

CHAPTER 8.00 - AUXILIARY SERVICES

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SAFETY

8.10

- I. The principal shall cooperate with the Police Department, the Highway Patrol, the County Sheriff's Department and the Fire Department in providing safe conditions for students. School safety patrol units are encouraged.
- II. All School Board employees shall take all reasonable precautions to protect the physical welfare of each student.
- III. The principal shall remove hazards where possible and shall report in writing to the Supervisor – Risk Management all other known hazards.
- IV. The principal, in cooperation with the faculty, the non-instructional staff, the police, and fire department shall initiate a school safety program in an effort to prevent accidents to students.
- V. Students shall be given information which encourages compliance with the safety belt usage law by means of appropriate courses such as driver education, health, and safety.
- VI. The Supervisor of Risk Management shall serve in an advisory capacity to all heads of major units within the District and shall promote and develop an accident prevention and safety education program.
- VII. 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, 1001.43, 1001.54, 1006.07,
1012.28, 1013.12, F.S.**

STATE BOARD OF EDUCATION RULE(S):

6-2.001

HISTORY:

**ADOPTED: 4/1/97
REVISION DATE(S): _____
FORMERLY: EB, JLIC**

SAFETY PROGRAM

8.11

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

This comprehensive program shall provide for the following:

- I. Safety requirement for employees, students and visitors
- II. Loss prevention/safety training
- III. Work site safety inspections
- IV. Reporting of hazards
- V. Work site safety committees
- VI. Accident/incident reports
- VII. Security
 - A. Planning
 - B. Security of personnel
 - C. Security of facilities
 - D. Monitoring
- VIII. Contractor safety requirements
- IX. Purchase of available Insurance Policies to protect District Assets, District Liability and other appropriate Insurance coverages as needed and appropriate for Public School Operations.

STATUTORY AUTHORITY:

1001.42(6), F.S.

LAW(S) IMPLEMENTED:

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

HISTORY:

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

TOXIC SUBSTANCES

8.13

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

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

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1013.49, F.S.

HISTORY:

ADOPTED: 4/1/97

REVISION DATE(S): _____

FORMERLY: EB

INFECTION CONTROL GUIDELINES

8.15

- I. School Board employees who handle students' body secretions shall adhere to procedures which emphasize avoidance of direct contact of employees' skin and mucous membranes with blood and other body secretions or wastes of persons who may have a communicable disease:
- II. The Supervisor – Risk Management in cooperation with the School Board Physician, shall develop guidelines for infection control which shall include, but not be limited to:
 - A. General precautions for at-risk School Board employees who handle body fluids and potentially contaminated materials.
 - B. Special precautions for health care workers and school nurses who handle body fluids and containers.
 - C. Cleaning procedures for school custodians.
 - D. Instructions for cleaning any potentially contaminated blood spills.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1012.23, 1013.12, F.S.

STATE BOARD OF EDUCATION RULE(S):

64-E16

HISTORY:

ADOPTED: 4/1/97

REVISION DATE(S): 11/10/08

FORMERLY: ECD

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INSPECTIONS

8.17

- I. Provisions shall be made for regular and frequent inspections of all school facilities. Inspections shall include use of safety and sanitation devices for storage, handling, and disposal of flammable materials and chemicals and maintenance of the science laboratories in accordance with State Board of Education Rule 6-2.001.
- II. All school buildings shall be inspected at least once during each school fiscal year by a person who is certified by the designated state agency. Such inspection shall be conducted to determine compliance with State Board of Education rules and shall include, but not be limited to, wiring, plumbing, structural parts, safety hazards, and general repair needs. A copy of such inspection report(s) shall be submitted to the principal, Superintendent, and School Board.
- III. The Superintendent shall report to the designated state agency the results of initial and subsequent measurements on the level of indoor radon in all District school buildings and any facility housing students.
- IV. Bleachers shall be inspected every two (2) years by a structural engineer who is certified by the State of Florida.
- V. When an authorized agent under the Florida Fire Prevention Code conducts a fire safety inspection as authorized in Florida Statutes, and it is determined that a serious fire safety hazard exists which poses an immediate danger to the public health, safety, or welfare, the authorized agent and Superintendent are permitted to issue a joint order to vacate the facility in question, which order shall be effective immediately. The Superintendent shall immediately notify the School Board members about such an order.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**126.56, 404.056, Chapter 633,
1001.43, 1013.12, F.S.**

HISTORY:

**ADOPTED: 4/1/97
REVISION DATE(S): 11/10/97
FORMERLY: EBA**

DISASTER PREPAREDNESS

8.20

- I. Schools may be designated as emergency shelters or centers for emergency management use in the event of a disaster, including hurricanes, natural disasters, civil disobedience and acts of terror. When activated, principals or their designees shall be available to prepare their school as an emergency shelter and to look after the interests of the schools system during operations.
- II. Each school principal shall review the District Comprehensive Emergency Management Plan (CEMP) and provide a disaster plan for his/her facility. All information relating to emergency procedures shall be made available to employees and concerned parents. Notice of activation shall come from the Superintendent or his/her designee.
- III. All employees activated in an emergency situation are required to report to their duty stations. All employees activated during an emergency will be paid according to established School Board policy. Classifications with no overtime policy will be paid at their normal hourly rate. Shelter staff shall follow the guidelines set forth in the "Shelter Managers Guide," Section 5-A, of the Comprehensive Emergency Management Plan.
- IV. An accurate record must be kept of all food or supplies used from the school inventory.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.42, 1001.43, 1001.45, 1013.10, F.S.

HISTORY:

ADOPTED: 4/1/97

REVISION DATE(S): 11/10/08

FORMERLY: EBCA, EF

SANITATION AND PREVENTATIVE MAINTENANCE

8.23

- I. The Board shall strive to provide well-maintained schools and facilities which are safe from hazards, are sanitary, and are properly equipped and adequately lighted and ventilated. The Superintendent shall be responsible for maintenance and upkeep of school plants.
- II. The school principal or work site supervisor or designee shall be responsible for maintaining satisfactory standards of sanitation and housekeeping. A formal inspection of all buildings under his/her supervision shall be made at least once each month including all toilet areas, food service areas, storage rooms, and other student or staff occupied areas. The administrator shall complete the District Custodial Inspection Form and shall maintain it on file in his/her office.
- III. The Manager of Custodial Services, with the assistance of school principals, shall be responsible for the placement, supervision, and training of custodial personnel.
- IV. The principal shall report, in writing, to the facilities department any needed repairs to any buildings or the grounds. Any emergency repairs shall be reported to the department by telephone and confirmed in writing.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.42, 1001.43, F.S.

HISTORY: **ADOPTED: 4/1/97**
REVISION DATE(S): 11/10/08
FORMERLY: ECB

VANDALISM AND MALICIOUS MISCHIEF

8.26

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

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STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

741.24, 806.13, 1001.43, 1013.10, F.S.

