

I. Overview

A strategic plan shall be adopted by the School Board for achieving the District's vision, goals, and beliefs. Performance standards, assessment procedures for collecting data, benchmarks, and an evaluation process to determine whether the goals are being successfully achieved shall be established. The strategic plan shall include, but not be limited to, the District's mission statement, goals, desired outcomes, objectives, strategies, a detailed action plan, time lines, assessment tools, evaluation criteria, periodic reporting procedures, allocation of financial and human resources, budget appropriations and a process for revision. The School Board shall provide guidance in creating and formalizing the strategic plan and shall collaborate with the Superintendent, District administrators, principals, teachers, support staff, students, parents, and the community during the development, adoption and revisions of the plan.

II. Development

A. Strategic planning shall be a process by which the School Board envisions the District's future status and develops the necessary operations and procedures to achieve the desired results. The process shall initially include self-examination to identify the District's current status, performance gaps and priorities and to collect baseline data for establishing benchmarks and for measuring progress and acceptable levels of performance for programs and services.

B. Goals and objectives shall be

1. Clear and concise statements of expectations and purposes as they relate to programs, operations, departments, services, and positions;
2. Limited in number so that they may be reasonably achievable within designated time lines;
3. Time specific;
4. Measured in a quantitative and qualitative manner;
5. Researched-based, if available and appropriate; and
6. Defined with indicators or specifications for successful achievement.

- C. The strategic plan shall include specific strategies for attainment of goals and objectives. Strategies shall be analyzed for effectiveness in leading to the desired outcome and for cost effectiveness.
- D. The District's strategic plan shall be results-oriented with a monitoring and evaluation component. Evaluation criteria shall be developed by the Superintendent for operations, programs, and services that are targeted in the strategic plan and shall be used to measure progress toward achieving the strategic goals.

III. Implementation

- A. The Superintendent shall be responsible for implementing the strategic plan.
- B. The Superintendent shall establish a management plan that enables School Board employees to direct their efforts to the strategic plan. The action plan shall include particular responsibilities of District staff. Employees shall be given specific directions for establishing daily priorities and for identifying data that needs to be collected to assess whether the goals and objectives are being met.
- C. Administrative and instructional staff shall be held accountable for working diligently to achieve the strategic goals directly related to their job responsibilities and to create student success.
- D. School improvement plans shall incorporate strategies, resource allocations, and budget appropriations for achieving the District's goals and objectives.

IV. Resources

- A. Inservice training shall support the goals and objectives of the plan. Training shall be provided for employees to assist them in their efforts toward achieving the District's goals.
- B. Human and financial resources shall be allocated for and included in the District and school budgets to achieve stated goals, objectives and expectations. The District's financial resources shall focus on the strategic plan and shall provide adequate financial support as set forth in the District budget. The Superintendent shall maximize the allocations of funds to educational and operational programs to achieve the desired results of the strategic plan. A coordinated cycle of budgeting to fund the strategic plan shall be included.

V. Reporting

- A. The Superintendent shall provide quarterly written progress reports to the School Board.
- B. The School Board shall use the quarterly reports to monitor progress, make revisions, and update the strategic plan as necessary.
- C. The dates for the quarterly progress reports shall be included in the District's master calendar.
- D. An annual report shall be prepared and distributed to School Board employees, students, parents, and the community about implementation of the strategic plan. Such reports shall include, but not be limited to, the status of achieving the strategic plan, performance levels, cost-efficiency data, and identification of any modifications or revisions to the strategic plan.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.42, 1001.43, 1001.452, 1008.385, F.S.

HISTORY:

ADOPTED: 06/24/2012
REVISION DATE(S): _____
FORMERLY: NEW

PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT

2.70

I. Policy Against Discrimination

- A. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.
- B. The School Board shall comply with all state and federal laws, which prohibit discrimination on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, and are designed to protect the civil rights of applicants, employees, and/or students, or other persons or organizations protected by applicable law.
- C. The School Board shall admit students to District schools, programs, and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability.

II. Policy Against Sexual Harassment or Other Forms of Harassment Prohibited by Law

- A. The School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the prohibition of discriminatory practices. The Board's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The Board will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.
- B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School Board facilities.

III. Definition of Sexual Harassment

- A. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when
 - 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
 - 2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
 - 3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.
 - 4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.
- B. Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to
 - 1. Graphic verbal comments about an individual's body or appearance.
 - 2. Sexual jokes, notes, stories, drawings, pictures or gestures.
 - 3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.
 - 4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
 - 5. Spreading sexual rumors.

