

CHAPTER 8.00 - AUXILIARY SERVICES

SAFETY

8.10*+

- (1) The safety of pupils, employees and visitors shall be the responsibility of the authorized person in charge of each site owned or operated by the School Board. The supervisor of each site or facility shall cause to be established a safety committee which shall be responsible for the promotion of a safety education and accident prevention program for that site.
- (2) Schools shall cooperate with the police, sheriff's department, fire department and other agencies promoting safety education.
- (3) To assist in carrying out the responsibilities for safety, each principal shall appoint a member of the staff as school safety coordinator.
- (4) No person shall bring on any School Board premises or have in his possession or in his/her vehicle any School Board property, any firearm, weapon or destructive device unless such weapon is required as part of his/her regular job responsibilities.
- (5) Non-medical school district personnel shall not perform invasive medical services that require special medical knowledge, nursing judgment and nursing assessment, including but not limited to: sterile catheterization, nasogastric tube feedings, cleaning and maintaining a tracheotomy and deep suctioning of a tracheotomy. Non-medical assistive personnel can perform health related services upon successful completion of child-specific training by a registered nurse, a licensed practical nurse, a physician or a physician assistant. These procedures, which include but are not limited to clean intermittent catheterization, gastrostomy tube feedings, monitoring blood glucose and administering emergency injectable medications, must be monitored by a nurse. A registered nurse, licensed practical nurse, physician or physician assistant shall determine if non-medical school district personnel shall be allowed to perform any other invasive medical services not listed above.
- (6) The Superintendent or designee shall require that hazardous conditions found on any School Board property be reported immediately and that reported hazards be investigated and corrected or removed, as appropriate.
- (7) School alarm systems shall be monitored on a monthly basis or more frequently as needed. Any malfunction shall be reported for immediate repair.

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- (8) The Superintendent shall develop and present to the board for approval appropriate emergency management and emergency preparedness plans.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

**316.614; 1001.43
1006.062(3); 1006.07, F.S.**

HISTORY:

**ADOPTED:
REVISION DATE(S): 10/13/03 (EDITORIAL)
01/10/05 (CITATION); 11/14/05 (EDITORIAL)
FORMERLY: 8.202, 8.235**

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SAFETY PROGRAM

8.11

The Board recognizes the necessity of a comprehensive Risk Management Safety Program designed to provide for the safety and health of its employees, students and the protection of its physical facilities and environment. This program shall ensure compliance with all applicable local, state and federal rules, regulations and procedures as they pertain to the safety and health of employees and students, and to the security of district facilities. The Code of Federal Regulations (CFR) as adopted by the state of Florida, for enforcement in all public sector employment locations, shall be strictly adhered to; in addition, the provisions relating to safety and health as contained in Florida Statutes.

This comprehensive program shall provide for the following:

- (1) Safety requirement for employees, students and visitors
- (2) Loss prevention/safety training
- (3) Work site safety inspections
- (4) Reporting of hazards
- (5) Work site safety committees
- (6) Accident/incident reports
- (7) Security
 - (a) Planning
 - (b) Security of personnel
 - (c) Security of facilities
 - (d) Monitoring
- (8) Contractor safety requirements.

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STATUTORY AUTHORITY:

1001.42(6), F.S.

LAWS IMPLEMENTED:

316.614; 1006.062(3); 1006.07, F.S.

HISTORY:

**ADOPTED:
REVISION DATE(S): 11/11/02
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TOXIC SUBSTANCES IN SCHOOL WORK AREAS

8.12+

The Superintendent shall develop and implement a program to ensure School Board employees are provided information concerning the nature of toxic substances which are used in the workplace. The program shall include, but not be limited to:

- (1) Notification of School Board employees of where to direct requests for information on such substances;
- (2) An orientation session, within thirty (30) days of employment, for all new School Board employees to advise them of any adverse health effects which may occur as a result of contact with toxic substances; and,
- (3) Distribution of information regarding the use of any toxic substances in the District school system to the local fire department.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

1001.43, F.S.

HISTORY:

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INFECTION CONTROL GUIDELINES

8.13

School Board employees who handle students' body secretions shall adhere to the following procedures which emphasize avoidance of direct contact of employees' skin and mucous membranes with blood and other body secretions or wastes of persons who may have a communicable disease:

- (1) Rubber or latex gloves shall be worn and discarded after one (1) use.
- (2) Body secretions or blood shall be removed by using a freshly prepared disinfectant solution as prescribed in approved District operating procedures. All soiled surfaces shall be cleaned with this mixture by using disposable towels, whenever possible. Any substitute disinfectant solution shall be approved by the appropriate District officer.
- (3) All soiled articles shall be disinfected and discarded pursuant to approved guidelines.
- (4) Mops and other cleaning implements shall be thoroughly rinsed in the disinfectant solution.
- (5) Hands shall be washed thoroughly with soap and water after removing gloves or if bare hands accidentally contact any body secretions.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

1001.43; 1012.23, F.S.

STATE DEPARTMENT OF HEALTH RULE(S):

64-E16

HISTORY:

ADOPTED:
REVISION DATE(S): 01/10/05 (CITATION); 08/15/05 (CITATION)
FORMERLY: NEW

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INSPECTIONS

8.14*

All school buildings shall be inspected at least once during each school fiscal year by a person who is certified by the designated state agency. Such inspection shall be conducted to determine compliance with State Board of Education rules and shall include, but not be limited to, wiring, plumbing, structural parts, safety hazards, and general repair needs. A copy of such inspection report(s) shall be submitted to the principal, Superintendent, and School Board.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

404.056; 1001.43, 1013.12, F.S.

HISTORY:

ADOPTED:
REVISION DATE(S): 10/13/03; 02/14/05
FORMERLY: 8.206, 8.229

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FACILITY FIRE SAFETY INSPECTION

8.15*

If the State Fire Marshal or his/her designee conducts a fire safety inspection as authorized in Florida Statutes, and it is determined that a serious fire safety hazard exists which poses an immediate danger to the public health safety, or welfare, the State Fire Marshal and Superintendent are authorized to issue a joint order to vacate the facility in question, which order shall be effective immediately. The Superintendent shall immediately notify the School Board members about such an order.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

125.56; CHAPTER 633, 1001.43; 1013.12, F.S.

