

1.02 THE DISTRICT SCHOOL BOARD

A. Responsibility and Authority

1. The School Board is responsible for the organization and control of the public schools of the District and is empowered to determine the policies necessary for the operation and the general improvement of the school system. The School Board shall limit its actions to establishing policies and rules and to meeting the requirements prescribed by law and by rules of the Florida Statutes and State Board of Education Rules and Commissioner of Education. The School Board is also authorized to perform duties and exercise those responsibilities which it finds necessary for the improvement of the District in carrying out the purposes and objectives of Florida's Education Code. ~~School Board members have authority only when the School Board is meeting in official session and a quorum is present. The School Board shall not be bound in any way by any action on the part of an individual School Board member or any employee, except when such statement or action is in compliance with the action of the School Board. School Board members may visit the schools and all departments of the District in order to be better informed concerning all phases of the school system.~~
2. The role of ~~the~~ School Board ~~members, as with any legislative body,~~ is to act take official action—collectively, not individually. School Board members have authority only when the School Board is meeting in official session and a quorum is present. The authority and responsibility of individual School Board members does not extend to the execution of the policies adopted by the School Board. Individual School Board members have no authority and shall not attempt to act as administrators of the school system. School Board members may visit the schools and all departments of the District unannounced in order to be better informed concerning all phases of the school system.
3. All personnel of the school system are responsible, through the Superintendent, to the School Board as an entity and not to individual School Board Members.
4. ~~Each~~The individual School Board member is entitled to full information and data necessary in his/her judgment to the proper casting of a his/her vote on any matter which comes before the School Board for action. ~~This right to full information extends to the duty to listen to complaints that citizens bring him/her.~~ Any complaint registered with a School Board member shall be conveyed to the Superintendent. If the complaint merits School Board action, it should be placed on the agenda for its regular or special meeting.
5. The School Board constitutes a body corporate and political subdivision of the State of Florida which officially operates in the name of "The School Board of Clay County, Florida." The School Board is the contracting agent for the District. In all suits against the School Board, service of process shall be had on the School Board Chair, or in his or her absence, the Superintendent, or, in the absence of the

Chair and the Superintendent, on any other School Board member. The Chair, the Superintendent, and any School Board member may designate the School Board Attorney to receive service of process in their absence.

(Ref. F.S. §§ 1001.33, 1001.40, 1001.41, 1001.42, 1001.4205 (Amended
 / /18)

B. Membership of the School Board

The School Board ~~of Clay County~~ consists of five (5) members, each of whom shall be a qualified elector of the district in which he/she serves and each of whom shall be a resident of the residence area from which he/she is elected. Each School Board member shall be nominated and elected for a term of four (4) years by qualified electors of the entire ~~d~~District. Each member of the Board shall serve as the representative of the entire ~~d~~District rather than as the representative of the School Board member's residence area.

(Ref. F.S. §§ 1001.34, 1001.363) (Amended / /18)

C. Organization and Officers

1. A Board Chairman and a Board Vice-Chairman shall be elected annually by the School Board at its organizational meeting held ~~on the third Tuesday after the first Monday~~ in November of each year. In an election year, the date of the organization meeting shall coincide with the requirements of section 100.041(3)(a) of the Florida Statutes; provided, however, if a Chair or Vice-Chair vacancy occurs during their term(s) of office in the chairmanship, the School Board shall elect a new Chairman and/or Vice-Chair at its the next regular or of special meeting immediately following the vacancy.
2. The Chairman shall preside ~~over~~ at all School Board meetings and workshops, appoint committees, and perform such other duties as may be prescribed by law or by action of the School Board. The Vice Chairman shall so preside in the absence of the Chairman and shall perform such other duties of the Chairman ~~as required by circumstances~~. The Chairman and Vice Chairman shall be bonded as provided by law in the manner prescribed by the State Board of Education. In the absence of the Chairman and Vice Chairman, a Chairman Pro tem shall be elected by a majority of the Board members present at a Board meeting or workshop for the purpose of presiding over such meeting or workshop.
3. The Superintendent, ~~as provided by law,~~ shall be the Secretary and Executive Officer of the School Board. At the annual any organizational meeting, the Superintendent shall preside ~~act~~ as Chairman until the organization of the School Board is completed. The Superintendent may request various personnel employed by the School Board to provide information and data relative to their work as may be required in the performance of the Superintendent's duties and responsibilities.