6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.
7. Cornering or blocking normal movements.
8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

IV. Definition of Other Forms of Prohibited Harassment

- A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual on the basis of race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, national or ethnic origin, or genetic information and that
 1. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;
 2. Has the purpose or effect of interfering with an individual's work or academic performance; or
 3. Otherwise adversely affects an individual's employment or academic performance.
- B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:
 1. Epithets, slurs or negative stereotyping;
 2. Threatening, intimidating or hostile acts, such as stalking; or
 3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school or District office premises or circulated in the workplace or academic environment.

V. Retaliation Prohibited

- A. Any act of retaliation against an individual who files a complaint alleging a violation of the District's antidiscrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.

- B. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation if, or filing a complaint of, discrimination.

VI. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment

A. Procedures for Filing Complaints

1. Any person (or parent/guardian on behalf of a minor student) who believes that he or she has been discriminated against, or placed in a hostile environment on the basis of race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, national or ethnic origin, by an employee, volunteer, agent or student of the School District should within sixty (60) days of alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.
2. The complaint should be filed with the School Principal, Site Administrator, or supervisor. Complaints filed with the Principal, Site Administrator, or supervisor must be forwarded to the District's EEO Officer within five (5) days of the filing of the complaint. If the complaint is against the principal or site administrator, the complaint may be filed directly with the EEO officer.
3. If the complaint is against the District's EEO Officer, the Superintendent, or other member of the School Board, the complaint may be filed with the School Board Attorney.

B. Procedures for Processing Complaints

1. Complaints filed against persons other than the Superintendent or member of the School Board
 - a. Upon receipt of the written complaint by the District EEO Officer, the District EEO Officer shall appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements

from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the District EEO Officer as to whether there is reasonable cause to believe a violation of the District's antidiscrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the investigation must be sent to the EEO officer along with the summary and recommendation.

- b. If the complaint is against the EEO officer, the School Board Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section VI.B.1.a.
- c. The investigation, summary, relevant documents, witnesses' statements and recommendation should be completed and forwarded to the EEO Officer within thirty (30) days or to the School Board Attorney within thirty (30) days, if the complaint is against the EEO Officer. The EEO Officer, or School Board Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.
- d. If the EEO Officer or School Board Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. The EEO Officer or School Board Attorney shall then forward the investigatory file, reasonable cause determination, and all related documents and evidence, to the Superintendent.
- e. If the EEO Officer or School Board Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days notice of the finding of no reasonable cause to the complainant and accused.
- f. The complainant may request a no reasonable cause finding by the EEO Officer or School Board Attorney be reviewed by the Superintendent within ten (10) days of receipt of this notice. The complainant shall provide a written statement

detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the Superintendent and EEO Officer/School Board Attorney to present his or her position. The Superintendent and EEO Officer/School Board Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The Superintendent shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.

- g. If review by the Superintendent is not timely requested, the EEO Officer or School Board Attorney's determination of no reasonable cause shall be final.
- h. The accused (or parent/guardian on behalf of a minor student) may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the Superintendent. The request must include a written statement expressing the accuser's position on the complaint and findings, and address any facts, statements or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the Superintendent and the EEO Officer/School Board Attorney to present his or her position. The Superintendent and EEO Officer/School Board Attorney must within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.
- i. After providing the opportunity for an informal hearing as referenced in section VI.B.1.h., the Superintendent shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within ten (10) days of the informal hearing be forwarded to the accused and the complainant, and a copy of the notice will be filed with and maintained in the office of the District EEO Officer and the director of human resources.

2. Complaints against School Board Members or against the Superintendent
 - a. Complaints against School Board Members or the Superintendent shall be filed with the School Board Attorney. The School Board Attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protected status.
 - b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation to the School Board Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.
 - c. If reasonable cause is recommended by the investigator against a School Board Member or an elected Superintendent, the recommendation shall within twenty (20) days be forwarded to the Governor's office to determine if there is evidence that a misfeasance or malfeasance of office occurred. The Governor's office will be responsible for taking any necessary action in accordance with applicable law with reference to an elected official. The School Board shall receive and make the final determination if the Superintendent is appointed by the Board.
 - d. A finding of no reasonable cause by the outside investigator, which is reviewed and confirmed by the School Board Attorney shall be final. In compliance with Florida Statute, the investigation file shall become public record and the

Superintendent or School Board Member shall answer to their constituency.

C. Penalties for Confirmed Discrimination or Harassment

1. Student - A substantiated allegation of discrimination or harassment against a student shall subject that student to disciplinary action consistent with the *Code of Student Conduct*.
2. Employee or Volunteer - A substantiated allegation of discrimination or harassment against an employee may result in disciplinary actions including termination and referral to appropriate law enforcement authorities. A volunteer shall be removed from service and a referral may be made to appropriate law enforcement authorities.

