Baker County Public Schools

AGENDA
WORK SESSION (OPEN TO THE PUBLIC)
Tuesday, September 3, 2024 - 2:00 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
Minute Book #40 / Supplemental Book #53 / Page #5

"The Vision of the Baker County School Board is to prepare individuals to be lifelong learners, self-sufficient and responsible citizens of good character."

SCHOOL BOARD WORK SESSION

Work Session on Policy Development (2.08, 3.06, 4.04, 4.13, 4.265, 4.27, 5.10, 5.121, 5.34, 6.38, 7.141, 8.01, 9.04)

NOTICE: Any person who desires to appeal any decision made by the School Board with respect to any matter considered at the above mentioned meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which an appeal may be based.

Item Cover Page

WORK SESSION (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	September 3, 2024
SUBMITTED BY:	Thomas Hill - (259-0429)
ITEM TYPE:	Work Session
AGENDA SECTION:	SCHOOL BOARD WORK SESSION
SUBJECT:	Work Session on Policy Development (2.08, 3.06, 4.04, 4.13, 4.265, 4.27, 5.10, 5.121, 5.34, 6.38, 7.141, 8.01, 9.04)

ATTACHMENTS:
09.03.2024.Policy Work Session_A.Murphy.pdf

Baker County Public Schools
Sherrie Raulerson, Superintendent of Schools
270 South Boulevard East, Macclenny, Florida 32063
Telephone: (904) 259-6251 www.bakerk12.org Fax: (904) 259-1387

August 12, 2024

Superintendent Sherrie Raulerson
Baker County School District
270 S. Boulevard East
Macclenny, Florida 32063

Dear Superintendent Raulerson:

We are requesting that you call for a work session to be held at 2:00 p.m. on September 3, 2024 for the following Board Policies. We have attached copies for your review.

- 2.08 Collective Bargaining Agreements
- 3.06*+ Safe and Secure Schools
- 4.04 Dropout Prevention Program
- 4.13*+ Educational Media Materials Selection
- 4.265+ Artificial Intelligence Acceptable Use
- 4.27 Operation of Unmanned Aerial Vehicles (Drones)
- 5.10*+ Student Control
- 5.121*+ Use of Time Out, Seclusion and Physical Restraint for Students with Disabilities
- 5.34* High School Equivalency Program and Examination
- 6.38* Employee Discipline Policy
- 7.141 Opt. 2* Selecting Professional Services
- 8.01*+Opt. 2 Safety
- 9.04*+ Use of Facilities

Thank you for your assistance.

Sincerely,

Allen Murphy
Associate Superintendent of Human Resources

Encls.

NOTICE OF RULE DEVELOPMENT

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A RULE DEVELOPMENT WORKSHOP REGARDING THE BELOW RULES WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: September 3, 2024 at 2:00 p.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

Policy #	Policy Title	Subject Area	Purpose & Effect	Rulemaking Authority	Law(s) Implemented
2.08	Collective Bargaining Agreements	The proposed policy addresses the collective bargaining agreements.	The purpose of the proposed revisions is to establish areas exempt from collective bargaining.	1001.41, 1001.42, 1012.22, F.S.	447.309(3), 1001.43, F.S.
3.06*+	Safe and Secure Schools	The proposed policy addresses the safe and secure school procedures.	The purpose of the proposed revisions is to establish safe school specialist reporting.	1001.41, 1001.42, F.S.	316.614, 1001.43, 1001.51, 1006.062, 1006.07, 1006.145, 1006.1493, 1006.21, 1013.13, F.S.
4.04	Dropout Prevention Program	The proposed policy addresses the dropout prevention program.	The purpose of the proposed revisions is to notice the student's parent or guardian that they have the right to receive written notice by certified mail or other method agreed to by the parent before placement of the student in a dropout prevention and	1001.41, 1001.42, F.S.	1001.43, 1003.53, F.S.

			academic intervention program and shall be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement in the intervention program.		
4.13*+	Educational Media Materials Selection	The proposed policy addresses the educational media materials selection.	The purpose of the proposed revisions is to establish limitation on community fillings of book challenges.	1001.41, 1001.42, F.S.	847.001(19), 847.012,1000.21, 1001.43, 1003.42, 1003.46, 1006.28, 1006.34(2)(b), 1006.40 F.S.
4.265+	Artificial Intelligence Acceptable Use	The proposed policy addresses the Artificial Intelligence Acceptable Use policy.	The purpose of the proposed policy is recommended based on emerging technologies and proactive based on HB 379.	1001.41, 1001.42, F.S.	1001.02, 1003.02, 1002.321 F.S.
4.27	Operation of Unmanned Aerial Vehicles (Drones)	The proposed policy addresses the operation of unmanned aerial vehicles (Drones).	The purpose of the proposed policy is to address drones not permitted on campus unless permission from principal or the superintendent.	1001.41, 1001.42, F.S.	330.41, 934.50 F.S.
5.10*+	Student Control	The proposed policy addresses the Student Control.	The purpose of the proposed revisions is to establish notification on suspension.	1001.41, 1001.42, F.S.	120.57(1), 1000.21, 1001.43, 1002.20, 1003.04, 1003.21,

					1003.31, 1003.32, 1006.08, 1006.09, 1006.10, 1006.13, F.S.
5.121*+	Use of Time Out, Seclusion and Physical Restraint For Students with Disabilities	The proposed policy addresses the use of time out, seclusion and physical restraint for students with disabilities.	The purpose of the proposed revisions is to better clarify prohibitions regarding seclusion.	1001.41, 1001.42, F.S.	1001.43, 1003.32, 1003.573, 1006.07, 1006.11, 1012.75, F.S.
5.34*	High School Equivalency Program and Examination	The proposed policy addresses the high school equivalency program and examination.	The purpose of the proposed policy is to address the eligibility of the high school equivalency program and examination.	1001.41, 1001.42, F.S.	1001.43, 1003.21, 1003.435, F.S.
6.38*	Employee Discipline Policy	The proposed policy addresses the employee discipline policy.	The purpose of the proposed policy is to establish the employee discipline policy which includes safety violation requirement and progressive discipline.	1001.41, 1001.42, F.S.	1001.51(7) & (12), 1006.07, 1012.27(5), 1012.31, 1012.33, 1012.796, F.S.
7.141	Selecting Professional Services	The proposed policy addresses selecting professional services.	The purpose of the proposed policy is to address the continuing contracts for professional services where construction project costs do not exceed $7.5 million.	1001.42, F.S.	255.103, 287.055, 1001.43, 1001.51, 1011.06, F.S.

8.01*+	Safety	The proposed policy addresses safety	The purpose of the proposed policy is to address the reporting of safety violations and progressive discipline.	1001.41, 1001.42, F.S.	316.614, 773.06, 1001.43, 1006.062(3), 1006.07, F.S.
9.04*+	Use of Facilities	The proposed policy addresses the use of facilities.	The purpose of the proposed policy is to address the shared use agreement language.	1001.41, 1001.42, F.S.	106.15, 509.032, 509.232, 1001.33, 1001.43, 1001.51, 1013.10, F.S.

For information regarding the proposed rule development and to obtain a copy (at no charge) of any available preliminary draft, please contact: Shirley Crawford at shirley.crawford@bakerk12.org, phone 904-259-0428 or visit www.bakerk12.org.

COLLECTIVE BARGAINING AGREEMENTS 2.080

Collective bargaining and any provision of a collective bargaining agreement may not preclude the school board from carrying out its constitutional and statutory duties related to the following:

1. Providing incentives to effective and highly effective teachers;
2. Implementing interventions and strategies to address student performance and attendance;
3. Implementing required student discipline;
4. Implementing school safety plans and requirements;
5. Implementing staff and student recognition programs;
6. Distributing correspondence related to daily operations of schools and/or the district to parents, teachers, and community members;
7. Providing required notice of information readily available on the district's website related to the school board or district operations; or
8. The school district's calendar.

