

CHAPTER 3.00 – SCHOOL ADMINISTRATION

ADMINISTRATIVE ORGANIZATION

3.10

- I. The administrative staff shall be responsible to the Superintendent for the planning, administration, and supervision of the total instructional program and for all supporting services such as maintenance, transportation, school food service, personnel, purchasing, federal programs, payrolls, and all other assignments directed by the Superintendent or designee. The administrative staff shall be composed of the following:
 - A. Principals - Personnel who are assigned direct authority and primary responsibility of schools and serve as the administrative and supervisory heads of school centers. Each principal is responsible for enforcement of Florida Statutes, State Board of Education rules, School Board policies, and directives of the Superintendent. The principal shall provide leadership in the development or revision and implementation of a school improvement plan required pursuant to Florida Statutes. He/she is also responsible for organizing, implementing, and managing a continuous program of curriculum development and revision in the school of assignment and for prescribing the duties of any school-based administrative positions.
 - B. Vice/Assistant Principals - Personnel who are assigned to assist principals in providing leadership and developing, achieving, and maintaining the best possible educational programs and services. Vice/Assistant principals shall perform responsibilities as prescribed by the principal.
 - C. District-wide Administrators - Personnel who are responsible for the overall development, implementation, supervision, and improvement of the instructional program of the District and of programs which support instruction such as maintenance, transportation, purchasing, finance, school food service, and others requiring a professional level of training.
- II. The Superintendent shall prepare and submit annually an organizational chart which shall serve as a guideline for organizing administrative responsibilities within the system.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S

LAW(S) IMPLEMENTED:

120.53, 1001.32, 1001.42, 1001.43, 1001.54,
1006.09, 1012.27, F.S.

HISTORY:

ADOPTED: APRIL 1, 1997
REVISION DATE(S): 9/2/03;11/10/08
FORMERLY: CC, CCA

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SCHOOL CALENDAR

3.16

- I. Annually the Superintendent shall establish a school year calendar committee.
- II. The committee shall prepare proposed school year calendars for up to the next three years following the current fiscal year and present to the Superintendent for approval and recommendation to the Board.
- III. The school year for students shall consist of one hundred eighty (180) days of actual instruction. For emergency conditions, the School Board shall submit a written request to the Commissioner of Education for approval of a reduction in the number of school days. Pursuant to S.B.R. 6A-09533; s 1011.60(2), F.S., schools may decrease the number of days of instruction by up to four days for twelfth grade students for the purpose of graduation.
- IV. The Superintendent/designee shall prepare a list of specific religious observance days which occur when school is in session and may result in a student's absence in accordance with provisions of the *Codes of Student Conduct* and other Board rules related to student attendance.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S

LAW(S) IMPLEMENTED:

**1001.42,1001.43, 1001.51, 1003.21,
1011.62, F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-1.09514, 6A-1.09533

HISTORY:

**ADOPTED: APRIL 1, 1997
REVISION DATE(S): 11/10/08
FORMERLY: IC**

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RESPONSIBILITIES OF THE SUPERINTENDENT

3.20

The Superintendent shall be the chief executive and administrative officer of the School Board and shall have, in addition to the powers and duties specifically imposed by Florida Statutes, all executive and administrative powers and duties in connection with the conduct of the schools which are not required by statutes to be exercised directly by the School Board or some other officer. It shall be the Superintendent's duty to complete all executive and administrative transactions not required by Florida Statutes or resolution to be brought before the school Board and to prepare all other matters of administrative procedures or policy for School Board approval. The enumeration of specific powers and duties elsewhere in these polices shall not be construed to detract from the generality of duties hereby imposed.

- I. The Superintendent serves as the secretary to the School Board and executive officer of the District. He/she shall keep such minutes and records as may be necessary to set forth clearly all actions and proceedings of the School Board. When possible, any matter coming before the School Board shall first be presented to the Superintendent to be included on the agenda. The Superintendent shall inform the employees of the School Board and the schools and departments of any Board action relating to them.

- II. All members of the instructional, administrative and non-instructional staff shall be under the general supervision of and subject to the direction of the Superintendent.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S

LAW(S) IMPLEMENTED:

447.309, 1001.32, 1001.33, 1001.42,
1001.43, 1001.48, 1001.49, 1001.50,
1001.51, F.S.

