



Book	Policy Project Revised
Section	0000 Bylaws Cleaned
Title	AGENDAS
Code	po0165.1
Status	From Neola
Legal	<u>F.S. 120.525</u>

0165.1 - **AGENDAS**

The Superintendent shall establish the agenda for School Board meetings in consultation with the Board Chair. Individual members of the Board may place items for discussion on a workshop agenda by advising the Superintendent of their desire to do so. A motion to rescind or to amend action previously taken shall be timely placed on the agenda since either motion may be considered a "proposition". The Superintendent shall establish reasonable procedures and deadlines for the receipt of requests to place items of business on the agenda and requests to make a presentation in the public discussion period.

The agenda for Board meetings, hearings, and workshops shall be prepared in time to ensure that a copy of the agenda may be received at least seven (7) days before the event by any person in the State who requests a copy and who pays the reasonable cost of the copy. The agenda shall contain the items to be considered in order of presentation.

After the agenda has been made available, changes to the agenda shall be only for good cause, as determined by the person designated to preside, and stated in the record. Notification of such change shall be at the earliest practicable time.

- A. The agenda, along with any meeting materials available in electronic form, excluding confidential or exempt information, shall be published on the Board's website before the event, and shall include any recommendations of the Superintendent.
- B. The agenda for each regular meeting shall be mailed or delivered electronically to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be mailed no later than seven (7) days prior to the meeting, or delivered electronically so as to provide time for the study of the agenda by the member.
- C. The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any meeting by a majority vote of the members present.

D. Consent Agenda

The Board shall use a consent agenda to keep routine matters within a reasonable time frame.

A member of the Board may request any item be removed from the consent agenda and defer it for individual discussion, public comment (if otherwise permitted), and action. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion, public comment (if otherwise permitted), and action. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion.

E. Proclamations

An individual member of the Board may submit to the Chair a proposed proclamation for the Board. The Chair may seek consensus for the proclamation at a workshop.

- F. The agenda for special meetings called by the Superintendent, or by the Superintendent on request of the Board Chair, or on the request of a majority of the Board members, shall be prepared upon the calling of the meeting but not less than forty-eight (48) hours prior to such a meeting. The agenda for special meetings, along with any meeting materials available in electronic form, excluding confidential or exempt information, shall be published on the Board's website at least forty-eight (48) hours before the special meeting, and shall include any recommendations of the Superintendent. The order of business at special meetings of the Board shall be established by the Board.
- G. The agenda for emergency meetings, along with any meeting materials available in electronic form, excluding confidential or exempt information, may be published on the Board's website if possible under the circumstances and necessary to protect the public interest.



Book	Policy Project Revised
Section	2000 Program Cleaned
Title	PARENT AND FAMILY INVOLVEMENT IN THE SCHOOL PROGRAM
Code	po2111
Status	From Neola
Legal	F.S. 1000.03 F.S. 1002.23

2111 - PARENT AND FAMILY INVOLVEMENT IN THE SCHOOL PROGRAM

The School Board recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

In cultivating partnerships with families and communities, the Board is committed to the following:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools; ^{2,3}
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; ^{2,3}
4. providing coordination, technical support, and other support to assist schools in planning and implementing family involvement activities. ³

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities; ^{2,3}
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable; ^{2,3}
5. providing information that will enable families to encourage and support their child(ren)'s academic progress, especially in the area of reading; ¹
6. providing information that will enable families to encourage and support their child(ren)'s citizenship, especially social skills and respect for others; ¹

7. providing information that will enable families to encourage and support their child(ren)'s realization of high expectations and setting life-long learning goals; ¹
8. providing information and involving families in monitoring student progress; ³
9. providing families with timely and meaningful information regarding Florida's academic standards, State and local assessments, and pertinent legal provisions; ^{2,3}
10. preparing families to be involved in meaningful discussions and meetings with school staff. ^{2,3}

C. Volunteer Opportunities

providing volunteer opportunities for families to support their children's school activities; ^{1,3}

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; ^{1,2,3}
2. working with families to establish learning goals and help their children accomplish these goals; ¹
3. helping families to provide a school and home environment that encourages learning and extends learning at home. ^{1,2}

E. Involving Families in Decision Making and Advocacy

involving families as partners in the process of school review and continuous improvement planning; ³

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources; ^{2,3}
2. coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. ^{2,3}

¹Indicates Florida Statutory Requirements

²Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

³Indicates Title I parent involvement requirements in Subpart 1 - Basic Program Requirements



Book	Policy Project Revised
Section	7000 Property Cleaned
Title	USE OF DISTRICT FACILITIES, GROUNDS, AND EQUIPMENT
Code	po7510
Status	From Neola
Legal	<u>F.S. 1013.10</u>

7510 - USE OF DISTRICT FACILITIES, GROUNDS, AND EQUIPMENT

School Board facilities, grounds, property, and equipment are intended for educational purposes. No policies or agreements will be made that conflict with this priority or inhibit the educational duties and goals established.