Any provision of a collective bargaining agreement which is ratified by the School Board and affects collective bargaining members shall prevail over any School Board rule conflicting with the agreement. The School Board rule shall be deemed to be amended during the term of the agreement. If such agreement expires prior to ratification of a subsequent agreement, the provisions of the expired agreement shall be in effect until ratification of a subsequent agreement or approval by the legislative body by a Resolution of Impasse.

STATUTORY AUTHORITY: **1001.41; 1001.42, 1012.22, F.S.**

LAWS IMPLEMENTED: **447.309(3); 1001.43, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY:

SAFE AND SECURE SCHOOLS 3.060*+

I. Introduction

The Baker County District School Board has as its first obligation to provide a safe, secure and orderly learning environment in all schools and at all sponsored activities for students, school personnel, and other persons.

II. Orderly Environment

An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and while attending School Board or school sponsored events or activities. All procedures shall reflect the following policy provisions:

A. No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.07 (Visitors).

B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.

C. Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents, which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.

D. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the board chairperson, Superintendent/designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified immediately of any such action at schools or school activities.

E. No person except law enforcement, security officers, and school guardians certified by the Baker County Sherriff may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events.

III. The following emergency response agency(ies) will notify the District in the event of an emergency:

Emergency Response Agency	Type of Emergency
Baker County Sheriff's Department	Community Wide Threats
National Weather Service (NOAA)	School Site Threats
Emergency Operations Center (EOC)	Weather Events

IV. Safety, Security and – Emergency Plans

A. The Superintendent shall develop a *DISTRICT CRISIS MANAGEMENT PLAN* with input from representatives of the local law enforcement agencies, the local Fire Marshall(s), representative(s) from emergency medical services; building administrators, representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the Baker County Health Department.

B. The School Board shall approve the *DISTRICT CRISIS MANAGEMENT PLAN* annually 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 for all schools, school district facilities and all extracurricular activities. The plan shall include procedures that are State and Federally required, nationally recognized best practice, and researched-based interventions. After School Board approval, the *DISTRICT CRISIS MANAGEMENT PLAN* shall be made a part of this rule.

C. As required by state law, the Superintendent shall require the use of the Safe School Assessment Survey based on the School Safety and Security Best Practices Indicators created by FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-assessment of the District's current safety and security practices.

D. Upon completion of these self-assessments, the Superintendent shall convene a safety and security review meeting for the purpose of (a)reviewing the current *DISTRICT CRISIS MANAGEMENT PLAN* and the results of the self-assessment; (b) identifying necessary modifications to the plan; (c) identifying additional necessary training for staff and students; and
(d) discussing any other related matters deemed necessary by the meeting participants.

E. The Superintendent shall present the findings of the safety and security review meeting to the Board for review and approval appropriate school safety, emergency management and preparedness plans. The Superintendent shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the *DISTRICT CRISIS MANAGEMENT PLAN* and/or implement in order to improve school safety and security. The *DISTRICT CRISIS MANAGEMENT PLAN* is, however, confidential and is not subject to review or release as a public record.

F. The Superintendent shall report the self-assessment results and any action taken by the Board to review the *DISTRICT CRISIS MANAGEMENT PLAN* to the Commissioner of Education within thirty (30) days after the Board meeting.

G. Emergency management and preparedness plans shall include notification procedures for weapon use and active assailant/hostage situations, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.

H. Emergency management and preparedness procedures for active assailant situations shall engage the participation of the district school safety specialist, threat assessment team members, faculty, staff and students for each school and be conducted by the law enforcement agency or agencies designated as first responders to the school's campus.

1. Accommodations for drills conducted at exceptional student education centers may be provided.

I. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.

J. Copies of school plans shall be provided to county and city law enforcement agencies, fire departments, and emergency preparedness officials.

V. Threat Management

A. The primary purpose of a threat management is to identify individuals exhibiting threatening or other concerning behavior, assess the risk of harm, and coordinate appropriate interventions and services for such individuals. The Board's threat management process is a systematic, fact-based method designed to identify, using threat assessment protocols, whether behaviors or communications constitute a concern for violence or harm to another person. Florida Harm Prevention and Threat Management Model is designed to identify, assess, manage, and monitor threats to schools, school staff and students. The goal of the threat management process is to prevent violence or harm to members of the school community. The threat management process uses a methodology that identifies students exhibiting threatening or other concerning behavior, gathers information to assess the risk of harm to themselves or others, and identifies appropriate interventions to prevent violence and promote successful outcomes.

B. The Board authorizes the Superintendent to designate a Threat Management Coordinator; a District Threat Management Team and school-based management teams. Each team shall be headed by the principal and shall include a person with expertise in counseling (school/psychological), instructional personnel, and law enforcement (school resource officer) and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self. All members of the threat management team must be involved in the threat management process and final decision making.

1. The District Threat Management Coordinator (DTMC) must complete all trainings specific to the Coordinator role and will oversee threat management at all public k-12 schools, including charter schools sponsored by the District. The DTMC must:

    a. Ensure all district-level and school-level threat management team personnel are trained in threat management and on the Florida Model.

    b. Serve as Chair of the District Threat Management Team and as the liaison to the Department of Education's Office of Safe Schools.

    c. Ensure procedures are outlined for making referrals to mental health services for students exhibiting threatening or concerning behavior of self-harm or harm to others.

    d. Assist School Based Threat Management Teams in the District.

2. District Threat Management Team (DTMT) will receive referrals from the School Based Threat Management Teams, assess serious situations, and provide support to school-based teams, including charter schools in their district. The DTMT must include the DTMC, persons from school district administration and persons with expertise.

3. School Based Threat Management Team (SBTMT) will be headed by a Chair and Vice-Chair who are appointed by the principal or designee.

    a. The Chair serves as the point person for threat management at the school-level and is responsible for triaging reported threats or concerning behavior and communications to determine whether the matter should be summarily closed, or whether it should be reviewed by the full SBTMT.

    b. The team shall be comprised of a minimum of four (4) members, including a person with expertise in counseling (school/psychological), instructional personnel, school administration, and law enforcement (school resource officer).

    c. If none of the SBTMT members are familiar with the student of concern, the SBTMT Chair will assign a member of the school's staff who is familiar with the student to consult with and provide background information to the threat management team. Consulting personnel do not have to complete

Florida Model training and may not participate in the decision-making process.

d. All members of the threat management team must be involved in the threat management process and final decision making.

e. Parental Notification

i. If the SBTMT Chair determines the concerning threat or behavior reported is a low level of concern and summarily closes the case, the Chair/designee must use reasonable efforts to notify the parent or guardian of the student threat or behavior.

ii. If the Chair does not summarily close the case and refers the matter to the SBTMT, reasonable efforts must be made to notify the student of concern's parent or guardian on the same day the SBTMT assigns the preliminary level of concern. The SBTMT must document all attempts to make contact with the parent or guardian using the contact information shared by the parent or guardian with the District.

iii. If the preliminary level of concern is high, the SBTMT chair or designee must notify the Superintendent or designee to ensure the requirements of F.S. Stat. 1006.07 are met.

iv. The SBTMT Chair must notify the student of concern's parent or guardian if the threat management process reveals information about their student's mental, emotional, or physical health or well-being or results in a change in related services or monitoring, including but not limited to implementation of a Student Support Management Plan (SSMP).

v. The SBTMT Chair or designee must provide a copy of the SSMP to the student of concern's parent or guardian upon the plan's finalization and anytime the SSMP is substantially revised.

vi. The SBTMT Chair must make a reasonable effort to notify the parent or guardian of the targeted student before the end of the school day that the report was received unless the Chair has determined the concern is unfounded.

4. The threat management team will be responsible for the assessment of individuals whose behavior may pose a threat to the safety of school staff and/or students and coordinating resources and interventions for the individual.

5. If a student with a disability is reported to have made a threat to harm others and the student's intent is not clear, a referral will be made to the threat management team for evaluation.

