

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS

9.10

- I. The School Board recognizes cooperative activities with outside school-related organizations such as PTA, Dads' Clubs, Athletic Boosters, Band Parents, etc. These organizations are encouraged, appreciated and important to the work of the District. Outside school-related organizations shall be parent initiated and driven. District personnel may participate in outside school-related organizations; but, such activities of the District personnel shall be subject to the procedures established by the District's Internal Auditing Department according to appropriate internal controls and audit practices designed to limit the District's liability for collection and disbursement of the outside school-related organization's funds.
- II. The following reports shall be on file with the school's principal for each outside school-related organization:
 - a. Prior written approval by the principal for fund raising activities
 - b. Monthly financial statement
 - c. Annual audit

STATUTORY AUTHORITY: Section 100141(2), Florida Statute

LAW IMPLEMENTED: Section 1001.42, Florida Statute

ADOPTED: April 1, 1997; Amended February 7, 2006

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DIRECT SUPPORT ORGANIZATIONS 9.14

- I. The School Board recognizes direct-support organizations to assist the District in achieving excellence by providing supplemental resources from private gifts and bequests and valuable education support services. School Board direct-support organizations are authorized to use School Board property, facilities and personal services as determined annually by the School Board to operate the direct-support organization. The Board of Directors of any such direct-support organization must be approved by the School Board.
- II. The following guidelines shall govern the certification and review of activities undertaken by direct-support organizations:
 - A. A direct-support organization shall be a Florida corporation not for profit, incorporated under the provisions of Chapter 617, Florida Statutes, and approved by the Department of State, and shall be organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of a school.
 - B. Copies of the following shall be filed with the School Board for appropriate review:
 1. The annual financial statements; and
 2. The annual audit report, including a management letter, which shall be conducted pursuant to State Board of Education rules.
 - C. Any direct-support organization that wishes to use funds for construction of facilities, the maintenance or operation of which shall be funded in whole or part by the School Board, shall obtain prior approval of the School Board.
 - D. Funds obtained by a direct-support organization shall not be used for salary supplements except for an employee working directly for the direct-support organization including, but not limited to, an executive director or his/her staff.
 - E. The executive director of a direct-support organization may be authorized to

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1. Collect and receipt monies directly into the organization's checking account; and
 2. Counter-sign checks which are associated with the daily operations of the organization.
- F. The executive director of a direct-support organization shall be directly accountable to the School Board for his/her financial activities.
- G. Any direct-support organization shall comply with the requirements of Section 286.011, F.S., Government-in-the-Sunshine Law and Chapter 119, F.S. Public Records Law.
- H. Any direct-support organization shall provide equal employment opportunities to all persons, regardless of race, color, religion, sex, age, or national origin.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 286.011, 1001.453, 1010.09, 1010.34, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0013

HISTORY: ADOPTED: April 1, 1997

FORMERLY: KGA

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COMMUNITY ORGANIZATIONS AND AGENCIES 9.16

- I. The School Board welcomes and encourages partnerships with community organizations and not for profit agencies that can assist the District in achieving its mission and goals by providing supplemental and enhancement services to students. Such organizations and agencies must operate within the schools in a manner which is consistent with the mission of the District and must adhere to the policies of the Board and applicable law.

- II. The Policy and Compliance Office shall review proposals from outside agencies making requests to participate with or create a relationship with schools. The office shall review each request, decide whether the proposal is consistent with the mission and goals of the Board and whether the services offered can be effectively utilized by the District.
 - A. The office shall have representation from Community and Family Engagement, Student Services, Curriculum and Instruction, the Office of General Counsel and the Elementary and Secondary Principals Association. Other departments may be asked to provide assistance on an as needed basis depending on the nature of the request.

 - B. The office shall have regularly scheduled meetings each year with the goal of seeking Board approval, for those agreements which need such approval, only twice a year. The Policy and Compliance Office may, however, call other special meetings if needed due to extenuating circumstances.