F.S. 1013.101 and 1013.15 allow Boards to enter into agreements to rent their property and facilities to the public and other entities.

Should all or any part of the District's community be struck by a disaster, the Superintendent shall work with local, State, or Federal authorities to make District grounds and/or facilities available for shelters, the housing, feeding, and care of victims or potential victims. The Superintendent should meet with Clay County Emergency Management (and/or other entities) to establish a disaster preparedness plan to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

Prohibited Activities

- A. Gambling, games of chance, or illegal activities.
 - B. Possession, sale, use, or allowance of weapons or firearms to be carried on Board property by non-law enforcement officers (even with a concealed permit); regardless of the 2021 H.B. 259.
 - C. Possession, sale, use, or promotion of alcoholic beverages.
 - D. Possession, sale, use, or promotion of illegal materials or drugs.
 - E. Possession, sale, use, or promotion of explosives, fireworks, and incendiary devices.
- Any waivers would require the express written consent of the superintendent.
- F. Violence, bullying, harassment, or like behavior.
 - G. Smoking, vaping, or use of similar inhalants by anyone while on school grounds or inside any rented facility.
 - H. Profane language, quarreling, and/or fighting.
 - I. Any activities or inclusion of matter which might tend to cause a breach of the peace or building security, or which constitutes subversive doctrine or a seditious social order.

- J. Parking or driving on fields, tracks, or landscaping without express written permission.
- K. Disposal of hazardous waste, biohazards, explosives, radioactive materials, dead animals, tires, batteries, or imminent fire hazards.
- L. Any activities prohibited by law or School Board Policy

Use of Facilities and Grounds

- A. The Superintendent shall review the Facility Use terms and fee schedule periodically.

Any changes to the terms or fee schedule shall be recommended to the School Board for approval at a regular or special Board meeting.

- B. Due to safety and security, no keys or badged access will be given to outside individuals or entities; a District employee must be present during use.

- 1. District personnel assigned to attend and monitor the use will be paid by the District; charges for their participation will be charged to the renter.

Direct payment or tipping a district employee is prohibited.

- 2. Certain events and activities will require law enforcement as determined by the Superintendent.

- C. The use will not be permitted to any entity without a signed agreement, payment of designated charges, and proper insurance showing the Board as certificate holder and additionally insured.

- 1. Product liability may be required if the cafeteria is used or products are cooked and disbursed to the public.
 - 2. This includes inter-local and other government entities (no waiver of sovereign immunity will be required as applicable).

- D. User will include language in their advertising, permission slips, waivers, etc. that expressly notifies and explains that the Board, its agents, entities, and employees are not connected to the user's activities and that the Board shall be released and held harmless from liabilities of every kind and nature in connection with, arising from, or related to user's use of the Board's facility.

Outside agencies or associations shall not use the name of the Board, District, school name, logo, and/or mascot in connection with their activities.

- E. All juvenile organizations or groups must have adult sponsorship and attendance.

F. Kitchen Facilities

- 1. During school hours the kitchen facilities shall not be used to completely prepare and serve meals except those prepared and served by school food services personnel for which full charge is made.
 - 2. Renters are prohibited from operating major kitchen equipment.
 - 3. The use of a kitchen facility shall require the assignment of at least one (1) school food service employee who shall be designated by the principal to serve in a supervisory capacity.

The employee so designated shall not perform the actual functions of preparing, cooking, serving, or cleaning up after meals, refreshments, et cetera.

- a. The food service employee is to direct in the use of kitchen facilities and to help in locating and relocating equipment.
 - b. At all times the food service employee is an employee of the Board and not of the organization using the facilities.
 - c. The food service employee shall not receive pay or gratuities from the organization using the facilities.

4. Due to health codes and other mandates, whenever the kitchen facilities are not properly cleaned after use, the Board will clean the facilities and charge the organization for the actual cost.
5. In no case shall food service supplies be used in the preparation of meals or refreshments.
6. The kitchen policies are not intended to prohibit the use of the kitchen facilities by other governmental agencies when this use does not interfere with the operation of the school food service program and when the use of the facility has been determined to be crucial to the continuing operation of such agency.

In the event of use by other government agencies, the following policies and/or requirements will be in effect.

This use of a kitchen facility shall require the assignment of one (1) school food service school-level management employee who shall serve in a training and orientation capacity for the agency's food service personnel.

- a. The designated employee shall train the agency's food service employees to properly and safely use and maintain the equipment in the facility and will provide orientation to the location of utensils and other small equipment.
- b. At the end of the period of use, the designated employee will test the equipment to ascertain that it is in good working order and perform an inventory of small equipment and utensils to ensure these items are accounted for and in good condition.
- c. At all times, the food service employee is an employee of the Board and not of the agency using the facility. The salary of this employee will be reimbursed by the agency using the facility.
- d. The amount of time needed for training, orientation and post-service accounting shall be determined by the Director of School Food Service in the best interest of the Board.