(Ref. F.S. §§ 1001.07, 1001.32, 1001.371, 1001.42(h), 1001.49) (Amended / /18)

D. Legal Counsel

The School Board shall obtain an attorney, from outside its own membership, who shall act as legal advisor to the School Board and the Superintendent. The School Board shall provide a written contract for its attorney. Special counsel may be retained to assist the Board Attorney in any litigation or other matters when specifically approved by the School Board.

(Ref. F.S. §§ 1001.41, 1001.43(10), 1012.22, 1012.23, 1012.26) (Amended / /18)

E. Board Meetings and Workshops

1. Time of Meetings Notice and Public Access

- a. The time and date of all regular monthly meetings of the School Board shall be determined at the Board's annual organization meeting in November of each year held on the third Thursday of each calendar month at 7:00 p.m. ~~Future regular Regular, special, and workshop meeting dates may be changed by action of the School Board at any previous meeting; provided that each member is notified by letter or by distribution of the minutes showing a record of the change. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.~~
- b. Special meetings shall be held when called ~~held at the time designated~~ by the Superintendent, or when called by the Superintendent upon request of the School Board Chairman, ~~or when called by a majority of the School Board members as specified in written notice.~~
- c. Workshop meetings may be called by the School Board Chair, the Superintendent or a majority of the School Board members for the purpose of discussing matters which constitute the business of the school system and which provide the Board with greater knowledge ~~on~~ of particular issues. ~~The Board Chair, in collaboration with the Superintendent establishes the agenda for workshops.~~ Each Board member shall be formally notified of such workshop sufficiently in advance of the session to enable all members to arrange for their attendance. ~~The Board shall take no formal action at a workshop. The agenda and public notice requirements applicable for workshops are the same as those required for regular and special meetings. Although the Board will not take statements or presentations from the public at its workshops, shall allow questions only from the public shall be permitted at workshop meetings.~~
- d. With the exception of those meetings noted in paragraph (f) below, All official meetings of the School Board meetings and workshops shall be open to the

public, ~~except as provided under Section e, hereunder, and any other meetings or conferences shall be conducted as public meetings. Any citizen shall be given and~~ an opportunity to address the School Board shall be provided to the public during its regular meetings and special meetings and may ask questions only at workshop meetings.

- e. No ~~final formal~~ action shall be taken by the School Board at a workshop. Any such action may be taken by the School Board only at a duly-noticed any meeting other than a regular or special School Board meeting and in strict compliance with section 286.011 of the Florida Statutes ("Government in the Sunshine Law"). A School Board may not conduct business in a secret meeting. A secret meeting occurs when public officials meet at a time and place to avoid being seen or heard by the public and discuss official business. When at such meetings officials transact or agree to transact business at a future time in a certain manner, they violate the Government in the Sunshine Law, regardless of whether the meeting is formal or informal.

- f. Non-Public Meetings, Sunshine Law Exemptions~~Exceptions to the Sunshine Law~~—Pursuant to the Public Employees Relations Collective Bargaining Act, Chapter 447, Florida Statutes, all discussions between the chief executive officer of the public employer, or his or her representative, and the legislative body or the public employer relative to collective bargaining are closed and exempt from the Sunshine Law. However, ~~pursuant to 447.605 (2),~~ collective bargaining negotiations between the public employer's a chief executive officer, or his or her representative, and a public employee bargaining agent are open to the public not exempt from the Sunshine Law. Also, certain due process and disciplinary hearings and proceedings before the Board which concerning exceptional individual students and all student disciplinary hearings are closed and exempt from the Sunshine Law ~~pursuant to the Privacy Act.~~ Further, Mmeetings between the School Board and its attorney(s) held pursuant to Florida Statute 286.011(8) ~~shall be held out of the sunshine and are not open to the for public attendance.~~ Finally, certain meetings concerning sealed competitive bids are exempt from the Sunshine Law.

