

**CHAPTER 3.00 - SCHOOL ADMINISTRATION
SCHOOL BOARD PROCEDURES MANUAL**

**FOR SCHOOL DISTRICT OF
WASHINGTON COUNTY**

CHAPTER 3.00: SCHOOL ADMINISTRATION

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SCHOOL SITE DECISION MAKING

3.12+

The principal with involvement of the staff at each school, is responsible for making recommendations and giving input to the Superintendent in areas that affect the operation of the school. The recommendations may be made at anytime.

All employees are encouraged to attend School Board meetings and especially those at which decisions are made that impact their school.

REVISION DATE: 02/14/05

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PERFORMANCE GRADE SCHOOLS

3.201+

Principals are responsible for the management of the school's budget. Those schools designated as performance grade category "A", making excellent progress, and schools rated as having improved at least two performance grade categories, shall have autonomy in the allocation of funds received for such. The decision as to how the funds are to be spent, as well as the rationale will be submitted in writing to the Superintendent.

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DOMESTIC SECURITY

3.39+

Procedures for Domestic Security may be found in the Crisis Management Plan.

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REVISION DATE:

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PUBLIC INFORMATION AND INSPECTION OF RECORDS3.50+

The school district will report annually on the status of education in the district. Such report shall be consistent with the requirements in Florida Statutes 1001.42(15), 1008.22, 1008.385 and will implement a system of school reports as required by Statute and State Board of Education rules.

The specific procedures used in reporting to parents can be found in the student progression plan.

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BACKGROUND SCREENING FOR CONTRACTORS/VENDORS

Contractual Personnel/Vendors must contact district office personnel and schedule an appointment to be fingerprinted. Once the district office receives the results of the background screening, individuals meeting the requirements will be issued a picture I.D. indicating "Level 2 Clearance" and date of expiration. These picture I.D.s/badges must be worn at all times while on school board property.

Cost center administrators will be provided a list of contractual personnel/vendors meeting Level 2 screening requirements.

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FORMERLY: NEW

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VISITOR IDENTIFICATION MEASURE

3.701+

All visitors or other persons who are not students or employees of the school shall report to the school office to advise the school administration of their presence on campus. The office staff shall provide each visitor with a name tag to wear for visible identification. Employees of the school district who are not employees at the school may wear the name tag designating their site/role in lieu of a name tag from the school office.

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