D. Limited Exemption from Public Records Act and Notification of Parents of Minors

1. To the extent possible, complaints will be treated as confidential and in accordance with Florida Statutes and the Family Educational Rights and Privacy Act (FERPA). Limited disclosure may be necessary to complete a thorough investigation as described above. The District's obligation to investigation and take corrective action may supersede an individual's right to privacy
2. The parents of a person under the age of 18 who has filed a complaint of discrimination and/or harassment shall be notified within three (3) days of receipt of a complaint.

STATUTORY AUTHORITY: 120.54, 1001.41, 1001.43, 1012.23, F.S.

LAW(S) IMPLEMENTED: 112.51, 119.07, 760.01 *et seq.*,
1000.05, 1000.21, 1001.43, 1012.22, F.S.
34 CFR 99, 34 CFR 108, 34 CFR 200.43(c),
P.L. 110-233

STATE BOARD OF EDUCATION RULE(S): 6A-19.001 *et seq.*

HISTORY: ADOPTED: 07/01/2002
REVISION DATE(S): 10/23/2003; 02/22/2007; 10/25/2007; 01/22/2009
06/24/2012
FORMERLY: 2.291

- I. The District curriculum shall be determined by
 - A. Students' needs and interests as determined by studies, assessments, and surveys;
 - B. Continuous evaluation of curriculum effectiveness;
 - C. Florida Statutes, State Board of Education rules, and the School Board; and
 - D. Florida Department of Education developed and School Board approved Florida curriculum frameworks, Sunshine State Standards, Benchmarks, and Grade Level Expectations.
- II. The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the District.
- III. The Superintendent shall designate an appropriate staff member who is responsible for the development and coordination of the total curriculum of the District.
- IV. The program of instruction can be found in the [Student Progression Plan](#). A student's progression from one grade to another shall be determined, in part, upon proficiency in reading, writing, science, and mathematics.
- V. The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues which are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his or her own conclusions.
- VI. A course description shall be presented for School Board approval before any course or unit in the objective study of the Bible or a comparative study of religion, as provided in Florida Statutes, is initiated in any school. The description shall detail the purpose of the course, the materials to be used, grade level, length of the course, and credit value. No teacher shall present or permit to be presented any material which ridicules any religious sect, belief, or faith.

- VII. Prior to initiating any course or unit of instruction in human growth and development, a course outline and complete description shall be presented for School Board approval. This rule does not preclude the teaching of personal cleanliness in health and physical education classes or in the elementary grades, or the teaching of matters relating to sex education as provided in state-adopted textbooks, or information relating to sex education as required in other courses using duly-adopted textbooks and materials.
- VIII. It shall be the responsibility of the school to make students aware of the dangers and consequences of sexually transmitted diseases. The manner, scope, and levels at which this information will be presented shall be determined by the Superintendent or designee in consultation with instructional supervisors and principal(s). Prior to initiating any such unit of instruction, the proposed program, the materials to be used, and other essential information shall be presented to the School Board for approval. When any questionable information is to be viewed by mixed groups, the sexes may be separated for presentation of materials.
- IX. Age-appropriate information about Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) infection, and other sexually transmitted diseases shall be taught. Instruction shall address causes, transmission, and prevention and shall be approved by the School Board.
- X. The Superintendent or designee shall review curriculum frameworks which are prepared and distributed by the Florida Department of Education and related to AIDS education. If the curriculum frameworks are inconsistent with locally determined curriculum for AIDS education or are not reflective of local values and concerns, the Superintendent shall advise the School Board and provide recommendations for instructional activities.
- XI. Any student whose parent or guardian makes written request to the school principal shall be exempted from the teaching of reproductive health or disease, including HIV/AIDS, its symptoms, development, and treatment. A student so exempted may not be penalized by reason of that exemption.
- XII. In compliance with Florida Statute, throughout instruction in Acquired Immune Deficiency Syndrome, sexually transmitted diseases, or health education, when such instruction and course material contains instruction in human sexuality, a school shall do the following:
 - A. Teach abstinence from sexual activity outside of marriage as the expected standard for all school-age children while teaching the benefits of monogamous heterosexual marriage.
 - B. Emphasize that abstinence from sexual activity is an absolute way to avoid pregnancy, sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS), and other associated health problems.

