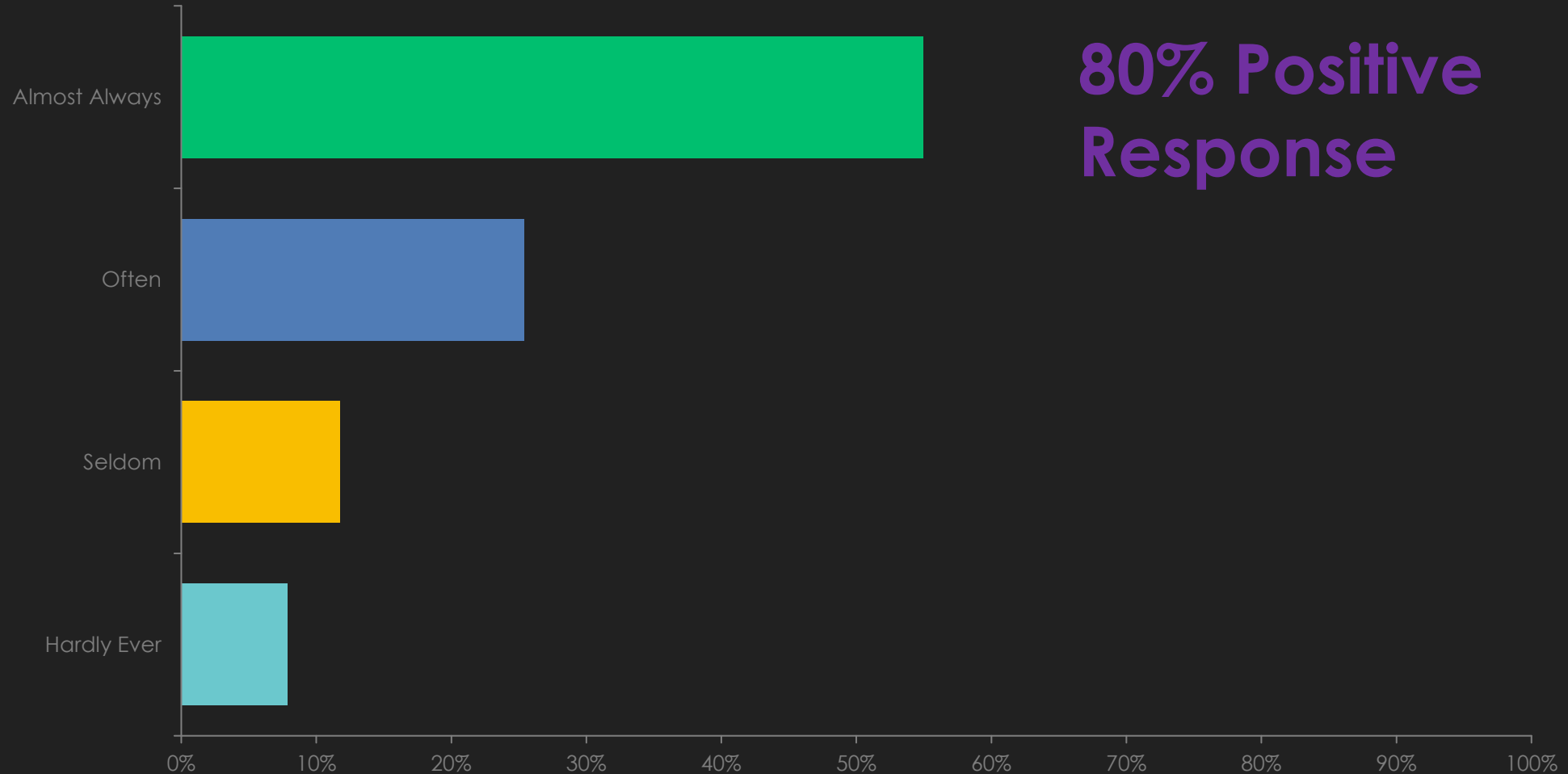
Q24: I am kind to all my teachers.