HISTORY:

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FORMERLY: CBC

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OPENINGS AND CLOSINGS OF SCHOOLS

3.26

- I. The Superintendent shall recommend and the Board shall set the opening and closing of schools and fix uniform dates.
- II. The Superintendent is authorized to deviate from the regularly established beginning and ending times for an individual school due to extenuating circumstances and to establish beginning and ending times of the school day which is acceptable only for that school.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S

LAW(S) IMPLEMENTED:

1001.42, 1001.43, 1001.51, F.S.

HISTORY:

**ADOPTED: APRIL 1, 1997
REVISION DATE(S): 11/20/2008
FORMERLY: ID**

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EMERGENCIES

3.27

- I. In case of an emergency involving the welfare and safety of students and employees, the Superintendent may suspend any part of these rules; provided, that he/she shall report the fact of and the reason for suspension at the next meeting of the School Board; and provided further, that the suspension shall expire at the time of such report unless continued in effect by actions of the School Board.
- II. In case of an emergency, the Superintendent may close any school or all schools. The members of the School Board shall be informed immediately of any event or condition which requires the closing of a school or the schools of the District, and, where the public interest requires Board action, the Superintendent shall call a special meeting of the Board.

When an emergency exists affecting the health, safety, or welfare of the students, the principal may dismiss the school. Any such early dismissal shall be reported immediately by the Superintendent to the School Board together with the reasons therefore.

- III. In a declared state of emergency, control of students shall be maintained by school personnel until these students are released from school.
- IV. In any case or condition not covered by these regulations, the Superintendent shall base the decision on his/her best judgment.
- V. During times of general public emergency, the Superintendent is authorized to use all available resources of the District in cooperation with other agencies to alleviate the emergency.
- VI. The principal shall cooperate with Civil Defense and Red Cross authorities during a natural or man-made disaster. If a riot or similar situation occurs, the principal shall cooperate with the law enforcement authorities.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.33, 1001.43, 1001.51, F.S.

HISTORY:

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FORMERLY: CH, EBCE

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SCHOOL PRINCIPALS CONTRACTS WITH OUTSIDE AGENCIES

3.28

- I. Each principal shall have authority and responsibility for contracting for all athletic contests, school publications, school yearbooks, programs, and other contracts incidental to the operation of the individual school unit when such contracts are to be funded from internal accounts only.
- II. The principal shall observe all applicable requirements prescribed within the School Board policies, and shall exercise due care to protect the interests of the school and the School Board when entering such contracts. Such contracts shall not extend beyond the school year during which they are made unless approved by the Superintendent.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S

LAW(S) IMPLEMENTED:

**1001.41, 1001.43, 1001.54, 1011.06,
1011.07, F.S.**

HISTORY:

**ADOPTED: APRIL 1, 1997
FORMERLY: CFA**

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SAFE AND SECURE SCHOOLS

3.40

I. Introduction

The Duval 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 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 9.60, 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, an activity, or a 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 of any such action at schools or school activities.
- E. No person except law enforcement and security officers may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events.

III. Safety – Emergency Plans

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- A. The Superintendent shall develop and present to the Board for review and approval appropriate school emergency management and preparedness plans.
- B. The Superintendent shall establish uniform guidelines for the development of schools' emergency management and preparedness plans.
- C. 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, city ordinances and other applicable regulations.
- D. Copies of school plans shall be provided county and city law enforcement agencies, fire departments, and emergency preparedness officials.

IV. 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 8.11.
- C. Emergency evacuation drills (fire, hurricane, tornado, other disaster, and school bus) shall be held in compliance with state and local requirements. Each principal, site administrator or transportation official is responsible for Adhering to District procedures;

Developing and posting emergency evacuation routes and procedures; Assigning and training staff members in specified responsibilities to ensure prompt, safe and orderly evacuation; Identifying and reporting hazardous areas requiring corrective measures; and

Preparing and submitting a written report of each emergency evacuation drill to the District office.

- 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.

V. Safety – Violence Prevention

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

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each school.

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

VI. Security

- A. All District schools shall develop and implement a security program to be in effect during the operating hours of schools. The security program shall be the school principal's responsibility and shall be consistent with provisions in Florida Statutes and State Board of Education rules.
- B. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.
- C. 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.
- D. Each school's emergency plan shall include security provisions including emergency lockdown procedures.
- E. Security trailers may be located on school property.

STATUTORY AUTHORITY:

1006.145, 1006.21, 1013.13, F.S.