HISTORY:

**ADOPTED:
REVISION DATE(S):
FORMERLY: 8.214**

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EMERGENCY EVACUATION DRILLS

8.16*

- (1) The Principal shall hold emergency evacuation and other emergency procedures drills during each month that school is in session in accordance with State Board of Education rules, with the first drill being held within the first five (5) days of the school term. A written report of each emergency evacuation drill shall be sent to the District office. Under current standards, required emergency evacuation drills are to be conducted no less than ten (10) times each school year. Should that number increase or decrease, the Superintendent/designee shall immediately inform the schools of the change.
- (2) The principal and instructional and non-instructional school staff members shall develop a base emergency exit and cover plan for such emergencies as fire, bomb threats, foul weather and national emergencies, designed to familiarize the occupants with all means of exit and appropriate cover areas for emergencies. Special emergency exits that are not generally used during the normal occupancy of the building shall be carefully detailed and outlined. Diagrams shall be posted in each student occupied area clearly indicating fire exits and alternate evacuation routes.
- (3) The principal shall plan and assign to staff members the responsibility of the prompt and orderly evacuation of school buildings.
- (4) The principal shall identify and report to the Superintendent hazardous areas requiring corrective measures. The Superintendent shall be responsible for informing the School Board of the principal's report.
- (5) The Superintendent shall make available to each principal a copy of State Board of Education rules and any amendments adopted by the State Board of Education relating to emergency evacuation drills.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43; 1006.07, F.S.

HISTORY:

**ADOPTED:
REVISION DATE(S):
FORMERLY: 2.118**

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EMERGENCY DISASTER

8.17*+

In the event of an emergency disaster, school centers shall be available for use as emergency shelters. If it is predicted that a storm or hurricane will hit in or near this geographical area, each school building principal shall be available in order to make the school plant for which he/she is responsible available as an emergency shelter.

- (1) Each school building principal shall provide an emergency disaster plan for his/her school in the event of a hurricane, tornado, or other civil defense emergency. The evacuation plan shall be printed and posted in all classrooms, and shall be made available to all concerned parents and the school faculty.
- (2) The District shall cooperate with the Office of Emergency Management or other designated emergency management coordinating groups.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

235.02; 1001.43; 1013.10, F.S.

HISTORY:

ADOPTED:
REVISION DATE(S):
FORMERLY: 8.213

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EMERGENCY CLOSING OF SCHOOLS

8.18

In case of an emergency, the Superintendent/designee is authorized to close any school or all schools and to dismiss a school(s) prior to the regular daily dismissal hour. Except that, the principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such early dismissal made by the principal shall be reported immediately to the Superintendent's office with a statement describing the reasons for early dismissal. School Board members shall be notified as soon as possible.

- (1) In a declared state of emergency, control of students shall be maintained by school personnel until these students are released from school or in the case of transported students, until they depart from the school bus.
- (2) The principal shall cooperate with emergency preparedness authorities during a natural or man-made disaster. If a riot or similar situation occurs, the principal shall cooperate with the law enforcement authorities.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43; 1001.51, F.S.

HISTORY:

ADOPTED:
REVISION DATE(S):
FORMERLY: NEW

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SECURITY PLAN

8.19+

- (1) All District schools shall develop and implement a school security program to be in effect during school operating hours. The security program shall be consistent with provisions in Florida Statutes and State Board of Education rules.
- (2) Security plans may provide for security trailers to be located on school property.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43, F.S.

STATE BOARD OF EDUCATION RULE:

6A-1.0403

HISTORY:

**ADOPTED:
REVISION DATE(S):
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VANDALISM AND MALICIOUS MISCHIEF

8.22

The principal or designee shall report any vandalism immediately to the Superintendent and to the proper law enforcement agency giving all available information.

- (1) A student who willfully damages school property shall be properly disciplined and his/her parent(s), as defined by Florida Statutes, if the student is a minor, shall be requested, in writing, to restore or to replace any damaged property in accordance with the true value as determined by the principal, the responsible District department head, or in extreme cases the Superintendent and/or School Board. In extreme cases of vandalism, a student shall be subject to suspension or expulsion from school under the charge of serious misconduct. The Code of Student Conduct shall identify disciplinary procedures for students who abuse school property. An adult student involved in the destruction of school property shall be held solely responsible for the damages.
- (2) A civil action against the student's parent(s) may be instituted by the School Board in an appropriate action to recover damages in an amount not to exceed the limit prescribed by Florida Statutes if vandalism or theft of school property is known to have been committed by a minor and the parent(s) refuses to restore or replace the property.
- (3) In any case of willful or negligent damage to school property by a person other than a student, the user or the person responsible for the damage shall replace the property or pay the damages in accordance with the true value as determined by the Superintendent.
- (4) Each organization which is granted a permit for the use of public property shall be responsible for any damage to the buildings, equipment, or grounds beyond that which would be considered normal wear and tear and shall pay for any such damage in accordance with the true value as determined by the Superintendent. Failure to comply with a request for payment of such assessed damages shall result in the individual, group, or organization being ineligible for further use of school property and such legal action as the School Board deems proper to recover the amount of damages.

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STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 741.24; 806.13; 1000.21;
1001.43; 1013.10, F.S.

HISTORY: **ADOPTED:**
REVISION DATE(S): 01/10/05 (CITATION); 04/16/07 (CITATION)
FORMERLY: 8.241

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PURPOSE AND FUNCTIONS OF THE TRANSPORTATION PROGRAM

8.30*+

The transportation program shall be administered to provide safe and efficient services at the lowest possible cost. Transportation funds shall be used primarily to provide transportation of students to and from the nearest appropriate school as determined by the School Board and in accordance with Florida Statutes.

The Superintendent or designee shall be responsible for supervising, administering, investigating, and resolving problems of the District's transportation system. This shall include determination that all School Board employees involved with the transportation system are knowledgeable of applicable Florida Statutes and State Board of Education rules.

The Superintendent or designee shall develop a handbook which sets forth guidelines, responsibilities, directions and procedures for the District's transportation system. The handbooks and modifications to it shall be subject to School Board approval.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

**1001.43; 1006.21;
1006.22; 1006.23; 1011.68, F.S.**

STATE BOARD OF EDUCATION RULE:

6A-3.017

HISTORY:

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REVISION DATE(S): 01/10/05 (CITATION); 04/16/07 (CITATION)
FORMERLY: 8.401, 8.410**

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STUDENT TRANSPORTATION

8.31*

Any student who resides within an area prescribed by the School Board is eligible to ride the school bus to and from school. No state funds are received for the transportation of a student whose home is within two (2) miles from the nearest appropriate school as determined by the School Board; therefore, no such student shall be reported as transported for state reimbursement purposes.