- III. The office shall develop guidelines and criteria for the submission of proposals from community organizations and agencies and for the approval of such proposals. The office shall also determine whether or not the proposal needs a formal written agreement with approval by the Board; shall decide the type of agreement needed to implement the request; and shall determine the provisions necessary to implement the relationship and to protect the Board from liability. Formal written agreements and Board approval shall be obtained in the following circumstances.
 - A. Any proposal which includes payment of funds from one party to the other.

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- B. Any proposal which involves agency personnel coming into a school and working with students alone or where students leave school and work with personnel off-site. Such agreements shall include provisions for proper screening of personnel to the same extent as Board employees, for indemnification and insurance from the agency, for parental permission for involvement in the program and for the agency to adhere to applicable confidentiality laws.
- C. Any proposal which requires an indemnification from the Board.
- D. Any proposal which involves the agency providing health services to students. Such agreements shall include provisions for indemnification and insurance from the agency, for parental permission for involvement in the program and for the agency to adhere to applicable confidentiality laws.
- E. Any proposal which involves transportation for students to sites off campus provided by the Board.
- F. Any other proposal which the Policy and Compliance Office determines involves extenuating circumstances and needs a formal written agreement and approval by the Board.

STATUTORY AUTHORITY: 1001.41, 1001.43, F.S.

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

HISTORY: ADOPTED: August 3, 1999

FORMERLY: KJ

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PUBLIC INFORMATION 9.20

The School Board recognizes its continual responsibility of providing citizens with information about the District school system's goals, programs, progress, and deficiencies, and is committed to a news policy based upon honesty, openness, and fairness to inform citizens about the activities of the District school system. The School Board realizes that the success of the school program depends largely upon the effectiveness of parents, students, and all School Board employees working together toward common goals.

- I. An ongoing program of two-way communication shall be implemented utilizing all media and electronic techniques to develop information programs which assist the public's understanding of schools and promote home-school communication.
- II. Reasonable efforts are made to communicate with parents in their primary language or in the language in which they feel comfortable.
- III. The Superintendent shall be responsible for developing and executing information programs to meet the objectives described herein.
- IV. The information programs shall be constantly evaluated to determine the degree to which the objectives are being achieved.
- V. School Board employees shall be informed of District programs in order to serve as a vital link in the communications process and shall cooperate with the news media in presenting school programs to the community.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1001.51, F.S.

HISTORY: ADOPTED: April 1, 1997

REVISION DATE(S): November 10, 2008

FORMERLY: KD, KDD

USE OF FACILITIES AND GROUNDS

9.30

The School Board considers school buildings and grounds as community centers which shall be available for any legal assembly which is open to the general public for public, literary, scientific, recreational, educational, or public agency meetings or for the discussion of matters of general or public interest. The Superintendent or designee shall approve the use of all School Board facilities. The use of school property, facilities, and equipment shall not interfere with the educational program of the school.

- I. General Provisions -The principal or building administrator shall secure the approval of the Superintendent or designee before authorizing the use of school property, facilities, and equipment. The principal shall be responsible for safeguarding school property, facilities, and equipment; enforcing and informing groups of School Board policies; executing proper forms; and, when appropriate, collecting payments, prior to making the facility available to the requesting organization. The following conditions shall apply:
 - A. A responsible School Board employee shall be designated by the school principal to open school facilities for public purposes. This individual shall remain present until the meeting or event is completed and the school premises are secured and shall be vigilant against misuse of school property. Board employees who are administrators are not eligible to be compensated for building utilization activities.
 - B. The premises shall be left clean consistent with conditions at the initiation of the meeting or event. Failure to comply with this provision may result in denial of future requests for use of the school property or facilities.
 - C. Utilization requests for a series of meetings may be approved for no more than one (1) year in advance and are subject to cancellation at anytime within the sole discretion of the principal.
 - D. The Risk-Management Department shall review all requests for high-risk activities and shall serve as the Superintendent's designee in reviewing such requests for approval. The Board reserves the right to require Liability Insurance in excess of that required in Section III B herein prior to granting approval for requests pursuant to this provision.
 - E. Requests requiring extensive use of school space, athletic fields, stadiums or play fields may result in extra direct costs to the school district such as field maintenance. Although the group may otherwise qualify for a waiver