○ Answered: 12432 : 755



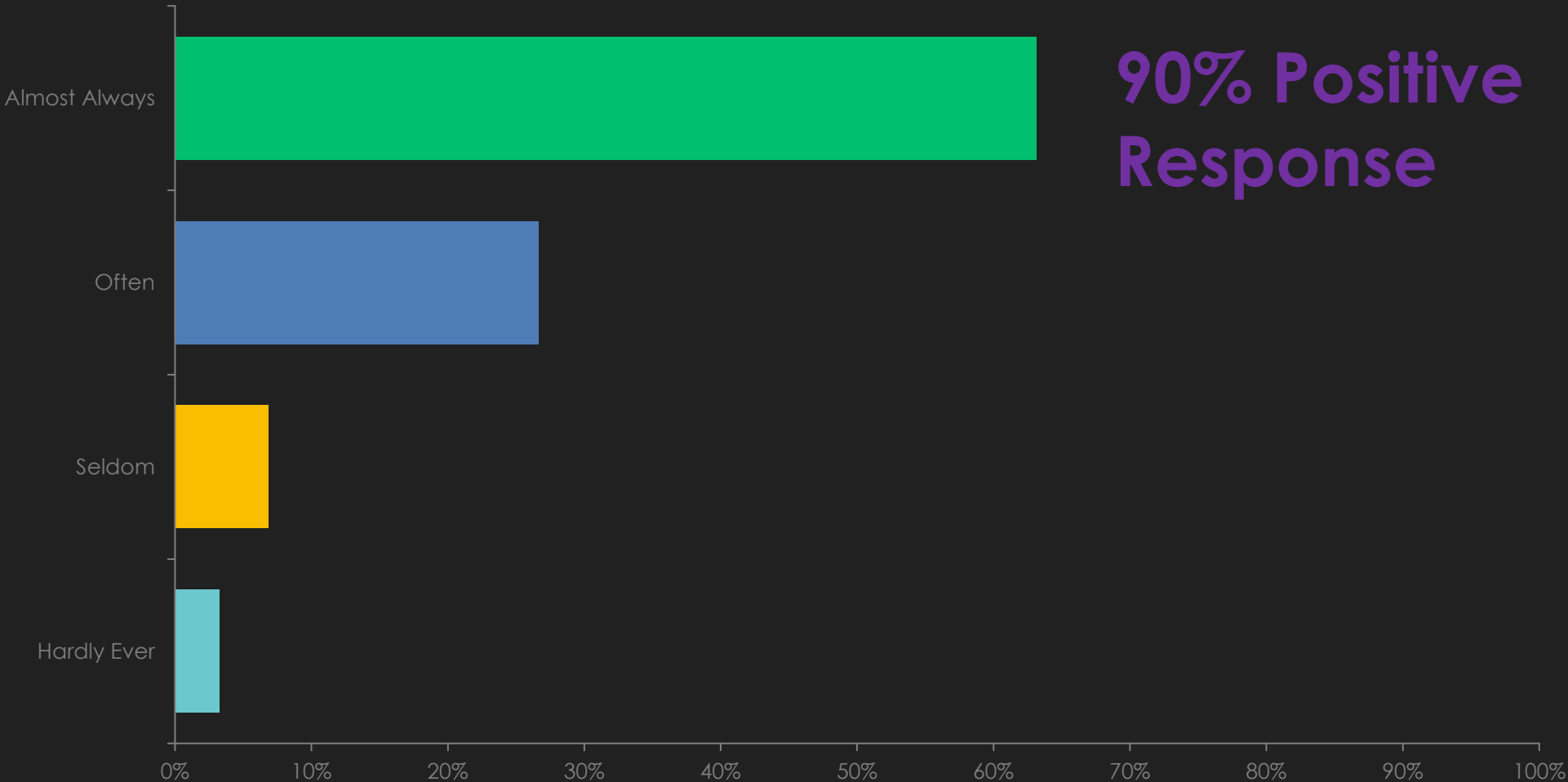
Q25: I plan to continue my education after high school.

○ Answered: 12361: 826



Q26: I believe I will find a career that interests me.