G. Equipment

1. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing and may be granted by the procedure by which permission to use facilities is granted.
2. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use.
3. Where rules so specify, no item of equipment may be used except by a qualified operator.
4. Agreements may be revoked immediately and without notice when conflicting dates result, when the need for the property for public school purposes subsequently develops, due to emergencies, and/or force majeure.

For other causes, permits may be revoked at any time upon reasonable notice.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.



Book	Policy Project Revised
Section	8000 Operations Cleaned
Title	WELLNESS
Code	po8510
Status	From Neola
Legal	<u>42 U.S.C. 1751 et seq.</u> <u>42 U.S.C. 1771 et seq.</u> <u>F.S. 595.405</u> <u>F.S. 1001.41</u> <u>F.S. 1001.42</u> <u>F.S. 1001.43</u> <u>F.S. 1003.453</u> F.S. 1003.455 F.A.C. 5P-2.002 7 C.F.R. 210.11

8510 - **WELLNESS**

As required by law, the School Board establishes the following wellness policy for the School District as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research supports that there is a positive correlation between a student's health and well-being and his/her ability to learn. Schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs by supporting the development of good eating habits in a health school meal environment and by promoting increased physical activity in and out of school.

School personnel, parents, and the public at large must be involved in a community-wide effort to promote, support, and model healthy behaviors and habits with respect to eating and exercise.

The Board sets the following goals to enable students to establish lifelong skills and attitudes that promote good health, healthy nutrition, and physical activity habits:

A. Regarding nutrition education, the District shall:

1. Strive to provide nutrition education opportunities that are enjoyable, developmentally appropriate, and include culturally-relevant participatory activities, such as contests, promotions, taste testing, and others.
2. Include nutrition education opportunities for appropriate student projects related to nutrition and, when possible, involve community-focused health and wellness agencies and organizations.

3. Extend nutrition education opportunities beyond the classroom by engaging and involving the District's and/or school's food service professionals.
4. Display age-appropriate nutrition education posters, such as the USDA's MyPlate in the cafeteria and other appropriate areas visible to students and others in the school community.
5. Promote the school cafeteria as a "learning lab" by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices during mealtime.

B. Regarding physical education, the District shall:

1. Physical Education

- a. Offer students in grades K-12, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), physical education in accordance with F.S. 1003.4282 and 1003.455, which includes the following:
 1. Elementary School Students (Grades K-5) - 150 minutes per week. A minimum of thirty (30) consecutive minutes is required on any day that physical education instruction is provided.
 2. Middle School Students (Grades 6-8) - One (1) class per day for one (1) semester each year.
 3. High School Students - One (1) credit will be earned in physical education with the integration of health.
- b. Utilize teachers properly certificated/licensed to provide instruction in physical education.

2. Physical Activity

- a. Provide students in grades K - 12 with the opportunity to use physical activity in which they participate outside the regular school day (other than organized interscholastic athletics) to satisfy physical activity requirements.
- b. Allow students in grades 7-12, as well as grade 6 students located on a 6-8 campus the opportunity to participate in interscholastic sports programs.

C. With regard to other school-based activities:

Students shall be provided access to free drinking water during designated lunch and breakfast meal times and may be available throughout the school day in designated areas.

1. The school shall provide attractive, clean environments within which the students eat.
2. Schools in our system utilize electronic identification and payment systems for school meals to eliminate any stigma or identification of students eligible to receive free and/or reduced price meals.
3. Schools provide students affordable access to the varied and nutritious foods they need to be healthy and to learn well regardless of unpaid meal balances.

D. With regard to nutrition promotion, the District shall provide that any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the District shall create an environment that reinforces the development of healthy eating habits, including offering and encouraging consumption of the following healthy foods that align with the USDA Dietary Guidelines for Americans and comply with the USDA Smart Snacks in School nutrition standards:

1. a variety of fresh produce to include those prepared without added fats, sugars, and/or sodium;
2. a variety of vegetables daily to include five (5) specific subgroups outlined in the Dietary Guidelines for Americans and promoted in the MyPlate materials (dark green, red/orange, beans/peas/legumes, starchy and other);