6. Upon a preliminary determination that a student poses a threat of violence or physical harm to him/herself or others, the threat management team may obtain criminal history record information. The team must immediately report its determination to the Superintendent who must immediately attempt to notify the student's parent or legal guardian. A parent or guardian has the right to inspect and review the threat management. The team will coordinate resources and interventions to engage behavioral and or mental health crisis resources when mental health or substance abuse crisis is suspected.

7. The threat management team must plan for the implementation and monitoring of appropriate interventions to manage or mitigate the student's risk for engaging in violence and increasing the likelihood of positive outcomes.

8. Upon the student's transfer to a different school, the threat management team must verify that any intervention service provided to the student remain in place until the threat management team of the receiving school independently determines the need for intervention services. Threat management teams must meet as often as needed to fulfill their duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. The teams must maintain documentation of all meetings, including meeting dates and times, team members in attendance, cases discussed and actions taken.

9. Through the DTMC, the District must ensure that all threat management teams in the District report to the DOE office on the team's activities during the previous year. The District School Safety Specialist must ensure all schools in the District timely report all required information. The report will contain all data or information required by Florida law.

10. The ~~threat management team (TMT)~~ School Based Threat Management Team (SBTMT) at each school, on a case by case basis, will determine the need to seek mental health intervention in the following areas:
    - School-based counseling
    - Community-based counseling
    - Area Mobile Response Team (MRT) intervention
    - Crisis Stabilization Unit (CSU)

    The team will use the ~~Comprehensive School Threat Assessment Guidelines (CSTAG)~~ Florida Harm Prevention and Threat Management Model (Florida Model) ~~model~~ and support from the TMT therapist when assessing mental health intervention needs.
    Documentation will be maintained in the ~~CSTAG~~ Florida Model forms associated with the student being served.

11. Each threat management team will maintain the copy of the ~~CSTAG~~ Florida Model forms used for each TMT case. The documentation will also be housed in the student data system. The following items will be recorded for each monthly TMT meeting and documentation maintained by the

principal or their designee:

- Meeting dates and times
- TMT members in attendance
- Cases discussed
- Action taken

VI. Safety – Procedures

A. School alarms shall be monitored on a weekly basis and malfunctions shall be reported for immediate repair.

B. A safety program shall be established consistent with the provisions of Policy 8.01. The emergency preparedness procedures will identify the individuals responsible for contacting the primary emergency response agency and the emergency response agency that is responsible for notifying the school district for each type of emergency.

C. Emergency evacuation drills (fire, hurricane, tornado, active assailant/hostage situation, other natural disaster, and school bus) shall be held in compliance with state requirements and formulated in consultation with the appropriate public safety agencies. Each principal, site administrator or transportation official is responsible for:

1. Developing and posting emergency evacuation routes and procedures;

2. Assigning and training all staff members in specified responsibilities to ensure prompt, safe and orderly evacuation;

3. Identifying and reporting hazardous areas requiring corrective measures; and

4. Preparing and submitting within fifteen (15) calendar days an after-action report of each emergency drill and fire drill to the District school safety specialist for review.

D. In the event of an emergency, the Superintendent is authorized to dismiss early or close any or all schools. 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 actions shall be reported immediately to the Superintendent or designee along with a statement describing the reasons for the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.

E. Parents, as defined by law, have a right to timely notification of threats, unlawful acts, and significant emergencies that occur on school grounds, during school transportation or during school-sponsored activities pursuant to sections

1006.07(4) and (7), F.S.

1. Parents have a right to access school safety and discipline incidents as reported pursuant to section 1006.07(9), F.S.

VII. Safety – Violence Prevention

A. The Superintendent shall develop a violence prevention plan for use by each school.

B. Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel and students of the schools.

C. Each school will notify students, faculty, and staff of who to report concerning behaviors.

VIII. Security

A. The Superintendent shall establish and implement a Domestic Security Plan consistent with the requirements of the National Incident Management System (NIMS).

B. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions. The security provisions shall include procedures restricting the ingress to or egress from a school campus when students are on the campus. Unless the gate or access point is attended or actively staffed, the security procedures shall state how all gates or other access points will remain closed and locked. If the school safety specialist determines there are other safety measures in place to allow a gate or access point to not be locked, the determination must be documented in the FSSAT.

C. Within the first ten (10) days of school students must be notified of the safest areas to shelter in a classroom. The safety areas for students to shelter within the classrooms and/or instructional spaces must be clearly marked. All classrooms and other instructional spaces must be locked or actively staffed when occupied by students except between class periods.

D. The Superintendent shall designate an administrator or a law enforcement officer employed by the Baker County Sheriff's Office as the school safety specialist for the District. The School Safety Specialist is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the District. The School Safety Specialist's responsibilities include, but are not limited to the following:

1. On an annual basis the school safety specialist will review district and charter school policies and procedures for compliance with state law and rules and ensure the timely and

accurate submission of the school environmental safety incident report (FSSAT) to the Department.

2. The School Safety Specialist must provide recommendations to the superintendent and school board at a publicly noticed board meeting identifying strategies and activities that the Board should implement in order to address the findings to improve school safety and security.

3. No later than November 1, the School Safety Specialist shall submit a district best-practice assessment in the FSSAT that includes the school board's action(s) to the school security risk assessment findings and recommendations provided to them.

4. Provide training and resources to students and staff in matters relating to mental health awareness and assistance; emergency procedures (including active assailant training), and school safety and security.

5. The school safety specialist will identify and correct instances of non-compliance of state mandates regarding security procedures and policies at each school. This will be done annually through state and local assessments administered by the district school safety specialist. Monthly documentation will be sent by the school to the district safety specialist certifying the monthly pre/post planning for the implementation of the options-based active assailant drills held at each school.

   a) On a quarterly basis, the school safety specialist will report to the superintendent and school board any non-compliance by the district or school(s) with school safety laws or rules.

   b) Deficiencies relating to safe-school officer coverage must be resolved by the next school day.

   c) Within 24 hours, the School Safety Specialist must notify the Office of Safe Schools of the deficiencies related to safe-school officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety and welfare of students or staff. The Office of Safe Schools shall be notified within three (3) days of any instance of noncompliance that is not corrected within 60 days.

6. The School Safety Specialist must make unannounced visits while school is in session to all public schools in the district, including charter schools and perform inspections for safe school compliance. The school safety specialist must notify and report to ~~shall notify~~ the district's superintendent or charter school principal, if there are any violations discovered or if non-

compliance of the safe school requirements is ~~a~~ suspected ~~deficiency of the district's and/or a school's noncompliance.~~ by a district school or charter school.

E. A review of each school's security provisions shall be conducted annually by the principal with a written report submitted to the Superintendent or designee for submission to the Board for review.

F. Each school's emergency plan shall include security provisions including emergency "lock down" procedures.

G. Establishing policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community.

H. Adhering to background screening procedures for all staff, volunteers and mentors.

I. Security trailers may be located on school property.

IX. Mental Health

A. The School Board shall identify a mental health coordinator for the District. The mental health coordinator shall serve as the primary contact for the district's coordination, communication, and implementation of student mental health policies, procedures, responsibilities, and reporting.

B. The mental health coordinator shall be responsible for:

1. working with the Office of Safe Schools;
2. maintaining records and reports regarding student mental health as it relates to school safety and the mental health assistance allocation;
3. facilitating the implementation of school district mental health policies relating to the respective duties and responsibilities of the school district, the superintendent, and school principals;
4. coordinating the staffing and training of threat assessment teams with the school safety specialist, and facilitating referrals, to mental health services, as appropriate for students and their families;
5. coordinating with the school safety specialist, the training and resources for students and school district staff relating to youth mental health awareness and assistance; and
6. annually review of the district's policies and procedures related to student mental health for compliance with state law and alignment

with current best practices and making recommendations, as needed,

for amending said policies and procedures to the superintendent and the district school board.