of fees, the school administrator or Director of Facilities may require services or fees from the requestor to defray costs to the School Board. Additionally, a signed contract or MOU memorializing the agreement of parties may be required, prior to the commencement of activities. Concessions and concession stands may be operated only as approved in advance by the school administrator. Alcoholic beverages are prohibited on Board owned property, including inside and outside facilities.

II. Fees – Usage fees shall be paid in advance for the use of any School Board facility, buildings, property, or grounds in accordance with the rate schedule approved by the Superintendent and in effect at the time of such use. The Superintendent is authorized to adjust usage rates in response to costs incurred, such as utility and personnel costs and to implement additional procedures in response to changes in federal, state or local laws or other Board rules. The Superintendent shall establish procedures for the collection of fees. The organization requesting use of school board property will be required to pay the salary and benefit costs for the employee designated to open the facility for public purposes. Fees may be waived by the school principal or administrator in charge for the following groups if the meeting occurs at a time when school personnel are already scheduled to be on duty, otherwise, the requesting groups must pay the appropriate direct costs:

1. School related groups, including PTA, PTSA, booster clubs, and organized sports clubs.
2. National youth groups which operate under a county organization and are properly supervised and sponsored by some educational organization;
3. Any governmental function during out-of-school hours;
4. Occasional homeowner association meetings. The waiver of fees applies to meetings only.
5. Activities for which the participants are solely School Board employees.

III. Liability and Insurance Coverage - Each organization utilizing school facilities shall

- A. Agree to hold the School Board harmless from any liability which may accrue to the School Board as a result of use;
- B. Provide public liability insurance coverage in the amount of at least one million dollars (\$1,000,000.00) per person and two million dollars (\$2,000,000.00) per occurrence, or any other coverage as required by the Risk Management Department and

- C. Execute a form of indemnity agreement as prescribed by the Superintendent. State and local governmental agencies may modify the standard hold harmless and proof of insurance clauses with the approval of the Office of General Counsel.
 - D. Requests for waivers for liability insurance shall be reviewed by the Risk Management Department for approval.
- IV. Prohibited Uses of School Facilities - School property and facilities shall not be used for the following purposes:
- A. For Profit Entities
 - B. Commercial or personal gain;
 - C. Programs involving any form of gambling or illegal activity;
 - D. Private teaching, unless specifically approved in advance by the School Board;
 - E. Programs in violation of Florida Statutes or School Board policies;
 - F. Fund-raising activities by political groups;
 - G. Requests for use of swimming pools shall be reserved for approved school-related events and restricted from use by outside organizations;
 - H. Activities for which an admission fee is charged either in advance or at the door or requests for contributions are made. However, fees may be charged when they are returned or donated to the school or a school-related organization or are contributed to organizations which are non-profit organizations as defined in Section 273.01(3), Florida Statutes. Evidence of such status shall be provided to the School Board prior to the utilization being approved; and
 - I. Events which are primarily social in nature such as weddings, receptions, funerals, family reunions and parties, except that the Superintendent may approve the use of Board facilities to conduct memorial services that include students or staff.
- V. Special Provisions
- A. The principal shall designate restroom facilities for use by the organization.

- B. 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.
- C. The provisions of policy 6.37 and 6.38, Tobacco-Free Workplace and Alcohol-Free Workplace, which prohibits the use of tobacco products, alcohol and drug use on School Board property shall be in force during any utilization approved under this policy.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**509.032, 509.232, 768.28, 1001.33,
1001.43, 1001.51, 1001.54, 1013.10, F.S.**

HISTORY:

ADOPTED: April 1, 1997
REVISION DATE(S): August 5, 2003;
November 10, 2008
July 6, 2010
FORMERLY: KF

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ADVERTISING IN SCHOOLS 9.40

School facilities, School Board employees and students during school hours shall not be used for advertising or otherwise promoting the interests of individual organizations or any commercial, political, charitable, and other nonschool organization; however, advertising or promotion on materials or facilities may be allowed if the principal determines that the advertising or promotion is incidental and that the benefits received by employees and students outweigh the risk of exploitation by allowing such advertisement or promotion.