HISTORY:

ADOPTED: 4/1/97

REVISION DATE(S): 11/10/08

FORMERLY: ECAC

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Student Transportation

8.30

- I. **The transportation program shall be administered to provide safe and efficient services at the lowest possible cost. Transportation funds shall be used primarily to provide transportation of students to and from the nearest appropriate school as determined by the School Board and in accordance with Florida Statutes and State Board of Education rules.**
- II. The Superintendent or designee shall be responsible for supervising, administering, investigating, and resolving problems of the District's transportation system. This shall include determination that all who have responsibility for student transportation are knowledgeable of applicable Florida Statutes and State Board of Education rules.
- III. Maximum regard for the safety of students and due consideration for the protection of health of all students transported shall be primary requirements in the routing of buses, establishing student stops, appointing drivers, and in providing and operating transportation equipment in accordance with requirements of Florida Statutes and State Board of Education rules.
- IV. Transportation is provided for each student in prekindergarten disability programs and in kindergarten through grade 12 membership in a public school when, and only when, transportation is necessary to provide adequate educational facilities and opportunities which otherwise would not be available and to transport students whose homes are more than a reasonable walking distance from the nearest appropriate school. Students who are approved to attend a District school which is not located in their assigned attendance area shall be ineligible for bus transportation except as permitted by District guidelines.
- V. Any student who resides more than 2 miles from his/her assigned school is eligible to ride the school bus to and from that school. One and a half (1 ½) miles shall be considered a reasonable walking distance to a bus stop for students who are eligible to ride a school bus. Such distance shall be measured by the most direct route from the closest pedestrian entry point of the property where the student resides (where private property meets the public right-of-way) to the closest pedestrian entry point of the assigned school building or to the assigned bus stop. The District shall determine the shortest pedestrian route whether or not it is accessible to motor vehicle traffic. If the closest bus stop is a school less than two (2) miles from the student residence the one and a half (1 ½) mile rule to a bus stop will not apply.

Under the following conditions, students who reside within two (2) miles of the designated school may be eligible to ride the school bus:

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- A. Special authorization is granted by the Superintendent or designee and may include students who meet the requirements for Hazardous Walking as determined by FS. 1006.23 or students granted transportation under other statutory provisions.
 - B. A student who is classified as a student with disabilities under the Individual with Disabilities Act (IDEA) if transportation services are required by the student's Individual Education Plan (IEP).
- VI. A student who is eligible for transportation and resides beyond the accessibility of a school bus may be provided transportation by payment from the School Board to the parent(s) or legal guardian for use of a private automobile or other conveyance for this purpose.
- VII. The School Board may cooperate with other school districts to provide transportation for students.
- A. When it is practical to extend a school bus route to serve any territory located in another school district, the School Board shall enter into an agreement with the School Board of the other district to provide transportation services to students residing in the adjacent school district. Any such agreement shall be recorded in the official School Board minutes of each school board. The agreement shall state in detail the responsibility of each school board for operating the school bus and maintaining a daily schedule.
 - B. Whenever a school bus crosses a school district line, all rules of the School Board shall apply to students transported by the said School Board unless otherwise stated in the agreement between the school boards.
- VIII. Only a student who is regularly enrolled as a transported student shall be permitted to ride such bus while it is being operated on a regular school bus route. Approval shall not be allowed for student visitation, unless duly authorized; or for a student to obtain transportation to his/her regular place of employment.
- IX. A student who arrives early or remains late because of transportation service shall be under school supervision at all times and shall, if practicable, have a planned schedule of activities. The principal shall be responsible for providing such supervision.
- X. The school principal or designated staff shall plan and assign places for students to get on and off the school buses at the school and ensures the safety of the loading and unloading zones while providing supervision of students.
- XI. The school principal or designated staff shall assume responsibility for all student disciplinary cases which arise in connection with transporting students.

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- XII. Parents, guardians, and students will be informed annually of their responsibilities regarding student transportation as follows:
- A. Ensure the safe travel of students during the portions of each trip to and from school and home when the students are not under the custody and control of the District, including each trip to and from home and the assigned bus stop.
 - B. Ensure that students ride only in their assigned school buses and get off at assigned stops, except when alternative buses or arrangements have been made, and only with written permission and authorized by school or District staff.
 - C. Ensure that students are aware of and follow the Student Code of Conduct while the students are at school bus stops and to provide necessary supervision during the times when the bus is not present.
 - D. Each student who is transported shall abide by the rules of safety and behavior necessary to operate the District's transportation system. Serious infraction of these rules may result in the loss of the student's privilege. The student's parent(s) or legal guardian shall be responsible for making sure the student abides by the rules or for providing the student's transportation. Suspension from a bus shall not affect the attendance laws and rules.
 - E. Ensure that, when the physical disability of the student renders the student unable to get on and off the bus without assistance, the necessary assistance to help the student get on and off at the bus stop as required is provided.
 - F. Ensure that the student arrives at the bus stop on time in the morning.

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

LAW(S) IMPLEMENTED: **1006.21, 1006.22, 1006.23, 1011.68, F.S.**

STATE BOARD OF EDUCATION RULES: **6A-3.001, 6A-3.0171 6A-3.0121**

HISTORY: **ADOPTED: May 26, 1999**

REVISION DATE(S): **November 10, 2008; April 7, 2009**

FORMERLY: **EEA**

Bus Routes**8.32**

- I. Designation of Bus Routes -The School Board, after considering the Superintendent's recommendation, shall make provision for and authorize school bus routes. Each route shall be planned to ensure safety, economy, and efficiency and shall meet the following requirements:
 - A. The route shall be planned, scheduled, and adjusted to the capacity of the bus and, insofar as practicable, to the capacity of available equipment to serve students whose homes are beyond a reasonable walking distance from the school center to which they are assigned, except as otherwise provided by Florida Statutes and State Board of Education Rules.
 - B. The routing and scheduling of buses shall be planned to eliminate the necessity for students to stand while the bus is in motion. In emergency situations where the number of transported students in a bus exceeds the rated seating capacity, the bus shall proceed at such a reduced rate of speed to maximize students' safety.
 - C. School bus routes, insofar as possible, shall be restricted to those areas where road conditions, bridge capacities, and the number of transported students allow such service to be economically feasible and practicable.
 - D. A route shall not be extended for the purpose of accommodating students whose homes are within a reasonable walking distance by a shorter or more economical route which is available to serve the students.
 - E. School bus routes shall, insofar as possible, be restricted to main routes and all-weather roads and shall require a minimal time for any student to travel to and from school. An all-weather road is defined as a road with at least a twelve (12) foot clearance overhead from ground level and is:
 - 1 Free from safety hazards and passable under all weather conditions;
 - 2 Sufficiently wide so that tree limbs, bushes, and similar hazards do not exist;
 - 3 Free of obstructions and with bridges which are adequate to support the capacity of the bus when loaded; and,
 - 4 Open to the public and maintained at public expense.
 - F. A suitable and safe place shall be provided through parental assistance for the bus to turn around. The turning area for the bus shall be sufficient for a bus of the size designated to serve the area to turn without the

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necessity of backing onto a roadway or creating a hazardous situation for students or resulting in damage to the bus.

- G. Bus stops shall be established as necessary at the most reasonably safe locations available at least one fourth ($\frac{1}{4}$) of a mile apart, except when student's safety and welfare may be involved.
- II. Non-transportation Zones - The School Board shall designate, by map or otherwise, non-transportation zones based on the Superintendents recommendations. These represent areas in the District where transportation services are unnecessary or impracticable. Non-transportation zones shall be designated annually prior to the opening of school and prior to the designation of bus routes for the ensuing school year.
- III. Each route shall be planned insofar as practicable, so that no elementary student be on a bus more than fifty (50) minutes or secondary school student more than one (1) hour during the morning or evening.
- IV. Spur Routes -A spur or loop route shall be made to serve students whose residences are more than one (1) mile from the main trunk route provided that:
 - A. The distance from the student's home to the nearest point on the main trunk route of the bus serving the school that he/she is required or expected to attend is more than one (1) mile as measured by the nearest accessible route.
 - B. The service can be provided by operating the bus over an all-weather road that is open to the public and maintained at public expense.
 - C. A suitable and safe place is provided through parental assistance for the bus to turn around. The turning area for the bus shall be sufficient for a bus of the size designated to serve the area to turn without the necessity of backing onto a roadway or creating a hazardous situation for students or resulting in damage to the bus.