- (1) Exceptions may be made in the case where a child is handicapped or when it has been determined that the nearest route taken will be extremely unsafe for the child to walk due to the traffic, natural hazards, or other peculiar circumstance.
- (2) Determination of such unsafe conditions shall be the responsibility of the Superintendent upon the consideration of findings of the supervisor of transportation in cooperation with the bus operator, and recommendations of school administration, law enforcement agencies, or local safety groups.
- (3) When it is impractical to provide bus transportation for reasons of isolation from regular school bus routes to the school of assignment, a parent, as defined by Florida Statutes, aide, or other person transporting the student may be authorized by the Board to be reimbursed at the rate provided by law.
- (4) The operator shall obey all traffic laws and posted speed limits. Buses must not exceed 55 miles per hour at any time. As per State Statute 316.183(2) and (3).
- (5) The amber lights shall be actuated at a point approximately two hundred (200) feet from each student stop or at such greater distance as is necessary due to traffic that the bus is approaching a student passenger stop. When the bus has stopped and before the door is opened, the amber lights shall be deactivated and the stop signal arm supplemented by flashing red lights, shall be displayed as due warning that students are being loaded or unloaded. The bus door shall not be opened to unload students until approaching traffic in the immediate vicinity of the bus has stopped.
- (6) The bus shall be stopped at least fifteen (15) feet from the nearest rail of any railroad grade crossing. The operator shall not proceed across tracks until after looking carefully in each direction, opening the door and listening for the sound of an approaching train, and determining that it is

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safe to proceed. The bus door shall be closed before proceeding across the tracks of a railroad.

- (7) Order and discipline for students shall be maintained at all times the bus is in operation. Any serious misconduct, or continued less serious misconduct, on the part of a student shall be reported to the principal.
- (8) The license number of any vehicle, and the name of the driver if known, which illegally passes the bus while a student is entering or leaving shall be reported to the Coordinator of Transportation.
- (9) Each bus shall be parked during the school day in a location designated by the Coordinator of Transportation.
- (10) Periodically student transportation routes and student walking conditions shall be reviewed to determine if hazardous conditions exist. Appropriate requests for designation of hazardous conditions shall be provided as required by state law or State Board of Education rules.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1000.21; 1006.21; 1006.23; 1011.68, F.S.

STATE BOARD OF EDUCATION RULE:

6A-3.001; 6A-3.0171

HISTORY:

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ADOPTED:
FORMERLY: 8.405, 8.410,
8.427, 8.428

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BUS ROUTES

8.32

- (1) Designation of Bus Routes. The Superintendent, with the assistance of the Supervisor of Transportation, shall make recommendations relative to the establishment of bus routes and stops. After considering the recommendations of the Superintendent, the School Board shall designate the bus route to be traveled regularly by each school bus and each such route shall meet the following requirements.
 - (a) Each route shall be planned, scheduled, and adjusted to the capacity of the bus and, insofar as practicable, the normal capacity of each bus shall be used, without standees, to serve students whose homes are beyond a reasonable walking distance from the school center to which they are assigned, except as otherwise provided by law and regulations. Any student living outside an area prescribed by the School Board shall not ride a school bus except upon special authorization of the School Board.
 - (b) Each route shall serve regularly only students whose homes are beyond a reasonable walking distance to the nearest appropriate school.
 - (c) Any route served by a school bus designated by the School Board shall be restricted to those areas where road conditions, the capacity of bridges and the number of students to be served make such service economically feasible and practical.
 - (d) A route shall not be extended for the purpose of accommodating students whose homes are within a reasonable walking distance or a shorter or more economical route which is available to serve the student.
 - (e) School bus routes shall, insofar as possible be restricted to main truck lines operated on roads maintained by the county or the state and safe and satisfactory for the operation of the bus. The routes shall further be restricted to areas where the number of students to be served makes service practicable and economically feasible, and to require the minimum time within the desired limits for any student in travel time to and from school. Any route shall be:
 - (i) A road which is free from safety hazards passable under all weather conditions.

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- (ii) Of sufficient width so that when possible tree limbs, bushes and similar hazards shall not exist.
 - (iii) A road with at least twelve feet (12') over-head clearance from ground level.
 - (iv) Free of obstructions and shall have no bridge which is inadequate to support the weight of the bus when loaded to capacity.
- (f) On any route where it is necessary for the bus to turn around, a suitable turning area shall be available.
- (g) Where possible, student loading and unloading stops shall not be established less than six hundred sixty feet (660) apart, and shall be established so students from several homes can meet at a central point for a group pick up, unless the welfare of the children dictates otherwise. Buses shall make only authorized, regularly scheduled stops. Unscheduled stops for the convenience of the school bus operator or student and not of an emergency nature concerned with the health and safety of the school bus operator and students shall be considered in violation of School Board policy.
- (h) The location of each bus stop will conform to the requirements of Florida Statutes.
- (2) Spur Routes. A spur route from the main trunk route shall be considered when one or more of the following conditions are present:
- (a) The spur route shall be in excess of two-tenths (.2) of a mile from the trunk route.
 - (b) An extreme hardship must exist as determined by the School Board and recorded in its official minutes.
 - (c) The road must be safe and satisfactory for the operation of the bus with a satisfactory turn-around area.
 - (d) Such routing of the bus shall not result in poor scheduling, double-tripping, or a hardship on other students.
 - (e) Such routing shall not cause students who board the bus first in the morning to leave home at an unreasonable hour.