3. whole grain, whole and whole grain rice products that meet school lunch and breakfast program requirements and, if offered, Smart Snack in School standards;
 4. choice of fluid milks from fat-free or low-fat (unflavored and flavored) at program lunch and breaks meals with one (1) choice being unflavored;
 5. meals planned to meet specific calorie ranges for the age/grade groups served;
 6. eliminate foods offered in program meals and those offered as part of Smart Snacks in Schools are free of added trans-fat;
 7. promote and encourage a variety of choices from the fruit component and vegetable component daily within the school lunch program;
 8. require students to select a fruit or vegetable portion meeting the minimum portion requirements as part of a complete reimbursable meal;
 9. designate wellness champions at each school that will promote wellness resources through the District's and/or school's website for students, families, and the community;
 10. provide opportunities for students to develop the knowledge and skills for consuming healthful foods;
 11. promote access to the traditional school breakfast program but work to explore additional opportunities for students to participate, such as Grab-n-Go options, Breakfast After the (first) Bell, Breakfast in the Hall, kiosk, Breakfasts in the Classroom, vending machines, etc.
- E. The District nutrition department will promote and encourage Farm to School efforts in order to provide the healthy foods identified above.

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled *Food Service*, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled *Free and Reduced Price Meals*, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- C. All foods and beverages sold to students on the school campus during the school day outside of reimbursable school meals are considered "competitive foods" and must comply with the nutrition standards for competitive food as defined and required in 7 C.F.R. 210.11. Competitive foods include items sold a-la-carte in the cafeteria, from vending machines, school stores, snack bars, and for in-school fundraisers. For the purposes of competitive food standards implementation, "school campus" refers to all areas of the property under the jurisdiction of the school that are accessible to students during the school day. "School day" refers to the period from midnight before to thirty (30) minutes after the end of the official school day.
- D. Unless sold by the Food Service Program, competitive food items sold to students during the school day shall not consist of ready-to-eat combination foods of meat or meat alternate and grain products as defined in 7 C.F.R. 210.11 and incorporated in F.A.C. 5P-2.002.
- E. Competitive food and beverage standards may be exempted for the purpose of conducting in-frequent school-sponsored fundraisers up to five (5) days per school year in elementary schools, ten (10) days per school year in middle and combination schools, and fifteen (15) days per school year in high schools. Each school is responsible for maintaining records documenting the occurrence of any exempted school-sponsored fundraisers to demonstrate compliance with this policy.
- F. No school-sponsored fundraisers, which include the sale of food items, will be permitted to occur until thirty (30) minutes after the conclusion of the last designated meal service period.
- G. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, or from vending machines, for classroom parties, or at holiday celebrations.

- H. The Smart Snacks Product Calculator available online will be used to assess if competitive food items meet the standards.
- I. All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include for classroom parties and at holiday celebrations) align with the current USDA Dietary Guidelines for Americans.
- J. The school food service program may involve students, parents, staff, and/or school officials in the selection of competitive food items to be sold in the schools.
- K. The food service program shall be administered by a qualified nutrition professional.
- L. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- M. Continuing professional development shall be provided for all staff of the food service program.

The Board designates the building principals as the individual(s) charged with operational responsibility for measuring and evaluating the District's implementation and progress under this policy.



Book Policy Project Revised

Section 8000 Operations Cleaned

Title TRANSPORTATION

Code po8600

Status From Neola

Legal F.S. 316.173
F.S. 316.183(3)
F.S. 316.217(1)(b)
F.S. 1006.21
F.S. 1006.22
F.S. 1006.23
F.S. 1011.68
F.S. 1012.45
F.A.C. Chapter 6A-3
F.A.C. 6A-3.003

8600 - **TRANSPORTATION**

It is the policy of the School Board to provide transportation for those students whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the State of Florida. Such laws and rules shall govern any question not covered by this policy.

Provisions for reciprocal agreements with contiguous school districts for school bus and other Board-approved vehicle transportation services, inspections, and screening requirements shall be in accordance with Florida statute.

School buses shall be purchased, housed, and maintained by the District for the transportation of resident students between their home areas and the schools of the District to which they are assigned.

In accordance with F.S. 1011.68, students living more than two (2) miles from their home school will be eligible for District provided bus transportation. Students who attend school out of their home school zone will not be eligible for District provided transportation. Students shall board the bus at the nearest designated stop and will not enter or leave the bus at any other designated stop, except upon approval of the Director of Transportation or their designee.

Students living within two (2) miles of school may be provided District bus transportation under the following conditions:

- A. Permanently disabled students, whose Individual Education Plan requires special transportation.
- B. Temporarily disabled students upon request and verification of disability and length of time of disability.
- C. Students whose walking routes to school meet the State criteria for hazardous walking conditions.

F.S. 1006.23 requires the Board and other governmental entities work cooperatively to identify conditions that are hazardous along student walking routes to school and requires such condition shall be inspected by a representative of the School District and a representative of the State or local governmental entity that has jurisdiction over the perceived hazardous location. If it is determined that the condition meets the criteria established in State law for hazardous walking conditions, the Board shall provide transportation to students who would be subjected to such conditions. State law further requires State or local governmental entities having jurisdiction to correct such hazardous conditions within a reasonable period of time. The Board and Superintendent shall follow State law with respect to correcting hazardous walking conditions.