A spur route or loop route for the convenience of students living in an isolated area shall be extended only to a point within one (1) mile of the student's home and not necessarily to the place of his/her residence if an adequate turning area for the bus is not available nearer to the home of the student who is farthest from the main trunk bus route.
- V. Magnet Routes – Transportation shall be provided to students who are enrolled in magnet schools and programs who reside more than two (2) miles from their assigned school and are within the designated transportation zone according to School Board Policy 5.46. Stops shall be established primarily at or near Duval County public schools. The distance to a bus stop for magnet students may

exceed one and a half (1 ½) miles.

- VI. Routing on Both Sides of a Roadway - Bus routes may be designed for students to be picked up and unloaded without the necessity of crossing the roadway if it is divided by a raised barrier or an unpaved median at least five (5) feet wide. Buses shall be routed to eliminate the necessity of making a "U" turn on the main traveled portion of the roadway.
 - A. Necessary "U" turns shall be made either by the bus leaving the road at a safe place, turning around, and reentering the roadway, or by making a "U" turn where the width of the median strip exceeds the length of the bus.
 - B. If the roadway has a controlled crossing site (crossing guard, traffic enforcement officer, stop sign, or other traffic control signal) routes will not be planned for both sides of a roadway.
- VII. Change in Routes – The School Board authorizes the Director of Transportation to accept and consider requests for a change in a bus route and to make changes in a bus route for good cause.
- VIII. Route Review – An annual school route review shall be conducted prior to each school year. This review shall include criteria established for the safety and efficiency of bus routes.
- IX. Periodically student walking conditions to and from school shall be reviewed to determine if hazardous conditions exist in accordance with FS. 1006.23. Appropriate requests for designation of hazardous conditions shall be provided as required by state law or State Board of Education rules.
- X. Schedule of Bus Routes –School bus drivers shall place the bus stop and time schedules on board the bus, shall amend the schedule as authorized by the Director of Transportation, and shall observe the schedule except when hazardous conditions exist.
- XI. The Superintendent is directed to ensure that School Board liability is protected when transporting students and persons other than students to events or activities in which the School Board or school has agreed to participate or co-sponsor.
- XII. An accident report shall be prepared immediately after an accident involving a bus or school passenger. The Director of Transportation shall insure the appropriate forms are completed and filed in accordance with Florida Statutes and State Board of Education rules.

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 947.1405, 1001.42, 1004.43, 1006.22, F.S.

**STATE BOARD OF EDUCATION
RULES:** 6A-3.0171, 6A-3.001

HISTORY: **ADOPTED:** April 1, 1997

REVISION DATE(S): November 10, 2008; April 7, 2009

FORMERLY: EEAC

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SAFETY BELTS OR OTHER RESTRAINT SYSTEMS

8.34

- I. Each school bus that is purchased new after December 31, 2000, and used to transport students in grades Pre-K through 12 must be equipped with safety belts or with any other restraint system approved by the Federal Government in a number sufficient to allow each student who is being transported to use a separate safety belt or restraint system.
- II. Each school bus that was purchased prior to December 31, 2000 is not required to be equipped with safety belts.
- III. safety belts on a school bus must meet standards required under s. 316. 614 F.S.
- IV. Each passenger on a school bus that is equipped with safety belts or restraint system shall wear a properly adjusted and fastened safety belt at all times while the bus is in operation. The Student Code of Conduct references failure to utilize safety equipment as an offense.
- V. School bus operators shall wear a seat belt when operating a school bus.
- VI. Belt cutters meeting Florida School Bus specifications must be provided on any school bus equipped with passenger securement or restraint straps.

STATUTORY AUTHORITY:

1001.41, F.S.

LAW(S) IMPLEMENTED:

**1006.21, 316.003, 316.614, 316.6145, F.S.
49 CFR 571.208**

STATE BOARD OF EDUCATION RULE(S):

6A-3.0171, 6A-3.0121

HISTORY:

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

SCHOOL BUS OPERATORS

8.35

- I. Each school bus operator shall possess the minimum qualifications prescribed in Florida Statutes and State Board of Education Rules.
- II. Each school bus operator shall assume responsibilities as outlined in State Board of Education Rule, Chapter 6A-3.0171.
- III. The use of a cellular telephone by any school bus operator while actively driving the bus is prohibited.
- IV. Unnecessary idling of school buses (as prescribed by transportation procedures) while in the vicinity of students is prohibited.
- V. School bus operators or attendants of a bus shall remain with the bus so that students on board will be under supervision at all times, except to call for assistance in the case of an emergency or accident involving the students on the bus.
- VI. In cases where a student with physical disabilities is unable to leave the area of a student stop without assistance, the school bus operator shall not assume responsibility for such assistance except in an emergency which threatens the safety of the student(s).
- VII. School bus operators and attendants shall be provided training related to students; however, the operator and attendant shall not give medicine and shall limit assistance to that which would be expected of a reasonable, prudent person or as specified in an Individual Education Plan (IEP).
- VIII. School bus operators shall inspect the bus at least daily prior to the beginning of the first daily trip or more often as required to report any defect affecting safety or economy of operation immediately to authorized service personnel. A complete interior inspection of each bus after each run and trip should be performed to ensure no students are left on board.
- IX. School bus operators shall wear a seat belt when operating a school bus.
- X. All procedures incorporated in the Florida Department of Education Basic School Bus Operator's Curriculum shall be observed.

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STATUTORY AUTHORITY: 1001.41, 1001.43, F.S.

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

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

HISTORY: ADOPTED: 11/10/08
REVISION DATE(S): _____
FORMERLY: NEW

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TRANSPORTING STUDENTS IN PRIVATE VEHICLES 8.36

I. Transporting Students To and From School in Private Vehicles

The School Board may authorize the use of motor vehicles other than school buses to transport students to and from school only according to the provisions of Section 1006.22, Florida Statutes and applicable State Board of Education Rules.

II. Except as provided in section I. above, authorization for transportation of students in privately owned vehicles may be given on a case by case basis only as follows:

- A. When a student is ill or injured and must be taken home or to a medical treatment facility under nonemergency circumstances; and the parent cannot be contacted or is unable to provide transportation.
- B. Adult supervision is available at the location to which the student is being transported.
- C. Approval has been given by the highest ranking school administrator or teacher.
- D. Continued attempts must be made to contact the parent or guardian prior to transportation.

III. Transporting Students in Private Vehicles for Educational Field Trips or School-Sponsored or School-Related Events

The transportation of students in privately-owned motor vehicles for educational field trips or school-sponsored or school-related events may be approved by the principal when it is determined by the principal that transportation by a school bus (one which is in daily service and is included in the state fleet database) is impractical. Such transportation in a privately-owned vehicle (other than an emergency situation) shall only be approved under the following circumstances:

- A. The vehicle must be a passenger car or multipurpose passenger vehicle or truck, as defined in 49 C.F.R., part 571, designed to transport fewer than 10 students.
- B. The driver of an authorized vehicle transporting students must maintain a valid driver's license and must comply with the requirements of the District Safe Driver Plan.
- C. Students must be transported in designated seating positions and shall be required to use the occupant crash protection system provided by the vehicle manufacturer unless the student's physical condition prohibits such use.
- D. The school principal shall have on file parental approval for each student participating in such trip which shall specifically state that the parent gives permission for the student to be transported in a private vehicle and shall name the person who will be driving that private vehicle.