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- (3) Change in Routes. A request for a change in a bus route shall be made to the Superintendent. When data has been collected, the complete information and a recommendation from the Superintendent shall be submitted to the School Board for its consideration. A deviation in a bus route may be made by the Superintendent for good cause; provided, that such deviation is submitted to the School Board for approval at its next regular meeting.
- (4) Non-transportation zones. After considering the recommendations of the Superintendent, the School Board shall designate, by map or otherwise, non-transportation zones which shall be composed of areas in the district from which it is unnecessary or impractical to provide transportation services. Non-transportation zones shall be designated annually prior to the opening of school and prior to the designation of bus routes for the ensuing school year.
- (5) Cooperation with other school districts. Where it is practical to extend a school bus route to serve any territory located in another school district, the School Board of Washington County shall enter into an agreement with the School Bus of the other school district to provide transportation service to students residing in such adjacent school district. Any such agreement shall be recorded in the official minutes of each School Board. The agreement shall state in detail the responsibility of each School Board for the operation of the school bus and the maintenance of the daily schedule. Whenever a school bus crosses a district line, all rules of the Washington County School Board shall apply to transported students unless otherwise stated in the agreement between the School Boards.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

947.1405; 1001.43; 1006.21, F.S.

STATE BOARD OF EDUCATION RULE:

6A-3.0171

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FORMERLY: 8.406, 8.414**

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BUS EMERGENCY EVACUATION DRILLS AND INSTRUCTION IN SAFETY PRACTICES

8.33*

- (1) The Superintendent or designee shall instruct bus operators in the procedures to be followed while conducting a bus emergency evacuation drill. Initial instruction for bus operators shall be provided during the first six (6) weeks of school for students.
- (2) The Superintendent or designee shall direct that each bus serving a school conduct an emergency evacuation drill during the first six (6) weeks of each semester.
 - (a) The members of the transportation department or principal shall inform the bus operators to the day on which any practice emergency evacuation drill is to be conducted. The bus operator shall hold the drill as directed, and the transportation department or principal shall record the process.
 - (b) A practice emergency evacuation drill shall be held at a point in which the least possible danger exists from traffic.
 - (c) Any bus operator serving more than one (1) school shall report for instruction to the school as determined by the transportation department.
 - (d) The record of the drill shall be filed in the appropriate District office.
- (3) All transported students shall be provided instruction in safe practices on and off the bus during the first six (6) weeks of the first semester of the school year.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43; 1006.21, F.S.

STATE BOARD OF EDUCATION RULE:

6A-3.0171

HISTORY:

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FORMERLY: 8.405, 8.412**

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TRANSPORTATION LIABILITY

8.34*

The Superintendent is directed to ensure that School Board liability is protected when transporting students and persons other than students to events or activities in which the School Board or school has agreed to participate or co-sponsor.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43, 1006.21, 1006.24, F.S.

HISTORY:

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FORMERLY: NEW

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EXITING THE SCHOOL BUS

8.35

No student shall leave the school bus on his/her way to or from school without the student's parent(s), as defined by Florida Statutes, and the principal or designee's written authorization except at the customary destination of the bus which shall be either the school or the assigned stop.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

1000.21, 1001.43, 1006.21, 1006.22, F.S.

STATE BOARD OF EDUCATION RULES:

6A-3.0171

HISTORY:

**ADOPTED:
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FORMERLY: NEW**

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TRANSPORTING STUDENTS IN PRIVATE VEHICLES

8.36*

- (1) The District will normally use school buses, as defined in Florida Statutes, for all regular transportation of students, prekindergarten through grade 12.
- (2) The transportation of students in privately-owned motor vehicles for educational field trips or school-sponsored or school-related events shall be approved by the Superintendent or designee on a case-by-case basis pursuant to Florida Statutes, except in an emergency situation.
- (3) The vehicle must be a passenger car or multipurpose passenger vehicle or truck, as defined by federal law, designed to transport fewer than ten (10) students.
- (4) Only vehicles meeting the standards for student transportation may be leased.
- (5) Drivers of such vehicles shall be required
 - (a) to show proof of insurance coverage at the minimum limits required by Florida Statutes and at other limits that may be required by the School Board;
 - (b) to provide proof of a valid driver's license;
 - (c) to comply with the requirements of the District's safe driver plan.
- (6) Vehicles shall not transport numbers beyond their rated capacity. Students must be transported in designated seating positions.
- (7) Appropriate safety measures such as use of seat belts shall be observed.
- (8) The parent, as defined by Florida Statutes, of each student shall be notified in writing about the transportation arrangement and shall give written consent before a student is transported in a private vehicle except in an emergency situation.
- (9) Violation of this policy shall result in disciplinary action up to and including termination.

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STATUTORY AUTHORITY: 1001.42, 1001.43, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1006.21, 1006.22, 1006.24, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-3.0171

HISTORY: **ADOPTED:**
REVISION DATE(S): 06/11/07; 07/23/07 (EDITORIAL)
FORMERLY: 8.422

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SEAT BELTS

8.37

- (1) The operator and each passenger of a motor vehicle who are conducting School Board business or a school-related activity shall be restrained by a safety belt when the vehicle is in motion. This provision is applicable to all vehicles as defined in Florida Statutes, except for the following:
 - (a) A school bus except as required by law;
 - (b) A bus used for transportation of persons for compensation;
 - (c) A farm tractor or implement of husbandry;
 - (d) A truck of net weight of more than five thousand (5,000) pounds; and,
 - (e) A motorcycle, moped, or bicycle.
- (2) The number of passengers of a vehicle shall not exceed the number of safety belts which were installed by the manufacturer.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

316.003; 316.614; 1001.43; 1006.21, F.S.

STATE BOARD OF EDUCATION RULE:

6A-3.0171

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FORMERLY: 3.165, 8.421**

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AUTOMOTIVE EQUIPMENT

8.38

All automotive equipment owned by the School Board shall be assigned to the Superintendent or designee for proper care and maintenance.

- (1) Automotive equipment shall be used exclusively for school business. It shall not be used for unauthorized purposes.
 - (a) The Superintendent shall report any unauthorized equipment usage to the School Board.
 - (b) Violation of this rule shall be cause for disciplinary action.
- (2) Failure of the operator to notify the Supervisor of Transportation as to any mechanical defect of any piece of automotive equipment may be cause for disciplinary action by the School Board.
- (3) All mechanical defects of equipment, where repairs are needed, shall be the Superintendent or designee's responsibility and repairs shall be made immediately; provided that the vehicle may be withdrawn from use by the Superintendent until the repairs are made. The School Board shall not assume any financial responsibility for purchases or contract for repairs unless prior approval is obtained from the Superintendent or designee.
- (4) The Supervisor of Transportation shall determine that all equipment is inspected at regular intervals. The equipment shall be placed in the District's garages for repairs or service if needed.
- (5) Under no conditions shall equipment be repaired by a private shop or private individual without approval of the Superintendent or Supervisor of Transportation.
- (6) The person who is assigned a vehicle on a full-time basis shall be responsible for delivering the vehicle to the District's garage for inspection as prescribed by the Supervisor of Transportation.