○ Answered: 12352 : 835



Student Areas of Focus

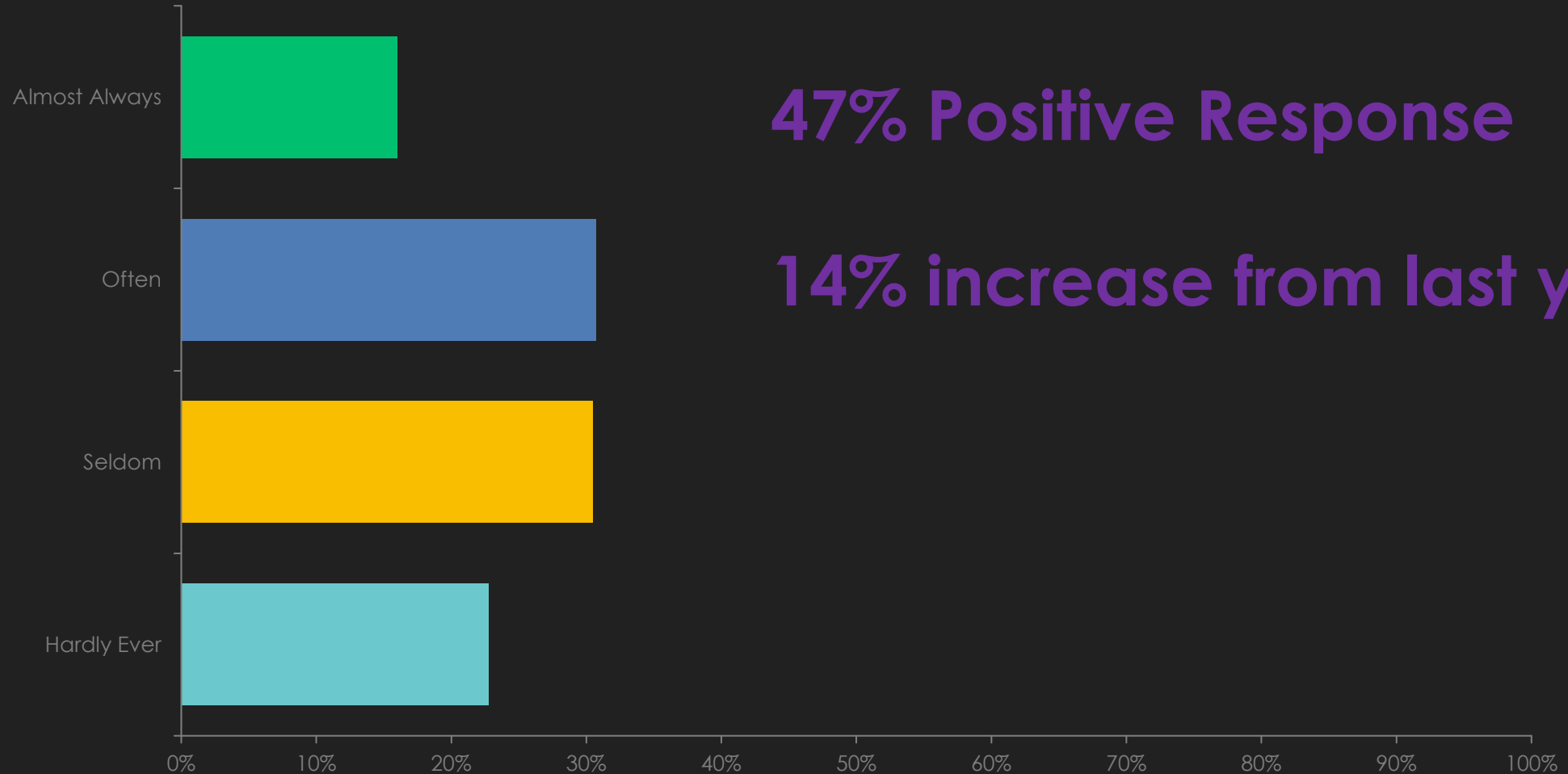
- **Relevance**
- **Acceptance**



HERNANDO
SCHOOL DISTRICT

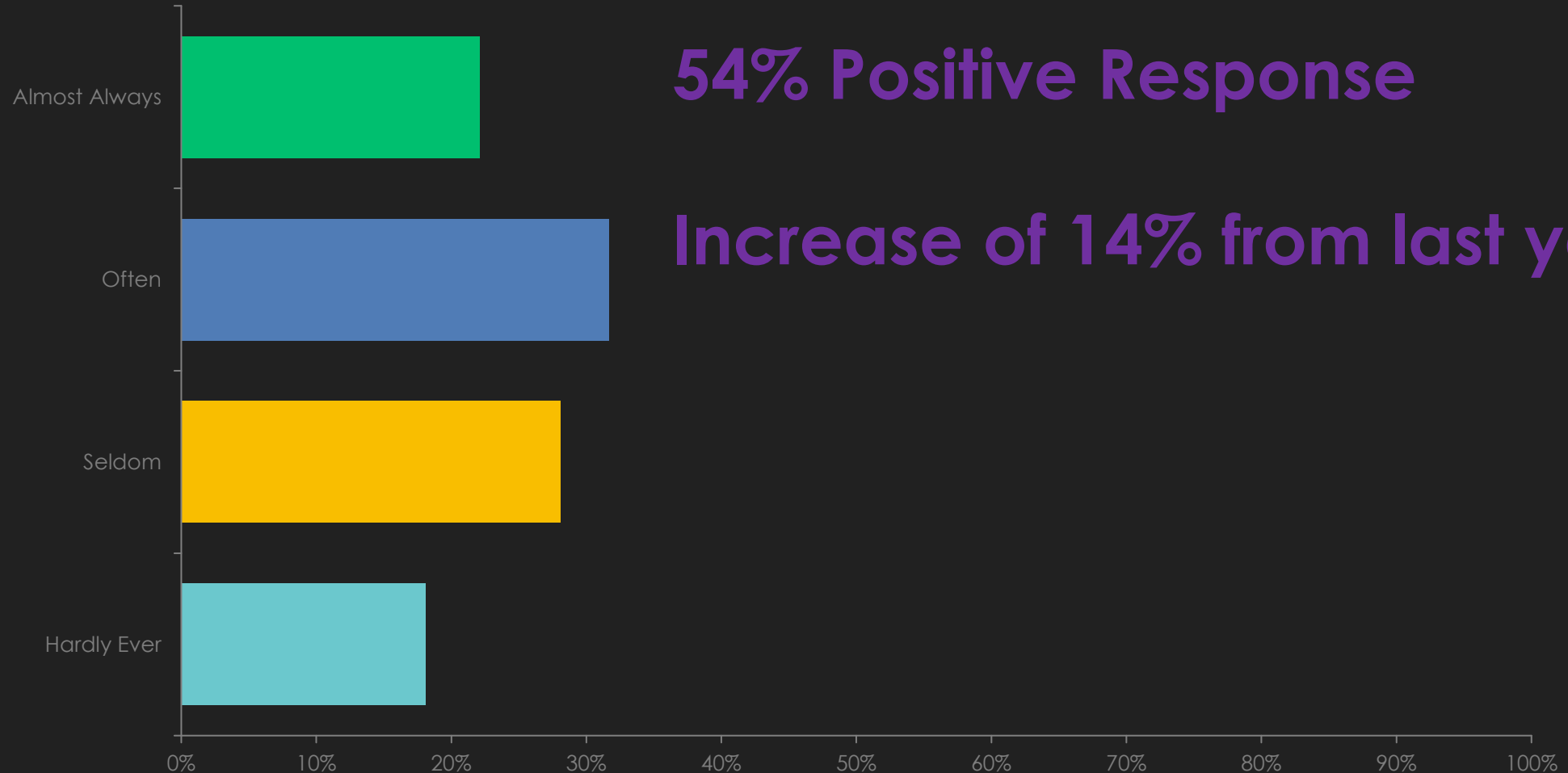
Q11: What I learn in school relates to the outside world.