JACKSONVILLE ORDINANCE CODE

420.111

STATE BOARD OF EDUCATION RULE(S):

6A-1.0403, 6A-3.0171, 6-2.000

HISTORY:

ADOPTED: _____

REVISION DATE(S): 11/10/08

FORMERLY: EBC. ECA

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SCHOOL CLIMATE AND BEHAVIOR

3.41

The School Board recognizes the importance of providing a safe, secure, and respectful learning environment in which teachers can teach and students can learn. To this end, the School Board shall adopt a positive behavior support framework, built upon a continuous improvement model, to develop, implement, and refine a culture of behavior and discipline conducive to teaching and learning.

- A. Each school shall develop and adopt a positive, pro-active school-wide plan to address school climate, behavior, and discipline. This plan shall include, but not be limited to, establishing school-wide behavior expectations for common areas and classrooms; teaching the expectations and the appropriate social-emotional skills; reinforcing positive student behavior; using effective classroom management and positive behavior support strategies by providing early intervention for misconduct and appropriate use of consequences; and using data to monitor and evaluate its progress.
- B. Each school's plan shall be data-driven, monitored, and revised regularly, as needed. A school-based leadership team, representative of the faculty and staff, will lead the development and implementation of the plan and monitor its progress.
- C. Professional development opportunities will be provided and available to assist schools and teachers in developing, implementing, monitoring, and evaluating its plan.
- D. Consequences for misbehavior will be leveled to match the offense and handled in accordance with the District's Code of Student Conduct.
- E. Each school will provide prevention and intervention programs to assist students in managing their behavior and collaborate with community agencies and organizations to assist in this effort.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S

LAW(S) IMPLEMENTED:

**1001.42, 1001.43, 1001.49,
1001.51,1001.54, 1003.02, 1003.32,
1006.07, 1006.08, F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-1.0403, 6A-1.0404

HISTORY:

**ADOPTED: 11/10/08
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FORMERLY: NEW**

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ALCOHOLIC BEVERAGES AND BEHAVIOR-MODIFYING SUBSTANCES 3.42

No person shall be in possession of or be under the influence of an intoxicating beverage or an illegal mood or behavior-modifying or controlled substance, as defined by Florida Statutes, while on school property, at school-sponsored activities, or while on school trips involving students.

- I. School principals shall advise an individual who has an alcoholic beverage or an illegal behavior-modifying substance in his/her possession to leave the school property immediately and/or notify the proper law enforcement agency as appropriate.
- II. A principal at his/her discretion may refuse to release a student to an individual who is under the influence of an alcoholic beverage or an illegal mood or behavior-modifying substance.
- III. Any person who has purchased an admission ticket to a school event shall forfeit his/her rights under this policy if possessing or under the influence of an alcoholic beverage or an illegal behavior-modifying substance at the event.
- IV. Any person who has been given notice by a School Board official to leave the property and who fails to leave the premises or leaves, but returns to the premises in possession of an alcoholic beverage, shall be deemed a trespasser. The police or other proper law enforcement agency shall be notified to arrest the trespasser. Subsequent to giving notice to the trespasser, the School Board employee shall sign an affidavit for the trespassing offense.
- V. A School Board employee who violates this policy shall be considered guilty of conduct which seriously impairs his/her effectiveness as an employee and shall be subject to such discipline as the School Board determines under the provisions of Florida Statutes and any other applicable law.
- VI. While on school-sponsored trips, the following action may become necessary:
 - A. Alcoholic beverages and illegal behavior-modifying substances in possession of minors will be seized.
 - B. Students and/or adults in possession of alcoholic beverages or illegal behavior-modifying substances will be removed from the sponsored activity.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**810.097, 1001.43, 1012.22, 1012.27,
1012.28, 1012.33, 1012.795, F.S.**

HISTORY:

**ADOPTED: APRIL 1, 1997
REVISION DATE(S): 11/20/2008
FORMERLY: KFA**

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DISRUPTIONS AT SCHOOL DISTRICT FUNCTIONS

3.44

No person shall knowingly disrupt or interfere with a School District function or activity on School Board property. This includes persons who knowingly advise, counsel, or instruct any student or School Board employee to disrupt any School Board function or activity. The School Board Chairperson, Superintendent, principal, or designee shall inform a person who is disrupting or interfering with a School Board function or activity that he/she may be found guilty of a second degree misdemeanor. The person shall be advised to immediately leave the school premises.