CHAPTER 8.00 - AUXILIARY SERVICES

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 1006.21; 1006.22, F.S.

STATE BOARD OF EDUCATION RULE: 6A-3.0171

HISTORY: **ADOPTED:**
REVISION DATE(S): 01/10/05 (CITATION)
FORMERLY: 8.402

CHAPTER 8.00 - AUXILIARY SERVICES

VEHICLE MAINTENANCE PROGRAM

8.39

- (1) All transportation equipment shall be maintained in safe operating condition. The Transportation Supervisor shall be responsible for a planned program of maintenance to keep all vehicles running safely and efficiently. This program shall include:
 - (a) Instructing bus operators in methods of anticipating and noting maintenance problems.
 - (b) Inspecting and servicing all vehicles as prescribed in State Board of Education rules on a periodic basis.
 - (c) Maintaining service and repair records on each vehicle as required by State Board of Education rules. A checklist shall be devised for use in recording the results of the safety inspection.
 - (d) Planning and scheduling preventive maintenance, through major overhaul and repair of all equipment.
 - (e) Training through in-service activities for apprentice mechanics.
- (2) The mechanical condition of each school bus shall be determined at least once each thirty (30) working days that the bus is in operation. Any school bus which does not comply with the requirements of Florida Statutes and State Board of Education rules shall be withdrawn immediately from use until it meets such requirements.
- (3) Only School Board or government-owned vehicles may be repaired or serviced in the school bus garage.
- (4) The School Board shall maintain appropriate school bus replacement programs to assure appropriate maintenance of the bus fleet.

CHAPTER 8.00 - AUXILIARY SERVICES

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1006.22; 1006.21; 1006.25, F.S.

STATE BOARD OF EDUCATION RULES: 6A-3.0171

HISTORY: **ADOPTED:**
REVISION DATE(S): 10/13/03 (EDITORIAL); 01/10/05 (CITATION);
04/16/07 (EDITORIAL)
FORMERLY: 8.411, 8.429

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GENERAL FOOD SERVICE REQUIREMENTS

8.40*+

- (1) The school food service program shall operate according to requirements set forth in Florida Statutes, and State board of Education rules. The school food service program shall include the federally reimbursed lunch program, ala carte food, beverage offerings, and sale of food and beverage items offered through vending machines or other methods to students at all school facilities during the school day and may include the federally reimbursed breakfast program..
- (2) The school food service program shall be an integral part of the District's educational program, offering nutritional and educational opportunities to students.
- (3) Foods and beverages available in schools shall be only those which meet the nutritional needs of students and contribute to the development of desirable health habits unless permitted otherwise by State Board of Education Rules and approved by the Superintendent.
- (4) The school food service program shall meet the standards for Food Service and Sanitation and Safety as provided by the Florida State Board of Health and Florida State Department of Education.
- (5) School food and nutrition service funds shall not be considered or treated as internal funds of the local school, but shall be a part of the district school funds. School food and nutrition service funds shall be subject to all the requirements applicable to the district fund such as budgeting, accounting, reporting, and purchasing and such additional requirements as set forth in the written procedures manual authorized in this policy.
- (6) USDA commodities shall be acquired, stored, and utilized in accordance with United States Department of Agriculture and related state Board of Education Rules.
- (7) The Superintendent or designee shall develop a written procedures manual to govern school food and nutritional services programs.

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STATUTORY AUTHORITY: 1001.42; 1001.43, F.S.

LAWS IMPLEMENTED: 1006.06; 1006.0605, F.S.

STATE BOARD OF EDUCATION RULE: 6A-7.040; 6A-7.041;
6A-7.0411; 6A-7.045

HISTORY: **ADOPTED:**
REVISION DATE(S): 10/13/03 (EDITORIAL); 01/10/05 (CITATION); 04/16/07 (CITATION)
FORMERLY: 8.302, 8.303, 8.308,
8.309, 8.310, 8.311,
8.312, 8.313, 8.314

CHAPTER 8.00 - AUXILIARY SERVICES

MEAL PATTERNS

8.41*

All schools with grades K-12 shall participate in the National School Lunch and Breakfast Program and shall serve student lunches according to meal patterns established by the United States Department of Agriculture. Schools may participate in the National School Breakfast Program; breakfast shall be served to students according to meal patterns established by the United States Department of Agriculture.

STATUTORY AUTHORITY:

1001.42; 1001.43, F.S.

LAWS IMPLEMENTED:

1006.06, F.S.

STATE BOARD OF EDUCATION RULE:

6A-7.040

HISTORY:

ADOPTED:
REVISION DATE(S):
FORMERLY: NEW

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FREE AND REDUCED PRICE MEALS

8.42*

Free or reduced price meals shall be served to all students who are unable to pay the full price of meals and who qualify based on eligibility criteria.

- (1) The income Eligibility Guidelines for free or reduced price meals shall be in accordance with the scales provided by the Florida Department of Education as adopted by the State Board of Education based upon income guidelines prescribed by the United States Secretary of Agriculture.
- (2) Eligibility criteria shall be applicable to all District schools and shall provide that all students from a family meeting the eligibility criteria and attending any District school are offered the same benefits.
- (3) Procedures for implementing the free and reduced price meal services shall be reviewed annually and shall be in accordance with procedures and guidelines published by the Florida Department of Education and the United States Department of Agriculture.

STATUTORY AUTHORITY:

1001.42; 1001.43, F.S.

LAWS IMPLEMENTED:

1006.06; 1006.0605, F.S.