- f.g. Due public notice of all regular, special, and workshop meetings of the School Board shall be provided. Except in the case of an emergency or other unavoidable and extraordinary circumstances, public notice of a regular School Board meeting should be given seven (7) days prior to the meeting. In any event, for purposes of this policy, "due public notice" shall consist of a written publication of the date, time, and purpose of the meeting in a newspaper of general circulation in Clay County, Florida, at least two (2) days prior to the meeting. When newspaper publication is impracticable, written publication of the date, time, and purpose of the meeting shall be posted at the courthouse at least two (2) days prior to the meeting. Further, written notice of the date, time, and purpose of any meeting shall be posted to the School District's website and shall be provided directly to each School Board member at least two (2) days prior to the meeting. The

Superintendent is responsible for dissemination of such notice to School Board members and to the public.

(Ref. F.S. §§ 286.011, 286.0113, 1001.372, 1002.22, 1002.221; Article I, section 24(b), Fla. Const.; 20 U.S.C. § 1232, et. seq., Family Educational Rights and Privacy Act ("FERPA")) (Amended ___ / ___ /18)

2. Place of Meetings

All regular and special meetings of the School Board shall be held in the Teacher In-service Center at Fleming Island High School, 2233 Village Square Parkway, Orange Park, Florida, except when the public interest is better served by holding a the meeting elsewhere. When such a determination is made, the meeting shall be held at some other appropriate public place within the District as determined by the School Board. ~~;~~ ~~provided that due prior public notice of at least forty-eight (48) hours is given. When a School Board meeting is to be held at any place other than the Teacher In-service Center at Fleming Island High School,~~ The Superintendent shall take such action as may be required to give due public notice of any changes to the location of any meeting, as required by Florida Statutes.

School Board meetings must be accessible to all members of the public, including persons with disabilities. Reasonable accommodations and methods through which persons with disabilities may request such accommodations shall be provided.

(Ref. F.S. §§ 286.26, 1001.372) (Amended: 03/18/04; ___ / ___ /18)

3. Rules of Order

All School Board meetings shall be guided by the current edition of Robert's Rules of Order. Except when required by Florida Statute, ~~or State Board of Education Rules, or School Board Policy,~~ a simple majority will carry all actions of the School bBoard actions. The Chair shall be responsible for maintaining order and control of the all meetings.

(Ref. F.S. § 1001.372) (Amended: 01/15/15; ___ / ___ /18)

4. Agenda

The Superintendent shall establish the agenda for School Board meetings and workshops in collaboration with the Board Chair. School Board members may add items to the Agenda for Board action, and no such. ~~No agenda item submitted by a Board member~~ may be removed from the agenda without that Board member's consent. ~~Members of the public may submit agenda items to the Superintendent or any Board member to be considered for inclusion on the agenda. Any item to be~~

~~considered for inclusion on the agenda of a regular School Board meeting shall be submitted to the Superintendent's Office not later than fourteen (14) days prior to the meeting at which consideration is desired. Such request shall be in writing.~~

Prior to each Board meeting and workshop, and before ~~the~~ publication of ~~the~~ corresponding agenda, ~~the~~ Superintendent shall review the agenda and, including all backup materials, with the Board Chair. The Superintendent and ~~or a~~ each School Board member may, with the approval of the School Board, introduce an emergency item not previously included in on a meeting the agenda.

The agenda for a regular School Board Regular and Workshop meetings shall be posted for the public ~~and others parties~~ seven (7) days prior to in advance of the meeting. Any subsequent amendments of the regular meeting agenda must be posted for the public, and as soon as practicable, possible but not less than forty-eight (48) hours prior to the any special meeting called pursuant to Florida Statute 1001.372(1). The agenda for a special meeting or workshop shall be finalized and posted for the public as soon as practicable, but not less than forty-eight (48) hours prior to such special meeting or workshop. After the Agenda has been posted, change shall be made only for good cause as determined by the person designated to preside, and the cause shall be stated in the record.