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- E. Any private vehicles used to transport students under this policy shall be currently registered in the state of Florida, be insured for personal injury protection and property damage liability in at least the minimum amounts required by law, and be in good working order. A person wishing to transport students in a private vehicle will request approval by submitting his/her driver's license, vehicle registration and insurance I.D. card, to the principal in a reasonable amount of time before the planned travel. The principal will examine the driver's license, vehicle registration and insurance card, and may, in his or her discretion, give approval for the transportation of students in the private vehicles as requested. A student who is transported to any activity in a private vehicle approved under this policy shall return from the activity in the same vehicle, unless the student is released to his/her parent or guardian.

STATUTORY AUTHORITY: 1001.42, 1001.43, F.S.

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

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

HISTORY: **ADOPTED:** 4/1/97
REVISION DATE(S): 11/10/08
FORMERLY: EEAG

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SEAT BELTS IN MOTOR VEHICLES

8.37

- I. The operator and each front seat passenger of a motor vehicle who are conducting School Board business or attending a school-related activity shall be restrained by a safety belt when the vehicle is in motion. This provision is applicable to all vehicles as defined in Florida Statutes, except for the following:
 - A. A school bus;
 - B. A bus used for transportation of persons for compensation;
 - C. A farm tractor or implement of husbandry;
 - D. A truck of net weight of more than five thousand (5,000) pounds; and,
 - E. A motorcycle, moped, or bicycle.
- II. The number of front seat passengers of a pickup truck required to wear a safety belt shall not exceed the number of safety belts which were installed by the manufacturer.
- III. School bus drivers shall wear a seat belt when operating a school bus.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 316.003, 316.614, 1001.43, 1006.21, F.S.

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

HISTORY: ADOPTED: 41/97
REVISION DATE(S): 11/10/08_
FORMERLY: EB

AUTOMOTIVE EQUIPMENT USE AND MAINTENANCE

8.38

I. Personal Use of District-Owned

The Superintendent or designee may assign certain employees the responsibility of driving a District-owned, operated, or controlled vehicle to their residence after school hours. This shall be an employment condition and the vehicle shall only be driven to the employee's residence or an approved work center and returned to the school or work center for use during the duty day. The use of District-owned vehicles for personal use shall be prohibited.

II. Maintenance of District-owned Vehicles

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

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

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1006.21, 1006.22, F.S.

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

HISTORY: ADOPTED: 4/1/97
REVISION DATE(S): 11/10/08
FORMERLY: EEB

VEHICLE MAINTENANCE PROGRAM

8.39

- I. School buses, which meet all provisions of Florida Statutes and State Board of Education rules, shall be maintained in safe operating condition. The Director of Transportation or his/her designee shall be responsible for a planned program of maintenance to keep all vehicles running safely and efficiently. This program shall include
 - A. Instructing bus operators in methods of anticipating, noting, and reporting maintenance problems.
 - B. Inspecting and servicing all vehicles as prescribed in State Board of Education rules on a periodic basis.
 - C. Maintaining service and repair records on each vehicle as required by State Board of Education rules. A checklist shall be devised for use in recording the results of the safety inspection.
 - D. Planning and scheduling preventive maintenance, through major overhaul and repair of all equipment.
 - E. Training through in-service activities for apprentice mechanics.
- II. School bus inspections shall be conducted by technicians certified as school bus inspectors in accordance with the State of Florida School Bus Safety Inspection Manual. Any school bus which does not comply with the requirements of Florida Statutes and State Board of Education rules shall be withdrawn immediately from use until it meets such requirements.
- III. The School Board shall maintain appropriate school bus replacement programs to assure appropriate maintenance of the bus fleet.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1006.21, 1006.22, 1006.25, F.S.

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

HISTORY: ADOPTED: 4/1/97
REVISION DATE(S): 11/10/08
FORMERLY: EEAEB

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USE AND CARE OF DRIVER EDUCATION CARS 8.41

The principal is responsible for the driver education cars assigned to the school. The principal shall adhere to the following provisions.

- I. All cars shall be removed from the road when school is closed for the day and shall be placed either in a garage or other suitable place approved by the Superintendent or designee. In all instances, cars shall be parked on School Board property overnight unless the car is being repaired or serviced at an authorized repair facility.
- II. The use of the car for administrative purposes, field trips, or extended trips shall be prohibited. The use of cars shall be limited strictly to driver education instruction on a driver education range or on the street driving phase of such instruction, except when the car is being repaired or serviced.
- III. Cars shall be taken for service checks as directed by the Superintendent or designee.
- IV. Driver training instructors shall be responsible for keeping the car's appearance clean at all times.
- V. No person shall be permitted to smoke or consume food or liquids while in a driver education car.

STATUTORY AUTHORITY: 1001.41, F.S.

LAW(S) IMPLEMENTED: 1001.54, 1003.48, 1012.28, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.052, 6A-3.0171

HISTORY: ADOPTED: 4/1/97

REVISION DATE(S): _____

FORMERLY: IHAN

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GENERAL FOOD SERVICE REQUIREMENTS

8.42

- I. The school food service program shall operate according to requirements set forth in Florida Statutes and State Board of Education rules and applicable federal laws. The school food service program shall include the federally reimbursed breakfast and lunch program, summer feeding program, *a la carte* food, beverage offerings, and sale of food and beverage items offered through vending machines or other methods to students at all school facilities during the school day and may include other federally reimbursed Child Nutrition Programs.
- II. The school food service program shall be an integral part of the District's educational program, offering nutritional and educational opportunities to students.
- III. The school food service program shall be primarily for the benefit of students and shall be operated on a nonprofit basis. School meal prices shall be established by the School Board and may be changed as required to cover operational costs. Free and reduced price meals shall be provided in accordance with School Board policies.
- IV. Foods and beverages available in schools shall be only those which meet the nutritional needs of students and contribute to the development of desirable health habits unless permitted otherwise by State Board of Education rules and approved by the Superintendent.
- V. The school food service program shall meet the standards for Food Service and Sanitation and Safety as provided by the Florida State Board of Health and Florida State Department of Education.
- VI. The school principal, with the cooperation of the school staff, shall be responsible for operating the school food service program in compliance with federal and state laws, State Board of Education rules, and School Board policies.
- VII. Records and receipts shall be maintained when United States Department of Agriculture (USDA) commodities are received. USDA commodities shall not be used in any manner that violates federal regulations.
- VIII. The Superintendent or designee shall develop a written procedures manual to govern school food and nutritional services programs.
- IX. The School Board shall establish annually the sale price of student and adult meals and shall operate the food service program on a nonprofit basis. Students shall pay the established price for the meal, except as School Board Policy permits the serving of a free or reduced price meal.
- X. The sale of food and beverage items to students in competition with the District approved food service program including those classified as foods of minimum nutritional value, listed in the Code of Federal Regulations 210, Appendix B, is prohibited. Provided, however, these items may be sold in secondary schools only, with the approval of the School Board, one (1) hour following the close of the last lunch period. Proceeds from the sale of food and beverage items during the school day shall

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accrue to the food service program or to a school organization approved by the School Board. Schools or related organizations selling any food items shall adhere to the District Approved Wellness Policy.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.42, 1001.43, 1006.06, 1006.0605, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-7.040, 6A-7.041, 6A7.042, 6A7.045

HISTORY: ADOPTED: 4/1/97
REVISION DATE(S): 11/10/08
FORMERLY: EF, EFAA, EFD, EFE

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MEAL PATTERNS

8.44

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

STATUTORY AUTHORITY:

1001.41, F.S.