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

LAWS IMPLEMENTED: **316.614, 1001.43, 1001.51, 1006.062, 1006.07, 1006.145, 1006.1493 1006.21, 1013.13, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-1.0403, 6A-3.0171, 6A-1.0018**

HISTORY: **ADOPTED:**
REVISION DATE(S): **04/05/04, 10/04, 01/02/07, 01/05/08, 04/01/19, 12/02/19, 11/17/20, 04/05/21, 02/22/22, 04/03/23, 02/20/24**
FORMERLY: 2.22; 9.06

DROPOUT PREVENTION PROGRAM 4.040

The Superintendent or designee shall develop, for the School Board's approval, a Dropout Prevention Program pursuant to Florida Statutes. The Dropout Prevention Program shall be incorporated through the Student Progression Plan.

The student's parent or guardian has the right to receive written notice by certified mail or other method agreed to by the parent before placement of the student in a dropout prevention and academic intervention program and shall be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement in the intervention program.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1003.53; F.S.

STATE BOARD OF EDUCATION RULE: 6A-6.0523

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 11/07/05
FORMERLY: 5.25

EDUCATIONAL MEDIA MATERIALS SELECTION 4.13*+

I. Objectives of Selection - The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view. The School Board asserts that the responsibility of the media center is to provide:

A. Instructional and supplemental materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students being served.

B. Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

C. A background of information enabling students to make intelligent judgments in their daily life.

D. Materials on opposing sides of controversial issues in order that students may develop, under guidance, the practice of critical analysis of all media.

E. Materials representative of the many religious, ethnic, and cultural groups and their contributions to the heritage and culture of America and the world.

F. A comprehensive collection appropriate for the users of the media center placing principle above personal opinion and reason above prejudice in the selection of materials of the highest quality.

II. Legal Responsibility for Selection. The School Board is legally responsible for all matters relating to the operation of the Baker County Schools. The responsibility for the selection of educational materials, regardless of whether the book is purchased, donated, or otherwise made available to students is delegated to a school district employee who holds a valid educational media specialist certificate. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials. The School Board shall adopt and publish on its website the process for a parent to limit his or her student's access to materials in the school or classroom library.

III. Parental Responsibility. Parents shall have the right to review materials in the media center and request that it be noted in the Student's library record that the student not be allowed to check out certain material.

IV. Criteria for Selection of Media Materials

A. The standards to determine the propriety of the educational materials shall

be pursuant to Florida Statutes.

B. First consideration shall be given to the needs of the individual school based on knowledge of the curriculum, of the existing collection, and of the needs of children and youth. Requests from users of the collection, (*i.e.*, administrators, faculty, parents, and students) shall be given high priority.

C. Materials shall be considered on the basis of accuracy of content, overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, comprehensiveness of material, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, format and price.

D. In determining the suitability and value of the material included in the collection, consideration of the following elements must be given:

1. Religion. Factual, unbiased material which represents all major religions

2. Ideologies. Factual information on any ideology or philosophy that exerts a strong force in society

3. Sex Education. Factual information, appropriate for the age group or related to the school curriculum

4. Sex. Pornographic (as defined or prohibited under F.S. section 847.012), sensational, or titillating materials shall not be included

5. Profanity. The fact that limited profanity appears in material shall not automatically disqualify a selection. However, care shall be taken to exclude materials using profanity in a lewd or detrimental manner and not in context with the material

6. Science. Factual information about medical and scientific knowledge, without any biased selection of facts.

E. Gifts of media or money shall be accepted with the understanding that their use or disposition shall be determined by those persons having the responsibility for acquisitions, according to the same selection criteria and procedures as purchased materials.

V. Procedures for Selection

A. In selecting materials made available to students through the district library

media center, the school media specialist shall:

1. Consult with reputable, unbiased, professionally recognized reviewing periodicals and school community stakeholders (including, media staff, curriculum consultants, faculty, parents and community members).

2. Require that book selections meet the criteria set forth in s. 1006.40(3)(d). F.S.

3. Library media center collections will:

    a. be based on reader interest,
    b. support state academic standards and aligned curriculum
    c. support the academic needs of students and faculty

4. When considering materials to be purchased, the media specialist shall follow these procedures:

    a. Purchase materials which are outstanding and frequently used;
    b. Periodically replace periodically worn or missing basic items;
    c. Withdraw out-of-date or unnecessary items from the collection or items required to be removed pursuant to subparagraph 2; and replaced by new and age appropriate materials,
    d. Purchase materials in many types of format: digital, e-books, electronically, soft or hard bound.
    e. Examine sets of materials and materials acquired by subscription and purchase only material to fill a definite need.

B. District elementary schools must publish on their school website, a list of all materials maintained in the school library media center or required as a part of a school or grade-level reading list.

VI. Challenged Materials. Library materials deemed by some persons to be objectionable may be considered by others to have sound educational value. Any concerned parent, Baker County resident or employee of the district may request reconsideration of school library media; however, the challenged material shall not be removed from circulation during the reconsideration process. A county resident who is not the parent or guardian of a student with access to school district materials may not object to more than one material per month. When a complaint is made, the following procedure shall be followed:

A. The library media specialist shall discuss the matter informally with the complainant explaining the selection procedures for library media materials.

If the complainant accepts the explanation given by the media specialist, the reconsideration process concludes.

B. If the explanation fails to resolve the objection, the principal will ask the complainant initiating the challenge to file, within two weeks, a formal written objection by completing a “Request for Reconsideration of Library Media” form which must reflect that the complainant has read the material in full. Failure to do so results in the conclusion of the reconsideration process.

C. Upon receipt of the completed form "Request for Reconsideration of Library Media," the principal shall forward copies to the appropriate personnel on the School-level Review Committee (a committee of teachers, educational media specialists and parents of the school).

D. The challenged material shall remain available for circulation during the reconsideration process. Any material that is not a course material required by section 1003.46 or 1003.42 challenged based on being pornographic or prohibited by F.S. section 847.012 or depicting or describing sexual conduct as defined in F.S. section 847.001(19), must be removed within 5 school days after receiving the objection and remain unavailable to students of that school until the objection is resolved.

E. The challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days.

F. The Complainant shall be informed in writing concerning the school-level committee’s decision.

G. District Review Committee. If the Complainant disagrees with the decision rendered by the school-level committee, an Appeal may be filed with the District.

H. The Superintendent shall appoint a District Review Committee with the following composition:

1. One representative of the Public Library Board;
2. One representative of the general public at large; and
3. One representative of a school parent organization.
4. One principal from the level at which the complaint originated (K-5, 6-8, or 9-12).
5. Three school-level instructional staff members including the following:
   a. One media specialist from the level at which the complaint

originated;
b. One media specialist from another level; and
c. One classroom teacher from the level at which the complaint originated.

6. Two district-level instructional staff members including the following:
   a. One district-level instructional staff member from the level where the material is in question; and
   b. The Supervisor of Technology and Instructional Media Services.

I. The Review Committee, in carrying out its assigned function, shall:

1. Read, view or listen to the material in its entirety;
2. Check general acceptance of the material by reading reviews and consulting recommended lists;
3. Determine the extent to which the material supports the curriculum;
4. Complete the "Checklist for Reconsideration of Library Media," judging the material for its strength and value as a whole and not in part; and
5. Forward, within fifteen (15) working days, a written recommendation to the Superintendent.

J. The Superintendent's designee will inform the complainant and the school's media specialist of the committee's decision to retain or withdraw the challenged material as recommended by the District Review Committee.

K. If the complainant or the media specialist is dissatisfied with the District Review Committee's decision, a written appeal may be filed with the Superintendent. Failure of the complainant to file a written appeal within 30 days of the District Review Committee's decision will result in a conclusion of the reconsideration process and the decision of the District Review Committee shall be final.

L. The Superintendent shall, within 30 days of receipt of the appeal, send the complainant and the school media specialist a written decision. An appeal to the School Board of the Superintendent's decision must be filed within 10 days after the Superintendent's decision.

M. The School Board shall consider the decision of the District Review Committee and the Superintendent and any other appropriate documentation (i.e. meeting summaries, material reviews, etc.). The decision of the School Board regarding appropriateness of a particular

Library Media material item will be considered final.