- C. Teach that each student has the power to control personal behavior and encourage students to base actions on reasoning, self-esteem, and respect for others.
 - D. Provide instruction and material that is appropriate for the grade and age of the student.
- XIII. The Superintendent or designee shall develop a physical education program to implement the requirements of Florida Statutes.
- XIV. The Superintendent or designee shall develop procedures to implement the provisions of the Florida Secondary School Redesign Act. Requirements of the Act shall be incorporated into the *Student Progression Plan*.
- XV. When dealing with political issues, the positions of all parties will be presented on a nonpartisan basis. Partisan political literature will not be distributed in schools. However, schools may give out information relating to School District taxes or the need for construction bonds.
- XVI. All course materials and verbal or visual instruction shall conform to the requisites and intent of all Florida law and the state constitution. All instructional materials, including teachers' manuals, films, tapes, or other supplementary instructional material, shall be available for inspection by parents or guardians of the children engaged in such classes.
- XVII. The Superintendent or designee shall develop procedures to assure all aspects of curriculum development are implemented.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1003.413, 1003.42, 1003.4203, 1003.43,
1003.45, 1003.455, 1006.28, 1006.29, 1008.25, 1010.305, F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-1.0941, 6A-1.09412, 6A-1.09414

HISTORY:

ADOPTED: 07/01/2002

**REVISION DATE(S): 11/19/2002; 07/05/05; 02/22/2007;
06/24/2012**

FORMERLY: 10.01, 10.29

STUDENT PROGRESSION PLAN

4.11*+

The School Board shall approve the [Student Progression Plan](#), and copies shall be maintained in the District office and at each school. The Plan shall be pursuant to Florida Statutes and shall be comprehensive to include student performance standards and promotional and graduation requirements for Grades K-12, adult and general education, exceptional student education, dual enrollment, job entry, and vocational education. After School Board approval, the District's [Student Progression Plan](#) shall be made a part of this policy.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1003.4156, 1003.428, 1003.429,
1003.43, 1003.437, 1003.49, 1008.25, F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-1.0941

HISTORY:

ADOPTED: 07/01/2002
REVISION DATE(S): 04/26/04; 03/25/2008; 06/24/2012
FORMERLY: 10.02

STUDENT ASSIGNMENT

5.20+

Any pupil residing in the School District of Santa Rosa County shall be assigned to the school he or she will attend by the School Board in accordance with the Board's plan of desegregation adopted pursuant to the provisions of the Civil Rights Act of 1964 and by authority of the School Board to make pupil assignments based on publicly approved attendance zones for each school.

- I. Reassignment or transfer may be requested by the custodial parent(s), the court-awarded guardian(s), or an adult who has power of attorney from a custodial parent(s) or a court-awarded guardian(s) through submission of a "Reassignment Form." Each request will be considered by the School Board.
- II. Procedures for reassignment shall be detailed in the Santa Rosa County School District [Student Progression Plan](#).
- III. School assignments for students with disabilities will be determined by the Individual Education Plan.
- IV. No student whose legal residence is outside the boundaries of Santa Rosa County shall be enrolled in any District school without the approval of the School Board.
- V. Appropriate exceptions and accommodations will be made to minimize the barriers related to student assignment for students identified as eligible for services through the Florida Department of Children and Family Services or Section 722 (d)(2) of the Stewart B. McKinney-Bruce Vento [Homeless Education Program Manual](#).
- VI. Students qualifying for the McKay Scholarship Program for Students with Disabilities will receive requested reassignment to another Santa Rosa school or to a public school in an adjacent school district.
- VII. A student who has been attending, in the year prior to the designation, a public school that has been classified as performance grade category "D" or "F" and is in one of the two lowest performance categories as defined by statute or a student who is assigned to a public school that has been designated as performance grade category "D" or "F" and is in one of the two lowest performance categories as defined by statute may attend a higher performing public school in the District or a school in another district as allowed by law.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.41, 1001.42, 1001.43,
1001.51, 1002.31, 1002.38, F.S.

HISTORY:

ADOPTED: 07/01/2002

REVISION DATE(S): 04/26/04; 08/10/06; 06/24/2012

FORMERLY: 5.01

STUDENT INJURIES

5.60+

Students sustaining injuries will be administered to by procedures contained in the School Health Policy and Procedures Manual.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1006.07, 1006.08, F.S.

HISTORY:

**ADOPTED: 07/01/2002
REVISION DATE(S): 06/24/2012
FORMERLY: 5.11, 6.83**

APPROVAL OF LEAVES

6.502*

All requests for leave shall be submitted on the proper form and shall be approved either by the School Board or the Superintendent as provided herein.