No action shall be taken by the School Board on any ~~matter~~ item unless it is shown as an the item is shown on the corresponding meeting agenda or an amendment thereto and the backup material adequate for an informed decision is delivered to School Board members at least forty-eight (48) hours prior to the meeting at which action is to be taken. This provision, shall not apply to matters in cases in which the School Board determines, by a separate vote, to constitute an that an emergency item, as defined in paragraph 1.02 (F) 2 of these rules, does exist. For purposes of this policy, an "emergency item" exists when public health, safety, or welfare is endangered and requires immediate action of the School Board.

~~This rule shall not preclude the right of any citizen to address the School Board in accordance with other Board policies.~~

(Ref. F.S. § 1001.372) (Amended: 05/18/95; 05/16/13; 01/15/15; / /18)

5. Quorum

Three members shall constitute a quorum for any School Board meeting. No business shall be transacted unless a quorum is present, except a minority may adjourn the meeting until a quorum is present.

(Ref. F.S. §§ 1001.372, 1001.41)

6. Voting

~~The vote shall be unanimous if all members audibly vote "yes" or otherwise indicate an affirmative vote. When split vote occurs, the minutes shall show the vote of each member on the question. Each School Board member who is present at a School Board meeting, hearing, or other proceeding shall vote on each item or matter properly presented to the Board for a decision, ruling, or other official action which is taken or adopted by the School Board, unless there is or appears to be a conflict of interest or voting conflict under the provisions of Sections 112.311, 112.313, 112.3141, 112.3143 and/or 112.316 of the, Florida Statutes. Under such circumstances, in such cases the a School Board member may abstain but shall comply with the disclosure requirements imposed by of Section 112.3144 of the, Florida Statutes. If the official decision, ruling, or act occurs in the context of a quasi-judicial proceeding, a Board member may abstain from voting on such matter if the abstention is to assure a fair proceeding free from potential bias or prejudice.~~

(Ref. F.S. §§ 112.311, 112.313, 112.3141, 112.3143, 112.316, 286.012, 1001.41, 1001.42) (Amended / /18)

7. Minutes

The Superintendent shall keep and maintain all such minutes and records as are necessary to set forth clearly all official actions and proceedings of the School Board. The minutes and records shall be kept and maintained as public records subject to the provisions of Chapter 119 of the Florida Statutes.

~~The official minutes of the School Board shall be kept as prescribed by Florida Statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available to any person during normal business hours, in accordance with Florida Law.~~

The minutes of the School Board shall include an audio or audio/visual ~~digital or tape~~ recording of the public meetings and proceedings made by of the School Board. The official minutes ~~of the School Board shall also be kept as written action or summary minutes to include:~~ the date and time upon which the meeting or proceeding was called to order, the time and adjourned, the names of the School Board members in attendance present (in person or via electronic means), a summary of motions, resolutions, or other matters before the Board, actions and votes cast by each School Board member. It shall be the duty of each School Board member of the School Board to see to it that both the matter and his or her vote thereon are properly recorded in the minutes. In the event that there is a technical malfunction in the preparation of audio or audio/visual recording of a public meeting, that fact shall be noted in the written summary minutes and the summary minutes shall be the official minutes of that particular Board meeting. Any other matter may be made part of the official minutes by direction of the Chair chairman or ~~by~~ a majority of ~~the~~ School

Board members. All recordings of public School Board meetings ~~shall be video recorded with accompanying audio and a copy of the video recording shall be promptly posted on or otherwise accessible through~~ the School District website ~~as soon as practical~~ after the meeting or proceeding is concluded.

(Ref. F.S. §§ 1001.41, 1001.42, 1001.51) (Amended: 05/15/08; 05/16/13; / /18)

8. Conduct at Meetings

All attendees and participants in ~~the any~~ School Board meeting are expected to act and speak in a courteous, professional and respectful manner to each other. When necessary, the public shall be informed that it is unlawful to knowingly and substantially disrupt or interfere with public School Board meetings ~~a School Board meeting or to advise, counsel or instruct students, individuals or School Board employees to disrupt a School Board meeting and that any such action may result in being charged with a misdemeanor offense or the second degree.~~

The presiding officer may order the removal, from a public meeting held by the School Board, of any person engaging in improper conduct interfering with the expeditious or orderly process of such meeting, provided such presiding officer has first issued a warning that continued interference with the orderly processes of the meeting will result in removal. Any law enforcement authority or a sergeant-at-arms designated by the presiding officer shall remove any person ordered removed pursuant to this provision and Florida law. There shall be a minimum of one (1) sheriff's deputy hired to provide security at each regularly scheduled ~~s~~School ~~b~~Board meeting.