LAW(S) IMPLEMENTED:

1001.41, 1006.06, F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-7.040

HISTORY:

ADOPTED: 4/1/97

REVISION DATE(S): _____

FORMERLY: EF

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USE OF FOOD FACILITIES

8.46

- I. Any organization desiring to use the cafeteria shall obtain written permission from the principal who shall notify the District Food Service personnel of such authorization and shall complete a Building Utilization Authorization Form. A manager or other qualified food service employee shall be present and reimbursed, if appropriate, when food is to be prepared or kitchen equipment is to be used. The School Board shall compensate the manager or other qualified food service employee who is entitled to such reimbursement and shall collect funds from the organization to cover such reimbursement.
- II. Any school or community event sponsor or vendor who uses school facilities shall notify the local public health unit not less than three (3) days prior to a scheduled school carnival, fair, or other celebration involving the sale or preparation of food or beverages.

STATUTORY AUTHORITY:

1001.41, F.S.

LAW(S) IMPLEMENTED:

1001.42, F.S.

HISTORY:

ADOPTED: 4/1/97

REVISION DATE(S): _____

FORMERLY: EF

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FREE AND REDUCED MEALS

8.48

- I. Free or reduced price meals shall be served to all students who are unable to pay the full price of meals and who qualify based on eligibility criteria approved by the School Board.
- II. The income Eligibility Guidelines for free or reduced price meals shall be in accordance with the scales provided by the Florida Department of Education as adopted by the State Board of Education based upon income guidelines prescribed by the United States Secretary of Agriculture.
- III. Eligibility criteria shall be applicable to all District schools and shall provide that all students from a family meeting the eligibility criteria and attending any District school are offered the same benefits.
- IV. Procedures for implementing the free and reduced price meal services shall be reviewed annually and shall be in accordance with procedures and guidelines published by the Florida Department of Education and the United States Department of Agriculture.

STATUTORY AUTHORITY:

1001.42, 1001.43, F.S.

LAW(S) IMPLEMENTED:

1001.42, 1006.06, 1006.0605, F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-7.0421

HISTORY:

ADOPTED: 4/1/97

REVISION DATE(S): 11/10/08

FORMERLY: EFC

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SUMMER NUTRITION PROGRAM

8.49

- I. The District shall develop a plan to sponsor a summer nutrition program. One (1) site shall be within five (5) miles of an elementary school at which fifty percent (50%) of the students qualify for free or reduced price school meals and shall operate for thirty-five (35) consecutive days. The remaining sites shall be within ten (10) miles of each elementary school at which fifty percent (50%) of the students qualify for free or reduced price school meals. The Superintendent may collaborate with governmental agencies and not-for-profit entities in implementing this plan.

- II. The School Board may seek an exemption from sponsoring a summer nutrition program as provided by law. Annually the School Board shall reconsider the decision to be exempt from providing a summer nutrition program. The School Board shall notify the Commissioner of Education within ten (10) days of the decision to continue the exemption.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1006.0606, F.S.

HISTORY:

ADOPTED: 11/10/08

REVISION DATE(S): _____

FORMERLY: NEW

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FACILITIES PLANNING

8.50

I. Facilities Master Plan

- A. The Superintendent shall direct the development of a facilities master plan, including major maintenance, for the District utilizing the most recent Educational Plant Survey conducted by the Florida Department of Education. The plan shall:
 1. Reflect the needs of current educational procedures and projected educational programming.
 2. Specify financial needs to accomplish any required construction and major maintenance, including a component to project how the required funding needs are to be met.
- B. The development of the District's facilities master plan shall include participation by District-level and school-based employees. Representation shall include administrative, instructional, and non-instructional personnel.
- C. The School Board, pursuant to Chapter 163, Florida Statutes, shall enter into an Inter-local Agreement with the City of Jacksonville to coordinate and cooperate, to the greatest extent practicable, the implementation of the School Board's plans for the construction, remodeling, renovation and opening of public educational facilities.
- D. The Superintendent or designee shall prescribe uniform requirements for the prequalification of contractors on prime or negotiated school construction contracts in accordance with state law.

II. Establishment of Priorities for Facilities Development

The following order of needs is established for allocating resources for facilities, human resources, funds, and materials and shall be adhered to without special consideration:

- A. Conditions adversely affecting the health and safety of occupants;
- B. Conditions which may close a school or result in serious damage to the facility;
- C. Conditions adversely affecting the educational goals of the School Board;
- D. Space for expansion of school programs to meet special needs and changing conditions in educational curriculum; and,
- E. Space for extra class activities, recreational, and community activities.

III. Long-Range Educational Facilities Planning

- A. The District has a primary responsibility to provide school facilities that address changing enrollment patterns and that sustain high quality educational programs in a way that meets its policies. The Board fulfills this responsibility through the facilities planning process.

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This Long-Range Educational Facilities Planning Policy provides direction on how the capital planning process should be conducted and prescribes criteria and standards to guide planning. This process is designed to promote public understanding of planning for the District and to encourage community members, local government agencies and municipalities to identify and communicate their priorities and concerns to the Superintendent and Board.

The Board recognizes the interrelationship of its facilities planning policy with other policies, such as those on educational programs, magnet schools and programs and attendance boundaries. Each of these factors is substantially affected by a policy which attempts to ensure that enrollment is appropriate to facility capacity.

Enrollment changes in the District do not occur at a uniform rate through the county. Accordingly, there shall be an enrollment review of each school every year. The purpose of this review is to provide a uniform procedure for the District to utilize in attempting to operate as many schools as possible at a desired capacity. This will allow each school to function effectively without straining core facilities and other school resources and prevent schools from becoming overcrowded or underutilized so that, to the greatest extent practicable, the following are achieved:

1. Unitary school system is maintained;
2. Equitable educational opportunities are available for students throughout the District;
3. A mechanism for community input exists for making decisions regarding alternative enrollment options; and
4. The goals of AEAAS are met.

B. Development and Adoption of Five-Year Facilities Plan

1. On or about September 1 of each year, the Superintendent will publish a Five -Year Facilities Plan for the District, including major maintenance for the upcoming year, utilizing the most recent Educational Plant Survey conducted by the Florida Department of Education. This Plan will include recommendations and the necessary balanced budget for facilities for the coming five fiscal years and shall include the following:
 - a. Background information on the enrollment projection methodology;
 - b. Current enrollment figures and demographic profiles of all schools, including racial/ethnic composition, socio-economic data as evidenced by Free and Reduced Meals program participation, enrollment of students with limited English proficiency, and school mobility rate;

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- c. Enrollment projections for the next five years for each school;
 - d. A profile of all school facilities showing physical and program characteristics, such as Head Start, magnet programs, kindergarten and pre-kindergarten, programs for LEP students, and special education classes;
 - e. A summary of any proposals that would change the facility and any proposed programs to be offered at the facility or the attendance area of the facility; and
 - f. Descriptions for requested projects in the Five-Year Facilities Plan. (A project description describes the needs for a particular facility or for several facilities with similar requirements and contains the project estimated budget.)
2. During the appropriate time frame pursuant to Florida Statute each year, the Board will hold a workshop or workshops on the Superintendent's recommendations and on any Board-adopted alternatives.
 3. The Board will adopt a Five-Year Facilities Plan pursuant to the time frames mandated by Florida Statutes.

C. Enrollment Forecasts

The Office of Pupil Accounting shall develop projections for all schools for a five-year period. These forecasts will be the basis for evaluating facility space and initiating planning activities. The forecasts should be developed utilizing the Duval County Planning Department's county population forecast, other pertinent demographic data, and state cohort projections.