- I. The following types of leave require approval of the School Board:
 - A. Extended Health Leave or Disability Leave including Maternity Leave
 - B. Military Leave in excess of seventeen (17) working days
 - C. Illness or Injury in-Line-of-Duty Leave
 - D. Leave to seek political office
 - E. Professional Leave for ten (10) month instructional personnel in excess of five (5) working days
 - F. Professional leave for twelve (12) month personnel in excess of six (6) working days.
 - G. Family and Medical Leave
- II. The Superintendent is authorized to grant the following types of leave:
 - A. Sick Leave
 - B. Personal Leave not in excess of six (6) working days – see (C) above
 - C. Annual Leave
 - D. Professional Leave for ten (10) month instructional personnel not to exceed five (5) working days
 - E. Professional leave for twelve (12) month personnel not to exceed six (6) working days.
 - F. Jury Duty assignment
 - G. Military Leave not to exceed seventeen (17) working days
 - H. Witness Duty absence

I. Temporary Duty

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1012.22, 1012.61, 1012.63,
1012.64, 1012.66, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.080, 6A-1.081, 6A-1.082

HISTORY: **ADOPTED:** 07/01/2002

REVISION DATE(S): 03/02/2004; 07/05/05; 08/10/2006; 03/25/2008;
06/24/2012

FORMERLY: 3.212, 3.22-3.30, 3.32,

3.57-3.64, 4.071, 4.09, 4.092,
4.10-4.15, 4.17, 4.18, 6.543

- I. The Deferred Retirement Option Program (DROP) as defined in Chapter 121, Florida Statutes, is an alternative method of deferred payment of retirement benefits for up to sixty (60) or ninety-six (96) months after an eligible member of the Florida Retirement System reaches his or her normal retirement date but wishes to continue employment with a Florida Retirement System employer. In order to participate, the employee must submit a binding, irrevocable letter of resignation establishing a deferred termination date. DROP will allow the participant to defer all retirement benefits payable during the DROP period. Upon termination of DROP, the participant will receive the DROP benefits and his or her regular retirement benefits under Chapter 121, Florida Statutes.
- II. Participation in DROP - All members of the Florida Retirement System are eligible for DROP. Members electing to participate in DROP must meet the eligibility and timeline requirements outlined in Florida Statute.
- III. Benefits Payable
 - A. Sick Leave - Employees will be paid terminal pay for accumulated sick leave at retirement, or, if service is terminated by death, pay for accumulated sick leave will be paid to his or her beneficiary. Upon election to participate in DROP and based upon the employee-established deferred termination date, previously accumulated sick leave shall be paid at the hourly rate of the current working year with the maximum days determined by the contract work days.

Sick leave will be earned during DROP as prescribed by state statutes. Accumulated sick leave earned during DROP participation will be included in the yearly percentage payout.
 - B. Annual Leave - Employees electing to participate in DROP shall be entitled to terminal pay for accrued annual leave as required by state law, Board Policy and/or union contract. Upon election to participate in DROP, payment shall be made according to Policy 6.541.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

121.091, 1001.43, F.S.

HISTORY:

ADOPTED: 07/01/2002

REVISION DATE(S): 04/26/04; 06/24/2012

FORMERLY: 2.50, 3.31, 3.66

The School Board recognizes that maximum economy and efficiency are best achieved through a centralized [purchasing](#) function, which includes warehousing and distribution. All purchases of materials, supplies, equipment, and services paid from School District funds shall be the responsibility of the Director of Purchasing and Contract Administration or designee under the general supervision of the Superintendent.

The Superintendent may make purchases or may approve purchases of the Director of Purchasing and Contract Administration or designee, functioning under his or her direction, of goods and services where the amount does not exceed the bid limit that is specified in [State Board of Education rule 6A-1.012](#). No person, unless authorized to do so by the Board or authorized under its duly adopted regulations, may make any purchase involving the use of school funds. The payment of any unauthorized purchases shall be the sole responsibility of the person placing the order.

- I. Purchases - All purchases made from School District funds shall be in accordance with all applicable Florida Statutes, State Board of Education rules, School Board rules, and administrative procedures and may include approved state online procurement. The District shall recognize purchasing terms as defined by law and rule.
 - A. Requisitions - Each purchase order shall be based upon a requisition originating from the principal or District department head. Each requisition or contract shall be properly financed, budgeted, and encumbered prior to issuing a purchase order. All requisitions that are not approved will be returned immediately to the originator with the explanation of why they were not approved. Under extreme emergencies, the Director of Purchasing and Contract Administration or designee may grant permission for a purchase without a requisition, provided that any emergency purchase shall be followed immediately with an emergency requisition. A purchase shall not precede a requisition except under emergency provisions or when using a procurement card.
 - B. [Procurement Card](#) - The District procurement card will be used for all small purchases of goods and services under the amount listed for goods qualifying as property in 274.02, F.S. Exceptions will be made at the discretion of the Director of Purchasing and Contract Administration or designee.
- II. Competitive Bids and Proposals - The Director of Purchasing and Contract Administration or designee shall be responsible for continually estimating the needs of the school system and making quantity purchases accordingly. Standard lists of supplies and equipment shall be developed in all areas possible. All purchases where the item or group of items exceeds the amount stipulated in State Board of Education rule 6A-1.012 shall be made on the basis of competitive sealed bids and proposals, except in emergencies as provided herein. Bids or proposals shall be requested from three (3) or more sources for any item or group of similar items purchased from school funds, including internal funds that exceed the amount specified in State Board of Education rule [6A-1.012](#). All items exempt from bid and quotation procedures by [287.057](#), F.S., and State Board of Education rule [6A-1.012](#) shall be exempt from School Board purchasing and bidding rules. State purchasing contracts or approved state

online procurement shall be used in lieu of bids when it is to the advantage of the School Board. The Board will, however, be informed of all purchases exempt from the bid process when the amount exceeds the bid limit.