N. Library Media materials in question, can only be removed from circulation and/or used in the school district through the procedures of this policy.

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

LAW(S) IMPLEMENTED: **847.001(19), 847.012, 1000.21, 1001.43, 1003.42, 1003.46, 1006.28, 1006.34(2)(b), 1006.40 F.S.**

HISTORY:

ADOPTED:

REVISION DATE(S): 04/05/04, 11/08/06, 12/05/22
FORMERLY: 5.21

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

Artificial Intelligence Acceptable Use 4.265+

I. Introduction

It is the policy of Baker County School District to:

A. Support the use of technology to improve teaching and learning, and to support innovations throughout the educational system.

B. With artificial intelligence ("AI") technology shifting from providing access to instructional resources and capturing data to automating decisions about teaching and learning processes and detecting patterns in data it is necessary for there to be an increase in the level of responsibilities a person may delegate to a computer system.

C. Since AI systems could lead to bias in how patterns are detected and unfairness in how decisions are automated, it is essential for the District to develop this policy in how AI is developed for and used in education.

D. This policy outlines the acceptable use of AI tools and applications within Baker County Schools to ensure their safe, ethical, and responsible use.

E. It is the District's responsibility to educate and train students to utilize AI in an ethical and educational way. The District is not banning teacher or student use of AI, but each teacher and student needs to be aware of the limitations and guidelines of its usage.

1. Teachers may allow the use of AI for curriculum purposes. For example, AI programs may assist students with providing clarifications of information or explanations of ideas and concepts. AI may also be helpful for students with generating ideas, topics and writing prompts.
2. If the District uses grant funds for subscription fees and/or professional learning for students in grades 6-12 during the school day, the AI platform selected must:

i. Use large language models based on GPT-4 or its equivalent;

ii. Be on a closed system;

iii. Provide professional learning to teachers;

iv. Provide one-on-one tutoring aligned to the B.E.S.T standards for reading and math;

v. Provide standards-aligned lesson plans and insights on student progress; and

vi. Provide District and school-level reporting and parental access to AI interactions.

F. Teachers and staff need to be aware and understand:

1. Generative AI is not a substitute for human creativity, judgment, and creation.
2. Supervisors must be notified when AI is being used to complete a task.
3. The use of AI may implicate Intellectual Property rights, Privacy rights, and other District policies.
4. Any work product prepared by AI should be peer reviewed for accuracy, appropriateness, and bias (depending on the nature of the work)
5. Students and staff shall not enter passwords, confidential, proprietary, or sensitive District data into AI.
6. Students and staff shall not enter employee or student records, names, addresses, etc., into AI.
7. Students and staff shall not integrate AI tools with District software.
8. Students and staff shall not use AI for employment decisions about applicants or employees.
9. Students and staff shall not use AI tools specifically prohibited by the District, the Florida Department of Education, the State of Florida, or the United States Department of Education.

G. Students Responsible Use –

1. When using AI, students need to be aware that anything entered into AI may be retained or reused by the AI, without the ability of the student or the District to retract or further control such information. Students are prohibited from entering any District information and documents or personally identifiable information of students or District

staff into AI on District-owned or operated computers, devices, software, and hardware, including through Internet-access provided by the District.

2. AI can have implicit bias, and even present incorrect information. Students must understand that AI is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims. All users must also be aware of the potential for bias and discrimination in AI.
3. If a student is using AI, they need to think critically and be sure to fact-check using primary sources.
4. AP, IB, and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of AI.
5. The use of AI, including tools like ChatGPT, necessarily implicates academic integrity and therefore it is the policy of the School Board that Chat GPT—and any other AI the Superintendent or his/her designee determines implicates academic integrity—cannot be used for essays or other papers submitted on behalf of the student. Should AI be used in any capacity, the student must indicate the use of AI related to his or her school work: attributing AI text, image, multimedia, etc. when using them in his or her school work and to what extent AI-generated information was prepared, e.g., attributing AI text, image, or multimedia use, etc. The use of AI could be subject to the District's Academic Dishonesty Policy.
6. Students are not permitted to use AI to avoid doing his or her own work.
7. Students may not use AI when his or her teacher has expressly forbidden its use.
8. Student access to certain websites using AI may be granted; however, privacy guidelines and age restrictions must be considered prior to allowing the usage.

H. Any misuse of AI or AI-related tools and applications, such as hacking or altering data, on District-owned or operated computers, devices, software, and hardware, including District-provided Internet-access, is strictly prohibited. The use or misuse of AI or AI-related tools and applications, such as hacking or altering data, with the intent to substantially disrupt District-owned or operated computers, devices, software, or hardware, or with the intent to impermissibly alter data on District-owned or operated computers, devices, software, or hardware shall be grounds for discipline.

New: **BCSD 4.265+**
Board Approved:

I. Students using AI software with a personal device and/or personal credentials should be aware that the platforms they are uploading information to is collecting various forms of data and his or her privacy may not be protected.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.02, 1003.02, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0957, 6A-1.0955

HISTORY: ADOPTED:
REVISION DATE(S):

New: **BCSD 4.265+**
Board Approved:

Operation of Unmanned Aerial Vehicles (Drones) 4.27

I. The School Board is committed to providing all students and staff with technology-based learning opportunities. Unmanned remotely controlled aerial systems ("drone(s)") have value in an instructional setting. Use of drones is a privilege which comes with responsibilities to which students, staff, and any other drone operators must adhere to.

II. Drones are defined as any powered, aerial vehicle that do not carry a human operator, use aerodynamic forces to provide vehicle lift, can fly autonomously or be piloted remotely, can be expendable or recoverable, and can carry a lethal or nonlethal payload. Drones are subject to Federal and/or State regulations when operated outdoors.

III. Students, staff and all other persons are prohibited from operating a drone over a public school serving students unless prior written consent from either the school principal, district school board, or superintendent is given authorizing the use of drones.

IV. For purposes of this policy, "Drone operators" shall mean any student or staff member of the School Board operating a drone with the permission of the School Board, as well as any authorized vendor, contractor, or approved third party who is operating a drone with the permission of the School Board, pursuant to the requirements in section IV of this policy.

V. The Superintendent shall develop procedures by which approved vendors, contractors, or other authorized third parties may obtain permission from the School Board to operate drones on Board property or school grounds, and by which these vendors, contractors, or third parties shall be informed of this policy and its requirements and limitations. These procedures shall include, at a minimum, development of a form that all vendors, contractors, or third parties operating drones with the permission of the School Board shall execute. No vendor, contractor, or third party shall be permitted to operate drones on the property of the School Board or on school grounds prior to the execution of this permission form.

VI. Drone operators who have received written consent to use drones on school property shall only operate drones in accordance with this policy and applicable Federal guidelines. Any inappropriate use must be reported to the Superintendent or his/her designee.

VII. A teacher wishing to use/demonstrate any drone(s) in an instructional related setting must adhere to the guidelines of this policy and applicable Federal guidelines. A clear connection between drone technology and the approved course curriculum must exist.

VIII. Drone Use Pre-Qualification Guidelines

A. Any staff member who requests to use drones in their curriculum program must provide educational objective supporting documentation and obtain permission from their administrator.
B. Any staff member who requests to use drones in an athletic program must meet the Florida High School Athletic Association (FHSAA) guidelines and seek permission from their administrator.
C. Any staff member who has been granted permission to use drones in their curriculum or athletic program must obtain a Remote Pilot Certificate (FAA Part 107 Guidelines) to operate the drone.
D. Any vendor, contractor, or third party seeking to use drones with the permission of the School Board shall demonstrate that he or she possesses a Remote Pilot Certificate (FAA Part 107 Guidelines) to operate the drone, prior to permission being given by the School Board to operate the drone on School Board property or on school grounds.
E. All drones owned and operated by the District are to be registered with the Federal Aviation Administration (FAA).
F. Only drones produced by approved drone manufacturers can be used for educational purposes and by the District for operations and maintenance of District property.

IX. Operation Guidelines

A. Drone operators shall follow the operating requirements as outlined in FAA Part 107 Guidelines for Small Unmanned Aircraft Systems when operating drones.