D. Annual Enrollment Review

1. Appropriate District staff shall review the enrollment of each school, and working with the principal and SAC of each school, and utilizing the criteria listed below, shall determine whether the school can remain at status quo or whether alternative student enrollment options should be initiated for the next school year. A school shall be considered at capacity so long as its enrollment falls between 90%-110% of its capacity. The criteria utilized in making this determination shall include, but not be limited to, the following:
 - a. Welfare, health and safety of students and staff
 - b. Impact on the overall facility
 - c. Impact on support services
 - d. Class size

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- e. Acreage of site
 - f. Schedule for planned future renovations or replacement of facility
 - g. Transportation costs
 - h. Percentage of students transported and transportation burden on different racial, ethnic and age groups
 - i. Current classroom utilization and programs such as Head Start, magnet programs, kindergarten and pre-kindergarten, programs for LEP students, and special education classes at the school
 - j. Racial/ethnic impact of changes on each school and the District
 - k. Feeder patterns
 - l. Anticipated growth in the community
 - m. Space for portable classrooms
 - n. Potential of the facility for alternative use or declaration as surplus property
 - o. Number of transfers into the school from outside the attendance area
 - p. Financial considerations including operating costs
 - q. Input from the school's SAC and other community groups
 - r. Socio-economic factors as determined by Free and Reduced Meal participation
2. Based upon this review, District staff shall submit a report to the Superintendent by December 1 of each year which shall inform the Superintendent whether each school can remain at status quo or whether alternative student enrollment options should be initiated for the next school year.
 3. Should the report recommend alternative student enrollment options for a school, the Superintendent shall determine which of the following options should be initiated for the next school year:
 - a. Counseling in or out students to other schools utilizing an open enrollment corridor consistent with the Board's Student Transfer Policy
 - b. Counseling in or out students to other schools utilizing partner schools consistent with the Board's Student Transfer Policy
 - c. Limiting transfers, which may include magnet students, in or out of the

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school consistent with the Board's Student Transfer Policy

- d. Moving programs in or out of the school
- e. Moving portables on or off the campus
- f. Initiating boundary changes consistent with the Board's Attendance Boundary Policy
- g. Capping enrollment
- h. Initiating a modified calendar
- i. School consolidation or closing

E. Recommendations to the Board

Based upon these procedures, the Superintendent shall make a recommendation to the Board, as appropriate, at the Board's February regular meeting, for the implementation of one or more alternative student enrollment options to be implemented at the beginning of the next school year for schools which will, cannot maintain status quo. Following a public hearing as required by law, the Board shall take action on the recommendations at its March regular meeting.

F. Review

This policy shall be reviewed by the Board not less than every three (3) years, beginning in September 2000.

STATUTORY AUTHORITY:

1001.41, F.S.

LAW(S) IMPLEMENTED:

**Chapter 163, 1001.42, 1001.51, 1012.23,
1013.31, 1013.36, 1013.61, F.S.**

HISTORY:

ADOPTED: 4/1/97

REVISION DATE(S): 11/10/08

FORMERLY: FA, FB

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EDUCATIONAL SPECIFICATIONS

8.52

Educational specifications shall be prepared for School Board approval to serve as the planning base for new construction, remodeling and renovation of facilities. The Superintendent or designee shall solicit input and shall prepare educational specifications.

- I. Input for educational specifications may be received from, but not limited to, the Superintendent or designee for technical data and requirements; current or prospective principals; and committees composed of supervisors, teachers and community members.
- II. Educational specifications shall be written statements that serve as a mode of communication between the District and design professional. Educational specifications shall include:
 - A. The results of a process through which educational needs and objectives are identified and defined.
 - B. Descriptions of the educational process and activities that will be occurring in a facility. This information shall be utilized to conceive physical spaces and to provide satisfactory and adequate accommodations.
 - C. The rationale on which the design professional will base the design of the facility and form the basis for a maintenance and service program.
- III. Educational specifications will not provide spaces or requirements that exceed estimated project funds.

STATUTORY AUTHORITY:

1001.41, F.S.

LAW(S) IMPLEMENTED:

1013.33, 1013.36, 1013.45, F.S.

HISTORY:

ADOPTED: 4/1/97

REVISION DATE(S): _____

FORMERLY: FED

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CONSTRUCTION, RENOVATION OR REMODELING OF FACILITIES 8.54

- I. The Superintendent, when recommending the preliminary school budget or any amendments thereto relating to capital outlay projects, may recommend to the School Board that suitable projects costing two hundred thousand dollars (\$200,000.00) or less be provided on a day labor basis.
- II. The Superintendent may recommend any renovating or remodeling projects authorized by the School Board and which cost over two hundred thousand dollars (\$200,000), be completed on a day-labor basis when no acceptable bids have been received.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1013.01, 1013.35, 1013.45, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-2.0010

HISTORY:
ADOPTED: 4/1/97
REVISION DATE(S): 11/10/08
FORMERLY: FJ

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CHANGE ORDERS 8.56

All change orders shall be prepared in accordance with SREF. The Superintendent designee shall be authorized to approve change orders to construction contracts in the name of the School Board in order to expedite work in progress. Such change orders shall be ratified by the School Board at the next regular or special School Board meeting. The authorization to approve change orders shall be limited to additive change orders not to exceed the greater value of (in aggregate total) (a) fifty thousand dollars (\$50,000.00) or (b) 3% of the current contract value and deductive change orders. All other change orders shall be presented to the School Board for approval.

STATUTORY AUTHORITY: 1001.41(4), 1001.42(9), 1001.42(10), F.S.

LAW(S) IMPLEMENTED: 1001.41, 1001.42, 1013.35, 1013.48,
SREF Section 4.2(5), F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-2.001

HISTORY: ADOPTED: April 1, 1997
REVISION DATE(S): 7/08; 11/010/08
FORMERLY: FEG

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SUBSTANTIAL AND FINAL COMPLETION OF CONSTRUCTION PROJECTS 8.57

- I. The School Board shall accept a construction project when the Superintendent recommends and the School Board accepts the project as substantially complete as of a date so stipulated on forms certified by the design professional, contractor, and Facilities Department.
- II. The date of substantial completion of the work or designated portion thereof is the date when the project is considered sufficiently complete so the project or designated portion thereof may be occupied for the use for which it is intended without undue inconvenience. All utility services, safety systems, applicable equipment items, heating, ventilating and air conditioning systems, and electrical systems shall be in place and functioning.
- III. The building project may be occupied when the project is accepted as substantially complete and the final and occupancy inspections are complete pursuant to State Board of Education Rules.
- IV. The School Board shall become responsible for utility services, insurance, and maintenance of the building at the date of substantial completion. Liquidated damages provisions of the construction contract shall be calculated and established with the date of substantial completion as the project completion date.
- V. Completion of punch list items must be completed in the prescribed time as stated in the Construction Contract. If any items are not finally completed, without justifiable cause and extension of time by the School Board, within the stipulated time, the contractor shall pay to the School Board as liquidated damages for such delay, one-half of the rate indicated in the Construction Contract for liquidated damages for not completing the work.
- VI. For projects less than one million dollars (\$1,000,000), quarterly reports may be submitted by the Superintendent for the Board's consideration for final acceptance of the project.

STATUTORY AUTHORITY:

1001.41, F.S.

LAW(S) IMPLEMENTED:

1013.50, F.S.

HISTORY:

ADOPTED: 4/1/97

REVISION DATE(S): 11/10/08

FORMERLY: FG

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IMPROVEMENTS TO SCHOOL PLANTS AND GROUNDS 8.58

No building may be erected on School Board property and no school buildings or other fixed property of the School Board shall be materially altered or removed without the Superintendent's or designee's written approval. Approval will be based upon Code compliance.