STATE BOARD OF EDUCATION RULES:

6A-7.0421

HISTORY:

ADOPTED:
REVISION DATE(S):
FORMERLY: 8.307, 8.314

CHAPTER 8.00 - AUXILIARY SERVICES

SUMMER NUTRITION PROGRAM

8.44+

- (1) The District shall develop a plan to sponsor a summer nutrition program. One (1) site shall be within five (5) miles of an elementary school at which fifty percent (50%) of the students qualify for free or reduced price school meals and shall operate for thirty-five (35) consecutive days. The remaining sites shall be within ten (10) miles of each elementary school at which fifty percent (50%) of the students qualify for free or reduced price school meals. The Superintendent may collaborate with governmental agencies and not-for-profit entities in implementing this plan.
- (2) The School Board may seek an exemption from sponsoring a summer nutrition program as provided by law. Annually the School Board shall reconsider the decision to be exempt from providing a summer nutrition program. The School Board shall notify the Commissioner of Education within ten (10) days of the decision to continue the exemption.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1006.0606, F.S.

HISTORY:

ADOPTED: 05/08/06

REVISION DATE(S):

FORMERLY: NEW

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SCHOOL CONSTRUCTION BIDS

8.50*

- (1) All school construction bids shall be the immediate responsibility of the Superintendent or designee. All applicable Florida Statutes, State Board of Education rules, and School Board rules shall be observed in school construction bid procedures.
- (2) The Superintendent or designee shall be responsible for preparing the legal notice for bids and shall determine that such notice meets the requirements of Florida Statutes and State Board of Education rules and contains the information needed by the prospective bidders to include the following:
 - (a) Date, time and place relating to submitting of bids;
 - (b) Pre-qualifications of bidder;
 - (c) Procedures for presenting bids;
 - (d) Conditions and terms for receiving bids;
 - (e) Procedures to be followed in opening and presenting bids to the School Board; and,
 - (f) Conditions for awarding contracts based on bids.
- (3) The advertisement for bids shall be published in at least one (1) local newspaper having circulation in the district. Such advertisement shall be published at least once each week for three (3) consecutive weeks and the last notice shall appear at least one (1) week prior to the opening of bids.
- (4) In addition to the publishing of the advertisement for bids, the bid documents shall be sent to at least three (3) prospective bidders. The advertisement or specifications shall not specify the use of materials or systems by a sole source.
- (5) Bid bonds shall be required on new construction and any renovations or remodeling exceeding twenty-five thousand dollars (\$25,000.00).
- (6) These provisions shall be followed for construction bids:
 - (a) The bid time and date shall be established by the School Board after the Superintendent's recommendation.

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- (b) Bids shall be opened at the designated time in the invitation to bid. At the designated time, the person presiding shall inquire if all bids have been received; no other bids shall be accepted and no bid may be withdrawn after the deadline. Negligence on the part of the bidder in preparing the bid shall confer no right for withdrawal after the designated time for opening of bids. Bids by telegram shall not be accepted nor shall any other type of bid be accepted which cannot be classified as a sealed bid. Bids received by mail shall be stamped with the time and date received by the Purchasing office.
 - (c) All bids shall be opened, read aloud, and recorded in the presence of all persons.
 - (d) Each bid shall be accompanied by a bid bond, a certified check, or a cashier's check in an amount equal to five percent (5%) of the total amount of the bid. Failure to include such bond shall automatically disqualify the bid from further consideration.
 - (e) The board will consider all bids received and within the time limit stated in the advertisement for bids will either reject all bids or award the contract to the lowest and best bid with preference to materials, contracts, builders, architects, and laborers who reside within the county and state, whenever such materials can be purchased at no greater expense.
 - (f) When a construction contract has been awarded to a contractor on the basis of proper bids, payments on that contract shall be made on a scheduled basis in an amount approved by the architect. This amount shall consider the ten percent (10%) hold-back required by Florida Statutes. Upon completion of the construction, the final payment shall be made only on the School Board's approval after proper inspection of the facilities.
- (7) The specifications for construction bids may not be written to limit any purchase of systems or materials to a specific brand or a single source of supply, unless the School Board, after consideration of all available alternative materials and system, determines that the specifications of a sole material or system is justifiable, based upon its cost interchangeability.
 - (8) All bid requests shall include a notification to bidders that failure to file a bid protest within the time and in the manner prescribed by School Board rule shall constitute a waiver of any further right to protest such bid award.

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STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

**255.04; 287.055; 287.057;
1001.43; 1013.46 -.48, F.S.**

HISTORY:

**ADOPTED:
REVISION DATE(S):
FORMERLY: 8.105, 8.205,
8.223, 8.233**

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PROTESTS OF CONSTRUCTION CONTRACT BIDS

8.501

- (1) The School Board shall provide notice of its decision or intended decision concerning a bid solicitation or a contract award for construction projects as follows:
 - (a) For a bid solicitation, notice of a decision or intended decision shall be given by United States Mail or by hand delivery.
 - (b) For any other School Board decision, notice of a decision or intended decision shall be given either by posting the bid tabulation at the location where the bids were opened or by certified United States Mail, return receipt requested. The notice required by this paragraph shall contain the following statement: "Failure to file a protest within the time prescribed in Section 120.53(5), F.S., shall constitute a waiver of proceedings under Chapter 120, Florida Statutes".
- (2) Any person who is affected adversely by the School Board's decision or intended decision shall file a notice of protest in writing with the Superintendent within seventy-two (72) hours after the posting of the bid tabulation or after receipt of the notice of the School Board decision or intended decision and shall file a formal written protest within ten (10) days after the date of filing of the notice of protest. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, F.S. Bid protest shall be accompanied by a bond as prescribed in 337.11(5)(a), F.S.
- (3) Upon receipt of a notice of protest which has been timely filed, the School Board shall stop the bid solicitation process or the contract award process until the subject of the protest is resolved by final agency action, unless the School Board sets forth in writing particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay in order to avoid an immediate and serious danger to the public's health, safety, or welfare.
- (4) The School Board, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days of receipt of a formal written protest.
 - (a) If the subject of a protest is not resolved by mutual agreement within seven (7) days of receipt of the formal written protest, and if there is no disputed issue of material fact, an informal proceeding

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shall be conducted pursuant to Section 120.57(2), F.S., and applicable agency rules before a person whose qualifications have been prescribed by rules of the agency.