Parents of students who become or are determined to be non-eligible for school bus transportation shall be notified in writing. The student will be allowed to ride the bus for a minimum of three (3) additional days depending on the circumstances of the non-eligibility. If the student was riding the school bus illegally, removal from the bus will be immediate.

Bus routes shall be established so that an authorized bus stop is available within reasonable walking distance of the home of every resident student entitled to transportation services. The Board shall approve the bus routes annually. The Superintendent is authorized to make any necessary changes in the approved route.

The Board authorizes the installation and use of video recording devices in the school buses to assist the drivers in providing for the safety and well being of the students while on a bus.

Duties and Responsibilities of the Director of Transportation

- A. Counsel with school bus operators regarding safety and efficiency of service to schools and to make recommendations to them for improvement in service.
- B. Recommend to the Superintendent the initial or continued employment of bus operators, and other transportation personnel.
- C. Instruct school bus operators in procedures to be followed in conducting school bus emergency evacuation drills and confer with each Principal regarding scheduling, conducting, and documenting school bus evacuation drills. These procedures shall include a requirement that all operators of school buses transporting students, teachers, or chaperones on field and activity trips instruct all passengers in the locations and proper use of school bus emergency exits prior to each such trip.
- D. Counsel with bus operators regarding operator responsibility and authority, as well as job performance.

The Director of Transportation shall consider the knowledge, skills, and abilities related to student management techniques, as well as the characteristics of students with disabilities, when selecting or assigning operators and attendants for routes serving ESE students.

Duties and Responsibilities of the Principal

- A. Assume responsibility under the direction of the Superintendent for all student disciplinary cases that arise in connection with transportation in accordance with Florida statutes, Florida State Board Rule, and the Student Code of Conduct.
- B. Instruct students as a part of their safety program on the rules pertaining to student transportation, walking to and from school, bicycle, and other vehicle operations.
- C. Develop at the school a parking policy for the safety of students, visitors, and staff while operating or parking personal vehicles on campus.
- D. Conduct, at a minimum, during the first six (6) weeks of each semester, school bus evacuation drills, and maintain documentation for these drills.
- E. Develop a plan for the supervision of transported students who arrive early or remain late.
- F. Designate places for students to get on and off school buses at the school site, and provide supervision of the loading/unloading zone.
- G. Provide instruction for all transported students in safe practices on and off the bus during the first six (6) weeks of the first semester of the school year.

- H. Request authority in writing for transportation of students on field trips and activity trips, or other special trips, and to plan such trips in accordance with policies approved by the Board.

Duties and Responsibilities of the Bus Operator

- A. Pass all required physical examinations and meet such requirements as may be prescribed by State law, State Board rules, or Board policy.
- B. Be clean and neat in appearance, and to refrain from wearing shoes that are not securely held on the foot.
- C. Refrain from use of tobacco while operating the bus, as well as the use of profane language in the presence of the students. Operators shall not use or be under the influence of alcohol, illicit drugs, or any substance that may impair the operator's alertness or performance while on duty. Operators shall not carry firearms while on school board property.
- D. Prescribe, in cooperation with the Principal, the seating arrangements of students.
- E. Report needed changes in school bus transportation to the Director of Transportation including, but not limited to, bus loads, bus deficiencies, road hazards, routes, and schedules.
- F. Study and observe all laws, rules of the State Board, and policies of the Board relating to transportation.
- G. Attend and participate in conferences and training classes for school bus operators, and be prepared at any time to pass successfully a reasonable examination concerning traffic laws, State and local transportation rules, and driving skills.
- H. Require that transported students observe all rules prescribed by law, State Board rule, and the policies of the Board.
- I. Maintain order and discipline, under the direction of the Principal, on the part of every passenger.
- J. Permit students to leave the bus only at their assigned stop, except upon written authorization of the Principal, or Transportation Management Team.
- K. Observe all procedures incorporated in the Florida Department of Education Basic School Bus Operator's Curriculum.
- L. Instruct transported students in safe riding practices.
- M. Require all passengers to remain seated and to keep aisles and exits clear.
- N. Participate in emergency evacuation drills at least once each school semester under the direction of the assigned Area Manager or school designee.
- O. Use the bus, if it is publicly owned, only to transport students to and from school, except upon specific direction of the Superintendent.
- P. Prepare immediately after every accident involving the bus or a school bus passenger an accident report to be filed with the Director of Transportation.
- Q. Ascertain and ensure that all persons are off the bus before filling fuel tank.
- R. Drive always at a safe speed and never in excess of the legally posted speed limit in business or residential districts, or fifty-five (55) miles per hour outside business or residential districts.
- S. Cooperate with duly authorized school officials, mechanics, and other personnel in the mechanical maintenance and repair of the bus, and in overcoming hazards that threaten the safety or efficiency of service.
- T. Inspect the bus prior to the beginning of the first trip each morning and the first trip each afternoon, and report any defect affecting safety or economy of operation immediately to authorized service personnel. The inspection shall include all items identified in the procedures related to the mandatory daily inspection in the Basic School Bus Operator Curriculum.