- I. Any group which desires to improve the school site, to add, remodel or renovate facilities, or to purchase or install equipment requiring additional or modified utility connections, such as water, sewer, or electric, shall submit a written proposal via the appropriate Cluster Chief to the Chief Operations Officer for approval.
 - A. Approval shall be given only if the project is in compliance with the code and the present utility system in the School Board facility is adequate for an excessive or additional utility load.
 - B. Any improvement or addition shall become the property of the School Board, unless agreed otherwise.
- II. Any change or modification in school plants or grounds by the school principal shall be submitted to the appropriate Cluster Chief and Chief Operations Officer or designee and shall be coordinated with and have approval of the Superintendent or designee. Changes or modifications include, but are not limited to, capital improvement projects, remodeling, or renovation of facilities and site improvement.
- III. No individual or organization shall be permitted to erect an honor roll, memorial, or any type of structure on the school grounds except with the Superintendent's approval. Permanent structures shall have utilitarian value in the operation of the school or shall be erected in memory of some individual or group that has been associated with the school either as a student or School Board employee or an organization which has made some outstanding contribution to the school or District school system.
- IV. Articles of equipment donated to schools by individuals, groups, or organizations may be accepted if they contribute to the operation of the school program and can be used without additional cost to the District. Donors shall be notified that the title of this gift be in the name of the School Board of Duval County.
- V. All acquired, moved, or transferred property which requires alterations to buildings or grounds or to the use of facilities shall be submitted in writing to the Superintendent or designee for approval or disapproval. The request shall include a description and method of financing the change and design professional certification if required. Any agreement in which District funds are to supplement installation expenses shall require prior written approval. All installations, including air-conditioners, shall be in compliance with the overall plan for the building and its maintenance.
- VI. Volunteer work is encouraged; provided, however, all participants shall sign a liability release form which is approved by legal counsel prior to initiation of such work. The school principal shall furnish such forms to the volunteers.

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STATUTORY AUTHORITY: 1001.41, F.S.

LAW(S) IMPLEMENTED: 1001.42, F.S.

HISTORY: ADOPTED: 4/1/97
REVISION DATE(S): 11/10/08
FORMERLY: FJ

NAMING OR RENAMING SCHOOLS OR SCHOOL FACILITIES 8.59

I. The School Board will name or rename schools. Community input is desired and highly valued; however, the School Board has final authority over the name of any school.

II. Naming a New School

A. The Superintendent (or his designee) shall initiate the naming of a new school. The Superintendent shall establish procedures for naming a new school, which include soliciting community input from the following:

1. SAC of the school
2. PTA of the school
3. Students of the school
4. Community members within the school's attendance zone
5. Members of the school's faculty and staff

B. The Superintendent shall offer a proposed name to the School Board for its decision by a vote of the Board. The School Board may, after considering the Superintendent's recommendation, request another name be proposed for its consideration, until the Board approves the name of the school.

III. Renaming an Existing School

A. The Superintendent, any School Board member, or one of the initiating entities named below, may submit a written request to the School Board during a regular Board meeting, requesting the Board rename an existing school. An "initiating entity" is defined as:

1. SAC of the school
2. PTA of the school
3. At least 75% of the school's students
4. Alumni of the school (the minimum number of which is at least 75% of the school's current student body population, as evidenced by a signed petition indicating the graduate's name and graduation year)*
5. Community members within the school's attendance zone (the minimum number of which is at least 75% of the school's current student body population, as evidenced by a signed petition indicating the community member's name and address within the attendance zone)*

*Note: The district will have no obligation to verify the accuracy of the petitions presented

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B. Upon receipt of the written request described in subsection II.A. above, the School Board shall decide by a majority vote of the Board whether to accept the written request and refer the matter to the Superintendent for further review. If the School Board accepts the written request, then Superintendent shall establish procedures for renaming the school, which include soliciting community input from the following:

1. SAC of the school
2. PTA of the school
3. Students of the school
4. Community members within the school's attendance zone
5. Members of the school's faculty and staff
6. Alumni of the school

C. The Superintendent shall offer to the School Board for its decision by a vote of the Board, either a proposed new name to the Board or recommend no change to the school's existing name. The School Board may, after considering the submission of the Superintendent's recommendation, accept or reject the recommendation, or request another name be proposed for its consideration, until the Board makes a final determination of the petition to rename the school.

IV. Requirements applicable to naming or renaming a school:

A. The name of the school shall not be of a person (whether living or deceased).

B. The name shall not be in conflict with an existing name of a school or district facility.

STATUTORY AUTHORITY: 1001.41, F.S.

LAW(S) IMPLEMENTED: 1001.41, F.S.

HISTORY: ADOPTED: 4/1/1997
REVISED: 11/10/2008
FORMERLY: FF

CHAPTER 8.00 - AUXILIARY SERVICES

TECHNICAL PLAN

8.60

- I. The Superintendent shall develop a comprehensive Technology Plan subject to School Board approval for administrative and instructional purposes. The plan shall promote access, collaboration, information sharing and instructional integration across the district and the global community.

- II. The Superintendent shall be responsible for establishing and providing telecommunications services, instructional technology services, information management services, computer services and data networks aligned with the Technology Plan.

- III. The Superintendent or designee shall develop guidelines relating to access and use of such digital tools and networks throughout the district to ensure the safety and security of district employees, students and resources.

STATUTORY AUTHORITY:

1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, F.S.

HISTORY:

ADOPTED: 11/10/08

REVISION DATE(S): _____

FORMERLY: NEW

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INFORMATION TECHNOLOGY

8.70

- I. The District shall develop and maintain an integrated information system for educational management. The Superintendent/designee shall ensure that compatibility exists with the state comprehensive management information system. Procedures and guidelines shall be developed to ensure that adequate management information support needs are met.
- II. The Superintendent shall provide for an ongoing electronic data processing system in support of the School Board management and decision-making processes.
 - A. All projects designed and implemented shall be in compliance with and responsive to Florida Statutes, State Board of Education rules, and School Board rules.
 - B. Procedures related to dial-in access, remote access, audit vulnerability scans, e-mail retention, information sensitivity, risk assessment, disposal and destruction of non-print media materials and software, and virtual private network connections shall also be developed. Additional procedures shall be developed as technology changes and such procedures are required.
- III. In compliance with Florida Statutes, a committee for Reports and Forms Management shall be established. The Superintendent shall develop administrative procedures concerning the makeup, selection, functions and authority of the committee.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.11, 1008.385, F.S.

HISTORY:

ADOPTED: 4/1/97

REVISION DATE(S): 11/10/08

FORMERLY: EH, EHA

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COMPUTER INFORMATION SECURITY 8.72

- I. The Superintendent shall develop procedures to ensure protection of the District's investment in application software and data files. The system shall include provisions for storing back-up or duplicate programs and filing in a fire-proof vault in a facility other than that housing the computer system. Procedures and operating practices associated with access to the District's data bases shall conform to the confidentiality of the data involved.
- II. All computer-printed reports, documents, tapes, and other outputs shall remain the sole property of the School Board. School Board employees shall not use these properties for personal reasons or for profit and shall not allow unauthorized personnel to use such properties for private use or gain.
- III. The Duval County School Board shall operate a telecommunication and computing infrastructure to support the educational and business needs of the District. Employees or other authorized users shall read and acknowledge the Acceptable Use Policy (AUP) prior to being authorized to access computing systems. Students shall read and acknowledge the Student Code of Conduct prior to school supervised access to computing systems. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users shall not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
- IV. The Superintendent shall establish procedures to monitor and assess Duval County Public Schools (DCPS) information security, and shall implement reasonable and appropriate measures to ensure that all DCPS information resources are adequately protected.
- V. Any access to or use of computing resources that violates federal regulation or state statutes or interferes, interrupts, or conflicts with these purposes is prohibited.
- VI. DCPS shall maintain a current list of hardware and software systems authorized for use on the DCPS network. Attachment of any unauthorized hardware or software to the DCPS network is prohibited.
- VII. The district provides the network system, e-mail and Internet access as tools for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:
 - A. The network
 - B. User files and disk space utilization
 - C. User applications and bandwidth utilization