B. When operating a drone, drone operators shall:
    i. Always avoid manned aircraft;
    ii. Never operate in a careless or reckless manner;
    iii. Keep the drone within sight. There must be a visual observer always keeping the drone within unaided sight (for example, no binoculars);
    iv. Not fly a drone over people;
    v. Not have a pilot or visual observer for more than one drone operation at a time;
    vi. Not operate the drone from a moving aircraft; and
    vii. Not operate the drone from a moving vehicle.

C. Drone operators shall not operate drones within five (5) miles of any airport without prior notification and acknowledgment from airport authorities. Written documentation for notification should be logged and kept on file by the notifying staff member or, if the drone operator who receives notification is not a staff member, this notification must in turn be given by the drone operator to a staff member for filing.

D. Students operating drones on school grounds must: be enrolled in a program that includes the use of drones in its curriculum and have been trained in the use of drones by the teacher.

E. Students shall not operate drones without the direct supervision and presence of a staff member who holds a Remote Pilot Certificate.

F. All proper safety equipment must be used by any drone operator(s) and observer(s) to include eye and ear protection.

G. The use of any drone on school grounds must be approved in advance by the principal or a District administrator.

H. Drone operators must maintain safe control and line-of- sight at all times during operation and are prohibited from flying drones over playing fields, seating and spectator areas where and when people are present, as well as parking areas where and when people and/or vehicles are present. Broadcast from a remote location does not constitute line of sight.

I. Drone operators shall not operate drones above an altitude of 400 feet above ground level or within 400 feet of a structure as outlined in FAA Part 107 guidelines.

J. The maximum speed any drone may be operated at is 100 MPH (87 knots).

K. Any District- or teacher-provided drone operated on school grounds must be of relatively low power, be equipped with blade guards, weigh less than 0.55 lbs., and not be subject to FAA registration requirements. Staff and students shall not operate a drone with a weight of more than 0.55 lbs. If any approved vendor, contractor, or third party wishes to operate a drone with a weight of greater than 0.55 lbs, the vendor, contractor, or third party shall demonstrate compliance with FAA registration requirements prior to permission being given to operate the drone.

L. Drone operators shall not operate drones before sunrise or after sunset or in adverse weather conditions.

M. Drone operators shall not operate drones within proximity to or above individuals, crowds, or vehicles, to include parking lots, bleachers, sporting events, school-based activities or functions.

N. Students are not permitted to bring drones to school.

O. The drone can carry an external load if it is securely attached and does not adversely affect the flight characteristics or controllability of the drone.

P. If used outside, and if the drone were to be flown/blown onto a building roof, off-campus location, or another restricted area, a staff member must report it immediately to school administration and appropriate support staff, i.e., custodial staff, or technical services if the drone is located on the roof. Students shall not be used to retrieve the drone under any such circumstances.

Q. Any variance from this policy requires the prior written authorization from both the Director of Safety and Security and the Supervisor of Risk Management.

X. Inappropriate Use

A. Staff and students shall not operate drones under circumstances where profit would be generated.

B. Drone operators shall not operate drones broadcasting or recording images of people or property where the reasonable expectation of privacy exists or over areas that are normally deemed private by social norms, such as restrooms, locker rooms, or residential areas.

C. Drone operators shall not operate drones indoors, i.e. no flying in classrooms.

XI. Drone Injuries or Incidents

A. Any injuries or property damage resulting from District drone use shall immediately be reported to the drone operator's Direct supervisor and to the Risk Management Department. Further use of the drone in question will be suspended until an investigation of the events takes place and clearance for use is provided.

B. Any scenarios not addressed within this policy shall be governed by the appropriate Federal Aviation Administration regulations.

C. Any operation that results in serious injury, loss of consciousness, or property damage (to property other than the drone) of at least $500 must be reported

to the FAA no later than ten (10) days after any operation thereof.

D. Violations of this policy may result in disciplinary action for staff and/or students and/or revocation of drone use privileges.

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

LAW(S) IMPLEMENTED: **330.41, 934.50 F.S.**

Title 49 U.S.C §§40101, 40102 and 40103
14 C.F.R § 1.1
Federal Aviation Administration Advisory Circular AC 91-57A
Public Law 112-95
Code of Federal Regulation Part 107 – Small Unmanned Aircraft Systems
Florida High School Athletic Association Guideline Handbook

HISTORY: **ADOPTED:**

REVISION DATE(S): 02/20/24

FORMERLY:

STUDENT CONTROL 5.100*+

All students enrolled in school shall be subject to the laws, regulations of the State Board of Education, the rules and policies of the School Board and the *Code of Student Conduct* and shall be under the control and direction of the principal or designee during the time they are transported to or from school at public expense, during the time they are attending school or a school-sponsored activity, and during a reasonable time they are on School Board premises for school attendance or authorized activities.

I. The principal or the principal's designated representative shall see that students are properly supervised while at school and during any school-sponsored activity.

II. The teacher, other members of the instructional staff or bus driver shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students.

A. No student may be suspended from school, from school bus transportation or from class, nor may corporal punishment be administered except as provided by law and the policies of the Board.

i A good faith effort must be made to immediately inform the parent by telephone of the student's suspension for any reason.

ii A good faith effort must be made to use parental assistance before suspension unless the situation requires immediate suspension.

iii Each suspension and the reason must be reported in writing within 24 hours to the parent by United states mail or other method agreed to by the parent.

B. No student shall be suspended for unexcused absence, tardiness, or truancy unless otherwise provided in the *Code of Student Conduct.*

C. The student's parent or guardian have the right to receive written notice by certified mail or other method agreed to by the parent before placement of the student in a dropout prevention and academic intervention program and shall be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement in the intervention program.

III. The School Board shall review the provisions for corporal punishment at a School Board meeting every three (3) years and shall take public testimony at the meeting.

IV. This policy shall not apply to students while they are being transported to or from school by private citizens.

V. The *Code of Student Conduct* for elementary, middle, high school and post-secondary schools is hereby incorporated by reference and made a part of this rule. The *Code of Student Conduct* and any revisions shall be approved and adopted by the School Board. The *Code of Student Conduct* shall

A. Be developed by School Board members, appropriate grade level teachers, school personnel, school administrators, students, and parent organizations.

B. State grounds for disciplinary action procedures and the rights of students.

C. Be distributed to all teachers, school personnel, students, and students' parent(s), as defined by Florida Statutes, or legal guardian(s) at the beginning of each school year.

D. Be filed in the Superintendent's office.

VI. The *Code of Student Conduct* shall be discussed with students, school advisory committees, and parent/teacher associations at the beginning of each year.

VII. Any School Board decision which conflicts with provisions in the *Code of Student Conduct* shall prevail until revisions are adopted.

VIII. The principal shall use the *Code of Student Conduct* to familiarize students with School Board rules relating to students' rights, responsibilities, and conduct at the beginning of each school year and whenever he/she deems it necessary.

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

LAWS IMPLEMENTED: **120.57(1), 1000.21, 1001.43, 1002.20, 1003.04, 1003.21, 1003.31, 1003.32, 1006.08, 1006.09, 1006.10, 1006.13, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 11/07/05, 01/02/07, 12/07/09, 05/21/12
FORMERLY: 4.12

USE OF TIME OUT~~, SECLUSION~~ AND PHYSICAL RESTRAINT FOR STUDENTS WITH DISABILITIES 5.121*+

I. The District shall implement behavioral management interventions for disruptive students to prevent and reduce significant disruptive behavior and to provide for the physical safety and security of students and staff when students pose a threat to themselves and/or others. The focus shall be on the use of the least restrictive but effective intervention(s) for each student. The use of seclusion in the District's schools is prohibited.

II. Time Out

Time out is a procedure in which access to reinforcement is removed or reduced for a designated time.

A. *Non-exclusion time out* is the least restrictive form of time out. The student is allowed to observe the classroom activity but not participate.