A. Bid and Proposal Procedures - Purchases made through bids and proposals shall be based upon justification and specifications which are clear, complete, definite and certain as to character and quality and shall conform to standard specifications for the various classes of supplies, materials, parts, services, or equipment desired. Such specifications shall be conducive to securing the best possible price for the highest quality product or service which best meets the needs of the School District. Specifications shall be as open as possible. Invitations to bid shall include but not be limited to the following:

1. Date, time, and place of bids and proposals;
2. Procedures for presenting bids and proposals;
3. Conditions and terms for receiving bids and proposals;
4. Procedures to be followed in opening bids and proposals and making recommendation to the School Board; and,
5. The amount of the bid bond or good faith deposit, if any.

B. Conditions for Awarding Contracts Based on Bids and Proposals

1. Bids and proposals shall be opened at the time and place specified within the bid or proposal documents. No other bids shall be accepted or withdrawn after the deadline. Bids and proposals which do not qualify as sealed bids shall not be accepted. Bids or proposals received by mail shall be stamped with the time and date received. Alterations written on the outside of a bid or proposal shall not be accepted. All bid openings shall be open to the public.
2. The Superintendent or designee shall have the responsibility for soliciting the assistance of the District administrative and instructional staff and the school employees who use the products to assist in the preparation of specifications and evaluation of bids and proposals.
3. The purchasing department shall maintain a list of active bidders, which will be updated as needed to add or delete vendors.
4. Bids or proposals shall be requested from at least three (3) appropriate sources for each authorized purchase. All bids shall be signed in ink or indelible pencil.
5. No bid or proposal may be withdrawn after submission except with Board approval based on the recommendation of the Superintendent. Such recommendation shall specify the basis for

allowing the withdrawal. After formal award by the Board, no bid may be withdrawn by a bidder except for a material error, as determined by the Board.

6. Recommendations to the Board for action shall be determined on the basis of the lowest responsible qualified bid or proposal which meets specifications with consideration being given to the specific quality of the product, its conformity to the specifications, its suitability to District needs, the delivery terms, and the service and past performance of the vendor.
 7. The District may award contracts to the lowest, responsible bidder as the primary awardee and to the next lowest and responsible bidder(s) as alternate awardees provided that the awarding of multiple contracts is clearly stated in the bid solicitation documents.
 8. Sealed bids, proposals or replies in response to a competitive solicitation shall be exempt from public inspection or copying as provided in §119.071, F.S. When documents are no longer exempt, they may be inspected and copied. In no case may the original copies be removed from the custody of the purchasing department.
 9. The School Board will accept the lowest and best bid that is in the best interest of the Board and meets specifications, not necessarily representing the actual lowest price offered.
 10. Final action of any bid or proposal shall be the decision of the Board in open session.
 11. Approval of any funds not already budgeted shall be made by the Board prior to the issuance of any contract or award of any bid or proposal.
 12. The Board, in its sole discretion, may waive minor irregularities in bids or may reject all bids or proposals.
- C. Electronic bidding may be utilized when it is determined to be in the best interest of the District. All requirements for advance notification of bid specifications and date and time of bidding shall be met.
- D. Emergency Situations
1. Occasionally, situations arise which necessitate immediate action in order to ensure the health and safety of students and staff, or to keep a facility in operation. In such cases, at the determination of the Superintendent, the normal procedures may be waived and all Board members will be notified of such action as soon as practicable. The purchasing department shall be required to make telephone contact with at least two (2)

vendors to request quotations, determine availability and ability to deliver services or products in a timely manner. All such contacts must be documented and followed by written bids from those contacted. The Superintendent shall be given all facts relating to the problem and a recommendation for the purchases necessary to resolve the problem. Upon the Superintendent's approval, the lowest and best bidder will be given authorization to proceed. A formal tabulation, giving complete details and justification, shall be submitted at the next regular Board meeting for ratification.

2. If the Superintendent determines in writing that the time required to obtain pricing information will enhance the emergency situation, the emergency purchase may be made without quotations.