- (b) If the subject of a protest is not resolved by mutual agreement within seven (7) days of receipt of the formal written protest, and if there is a disputed issue of material fact, the agency shall refer the protest to the division for proceedings under Section 120.57(d), F.S.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

**120.53(5); 120.57, 337.11(5)(a);
1001.43; 1013.02, F.S.**

HISTORY:

**ADOPTED:
REVISION DATE(S): 01/08/07
FORMERLY: 8.148, 8.230**

CHAPTER 8.00 - AUXILIARY SERVICES

RENOVATIONS OR REMODELING OF FACILITIES

8.51

- (1) The Superintendent when recommending the preliminary school budget, or any amendments thereto relating to capital outlay projects may, after evaluation, recommend to the School Board that suitable projects costing two hundred thousand dollars (\$200,000.00) or less be provided on a day labor basis.
- (2) Parent groups, school staff and civic associations often raise funds to make improvements to various School Board facilities. Such changes are regulated by building codes, Florida State Department of Education rules, School Board rules and Florida Statutes. In addition, these changes often have cost implications on maintenance, energy usage and inhibitions to future site construction. The change or addition always poses questions regarding Board liability for the facilities as any deviation from State Regulations would be a factor in a damage suit, if the change in facility was related to a personal injury.
- (3) When a project is being considered at any existing facility, the following procedures shall be followed:
 - (a) A description of the proposed project, including an approximation of the expected cost, shall be submitted to the school principal for review and approval.
 - (b) Full funding for the design costs, construction and any other related costs must be identified.
 - (c) If the principal is in agreement, he/she shall request approval from the Superintendent to submit the request.
 - (i) If the project requires funding from the District, the Director of Finance must be consulted to determine feasibility and availability of funds.
 - (ii) Should a booster club, PTA, or other school affiliated group be supplying the funds, the Superintendent must be informed.
 - (iii) All projects must comply with State Board of Education rules.
 - (iv) If the project will affect the student capacity of the school, approval of the Superintendent is required.

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- (d) Prior to an installation or construction, a detailed design must be submitted to the Facilities Supervisor. The content of this request shall include a detailed project description and a statement regarding the method of funding. Plans and/or specifications will be reviewed by the Facilities and Maintenance Departments.
- (i) Upon completion of the plans and specifications, such must be submitted for review for compliance with State Board of Education Regulations with consideration given to the impact upon the maintenance and energy usage of the facilities and inhibitions to future site construction. A minimum of ten (10) days is required and must be provided for review of plans and specifications, plus time to prepare an agenda item to present to the School Board if judged appropriate by the Superintendent.
 - (ii) After approval by the School Board, plans may require submission to the Department of Education for approval which will take approximately two (2) to three (3) months.
 - (iii) Upon Department of Education approval, (if required), the project must either be formally advertised and bid, in accordance with State Board of Education rules or a minimum of three sealed proposals must be obtained to ensure compliance with the Construction Documents. The bids must contain a work schedule to facilitate inspections by the reviewing department.
- Projects funded by booster clubs, PTA or other school affiliated groups, will also be handled by the “respective” group during the bid/proposal process. It is recommended proposals be sealed when submitted and opened at a designated time, in the presence of at least the school principal, the president of the parent group, a representative of the purchasing department, facilities department, or maintenance department, and the designing architect/engineer, if applicable.
- (e) In the event the project cost is expected to exceed the limit allowed by F.S., a registered architect/registered professional engineer must be engaged to design, prepare, and “Seal” the necessary construction documents in accordance with State Board of Education rules. The project cost shall include all materials and labor, production design fees, reproductions, testing and surveys.

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- (f) All bids or proposals, including work schedules, must then be submitted to the Facilities Supervisor for review and determination of the low bidder's compliance with the projects' contract documents. The project's originating group must make a recommendation regarding acceptance of the low bidder.
- (g) When compliance has been established, PTA, booster club, or other school affiliated group will receive written authorization to proceed from the Superintendent.
- (h) Depending on the scope of work involved, supplemental, periodic inspections may be made by the maintenance department as determined by the facilities supervisor.
- (i) Upon completion of the work the facilities supervisor must be contacted for final inspection prior to acceptance of the School Board at one of its regularly scheduled meetings.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

**1001.43; 1013.01;
1013.35; 1013.45, F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-2.0010

HISTORY:

**ADOPTED:
REVISION DATE(S): 01/10/05 (CITATION);
08/15/05 (EDITORIAL & CITATION); 01/08/07 (CITATION)
FORMERLY: 8.203, 8.210, 8.216**

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CHANGE ORDERS

8.52

The Superintendent is authorized to approve and execute any construction contract Change Order which will decrease the construction contract amount or which will increase the construction contract amount by five thousand dollars (\$5,000.00) or less, provided the approval is in the best interest of the Board. To assure that the Board receives quality work and maximum value, changes in the work shall be placed out for bid whenever practical or feasible. Each approval shall be reported by the Superintendent to the Board and entered in the official minutes at the next regular Board meeting.

- (2) Any Change Order which will increase the construction contract amount by more than five thousand dollars (\$5,000.00) shall be submitted by the Superintendent to the Board for review and action thereon. No such Change Order shall be binding until it is approved and executed by the Board.
- (3) Requested Change Orders concerning the same subject shall not be split in the event that the sum total of the initial requested change increases the contract amount by more than five thousand dollars (\$5,000.00).
- (4) With all requested Change orders the Contractor shall provide, prior to commencing the work involved, accurate cost data in sufficient detail to enable any Architect or Engineer to evaluate and confirm its accuracy and the fair market value of all labor, materials, equipment, and incidentals required to accomplish the change.
- (5) With all requested Change Orders the Architect of Record for the Project shall certify in writing to the Superintendent and the Board that the cost of the requested change is fair, reasonable, and in proper proportion to the cost of the original work of the contract and shall recommend action thereon.
- (6) The cumulative total of all approved Change Orders on any project shall not increase the original construction contract amount by more than eight percent (8%) or \$100,000, whichever is less, without prior Board approval.
- (7) The Superintendent's designee shall serve in the Superintendent's capacity for Change Order authorization whenever the Superintendent is absent or is ill. It is the intent of the board that this provision be used sparingly. When construction changes can wait for the Superintendent's return, without undue harm or project delay, the approval shall wait for the Superintendent's personal review and signature.

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- (8) All change Orders shall be in compliance with Florida Statutes; Florida Department of Education publication titled "State Requirements for Educational Facilities, 1994" or any successor statute or rule.