(Ref. F.S. § 1001.372(31); 1001.42; 1001.51; 1001.372(2); 1001.37(3), (Amended 11/20/12; 05/16/13; / /18)

9. Public Comment Procedures for Citizen Participation

a. Presentations from the Audience

A member of the public citizen who wishes to comment or speak about a matter on the agenda of a School Board meeting shall, before the meeting begins or as soon as possible thereafter, and using the speaker cards provided, submit in writing, his or her name, address, and the name of any organization or group represented, if any, and the agenda item number(s) or topic(s) number(s) which the speaker wishes to address. Those who are speaking on agenda items shall be permitted to do so before the Board takes action on the agenda item. ~~At the conclusion of the agenda, a citizen may address the Board on items not on the agenda. Unless the School Board determines the item to be an emergency, action shall not be taken on any matter presented by an audience member until the item is properly submitted and placed on the agenda of a future regular or special meeting.~~ A time limit of three (3) minutes will be imposed on

each public comment speaker allowed unless the time is extended by the presiding officer.

Speaker cards shall not be accepted after the School Board begins the discussion agenda. Only the individual submitting the speaker card is allowed to address the School Board for the allotted time. Speaking time may not be "yielded" or given by one speaker to another speaker. The Superintendent and members of the School Board members may ask questions of and request further explanation from the speaker. The time used by the Superintendent and School Board members for questions and explanations shall not be counted against the time allotted to the speaker pursuant to this policy.

b. Scheduled Citizens' Request

- ~~1) — Any person or group desiring to address the School Board shall file with the Superintendent a written request to be placed on the agenda at least fourteen (14) days prior to a meeting. Requests made pursuant to this section shall be limited to topics which are directly related to achieving the educational goals of the School District of Clay County and are of general interest to the education community. Such request to make a scheduled citizens presentation shall contain the following:~~
 - ~~a) Name and address of the person making the request.~~
 - ~~b) The organization or group represented, if any.~~
 - ~~c) Content of the information to be presented. If written material is to be distributed, a copy of such material shall accompany the request, including a copy of any CD, DVD, A-V or PowerPoint presentation that will be presented to the Board.~~
 - ~~d) The address provided by the requestor may be an email address, post office box or street address.~~
- ~~2) — The Superintendent shall respond verbally or in writing to any person or group requesting placement on the agenda. If the agenda for the meeting is unduly long, the Superintendent may schedule the presentation request for the agenda of the next regular meeting. If a question should arise in regard to granting of a request, the Superintendent and the School Board Chairman shall confer and make a decision.~~
- ~~3) — The Superintendent shall furnish an exact copy of the person or group's request to each School Board member in time to permit the member to study the matter prior to the School Board meeting.~~
- ~~4) — The Superintendent may promptly investigate the subject matter of the request and shall, if such an investigation is performed, furnish each School Board member a written report of his/her findings and~~

recommendation in time to allow the School Board members to review the matter prior to the School Board Meeting.

- 5) ~~No individual speaker presenting under this section shall be allotted more than ten (10) minutes at any School Board meeting. The Superintendent and members of the School Board may ask questions of and request further explanation from the speaker. The time used by the Superintendent and School Board members for questions and explanations shall not be counted against the time allotted to the speaker pursuant to this policy.~~
- 6) ~~Any person or representative of an organization or group who has not made prior arrangements as prescribed herein may be heard, at the discretion of the School Board, at the end of the regular agenda of a school Board meeting, provided that the information in subsection (1) has been furnished to the Chairman in writing prior to or during the meeting.~~
- 7) ~~No more than thirty (30) minutes of each School Board meeting shall be devoted to Scheduled Citizens Requests made pursuant to this section. Requests to make presentations pursuant to this subsection shall be considered on a first come first served basis.~~
- 8) ~~Nothing contained in this subsection shall limit a person's right to make a three (3) minute presentation on any agenda or non-agenda topic pursuant to subsection 9(a).~~