○ Answered: 12572 : 615



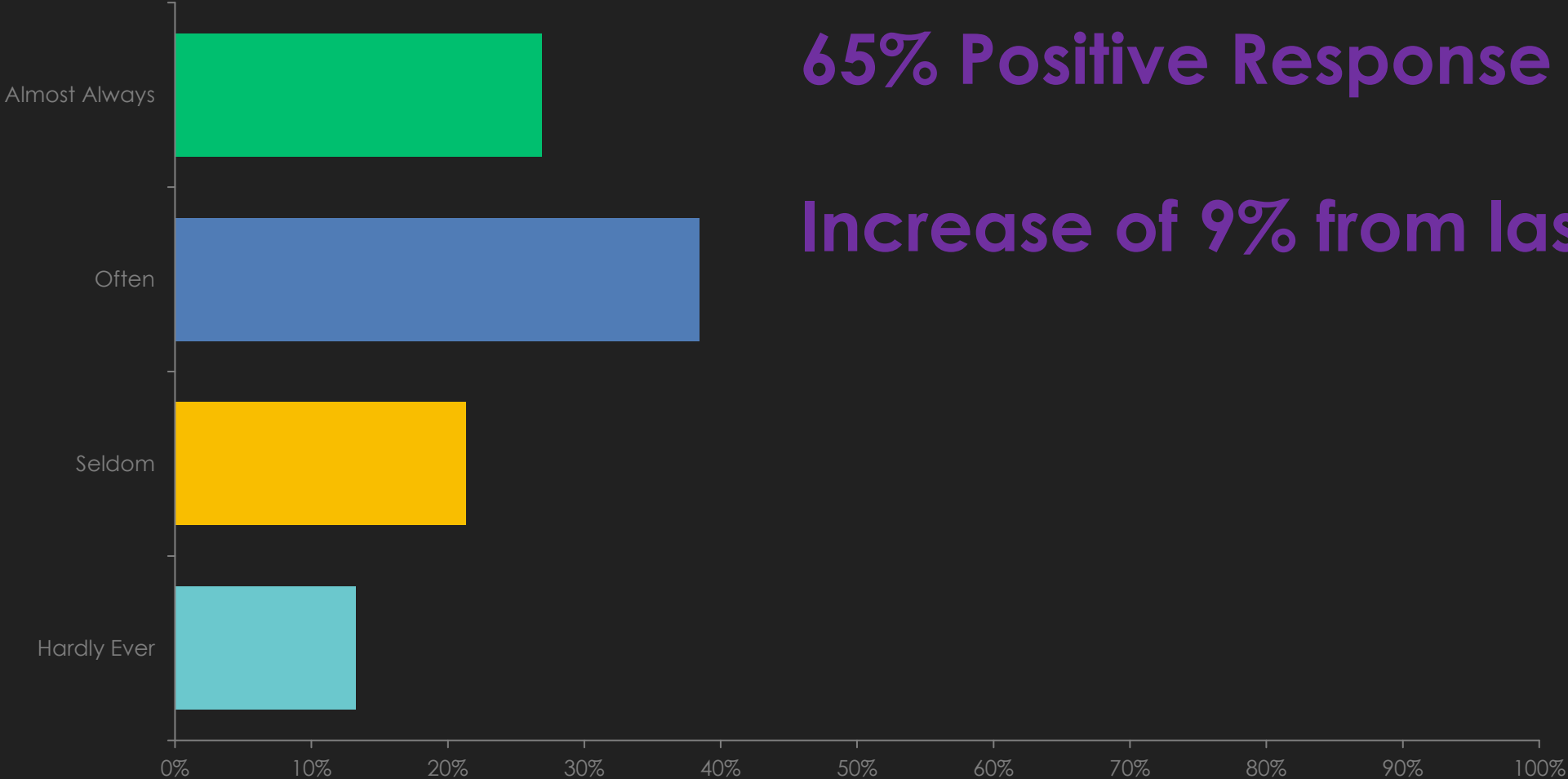
Q12: What I'm learning in school relates to my future.

○ Answered: 12566 : 621



Q28: I feel respected at this school.