- U. Keep the bus clean and neat at all times and not affix any stickers or other unauthorized items to the interior or exterior of buses.
- V. Prepare reports, keep all records required, and otherwise assist school officials in mapping bus routes, planning schedules and in obtaining information for a continuous study of all phases of transportation service.
- W. Wear a seat belt at all times when the bus is in operation.
- X. Use roof-mounted white flashing strobe lights, if the bus is so equipped while the bus is in operation.
- Y. Report the following immediately to the Director of Transportation, Principal, or other designated officials:
 1. misconduct on the part of any student while on the bus or under the operator's immediate supervision;
 2. complaints requiring attention of school authorities;
 3. any hazards arising that would offer either an actual or a potential threat to the safety of students in the operator's care;
 4. causes for failure to maintain school bus time schedule; and
 5. overloaded conditions on the bus that exceed the rated capacity of the bus.
- Z. Perform a complete interior inspection of each bus after each run and trip to ensure no students are left on board.
- AA. Maintain as far as practicable by patient and considerate treatment of parents a feeling of security in the safety of students transported.

The Superintendent shall require that bus operators, and attendants if used, are instructed as to their responsibilities for students who are transported at public expense as follows:

- A. The operator or attendant of a bus transporting students shall remain with the bus so that students aboard will be under supervision at all times, except to call for assistance in case of an emergency or accident involving the students or bus.
- B. In cases where a student with physical disabilities is unable to leave the area of a student stop without assistance, the school bus operator shall not assume responsibility for such assistance except in an emergency that threatens the safety of such student or students.
- C. The operator and attendant (if used) shall be provided certified cardiopulmonary resuscitation (CPR) and first aid training along with other required pre-service training prior to transporting students, and shall receive CPR and first aid refresher in-service training at least biennially; however, the operator and attendant (if used) shall not give medicine and shall limit their assistance to that which may normally be expected of a reasonable, prudent person or as specified in the student's Individual Educational Plan or Individualized Seizure Action Plan.
- D. School bus operators and attendants (if used) shall receive information regarding each affected student's Individualized Seizure Action Plan and appropriate training regarding how to provide recommended care if the student shows symptoms of the epilepsy or seizure disorder, in accordance with F.S. 1006.062. The student's parent and emergency contact information will also be provided to bus operators and attendants.

The Superintendent shall also require that bus operators and attendants are provided instructions, in writing, as to any special conditions or non-medical care which a student may need while on the bus.

Parents, guardians, and students shall be informed at least annually in writing of their responsibilities for the following:

- A. to ensure the safe travel of their students during the portions of each trip to and from school and home when the students are not under the custody and control of the District, including during each trip to and from home and the assigned bus stop when the District provides bus transportation;
- B. to ensure that students ride only on their assigned school buses and get off only at assigned bus stops, except when the District has approved, upon the request of the parent or guardian, alternative buses or arrangements;
- C. to ensure students are aware of and follow the District's adopted Code of Student Conduct while the students are at school bus stops and provide necessary supervision during times when the bus is not present; and

D. to ensure that, when the physical disability of the student renders the student unable to get on and off the bus without assistance, the parent or guardian provides the necessary assistance to help the student get on and off at the bus stop, as required by District policy or the student's individual educational plan.



Book	Policy Project Revised
Section	9000 Community Relations Cleaned
Title	PARENT ORGANIZATIONS
Code	po9210
Status	From Neola

9210 - PARENT ORGANIZATIONS

The School Board supports organizations of parents whose objectives are to promote the educational experiences of District students. Examples of parent organizations include PFA and PTO. Parent organizations, as detailed in this policy, do not include booster clubs and other outside support organizations as they are addressed in policy 9211.

Any new parent organization desiring to use the name or good offices of the District must obtain the approval of the principal as a prerequisite to organizing. However, in using the name of the District or its schools and in organizing a group whose identity derives from a school(s) of this District, the parental organization thereby shares responsibility with this Board for the welfare of participating students.

Representatives and members of approved school-related organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District.

Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.

The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations.

Fund-Raising

All fund-raising activities must be approved by the principal. The time, date, purpose, location, and conduct of all fund-raisers shall have prior approval of the administration. Parent organizations will communicate their preferred activity dates to the administration as soon as possible as consideration for dates and facilities will be given on a first-come, first-served basis.

The financial transactions of each school organization will be accounted for in the school internal funds.

Fund-raising activities by a school, by any group within a school, or in the name of a school shall not conflict with programs as administered by the Board.