- E. Bid protests shall be filed in accordance with 120.57(3), F.S. Any person who files an action protesting a decision pertaining to contracts administered by the Board shall post at the time of filing the formal written protest a bond payable to the Board in the amount equal to five percent (5%) of the estimated amount of the contract or ten thousand dollars (\$10,000), whichever is greater, not to exceed twenty-five thousand dollars (\$25,000), which bond shall be conditioned upon the payment of all costs which may be adjudged against him or her in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding.

- III. Informal bids (quotes) shall be requested in writing from three (3) or more sources, at the discretion of the Director of Purchasing and Contract Administration or designee, for any goods or services purchased from School Board funds that exceed one fourth the amount specified in [State Board of Education rule 6A1.012](#) for purchases that require bids. Quotes are not required for items excluded from the bid procedure by [287.057](#), F.S and State Board of Education rule [6A-1.012](#). The Director of Purchasing and Contract Administration or designee has the authority to require quotes for any purchase.

IV. Hearings, Exhibits, or Demonstrations by Vendors

- A. The Superintendent or designee shall be responsible for the arrangement of hearings, exhibits, or demonstrations by vendors interested in presenting their products. Employees of the school system shall not extend favoritism to any vendor or salesman.
- B. Employees may participate in
- C. District surplus sales, provided that there is no preferential treatment.

- V. Acquisition of Professional or Educational Services - The Superintendent is authorized to contract for professional or educational services to complete projects or activities authorized or approved by the School Board.

- A. Selection of an architect, professional engineer, landscape architect, or land surveyor to perform professional services for a School Board project

shall be in accordance with the School Board Policy 7.71, Selecting Professional Services.

- B. Contracts or commitments exceeding limits established by Florida Statutes or State Board of Education rule for educational services or professional services, other than those described in subsection V.A. herein, shall be approved by the School Board prior to execution.

VI. Single Source Commodities or Contractual Services

A commodity or contractual service that is available from a single source may be exempted from requirements for competitive solicitation provided that the District posts notice of its intent to purchase a specific item or service and subsequently posts notice of its intent to enter a single source contract.

VII. Conflict of Interest - The following provisions shall apply for conflict of interest. Any violation of these provisions by a School Board employee may be grounds for dismissal.

- A. No contract for goods or services may be made with any business organization in which the Superintendent or School Board member has any material financial interest.
- B. No School Board employee may directly or indirectly purchase or recommend the purchase of goods or services from any business organization which they or their relations have a material interest as defined by 112.312, F.S. except as allowed by DOE Interpretative Memorandum No. A-20.
- C. School Board employees or officials may not receive gifts or any preferential treatment from vendors. A School Board employee shall not be prohibited from participating in any activity or purchasing program that is offered to all School Board employees or in District surplus sales provided there is no preferential treatment.

VIII. All contracts for purchases made at the school level using internal funds shall be initiated by the principal and shall follow the same procedures prescribed for purchasing in this policy.

IX. When federal guidelines permit such use, federal funds may be used to purchase food items when used to support parent training and meetings.

X. Direct Purchasing – The Board may elect to purchase materials and equipment included in a contractor's bid directly from the supplier. The contractor will select the suppliers from whom materials will be purchased and provide purchase order worksheets to the Board. Upon review, the Board will issue purchase orders or authorize the use of procurement cards for the listed material and equipment.

Deliveries will be documented and verified. The Board will make direct payment to the supplier. Purchase orders and contracts with direct purchase elements are to be reduced monthly to reflect the value of the direct purchase.

STATUTORY AUTHORITY: 337.11(5)(a), 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 112.312, 119.071, 120.57, 212.08(6), 212.0821,
255.04, 274.02, 287.017, 287.057, 1001.421,
1001.43, 1010.01, 1010.04, 1013.47, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.012, 6A-1.085,
6A-1.087, 6A-7.0411

HISTORY: ADOPTED: 07/01/2002
REVISION DATE(S): 04/26/04; 02/22/2007;
3/25/2008; 01/22/2009; 05/21/2009
06/24/2012
FORMERLY: 2.13, 6.10, 6.41, 7.32, 7.33

SAFETY

8.10*

- I. The principal shall cooperate with the Police Department, the Highway Patrol, and the County Sheriff's Department in providing safe conditions for students.
- II. The principal, bus drivers, teachers, school food service personnel, building maintenance personnel, and custodians shall strive to protect the physical welfare of each student.
- III. The principal shall remove hazards where possible and shall report in writing to the Superintendent all other known hazards. Barbed wire shall not be used on school grounds except by the School Board's authorization.
- IV. Students shall be given information which encourages compliance with the safety belt usage law by means of appropriate courses such as driver education, health, and safety.
- V. A child under the age of sixteen (16) shall wear appropriate headgear as required by law for any equine activity on a public school site. Students shall wear appropriate headgear when participating in an off campus, school sponsored equine activity as required by law.
- VI. School fire alarm systems shall be monitored on a daily basis. Any malfunction shall be reported to the Maintenance Department for immediate repair.
- VII. The principal shall develop instructional procedures for incorporating animals on School Board property in accordance with Santa Rosa County's Animals on School Property policies and guidelines.
- VIII. The District shall annually conduct a self-assessment of safety and security practices. Based upon this self-assessment and other concerns, if applicable, the Superintendent shall present appropriate recommendations to the School Board for increasing safety and security and the School Board shall take such actions as it deems necessary and appropriate to address safety and security in the District or at individual sites.