B. *Exclusion time out* excludes the student from participation in and observation of classroom activities. The student remains in the classroom but cannot observe or participate in ongoing activities.

III. ~~Seclusion~~ Time Out Used As A Behavior Management Technique

~~*Seclusion means the involuntary confinement of a student in a room or area alone and preventing the student from leaving the room or area. The term does not include time-out used as a behavior management technique intended to calm a student.* Seclusion is strictly prohibited.~~ Seclusion or isolation in a room or area where the student is alone and prevented from leaving is strictly prohibited. A student may be placed in a non-stimulating room away from the classroom for a predetermined period of time, where the student is able to leave. The student must be observed continuously by trained personnel.

IV. Physical Restraint

A. School personnel may not use mechanical restraint. School resource officers, school safety officers, school guardians or school security guards may use mechanical restraints in the exercise of their powers and duties to restrict students in grades 6 through 12.

B. *Manual physical restraint* is the use of physical restraint techniques that involve physical force to restrict free movement of all or part of a student's

body. It is a method to prevent a student from harming himself/herself or others.

C. Physical restraint should only be used in an emergency situation when an immediate and significant threat to the student or others exists and must be discontinued as soon as the threat posed by the dangerous behavior has dissipated.

D. Trained, qualified school personnel may use physical restraint only when all positive behavior interventions and supports have been exhausted.

E. Physical restraint techniques may not be used to inflict pain to induce compliance.

V. Documentation and Reporting

All instances of time out, seclusion and restraint shall be documented and/or reported as required.

Upon the second restraint per semester of a student, the school shall develop or revise a crisis intervention plan (CIP), functional behavior assessment (FBA), or behavior intervention plan (BIP) in collaboration with the individual education plan (IEP) team and must include the parent.

VI. Notice, Monitoring and Analysis

A. At the beginning of each school year, the district shall post its policies and procedures on positive behavior interventions and supports as adopted by the school district.

B. The use of manual physical restraint or seclusion shall be monitored at the classroom, school and District levels.

C. The use of the behavior interventions, the appropriateness of use and the effectiveness of the interventions shall be analyzed.

VII. Prohibitions

School personnel shall not

A. Use a mechanical restraint or a manual physical restraint that restricts a student's breathing or

B. Close, lock or physically block a student in a room ~~that is unlit or that does not meet the rules of the State Fire Marshall for a seclusion time out room~~.

C. Seclusion is strictly prohibited.

VIII. Training

A. The District shall provide ~~initial~~ annual training for designated personnel in the use of time out~~, seclusion~~ and physical restraint.

B. Refresher training shall be conducted annually.

C. Personnel who have been trained in manual restraint techniques in positions outside of the School District shall receive training in District methods.

IX. Procedures

The Superintendent shall develop procedures to implement this policy and related statutes. Procedures shall include but not be limited to the following:

A. Incident reporting;

B. Data collection;

C. Monitoring and analysis;

D. Plan for reducing the use of restraint and seclusion;

E. Identification of staff to be trained; and

F. Training components.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1003.32, 1003.573, 1006.07, 1006.11, 1012.75, F.S.

STATE BOARD OF EDUCATION RULE(S) 6A-6.03312

HISTORY: ADOPTED: 1/90_____
REVISION DATE(S):04/05/04, 05/07/12, 11/06/23
FORMERLY: 5.31, 4.26

High School Equivalency Program and Examination 5.34*

A student who is sixteen (16) or seventeen (17) years of age may take the High School Equivalency Examination (also known as the General Education Development (GED) test) if approved by the School District. To be eligible a student must:

a. file a formal declaration of intent to terminate school enrollment, after reaching the age of 16;
b. The student must not have a high school diploma; and
c. The student is legally withdrawn from secondary school.

A student who has reached the age of sixteen (16) is not required to take any course before taking the GED examination unless the student fails to achieve a passing score on the GED practice test as established by the State Board of Education.

In order to obtain a GED waiver from the Baker County School District, a student must schedule and pay the cost to take all four (4) GED Ready Subject Area Practice Tests in the Baker County Adult Education Testing Center.

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

LAW(S) IMPLEMENTED: **1001.43, 1003.21, 1003.435, F.S.**

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY:

Employee Discipline Policy 6.38*

I. Purpose

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly. All employees shall be treated on a fair and equitable basis in the administration of disciplinary measures.

II. General Statement of Policy

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. In dealing with deficiencies in employee work performance or conduct, progressive discipline shall be administered except in situations where immediate steps must be taken to ensure student/staff safety. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district. Progressive discipline may include, but is not limited to, informal discussion, verbal warning, written reprimand, enrollment in professional skills enhancement programs, suspension without pay, demotion, change in contract status or termination of employment.

III. Discipline

A. Violation of School Laws and Rules: The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school board;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance: An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of

substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct: Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. knowingly violating the school safety requirements;
11. unauthorized destruction of school district property;
12. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
13. neglect of duty;
14. violation of the rights of others as provided by federal and state laws related to human rights.

IV. Forms of Discipline

A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. verbal warning;
2. written warning or reprimand;
3. probation;
4. disciplinary suspension, demotion or leave of absence with pay;
5. disciplinary suspension, demotion or leave of absence without pay; *and*
6. dismissal/termination or discharge from employment.

B. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

C. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

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

LAW(S) IMPLEMENTED: **1001.51(7) & (12), 1006.07, 1012.27(5), 1012.31, 1012.33, 1012.796, F.S.**

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY:

SELECTING PROFESSIONAL SERVICES 7.141 OPTION 2*

When it is determined that the School board may need to contract for the professional services of an architect, professional engineer, land surveying, landscape architects, construction management, or registered land surveyor, the procedures prescribed herein shall be followed:

I. Definition - The term *firm* means any firm, partnership, corporation, association, individual, or other legal entity entitled to practice architecture, engineering, or land surveying in the state of Florida.

II. Prequalification - The Superintendent shall, by letter, inform not less than five (5) firms of the type of service desired by the School Board and shall determine whether or not such firms have an interest in qualifying to render such services when needed. The Superintendent shall continue his/her efforts until at least three (3) firms have indicated an interest. There shall be a list of prequalified firms for each of the specialized areas of professional services enumerated in Florida Statutes.

A. Upon receipt of notice of interest, the Superintendent shall request the firm to furnish the following information:

1. A full and complete statement of qualifications and capabilities;

2. Number of years in business;

3. Location of firm's office nearest the county seat;

4. The membership of the firm's staff and the special qualifications of the person or persons who would render the type of service desired; and,

5. The names and addresses of at least three (3) school boards or other agencies for which similar services have been performed within the last five (5) years and the date and the specific service rendered in each case.

B. Within thirty (30) days following indication of interest, the superintendent shall complete the file on each firm. In addition to the information filed by the agency or firm, the Superintendent shall obtain a written evaluation from at least three (3) agencies for which such service has been rendered. Any firm which prequalifies under this rule shall file an annual statement of qualifications and performance data and thereby keep its file current.

C. Any firm which has furnished the information prescribed in this subsection shall be sent a copy of the legal notice when service in the firm's area of specialty is to be contracted.

III. Public Notice and Applications - where the board by official action determines that it will enter into a contract for such professional services, the Superintendent shall cause to be published once each week for three (3) successive weeks in the local newspaper a public notice stating the type of professional services desired, giving a general description of the project, and stating how an interested firm may apply and the deadline for applications.

A. Each firm which prequalifies, as provided in section II. of this rule, shall be sent a copy of the public notice together with a request that an application be filed if the firm desires to be considered.

B. Each firm which files an application and which has not prequalified shall be required to complete the information required in section II. of this rule within ten (10) days following the deadline for making applications.

IV. Rating of Applications - Based on the data filed by each applicant firm and the follow up data obtained by the Superintendent, the School Board will determine the order in which the applicants will be arranged for negotiation purposes.

A. To facilitate the selection process, the Superintendent shall prepare a full and complete summary report on each applicant firm.

B. Based on data available and its best judgment, the School Board will select the three (3) firms most qualified to perform the desired professional services and will rate them as first, second, and third most qualified for negotiation purposes.