Funds collected shall be expended in accordance with a majority vote of the parent organization to benefit students of the particular school raising funds, unless those funds are being collected for a specific documented purpose.

Collecting and expending of school internal account funds shall be in accordance with Chapter 8 of the Financial and Program Cost Accounting and Reporting for Florida Schools, 2023 (Red Book). Sound business practices shall be observed in all transactions.

By the 1st of each month, each parent organization should submit a financial report with revenues and expenses to the principal for review. By the end of each school year each outside support organization shall submit its participation requirements, dues, fees, tentative goals, and objectives and fund-raising plans for the next school year to the principal for review.

Organizations must comply with Board Policy 5830 - Student Fund-Raising and Policy 6610 - Internal Accounts.

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Book Policy Project Revised

Section 9000 Community Relations Cleaned

Title BOOSTER CLUBS AND OTHER OUTSIDE SUPPORT ORGANIZATIONS

Code po9211

Status From Neola

Legal 7 C.F.R. 210.11
42 U.S.C. 1779
F.S. 1001.41
F.S. 1001.42
F.S. 1001.43
F.S. 1010.01
F.S. 1010.20
F.S. 1011.07
F.A.C. 5P-1.003, Responsibilities for the School Food Service Program
F.A.C. 6A-1.001, District Financial Records
F.A.C. 6A-1.087, School Board Responsible for Internal Funds
F.A.C. 6A-1.091, Purchases from Internal Funds
Chapter 8, Financial and Program Cost Accounting and Property for Florida Schools,, 2014

9211 - **BOOSTER CLUBS AND OTHER OUTSIDE SUPPORT ORGANIZATIONS**

The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits not provided for, at the time, by the Board.

School-Based Organizations

School-based organizations include, but are not necessarily limited to, clubs, classes and departments, and other school-sponsored groups.

All fund-raising activities must be approved by the principal. The financial transactions of each school organization shall be accounted for in the school internal funds. All funds handled by Board employees during normal working hours shall be included in and become part of the internal funds of the school unless accounted for in the District-level accounting system. All school organizations, or organizations operating in the name of the school, that obtain money from the public shall be accountable to the Board for receipt and expenditure of those funds in the manner prescribed by the Board. If approved by the Board, a school-based, direct-support organization as defined under F.S. 1001.453 may have all financial transactions accounted for in school internal funds.

Funds collected by and used for the benefit of faculty and staff may be exempt from the preceding requirements if authorized by the Superintendent.

Student participation in fund-raising activities shall not be in conflict with the program as administered by the Board and shall be in compliance with Policy 5830 - *Student Fund-Raising*, Policy 6605 - *Crowdfunding*, and Policy 6610 - *School Internal Funds*.

Fund-raising activities by a school, by any group within a school, or in the name of a school shall not conflict with programs as administered by the Board.

Funds collected shall be expended to benefit students of the particular school raising funds unless those funds are being collected for a specific documented purpose or are generated by career education production shops. Career education production revenues shall benefit the students or program that generated the funds or the student body. Those internal account funds designated for general purposes shall be used to benefit the student body.

Collecting and expending of school internal account funds shall be in accordance with Chapter 8 of the Financial and Program Cost Accounting and Reporting for Florida Schools, 2023 (Red Book). Sound business practices shall be observed in all transactions.

Each school organization shall be subject to audit upon request by the District. Audits may be conducted by the District at the District's expense or the school organization may hire an outside CPA to conduct the audit at its expense.

Booster Clubs and Other Outside Support Organizations

Outside support organizations include, but are not limited to, booster clubs, and any other support organization.

For purposes of this policy, outside support organizations are defined as any registered Florida non-profit entity, group, or other organization formed and operating for the purpose of supporting District programs. Outside support organizations shall obtain their own tax identification number and submit their W-9 and bylaws to the principal for review and approval.

The Board recognizes that individuals may wish to establish an outside support organization to promote and enhance the educational experiences of, as well as co-curricular and extra-curricular activities, for District students. However, in using the name of the District or any of its schools and in organizing a group whose identity derives from (a) school(s) of this District, the outside support organization must share responsibility with the Board for the welfare of the students who will benefit from the outside support organization's fund-raising activities. Therefore, any outside support organization desiring the use of the good name of the District, as well as any logos or other insignia or emblems associated with and/or used to identify the District, school(s), and/or school-sponsored programs and activities, must obtain the approval of the Superintendent as a prerequisite to organizing.

Representatives and members of approved outside support organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District.

The Board will not tolerate any undue pressure, harassment, or intimidation designed to coerce parents or teachers into membership in one (1) organization as opposed to another.

The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.

Insurance

Outside support organizations shall indemnify and hold the Board harmless from and against any and all claims and causes of action whatsoever arising out of or related to outside support organization acts and omissions in carrying out their activities.