<http://www.santarosa.k12.fl.us/risk/Docs/AnimalsonSchoolPropBoardPolicy.pdf>

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

316.614, 773.06, 1001.43, 1006.062(3), 1006.07, F.S.

HISTORY:

ADOPTED: 07/01/2002

**REVISION DATE(S): 10/23/2003; 10/25/2007; 11/17/2009;
06/24/2012**

FORMERLY: 2.24

SEAT BELTS

8.37

- I. 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 seat belt when the vehicle is in operation. This provision is applicable to all vehicles as defined in Florida Statutes, except for the following:
 - A. A school bus purchased prior to January 1, 2001;
 - A. A bus used for transportation of persons for compensation;
 - B. A farm tractor or implement of husbandry;
 - C. A truck of net weight of more than five thousand (5,000) pounds; and,
 - D. A motorcycle, moped, or bicycle.
- II. A school bus purchased new after December 31, 2000 must be equipped with safety belts or other federally approved restraint system if used for pre-K to grade 12 students. Each passenger shall wear a seatbelt when the bus is in operation.
- III. The number of passengers of a vehicle shall not exceed the number of seat belts which were installed by the manufacturer.
- IV. School bus operators shall wear a seat belt when operating a school bus.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**316.003, 316.614, 316.6145, 316.6146,
1001.43, 1006.21, 1006.22, F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-3.0171

HISTORY:

**ADOPTED: 07/01/2002
REVISION DATE(S): 10/23/2003; 06/24/2012
FORMERLY: NEW**

TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

8.60+

The District shall develop a comprehensive telecommunications plan for administrative and instructional purposes. The plan shall advance and promote public education consistent with technology advances and availability of resources. To the extent feasible, it shall promote access, collaboration, and information sharing between and among schools, District offices, and the global community.

The Superintendent or designee shall be responsible for establishing and authorizing use of telecommunications services and networks in keeping with the telecommunication plan which shall be presented to the School Board for approval. Such plan shall be updated from time-to-time and submitted for Board review and approval. The telecommunication plan will reside in the [District Technology Plan](#) and will be available on the Professional Development Center's [Instructional Technology web site](#).

Such guidelines 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; use of social media, 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.

District computers, network access, and other information resources such as electronic mail (e-mail) are provided for staff use to support the District mission and goals. All such resources are District property and subject to the same rules for use as other physical property. In addition, the following rules shall apply:

- I. Use of information resources should be limited to legitimate educational purposes. Programs for personal use should be avoided. Use for illegal or commercial purposes is not authorized.
- II. E-mail, World Wide Web pages, and other forms of electronic documentation
 - A. Will not be obscene, abusive, or contain other inappropriate material.
 - B. Will require the same handling as other public records.
- III. The District recognizes the use of social media for communication and e-learning; however, only those networks sponsored by the District may be used for classroom instruction or school sponsored activities without prior written approval of the Superintendent.

- IV. User accounts and passwords must not be shared except where authorized. The person in whose name an account is issued is responsible for its proper use at all times.
- V. Copyright and license agreements will be respected; no unauthorized copies of programs or files will be made.
- VI. Users shall not take unauthorized actions which gain access or attempt to gain access to, deny access or attempt to deny access to, disrupt, change, destroy the data or service of the computer or network systems.
- VII. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including chain letters and jokes, is not authorized.
- VIII. Users must avoid spreading computer viruses. Users may not upload files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

The network management accepts no responsibility for harm caused directly or indirectly by network use. There is no expectation of privacy when using School Board-provided equipment and network resources.

Users must acknowledge their understanding of all policies and guidelines on a yearly basis by reading and signing the applicable Acceptable Use Policy. The District will update yearly the Acceptable Use Policy for Students and the Acceptable Use Policy for Employees. These policies will reside in the [District Technology Plan](#) and be available on the District's [Instructional Technology web site](#).

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, F.S.

HISTORY:

ADOPTED: 07/01/2002
REVISION DATE(S): 07/10/2003; 06/24/2012
FORMERLY: 10.31

SANTA ROSA COUNTY SCHOOL BOARD

POLICY MANUAL

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SANTA ROSA COUNTY SCHOOL BOARD

POLICY MANUAL

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