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- D. User document files, folders and electronic communications, E-mail, and internet access
 - E. Any and all information transmitted or received in connection with network use.
- VIII. No user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Florida. Any authorized user who violates this policy or the conditions of the AUP may lose some or all access to the computing system and may be subject to disciplinary action.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

Chapters 163, 282, 381, 443, 655, 815, 817, 839, 847, 934, F.S. 15 USC 1, 6801-6809 (GLBA), 15 USC 6501 (CUPPA), 35 USC 44 (FISMA), P.L. 104-191 (HIPAA), P.L. 106-554 (CIPA), 20 USC S. 1232g (FERPA)

HISTORY:

ADOPTED: 11/10/08

REVISION DATE(S): _____

FORMERLY: NEW

DISTRICT CONTROL OF DATA PROCESSING RESOURCES

8.74

I. Computer Database Resources

- A. The Superintendent shall development procedures to ensure protection of the District's investment in application software and data files. The system shall include provisions for storing backup or duplicate programs and filing in a fire-proof vault in a facility other than that housing the computer system. Procedures and operating practices associated with access to the District's data bases shall conform with the confidentiality of the data involved.
- B. All computer-printed reports, documents, tapes, and other outputs shall remain the sole property of the School Board. School Board employees shall not use these properties for personal reasons or for profit and shall not allow unauthorized personnel to use such properties for private use or gain.

II. Data Processing Software

- A. The School Board shall hold copyrights for all data processing software which is created by School Board employees performing their job responsibilities and by individuals, companies, or agencies under contract with the School Board to develop software for District use. The Superintendent shall be responsible for obtaining copyrights for all data processing software created by the District.
- B. The Superintendent shall establish and the School Board shall approve all fees for any public or private entity to purchase or obtain a license for data processing software copyrighted by the District. Provided, however, fees be pursuant to Section 119.07(1), Florida Statutes, for an individual or entity that needs the District's copyrighted data processing software solely for application to data or for information maintained or generated by the software.

III. Sale of Computer Services

All computer-printed reports, documents, labels, magnetically recorded media, tapes, electronically transmitted information, and other outputs which are supplied to private agencies, including those providing fringe benefits coverage, shall be provided under the provisions of Florida Statutes and applicable federal law. Fees and charges for computer services shall be established to recover all direct and indirect costs. Funds generated through computer service fees shall be recorded and disbursed as part of the normal operating funds for data processing services.

STATUTORY AUTHORITY:

1001.41, F.S.

LAW(S) IMPLEMENTED:

**Chapter 119, 1001.41, 1001.42,
1001.51, 1012.22, F.S.**

HISTORY:

ADOPTED: 4/1/97

REVISION DATE(S): 11/10/08

FORMERLY: DFE, EHAA

ASSIGNMENT OF PORTABLE ELECTRONIC EQUIPMENT

8.75

- I. Laptop computers, personal digital assistants (PDAs), cellular telephones and other devices may be assigned to employees for conducting School Board business. A record of equipment and the employee to whom it was assigned shall be maintained.
- II. Any employee who is assigned portable equipment shall be responsible for the equipment. Equipment must be returned if a person terminates employment or transfers to a different position and no longer meets the criteria for issuance of electronic equipment.
- III. Any employee who is assigned portable equipment shall use the equipment to fulfill the responsibilities of his/her position and shall adhere to the Acceptable Use Policy (AUP), federal and state laws, School Board policies and professional standards. Misuse of such equipment may result in disciplinary action, up to and including termination of employment.
- IV. The Superintendent or designee shall establish procedures for the assignment, use, inventory, maintenance, and return of portable electronic equipment.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1012.23F.S.

LAW(S) IMPLEMENTED: 1001.43, 1012.23, F.S.

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

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RECORDS RETENTION AND DISPOSAL

8.80

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 119.01, 119.041, 257.37, 1001.43, 1001.52, F.S.

HISTORY: ADOPTED: 4/1/97
REVISION DATE(S): 11/10/08
FORMERLY: EHB

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COURIER AND DELIVERY SERVICES

8.90

District courier mail service system shall be maintained to deliver in-district communications to the intended recipient in the most practicable way.

- I. The use of District mail facilities and personnel for the distribution of materials and communications shall be restricted to those materials and communications which are in direct support of the District's operations.
- II. Outside agencies shall be prohibited from using the courier system; provided, however, the Superintendent or designee may permit an outside agency to use the courier system if
 - A. the material is determined to be beneficial to students or School Board employees;
 - B. the organization requesting use is a governmental agency or a not-for-profit organization recognized by the District as being in an official support relationship with the District; and
 - C. distribution does not violate federal or state law.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.42, 1001.43, F.S.

HISTORY: **ADOPTED:** 4/1/97
REVISION DATE(S): _____
FORMERLY: EGAE

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WAREHOUSING AND DISTRIBUTION

8.92

- I. A central supplies warehouse system shall be utilized for the distribution of supplies used in instruction, administration, custodial care, and food services and for maintenance repair parts and supplies.
- II. Selected supplies shall be distributed to requesting School Board facilities on a cyclical basis. Equipment and supplies which cannot be centrally received on an effective basis shall be bid for delivery by the respective vendors to the requisitioning units.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.42, 1001.43, F.S.

HISTORY: **ADOPTED:** 4/1/97
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FORMERLY: EDA

CONSERVATION OF RESOURCES

8.95

The School Board of Duval County is committed to the conservation of resources, both natural and material. Resources shall include, but not be limited to, electricity, energy, fuel oil, gasoline, natural gas, propane, and refuse. All conservation initiatives shall be consistent with Florida Statutes and *State Requirements for Educational Facilities*.

I. Resource Conservation Program

The Superintendent or designee shall develop a comprehensive resource conservation program which shall include short and long range plans to conserve resources, procedures to be observed by all staff members, an instructional program to be implemented at all grade levels, and a method of evaluating the conservation program..

II. Curriculum

Resource conservation shall be incorporated into the curriculum at all grade levels and appropriate subject areas. The curriculum shall address the economic, environmental, and social impact of resource conservation.

III. Facilities and Equipment

A. New facilities shall be designed and constructed to be energy efficient.

Renovations and additions to existing facilities shall include features to minimize energy consumption. Facilities shall be operated in a manner to minimize energy use.

B. Life-cycle costs shall be determined prior to construction or renovation of buildings or replacement of major equipment.

C. Equipment to reduce energy consumption and/or costs shall be utilized where economically feasible.

IV. Recycling Program

The District shall engage in a recycling program that shall include as many reusable materials as in practical and economically feasible.

V. Incentives

A. The District shall pursue incentive programs offered by utility companies and other energy providers.

B. Cost savings shall be used to further resource conservation at school sites.

C. An incentive program may be developed to reward schools for resource conservation when cost savings can be attributed to reduced resource consumption and/or energy savings at the particular schools.

VI. Staff Training

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Training shall be provided for school and District staff. Training shall include methods of resource conservation at the worksite, curriculum components and instructional strategies.

VII. Effectiveness of Program

Prior and current consumption of energy and other resources shall be determined and used as a baseline for the assessment of curriculum, procedures, equipment, maintenance strategies and facilities design that are implemented in the resource conservation program. The effectiveness of the program shall be evaluated and modifications shall be made based on the analysis of cost savings and utilization of resources.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1013.23, 1013.44, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-25

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