- I. Any person who purchased an admission ticket to a school event shall forfeit his/her rights under this policy by having disrupted or interfered with the event.
- II. Any person who has been given notice by a school official and either fails to leave the premises or leaves the premises and subsequently returns to the premises shall be deemed a trespasser.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

810.097, 1001.43, 1006.145, F.S.

HISTORY:

ADOPTED: APRIL 1, 1997
REVISION DATE(S): 11/20/2008
FORMERLY: KFA

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RESPONSIBILITIES OF DISTRICT PERSONNEL

3.46

All administrative, instructional, and non-instructional employees shall become familiar with the School Board Policies, administrative procedures, memoranda, bulletins, manuals, and handbooks pertaining to their specific duties in the District and shall be subject to disciplinary action for violation of any of these.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.42, 1001.43, 1001.51, 1012.53, F.S.

HISTORY:

ADOPTED: APRIL 1, 1997
REVISION DATE(S): _____
FORMERLY: CHC

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PUBLIC INFORMATION AND INSPECTION OF RECORDS

3.50

All public records pursuant to Florida Statutes shall be available for inspection or copying at reasonable times during normal office hours of the District office or other offices in which records are maintained.

- I. Photocopying or other reproduction of any record shall be performed upon a person's request. Charges for photocopying or reproducing shall be in accordance with Florida Law.
- II. Records maintained by the District which are confidential and exempt from public inspection include (but not limited to)
 - A. Student records pursuant to Florida Statutes and the federal Family Educational Rights and Privacy Act (FERPA);
 - B. Portions of personnel records pursuant to Florida Statutes;
 - C. All work products developed in preparation for collective bargaining pursuant to Florida Statutes;
 - D. Appraisals, offers, and counter offers relating to purchase of real property pursuant to Florida Statutes;
 - E. Legal records prepared by an attorney exclusively for civil or criminal litigation pursuant to Florida Statutes, and litigation files regarding employees while the case is active;
 - F. Data processing software obtained under a licensing agreement which prevents its disclosure and data processing software designated by the School Board as "sensitive" pursuant to Florida Statutes;
 - G. Sealed responses to request for bids or proposals, until such time as they are publicly opened pursuant to Florida Statutes; and
 - H. Employee and student health and medical records as prescribed by Florida Statutes and P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA).

III. COPYING OF PUBLIC RECORDS

- A. Copies of public records may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records shall be in accordance with Florida law.
- B. Charges for copies of audio, video, and other materials shall be at rates established by the Superintendent/designee.

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 119.07, 447.605, 1001.43, 1002.22, 1012.31,
1013.14, F.S.,
34CFR 99, P.L. 103-382, 104-191

HISTORY: ADOPTED: APRIL 1, 1997
REVISION DATE(S): 11/10/2008
FORMERLY: KDB

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COPYRIGHTED MATERIALS

3.51

The District shall abide by all provisions of the copyright laws.

- I. Commercial materials, whether printed or non-printed, may not be duplicated without prior written permission from the owner or copyright holder.
- II. The School Board does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials, or the improper use of commercially duplicated materials.
- III. Guidelines for the legal duplication of materials for instructional purposes may be obtained from the school or District office.
- IV. Employees who willfully infringe upon current copyright laws may be subject to disciplinary action by the School Board.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

119.07, 447.605, 1001.43, F.S.

HISTORY:

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FORMERLY: NEW

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FLAG DISPLAY AND PLEDGE

3.60

- I. The pledge of allegiance to the flag shall be recited at the beginning of each school day in elementary and secondary schools. The form of the pledge of allegiance to the flag shall be pursuant to Section 1003.44, Florida Statutes.
- II. A student may be excused from instruction and/or reciting the pledge of allegiance when his/her parent(s) or legal guardian files a written request with the school principal.
- III. All District schools and facilities shall display the flag of the United States and Florida when the weather permits. Flags shall be displayed, except when the school is closed for vacation, on one (1) building or a suitable flag staff which is located on the school property. A school center with two (2) or more school buildings on the same or adjacent sites may display one (1) flag for the entire group of buildings.
- IV. Each classroom and auditorium shall display the United States flag.
- V. All flags shall meet the requirements of Florida statutes.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1000.06, 1001.43, 1002.20, 1003.42,
1003.44, F.S.

HISTORY:

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FORMERLY: IMDA

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MOMENT OF SILENCE

3.61

Each school may observe up to two (2) minutes of silence to encourage students to silently consider serious thoughts and values. This period of silence shall not be used to advance or inhibit religion.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1003.45, F.S.

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