Outside support organizations shall purchase liability insurance (riders – self-insured) to cover such indemnification and to protect the outside support organization and Board against claims for damage or injury resulting from any act or omission on the part of the outside support organization. The amount of insurance coverage shall not be less than \$1,000,000 and the outside support organization shall provide the Board with sufficient documentation demonstrating that the Board is named as an additional insured on the policy.

Nondiscrimination

Outside support organizations shall allow participation by parents, District staff, and members of the community. All meetings should be communicated to the school and be open to the public. Outside support organizations shall not discriminate on the basis of race, color, national origin, sex 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").

Persons shall not be excluded from participation in outside support organizations based upon the extent or level of their past participation.

Financial Requirements

By the end of each year, each outside support organization shall submit its participation requirements, dues, fees, tentative goals, and objectives and fund-raising plans for the next school year to the principal for review. Should an outside support organization propose a change to these submittals during the school year, the principal shall be advised before any final revisions are made. This information shall be made available on the school's website at the beginning of each school year.

School employees and Board-approved school volunteers may not be directly compensated in any manner by outside support organizations.

Outside support organizations shall permit the Board to review all financial books and documentation upon request, and shall conduct a financial audit upon request of the Board.

In addition, outside support organization must produce the following documents to the superintendent upon request:

- A. A determination letter from the Internal Revenue Service that verifies the organization is a tax-exempt organization in good standing as described in Section 501(c)(3) of the Internal Revenue Code (if applicable).
- B. A copy of the articles of incorporation or amended articles of incorporation on file with the Florida Department of State, Division of Corporations (if applicable).
- C. A copy of any filing with the Florida Department of State, Division of Corporations and the Florida Department of Agriculture and Consumer Services (if applicable).
- D. A copy of the outside support organization's bylaws and any amendments or any other governance documents.
- E. A current list of names, addresses, and titles of each officer. No employee of the District may be an officer of the booster organization in order for the organization to obtain Board recognition.
- F. A description of the projects or activities the outside support organization intends to undertake during the ensuing school year and the objective and goals of such projects or activities.
- G. The outside support organization's balance sheet together with an accounting of the outside support organization's income and expenses for the preceding calendar year.
- H. Copies of State and Federal tax reports for the most recent year, as well as copies of any audit reports.

The activities of outside support organizations shall not involve the use of public funds and the District shall not assume responsibility for any purchases made on behalf of any outside support organization governed by this policy. The School District tax identification number shall not be used for outside support organization purchases.

Fund-Raising

The time, date, purpose, location, and conduct of all fund-raisers shall have prior approval of the administration. Outside support organizations are encouraged to communicate their preferred activity dates to the administration as soon as possible as consideration for dates and facilities will be given on a first-come, first-served basis.

Proceeds from outside support organizations' fund-raisers shall not be commingled with a student activity or other Board accounts. Board employees who commingle such proceeds with a student activity or other Board account shall be subject to discipline.

Donations from outside support organizations must be made in accordance with Policy 7230 and any accompanying procedures. Donations shall become the property of the Board and used in a manner determined by the Board, in accordance with its policies, procedures, and Florida law.

Outside support organizations shall comply with Board Policy 6605 on crowdfunding and accompanying administrative procedures.

For any fund-raisers by student clubs and organizations, parent groups, or outside support organizations that involves the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold shall comply with the current USDA *Nutrition Standards for the National School Lunch and School Breakfast Programs*, the USDA *Smart Snacks in Schools* regulations, F.A.C. 5P-1.003, and applicable State law, unless the Principal grants an exception to this requirement pursuant to F.A.C. 5P-1.003. If approved, fund-raisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8550, *Competitive Foods*, whether those food items and beverages are compliant with, or an exception to, the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations.

If an exception is granted to the requirement that food items and beverages available for sale to students on campus between one (1) hour after the last lunch period and thirty (30) minutes after the end of the school day are compliant with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations, the Principal shall also comply with all requirements set forth in F.A.C. 5P-1.003, including the maintenance of required records.

Other Rules and Procedures

The following additional rules and procedures shall govern the working relationships between the Board, administration, and any approved outside support organization. The Board may revoke formal recognition of any support group that fails to comply with these rules:

- A. The Board relies upon approved outside support organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from any outside support organization that violates the bounds of community taste.
- B. In addition to parents, membership should be made available to District staff and members of the community.
- C. Outside support organizations shall work in cooperation with the principal and other staff members and shall abide by the policies of the Board. It shall be the responsibility of each outside support organization to monitor its activities to assure compliance with Board policy.
- D. Outside support organizations are encouraged to set goals that are consistent with those of the particular programs, activities, or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity, or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.
- E. Outside support organizations must abide by the policies and procedures established for the use of District facilities and grounds. Projects that require any modification or alteration to District property must be pre-approved by the Superintendent.