V. Negotiations - Subsequent to the above determination, the School Board will notify the firm rated as first most qualified and establish a date for the firm to make its presentation and to enter into negotiations with the Board for the professional services.

A. If the Board cannot obtain a fair, reasonable and competitive price for which the professional services will be rendered by such firm, negotiations shall be formally terminated by the Board. The Board will then undertake negotiations with the firm rated second most qualified. If an accord cannot be reached with this firm, negotiations will be formally terminated, and the Board will then undertake negotiations with the firm rated third most qualified.

B. If the Board is unable to negotiate an acceptable contract with any one (1) of the first three (3) firms, it will select from among the remaining applicants in the order of competence and qualifications and continue its negotiations, provided, that such firms are considered competent to perform the services desired.

VI. Special Assistance - Where the professional service contract will require a fee in excess of twenty-five thousand dollars ($25,000), the Department of Transportation or the Department of General Services will be requested to provide assistance in selecting a consultant for professional services; provided that the School Board after three (3) attempts has not obtained a reasonable fair, and competitive price.

VII. Contracts - Any contract entered into by the School Board for professional services, as provided herein, shall include a prohibition against contingent fees.

VIII. Single Source Contractual Services – A 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 service and subsequently posts notice of its intent to enter a single source contract.

IX. Continuing Contracts for construction projects – The District may enter into continuing contracts for professional services where construction project costs do not exceed $7.5 million. The maximum amount allowed for construction project costs shall be adjusted annually by the Department of Management Services pursuant to the statutory requirements.

X. The Superintendent or designee may authorize outside consultants to provide professional reviews, assistance, or training.

XI. Full or part-time employees of the Board shall not contract for additional service to the Board as consultants.

STATUTORY AUTHORITY: **1001.42, F.S.**

LAWS IMPLEMENTED: **287.055, 1001.43, 1001.51, 1011.06, F.S.**

STATE BOARD OF EDUCATION RULE(S) **6A-1. 012, 6A-2.0010**

HISTORY:

ADOPTED:
REVISION DATE(S): 05/03/10
FORMERLY:

CHAPTER 8.00 - AUXILIARY SERVICES

SAFETY 8.010*+ OPTION 2

I. 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.

II. Schools shall cooperate with the police, sheriff's department, fire department and other agencies promoting safety education.

III. To assist in carrying out the responsibilities for safety, each principal shall appoint a member of the staff as school safety coordinator.

IV. No person shall bring on any School Board premises or have in his/her 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.

V. School Environmental Safety

A. Incident Reporting. The Superintendent shall develop and implement procedures for timely and accurate reporting of incidents related to school safety and discipline and shall provide training to appropriate personnel in accordance with law and State Board of education rules.

i. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data to report the 26 incidents of crime, violence and disruptive behaviors that occur on school grounds, on school transportation, and at off-campus, school sponsored events to the Department of Education.

ii. The Superintendent will annually report to the Department of Education the number of involuntary examinations, as

defined in section 394.455, F.S., that were initiated at a school, on school transportation, or at a school-sponsored activity.

iii. The Superintendent must certify to the Department of Education that the requirements for timely and accurate reporting of SESIR incidents has been met.

B. School principals must ensure that all persons at the school level responsible for documenting SESIR information participate in the on-line training offered by the Department and ensure that SESIR data is accurately and timely reported.

C. The school district, the administrative personnel and instructional personnel shall comply with all statutory school safety requirements. Anyone aware of any violations of the school safety requirements must report the violation to the school principal. The school principal shall report the violation to the school safety specialist no later than the next business day after receiving the report. If the school principal is in violation of the school safety requirements, the report must be made directly to the Superintendent.

i. Administrative or instructional personnel who knowingly violate the school safety requirements are subject to progressive discipline as outlined by school board policy and procedures.

VI. Nonmedical 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. Nonmedical 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 nonmedical School District personnel shall be allowed to perform any other invasive medical services not listed above.

VII. 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.

VIII. The Superintendent shall develop and present to the Board for approval appropriate emergency management and emergency preparedness plans.

IX. 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.

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:**
REVISION DATE(S): **04/05/04, 05/01/06, 01/02/07, 12/0709, 11/17/2020, 02/22/22**
FORMERLY: 2.28; 8.07

USE OF FACILITIES 9.040*+

All school facilities are intended primarily for educational purposes and for the benefit of children. No other use shall interfere with these purposes. The Principal/Cost Center Supervisor shall approve or disapprove the use of school facilities as long as the district or school enters into a shared use agreement with the governmental entity or group that defines the roles, responsibilities, terms, and conditions for community use of a school-owned facility for recreation or other purposes. He/she shall be responsible for safeguarding such facilities. In addition, he/she shall see that the School Board policies are observed, that proper forms are executed, and that required payments are made. The Superintendent of Schools has the right to waive the rental fee for the use of facilities. A damage fee is required for all events.

(1) Use of school facilities without charge

(a) School facilities may be made available for any district educational purpose with the approval of the principal of the school. The use of any ancillary building will require the approval of the supervisor of the specified cost center.

(b) School facilities may be made available without charge to national youth groups, e.g. scout groups and other identified patriotic groups operating under a County organization as required by 34 C.F.R. §108.9 (Boy Scouts Act); provided that such group is properly supervised and sponsored by some educational organization. District use agreements shall be executed with the County organization for all schools or for an individual school.

(c) School facilities shall be made available for civil defense use upon notification of the principal of the school affected or supervisor of the ancillary buildings.

(d) School facilities shall be made available to the Board of County Commissioners for voting places in any election with the approval of the principal who shall make arrangements so that the election will not interfere with the operation of the school.

(e) School facilities may be made available during out of school hours for any governmental function with the approval of the Principal/Cost Center Supervisor.

(2) Use of school facilities with a charge being made

(a) School facilities may be made available for specific, temporary, short-term purposes to organizations, which are civic, religious, or established community service groups upon the payment of the established fee and verification of insurance in the name of the organization using the facilities and naming the school board as the additional insured.

(b) Where school food service kitchen facilities are used, the principal shall require that such facility be operated under the supervision of the school food manager or designee for the period of use as provided in these rules.

(c) Any request for the use of school facilities shall be initiated with the Principal/Cost Center Supervisor. Upon approval of the request, the proper forms and insurance verification shall be sent to the Risk Management Coordinator. Checks for the rental of facilities shall be made payable to the designated school or cost center.

(3) Prohibited use of school facilities - School facilities may not be used for any of the following purposes:

(a) Any meeting that is closed to the public

(b) High-risk events such as circuses, mechanical riding devices, all motor races, etc.

(c) Programs involving any form of gambling or other illegal activity

(d) Programs that are in violation of any School Board policy

(e) Any organization or party which believes in or teaches, directly or indirectly, the overthrow of the government of the United States of America or of Florida by force or violence.

(4) Governmental agencies - The development of joint school and community facilities shall be through mutual agreement between the governmental agency and the School Board as prescribed by law.

(5) Loaning of equipment - The principal may loan equipment for the general welfare or benefit of the district's educational purposes. However, Temporary Loan of Equipment Form MIS-L188, Rev. 11/94, shall be completed and filed with the Director of School Plant Services prior of such loan. Approval of the Superintendent shall be obtained prior to

loaning large equipment; i.e., vehicles, etc. No equipment may be loaned from the Maintenance Department without prior approval of the Superintendent. Under extraordinary or special circumstances, exceptions to this rule may be recommended by the Superintendent to the School Board. The Superintendent has the authority to waive the use of facilities guidelines in emergency situations.

STATUTORY AUTHORITY: **1001.41, F.S.**

LAWS IMPLEMENTED: **106.15, 509.032, 509.232 1001.33; 1001.43; 1001.51; 1013.10, F.S.**

HISTORY: **ADOPTED:**

REVISION DATE(S): **1/90, 11/94, 11/95, 1/03, 04/05/04, 08/20/12**
FORMERLY: 9.01