○ Answered: 12325: 862

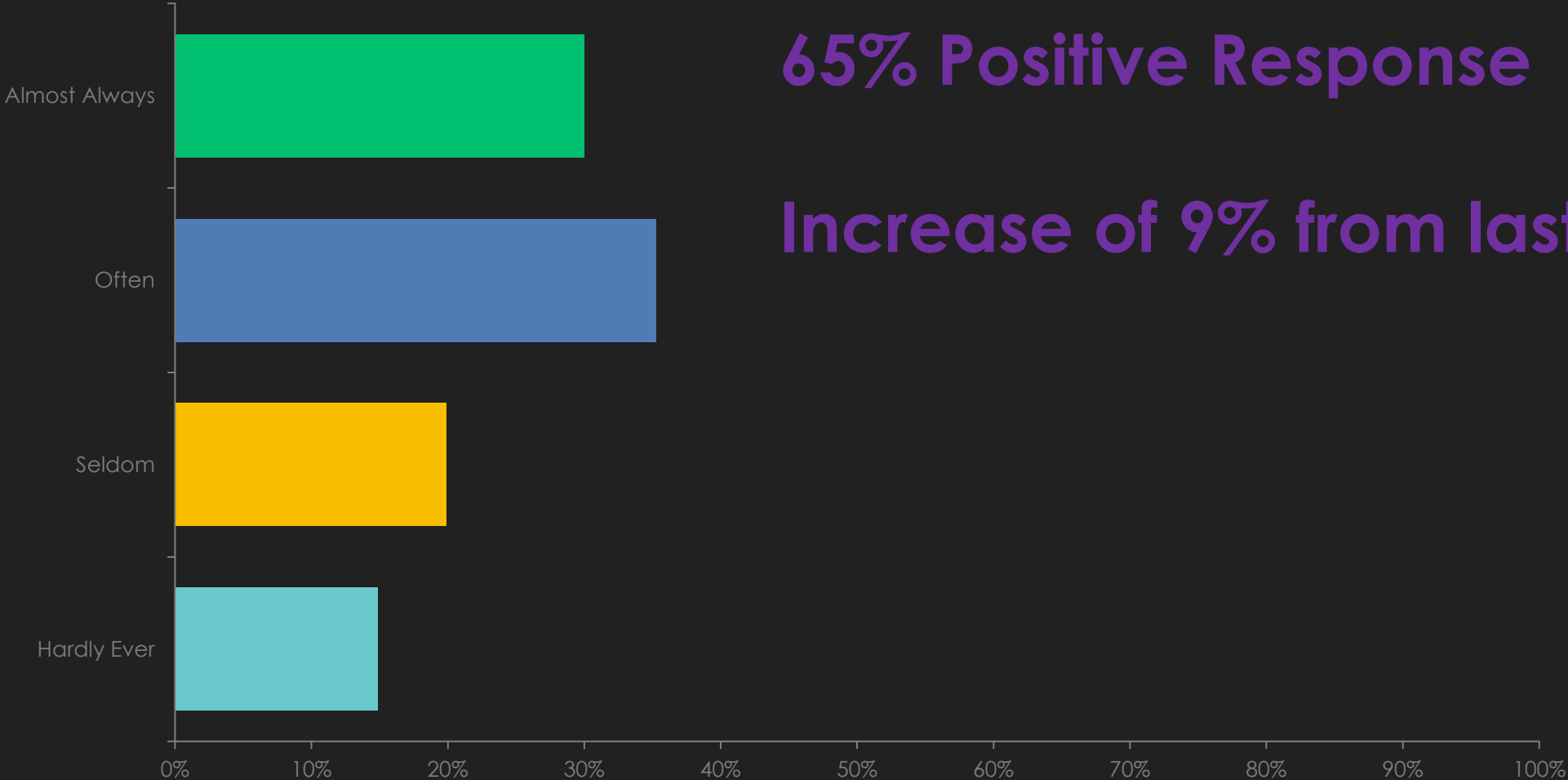


65% Positive Response

Increase of 9% from last year

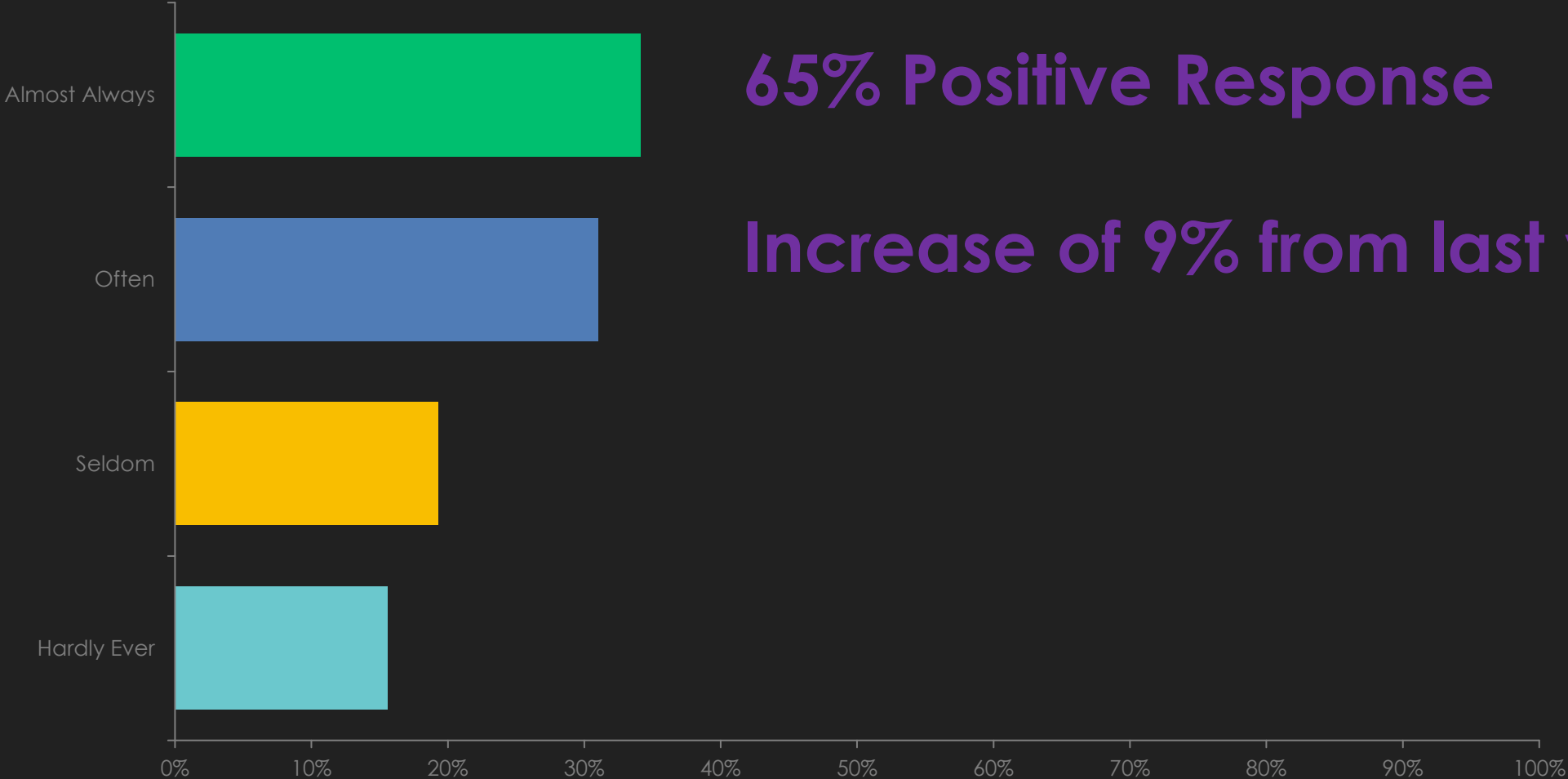
Q29: I feel like I belong in this school.