(Ref. F.S. §§ 286.011(6), 286.0114(2), 1001.372(1),²; 1001.42,³ 1001.51;⁴ 1001.372; 1001.37(3).) (Revised; Amended 05/16/13; 01/15/15; ___ / ___ /18)

10. Board Member Meeting Attendance by Electronic Media

School Board members may remotely attend and participate in and vote at all regular, special or workshop School Board meetings and workshops of the Board by the use of telephonic and other electronic media in those instances where the member is temporarily deployed, reassigned, activated or transferred by any branch of the United States military or the Florida National Guard for a period of longer than thirty (30) days. In the event that a Board member is confined to a hospital, nursing facility or to their residence due to illness or injury, or is required to be at such a facility or at home due to the illness or injury of a close family member, said Board member may participate in and vote at any regular, special or workshop meeting by the use of electronic media with minimal notice. Minimal notice is defined as sufficient notice to allow the implementation of a speaker phone at the meeting. Any other situations which cause a member to be absent from a meeting at which a member desires to attend by electronic media will be considered on a case by case basis. A request to attend by telephone or other electronic media in all instances other than those necessitated by injury or

~~illness~~ must be presented to the School Board at least seven (7) days no later than the meeting prior to the meeting at which the School Board member proposes to remotely/electronically attend ~~will be missed~~. Remote attendance will be authorized only upon prior approval of The request the Chair or, upon vote, a majority of School Board members ~~will be granted by the Board only when the absence is due to "extraordinary circumstance" and will required approval by the majority of the Board~~. Such prior notice and authorization requirements shall be waived and a Board member shall be permitted to attend by telephone or electronic means where the Board member is unable to physically attend a meeting due to medical treatment or physical infirmity. In all instances, remote attendance participation by electronic media ~~will only be allowed~~ only if a Board quorum is physically present at the site where the meeting is actually being held. Further, the Board member in remote attendance must be audible to all other Board members and the public and must be able to hear all Board member discussions and public speakers throughout the course of the Board meeting.

(Ref. F.S. § 1001.41(5); Article IX, section 4(B), Fla. Const.) ~~(Revised: Amended~~ 08/18/05; 10/19/06; 05/16/13; ___/___/18)

F. School Board PoliciesRules

These School Board policiesrules may be amended ~~or~~, repealed, ~~and~~ or a new policyrule may be adopted as hereinafter prescribed and pursuant to The Administrative Procedures Act in Chapter 120, Florida Statutes. ~~The definition of a rule is amended to exempt "curriculum by an educational unit," thereby removing the development or prescription of curriculum by a School Board from the procedural requirements established for rule making.~~

1. Procedures for Adopting, Amending, or Repealing a PolicyRule

- a. Unless an emergency exists, any proposal relating to the adoption, an amendment, or to any rule, ~~the~~ repeal of any School Board policy rule, or the adoption of a new rule shall be presented to the School Board at which time each School Board member shall receive a written copy and explanation of the proposal ~~and a written explanation of the proposal~~.
- b. When the School Board has determined that it will give due consideration to the proposed adoption, amendment, or repeal of a policyrule ~~which it proposes to adopt, repeal, or amend~~, the Superintendent shall give immediate and proper written notice of the proposal and to the public. ~~The notice of~~ a public hearing shall be advertised twenty-one (21) days prior to the date of the hearing. The notice shall include a brief and concise explanation of the proposed policy change, its rule's purpose and effect, ~~the estimated of~~ economic impact ~~to all individuals affected by the proposed rule or rule amendment~~, the legal authority ~~to authorize of~~ the School Board's to take action on the proposed change, and

sources from which the location where the text of the proposed change may be obtained.