STATUTORY AUTHORITY: **1001.41; 1001.42 F.S.**

LAWS IMPLEMENTED: **1001.43; 1013.48, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-2.0010**

HISTORY: **ADOPTED:**
REVISION DATE(S): 01/21/04 (EDITORIAL); 08/15/05 (CITATION)
01/08/07 (CITATION)
FORMERLY: 8.208

CHAPTER 8.00 - AUXILIARY SERVICES

IMPROVEMENTS TO SCHOOL PLANTS AND GROUNDS

8.53

Any group, including the parent-teacher organization, which desires to improve the school site, to add facilities, or to install equipment, shall submit a written proposal to the principal and Superintendent for approval. Any such improvement or addition shall become the property of the School Board. Permanent structures shall have utilitarian value in the operation of the school or may be erected in memory of some individual or group that has been associated with the school either as a student or School Board employee or an organization which has made some outstanding contribution to the school or District school system.

- (9) Articles of equipment donated to schools by individuals, groups, or organizations may be accepted if they contribute to the operation of the school program. Donors shall be notified that the title of this gift be in the name of the School Board.
- (10) All property, acquired, moved, or transferred which require alterations to the buildings or grounds for utilization of the facilities, shall be submitted for the Superintendent or designee's approval or disapproval. The request shall include a description and method of financing the property. Any agreement in which District funds are to supplement installation shall require prior written approval. All installations, including air conditioners, shall be in compliance with the overall plan for the building and its maintenance.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.42; 1001.43; 1013.37;
1013.371; 1013.372, F.S.

STATE BOARD OF EDUCATION RULE:

6A-2.0010

HISTORY:

ADOPTED:
REVISION DATE(S): 08/15/05 (CITATION) 01/08/07 (CITATION)
FORMERLY: 8.216

CHAPTER 8.00 - AUXILIARY SERVICES

NAMING FACILITIES

8.54+

Schools and/or buildings of the Washington County Schools District shall be named by the School Board, following the procedures that are incorporated by reference and made a part of these rules.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43; 1013.01; 1013.45, F.S.

STATE BOARD OF EDUCATION RULE:

6A-2.0010

HISTORY:

**ADOPTED:
REVISION DATE(S): 08/15/05 (CITATION); 01/08/07 (CITATION)
FORMERLY: 8.221**

CHAPTER 8.00 - AUXILIARY SERVICES

TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

8.60+

The use of Internet or of Internet and other electronic communication networks by teachers, staff, and students is encouraged. Because such networks may contain inappropriate materials or may be inappropriately used or accessed, the Superintendent or designee shall develop guidelines relating to access and use of such networks through school equipment or facilities.

Such guidelines, incorporated in these rules by reference, shall be broadly distributed and / or posted in appropriate locations. Such guidelines shall address computer room access; sale of computer services; acceptable use; proper etiquette; security; vandalism; harassment; and supervision of student use by staff. Any user violating such guidelines shall be subject to denial of school-based access and such other legal or disciplinary actions as are appropriate to the violation.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43, F.S.

HISTORY:

ADOPTED:
REVISION DATE(S): 01/10/05 (CITATION); 11/14/05 (CITATION)
FORMERLY: 4.124A

CHAPTER 8.00 - AUXILIARY SERVICES

TELEPHONE SERVICE

8.61

In order to promote efficiency and economy, the Superintendent or designee shall develop a uniform system for implementing effective telephone service systems, including use of telephone lines to support technology. School personnel shall be informed of this system.

The system shall encourage use of SUNCOM networks or equivalent services. Logs shall be maintained of long distance calls by work location. Logs shall be in a uniform format. Staff shall not utilize the School Board telephone system for conducting personal business.

Telephone service billings and long distance logs shall be subject to periodic review and audit. No person shall charge personal calls to the School Board.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

1001.43, F.S.

HISTORY:

ADOPTED:
REVISION DATE(S): 11/14/05 (CITATION)
FORMERLY: 8.155

CHAPTER 8.00 - AUXILIARY SERVICES

MANAGEMENT INFORMATION SYSTEM

8.70+

The District shall develop and maintain an integrated information system for educational management. The Superintendent or designee shall assure that compatibility exists with the state comprehensive management information system.

- (1) Reports and Forms Management control System. As a component of the Management Information System in this district, a reports and forms management control system shall be implemented under the direction of the position designated by the Superintendent to have this responsibility.
- (2) Function. This system shall be responsible for the coordination and control of data collection forms currently in use within the school district. It shall also coordinate state level reports to be prepared for the Department of Education.
- (3) Authority. All district data collection forms used by programs or offices under the jurisdiction of the School Board of Washington County shall be subject to the procedures developed by this system which shall have the authority to review and approve or deny the use of all such forms.
- (4) Definition. A data collection form shall be defined as any form, memorandum, letter, or device which requests information and originates in the district office.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

1001.11; 1008.385, F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-10014, FAC

HISTORY:

**ADOPTED:
REVISION DATE(S): 11/14/05 (CITATION); 04/14/08 (CITATION)
FORMERLY: 2.120**

CHAPTER 8.00 - AUXILIARY SERVICES

RECORDS RETENTION AND DISPOSAL

8.80*+

- (1) The School Board shall establish and maintain a system for the retention and destruction of District school records in order to reduce the space required for record storage and to permit the Superintendent to administer the affairs of the District more efficiently.
- (2) Pursuant to public records laws and rules of the Florida Department of State, the Management Information Services office shall develop a records retention schedule for each records series of type of record, including teacher's records on each student's grade and attendance.
- (3) Records which are designated as permanent in Florida Statutes, and by the Division of Archives, History and Records Management of the Florida Department of State, and those selected by the School Board or Superintendent as having permanent value, may be destroyed after being photographed or reproduced, or stored on electronic media. Photographs or micro-photographs, in the form of film or prints made in compliance with this rule, shall have the same force and effect as the originals and shall be treated as originals for the purpose of admissibility in evidence.
- (4) After complying with the provisions of Florida Statutes, the Superintendent is authorized, at his/her discretion, to destroy general correspondence over three (3) years old and other records, papers, and documents over three (3) years old which are on the retention schedule approved by the Division of Archives, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained five (5) years.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

**119.01; 257.37;
1001.43; 1001.52, F.S.**

HISTORY:

**ADOPTED:
REVISION DATE(S): 02/14/05; 01/08/07 (CITATION)
FORMERLY: NEW**