○ Answered: 12335 : 852



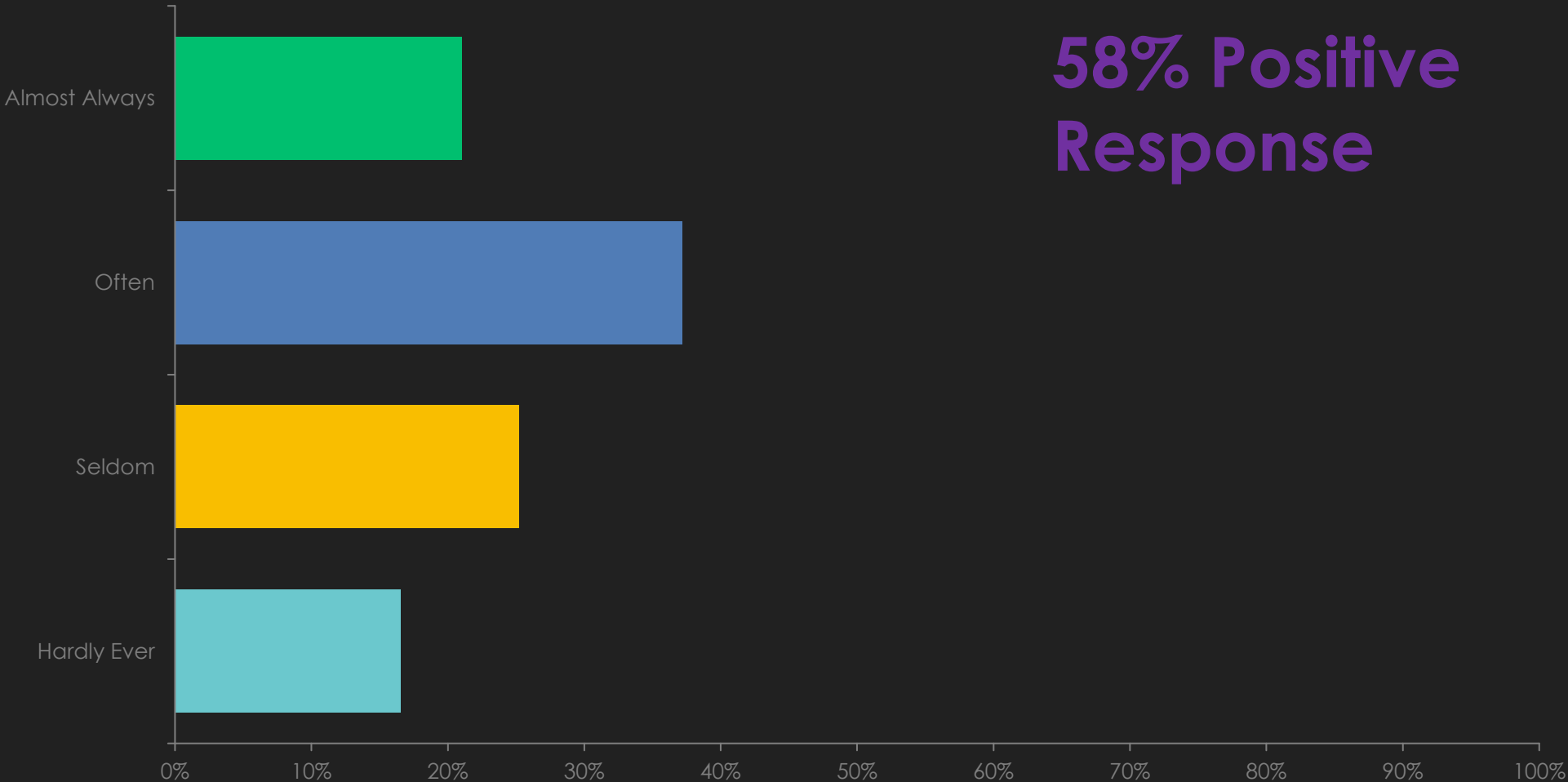
Q30: I am proud to go to this school.