- c. Any person, who is substantially affected by the proposed change (as the term "substantially affected" is defined by Chapter 120 of the Florida Statutes)—~~a proposed rule, rule amendment, or the repeal of a rule,~~ may, within twenty-one (21) days following the notice referenced in paragraph (1)(b) above—~~of intent to adopt such rules,~~ file a written request with the School Board seeking an administrative determination as to the validity of the proposed rule.
- d. If the proposal ~~ed new rule, rule amendment, or repeal of a rule~~ is adopted by the School Board, the Superintendent shall file a copy of any new or amended policy ~~such rule~~ immediately in his or /her office, and amend policy handbooks accordingly.
- e. A new or amended School Board policy ~~Such rules~~ shall become effective upon its adoption by the School Board unless a later date is specified therein.
- f. All School Board policies ~~rules contained in the Board Policy Manual~~ shall be reviewed by the Superintendent or his or her designee(s) every two (2) years. The review shall be for the purpose of identifying and correcting deficiencies in Board ~~policies—rules,~~ clarifying and simplifying policies~~rules,~~ deleting obsolete, ~~or unnecessary~~ or redundant policies ~~rules,~~ ~~deleting redundant rules~~ and ensuring the Board rules are correct and comply their compliance with statutory and other legal requirements.
- g. ~~As used in the Section, and all sub-sections included therein, the use of the term "Rule(s)" shall be synonymous with the term "Policy(ies)".~~

2. Emergency Policy~~Rule~~

- a. When the School Board determines that the public health, safety, or welfare is endangered and that immediate action is required, the School Board at any meeting at which a quorum is present, may change or suspend and School Board policy~~adopt, and temporarily disregard the notice and hearing requirements set forth in section 1 above without complying with the waiting period as provided in subsection (1) herein, public hearings and similar requirements.~~
- b. The Superintendent shall properly record the effective date of ~~for~~ any such emergency policy~~rule~~. Any emergency policy~~rule~~ shall not be valid in excess of ninety (90) days from the effective date, absent extension of such period by the School Board as authorized by law.
- c. When an emergency policy~~rule~~ is adopted and the School Board determines that it should be such rule shall be adopted as a permanent rule, the procedures prescribed in section 1 above~~subsection (1) herein~~ shall be followed and

initiated at least sixty (60) days prior to the expiration ~~date~~ of the emergency ~~policy~~rule.

3. Any employee of the School Board, citizen, or agency may obtain from the Superintendent's Office information relating to the method for proposing a School Board policy ~~rule~~ or may submit a policy ~~rule~~ proposal to the Superintendent's Office.

4. ~~A copy of all forms and instructions relating to and implementing rules of the School Board shall be made a part of the appendix of the School Board's rules.~~

- 5.4. A hard copy set of the School Board Policies ~~compiled rules~~ shall be available for inspection and production at the Superintendent's Office, the administrative office of each school site ~~the principal's school office, in the library of any school~~, and the public library. Electronic copies shall be available through the School District's website.

- 6.5. ~~A copy of any rule or a copy of the compiled rules of the School Board shall be made available for the purchase by the public at actual cost.~~

(Ref. F.S. §§ 120.536(1), 120.54, 1001.41)(Amended: 03/18/04; 01/15/15; / /18)

G. Directive, Procedures, and Administrative Manuals

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

(Ref. F.S. §§Section 1001.41, ~~;~~ 1001.51)(Amended / /18)

H. Participation in Organizational Activities

Each member of the School Board shall be reimbursed for participation in the activities and programs conducted by state, regional, and national associations of the School Board pursuant to law and policies herein stated. The Superintendent shall include an amount in each proposed annual budget to cover expenses of participation in such activities by School Board members.

(Ref. F.S. §§ 112.061, 1001.39) (Adopted: 03/01/88) (Amended / /18)

I. Information Distribution to School Board Members

1. Whenever any administrator of the school district furnishes written information to any member of the sSchool bBoard, such information shall also be furnished to every other member of the sSchool bBoard.
2. Whenever written information is received by the administrative staff from the Southern Association of Colleges and Schools ("SACS") which identifies deficiencies from SACS standards in the school district or in a particular school in the district, such information shall be furnished to every member of the sSchool bBoard.
3. In every instance of a serious violation of the Code of Student Conduct that is racially related or involves the use or possession of a weapon, there shall be a written report thereof made and conveyed to each sSchool bBoard member.
- 3.4. The sSchool bBoard shall be notified of the result of any final order issued and furnished to the Superintendent by the Education Practices Commission adverse to any current or former employee of the school system.

(Ref. F.S. §§ 1001.41, 1001.42; 1001.49)(Amended: 04/23/92; / /18)