○ Answered: 12365 : 822



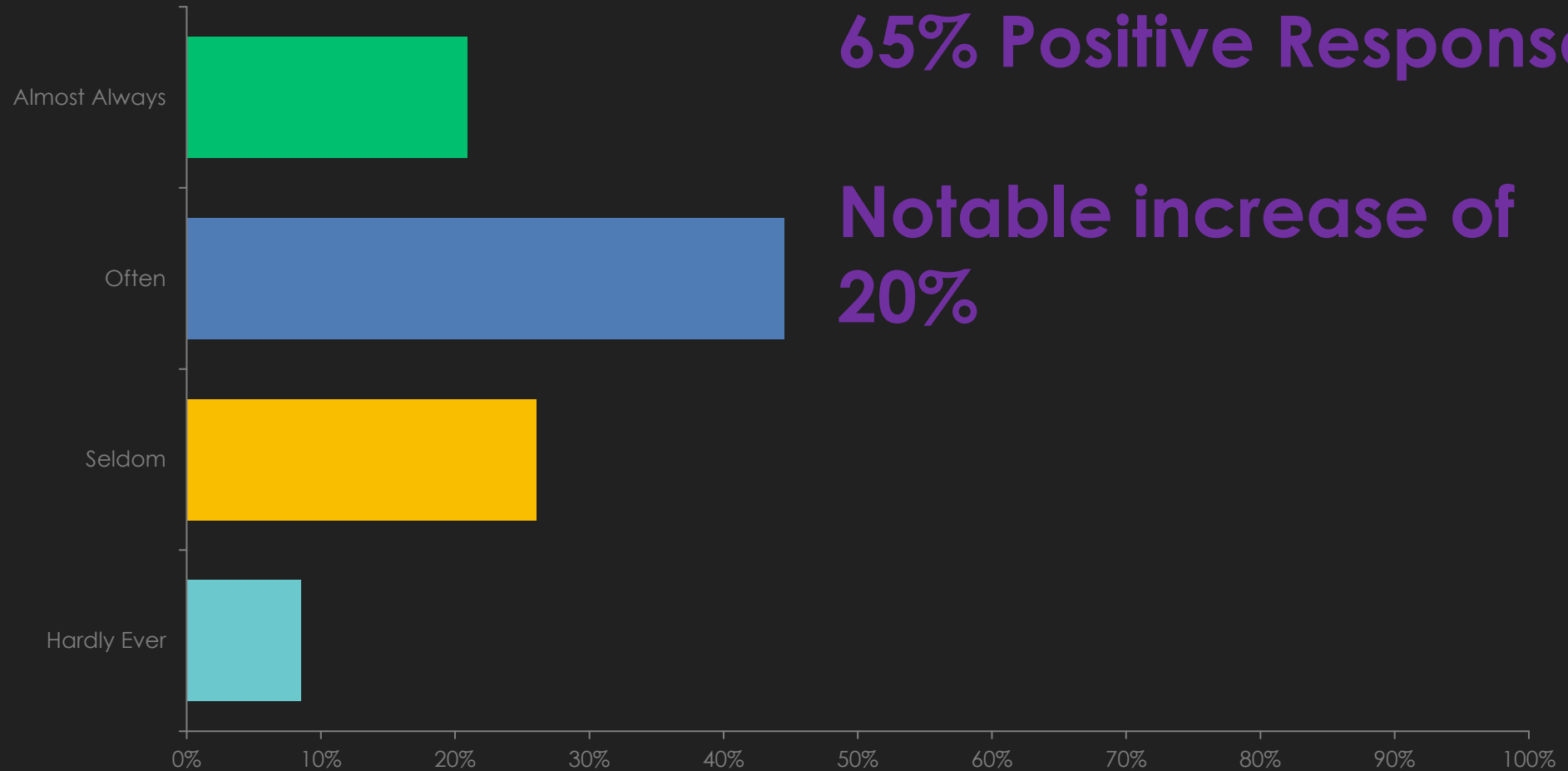
Q31: I feel supported by students in this school.

○ Answered: 12313 : 874



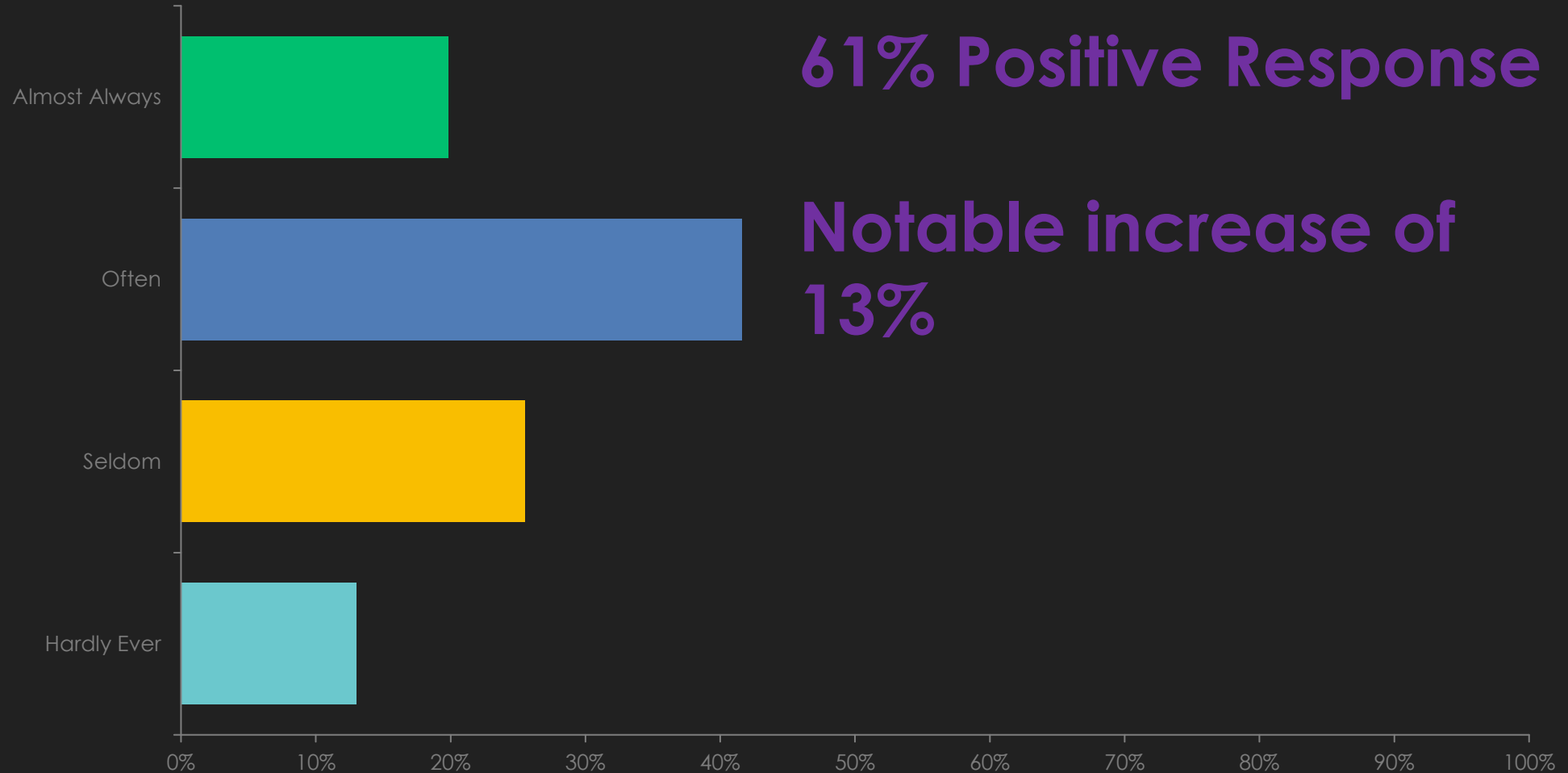
Q7: My classes are challenging.

○ Answered: 12706 : 481



Q6: My classes are interesting.

○ Answered: 12703 : 484



Next Steps

- Principals will share data with their teachers and identify areas to get further feedback. This may include focus groups or principal advisory councils.
- Schools will create action plans around the data.
- These plans and outcomes are shared during evaluations, walkthroughs, and data chats.

A. Item Currently Budgeted -

| | | | | | | | | | | |
|--------------------------------|---|----------------------------|----------|---|-------------|--------------------------------|-------------|--------------------|---|-----------------------------------|
| Account Name | | <u>No Financial Impact</u> | | | | | | | | |
| Account Number | | | | | | | | | | |
| | | Fund | Function | Object | Cost Center | Project | Sub Project | | | |
| Original Approved Budget | + | Budget Amendments | - | Expenditures / Encumbrances To Date | = | Current Available Budget | - | Present Request | = | Remaining Balance Available |
| \$ | | \$ | | \$ | | \$ | | \$ | | \$ |

| | | | | | | | | | | |
|--------------------------------|---|----------------------|----------|---|-------------|--------------------------------|-------------|--------------------|---|-----------------------------------|
| Account Name | | | | | | | | | | |
| Account Number | | | | | | | | | | |
| | | Fund | Function | Object | Cost Center | Project | Sub Project | | | |
| Original Approved Budget | + | Budget Amendments | - | Expenditures / Encumbrances To Date | = | Current Available Budget | - | Present Request | = | Remaining Balance Available |
| \$ | | \$ | | \$ | | \$ | | \$ | | \$ |

B. Item Currently Not Budgeted -**

| | | | | | | |
|----------------|------|----------|--------|-------------|---------|-------------|
| Funding Source | | | | | | |
| Account Name | | | | | | |
| Account Number | | | | | | |
| | Fund | Function | Object | Cost Center | Project | Sub Project |
| Amount | \$ | | | | | |

| | | | | | | |
|----------------|------|----------|--------|-------------|---------|-------------|
| Funding Source | | | | | | |
| Account Name | | | | | | |
| Account Number | | | | | | |
| | Fund | Function | Object | Cost Center | Project | Sub Project |
| Amount | \$ | | | | | |

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☐

Prior Year Approved Budget: \$

Prior Year Actual Spent: \$

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****