- I. The principal shall not allow advertisements which promote the use or sale of materials which are inconsistent with school objectives. This shall include, but are not limited to, the use or sale of intoxicants or tobacco.
- II. Students or student organizations shall not make school-sponsored public appearances to promote the political candidacy of any person or the interests of any private business enterprise.
- III. Tickets to affairs sponsored by or for nonschool agencies shall not be sold in any District school or on School Board property by any school, school organization, or nonschool organization.
- IV. School Board employees shall not give written or oral endorsement to any company representatives for any periodical, books, or product which may be used in the District or offered for sale to the students, parents, or schools.
- V. School Board property shall not be utilized for the purpose of political advertising, except for political matters directly related to education.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S

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

ADOPTED: April 1, 1997

REVISION DATE(S): November 10, 2008

FORMERLY: KHB

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DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS 9.50

I. General Provisions

- A. Materials or literature from outside sources shall not be displayed, posted, or distributed on school property without the Superintendent's or designee's written approval using the guidelines listed below. Governmental agencies, state universities and organizations considered to be in direct support of the School District are not considered outside sources.
- B. The circulation of petitions from outside sources for students' signatures is prohibited.
- C. Students may distribute nonschool related literature and materials to other students on School District property only with the approval of the principal. The principal shall determine the proper time, place and manner in which the literature or materials may be distributed. At no time shall such distribution by students cause a disruption to the educational process.
- D. Materials pertaining to any political issue or election shall not be displayed or distributed to students unless they are an objective of the instructional program. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions.

III. The Superintendent shall use the following guidelines to approve materials described in section I.A. The guidelines shall include, but not be limited to,

- A. The requesting organization is nonprofit;
- B. The material is in the best interest of the health safety, or welfare of students; and,
- C. The material describes activities or opportunities which are free of cost and are not currently provided by the School District.

III. Additional guidelines shall be included in the administrative procedures.

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1001.51, 1006.08, F.S.

HISTORY: ADOPTED: April 1, 1997

REVISION DATE(S): _____

FORMERLY: KHC

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SPEECHES TO STUDENTS BY POLITICAL CANDIDATES 9.51

I. It shall be the prerogative of each school principal to allow Office Holders, except during active campaigns for re-election, for the following offices to address the student body of the school:

- A. President of the United States;
- B. Vice-President of the United States;
- C. United States Senate;
- D. United States House of Representatives;
- E. Governor of the State of Florida; and,
- F. Any elected office of the Florida Cabinet.

II. This policy shall not be construed to prevent any public office holder from serving as a resource speaker in individual classes for the purpose of providing nonpolitical information relating to the purposes and functions of the office in which he/she holds.

III. Procedures for the implementation of this policy shall be developed.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1001.54, F.S.

ADOPTED: April 1, 1997

REVISION DATE(S): November 10, 2008

FORMERLY: KHC

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VISITORS

9.60

The School Board welcomes visits by parents and guardians in the school, especially if prearranged and for the purpose of conferences with teachers. Any visitor, which for the purpose of this policy shall mean a parent, volunteer, salesman or other person who is not an employee of the School Board, who enters the premises of a school shall report to the principal's office to explain the purpose of the visit and to get permission for the visit. Any visitor to the schools shall be made to feel welcome, shall be allowed to express concerns or questions to the appropriate person and shall be treated with dignity and respect. The following procedures shall be followed:

- I. All visitors shall check in at the school's office and obtain permission for the visitation and a visitor's pass.
- II. Students' parent(s) and guardian(s), as defined by Florida Statutes, shall request a conference during nonstudent contact time to avoid interrupting the daily program.
 - A. All visitors who wish to enter a classroom during an instructional period must have approval in advance by the principal or designee.
 - B. Teachers shall avoid discussing individual students with parents during class session and parents shall not engage teachers during periods of student supervision.
- III. Visitation by a nonenrolled student unaccompanied by his/her parent(s) is prohibited unless prior approval has been granted by the principal.
- IV. Loitering in and around the school premises is prohibited.
- V. Only persons with legal authority to do so, such as School Board Security, law enforcement or Department of Children and Families personnel, shall be allowed to interrogate or question a student on School Board property without the consent of the student's parent(s).
- VI. Because staff and students should at all times feel that the school and work environment is safe and not hostile, all visitors to School Board property shall comply with all School Board policies while on Board property and shall conduct

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themselves in a manner that is not disruptive, threatening or abusive.

- A. Any visitor who is disruptive, threatening or abusive shall first be asked to relocate to a location in the facility where no students are present and where the matter can be discussed and resolved in a professional manner.
- B. Should the visitor refuse to relocate or continue to act in an inappropriate manner, the visitor will be asked to leave the facility. If the person refuses to leave, school personnel should notify appropriate law enforcement personnel. Should the person subsequently return to School Board property and again act in a manner that is disruptive, threatening or abusive or if the initial incident is so extreme that the principal is concerned about the person returning to the facility, the visitor shall be informed in writing that he or she may attend an appropriate educational workshop regarding communication and conflict resolution in lieu of being prohibited from returning to School Board property.
- C. Any visitor who believes that he or she has wrongfully been asked to participate in the educational workshop or who has been notified that he or she may not return to the property, must first leave the property as requested, but may subsequently appeal the decision to the appropriate Administrator.
- D. With the approval of the Administrator, if the person refuses to attend and complete the workshop or subsequently acts in an inappropriate manner, the person may be notified in writing that he or she may not return to School Board property except under expressed conditions.
- E. Notwithstanding the above, school personnel shall always have the authority to notify appropriate law enforcement personnel should any visitor to School Board property violate criminal statutes.

VII. This policy shall be posted in each school in a place clearly visible to all visitors.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1001.54, 1006.07, 1006.145, F.S.

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ADOPTED: April 1, 1997

REVISION DATE(S): January 15, 2002; November 10, 2008

FORMERLY: KI

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VISITOR IDENTIFICATION MEASURE

9.61

The Superintendent/designee shall develop a plan for visible identification of visitors or other persons who are not students or employees of the school and shall periodically provide the School Board with the details of this plan. In developing and implementing the plan, consideration shall be given to the organization and grade level of the school and input from the principals as to the feasibility of implementing such safety measures.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, F.S.

ADOPTED: NOVEMBER 10, 2008

FORMERLY: NEW

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AGENTS, SOLICITORS, AND SALESPERSONS 9.62

Agents, solicitors, and salespersons may only visit schools if the visits are for demonstrating materials or services used in an educational setting. The following provisions shall be observed:

- I. The principal shall have sole discretion as to whether the purpose of a visit by agents, solicitors, and salesperson is consistent with this policy and shall set the time and place of the visit.
- II. All agents, solicitors, and salespersons shall sign in at the school's main office upon arrival.
- III. The principal shall prohibit all other forms of canvassing or soliciting of teachers or students on school premises during school hours.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

ADOPTED: APRIL 1, 1997

REVISION DATE(S): NOVEMBER 10, 2008

FORMERLY: DJGA

SCHOOL VOLUNTEERS/SCREENING PROCESS

9.63

Volunteers are defined as any nonpaid person who may be approved by the District School Board or its designee. School volunteers may include, but are not be limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff. In an effort to ensure the safety of the students, the following procedures shall apply to all volunteers in schools:

- I. All volunteers who have or will have any contact with students other than his or her own child(ren) must meet the following requirements:
 - A. Complete a volunteer application;
 - B. Be subject to a check against the Florida Department of Law Enforcement (FDLE) sexual predator database. Any volunteer that establishes a “mentoring” relationship or is left along with a student must undergo a Level II national background screening in addition to the sexual predator review;
 - C. Meet minimum criteria;
 - D. Attend a volunteer orientation;
 - E. Sign in at the main school office; and
 - F. Wear an identifying name tag provided by the school.
- II. A person who comes into the school for a one-time special event, such as guest speakers, celebrity readers, parents and family members on “take your parent to school” days, or career day special guests, need not comply with sections I.A., B., C. and D. These persons are considered school guests. While no orientation is required, school personnel should brief guests on appropriate conduct and school safety procedures. Under no circumstances may guests be left alone with students.
- III. Student volunteers who are minors need not comply with sections I.A., B., and C. As minors, they must be under constant supervision by school personnel and may not under any circumstances be left alone with other students.
- IV. Volunteers who do not have any contact with students other than his or her own child(ren), such as School Advisory Committee (SAC) and PTA volunteers who only attend meetings, need not comply with sections I.A., B., C. and D.
- V. Volunteers may not be left alone with a student unless they have met Level II background screening requirements and are approved by the school’s principal. Approved volunteers may engage in activities such as, but not limited to, the

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following:

- A. Assisting in the classroom, office or library;
 - B. Acting as a tutor, chaperone, or volunteer coach, who is never left alone with students;
 - C. Assisting with extracurricular activities with other adults; or
 - D. Assisting with booster activities with other adults.
- VI. For purposes of this policy, being “alone with students” means that the volunteer is not within auditory or visual contact of a School Board employee, preferably a certificated employee, at all times when he or she is involved with the students and, therefore, has nonsupervised access to the students
- VII. A person may contest a denial of eligibility in writing to the Community and Family Engagement Office.
- VIII. All sexual predator and criminal records background checks must be repeated every two (2) years for the volunteer to retain his or her approved status.
- IX. The school principal has the final authority of volunteer access and assignment for his/her school.
- X. Any documentation relating to the screening of volunteers pursuant to this policy, including completed volunteer applications and the results of criminal records background checks, shall be kept solely at the District Office and released only in accordance with Florida’s open records laws. Any School Board employee who violates this confidentiality provision shall be subject to discipline.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**110.504(4), 110.504(5), 440.02(15)(d)6, 768.28,
943.04351, 1001.4 3, 1012.01, F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-1.070

HISTORY:

**ADOPTED: APRIL 1, 1997
REVISION DATE(S): MARCH 1, 2005
NOVEMBER 10, 2008
AUGUST 2, 2011
FORMERLY: IJOC**

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SCHOOL MENTORS

9.64

TITLE: School Mentors/Screening Process

In order to better ensure the safety of the students, the following procedures shall apply to all mentors in schools:

- (1) Mentoring is defined as a one-to-one relationship (or one to small group) between a caring adult and a student who could benefit from assistance and support. Mentoring has a factor in helping students improve grades, improve self-esteem, set goals, and raise expectations.
 - a. Mentors serve as coaches, supporters, role models, and advocates. They work closely with classroom teachers and school staff.
 - b. A Mentor is someone who, along with parents, provides young people with support, friendship, and reinforcement. Mentors are good listeners, people who care, people who want to help young people bring out their existing strengths.
- (2) The Department of Community and Family Engagement provides a centralized location for effective mentor management through assisting staff and mentor partner agencies to develop, coordinate and maintain a productive mentor service.
- (3) All mentors who have or will have any contact with students other than his or her own child(ren) must meet the following requirements:
 - a. Complete a mentor application;
 - b. Attend an orientation session;
 - c. Attend a three-hour training class;
 - d. Pass background screening and submit to fingerprinting for background check;
 - e. Choose a program from appropriate agency providers;

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- f. Match with a student with the collaboration of school staff and the agency provider;
 - g. Sign in at the main office in the mentor log; and
 - h. Wear an indentifying name tag provided by the school.
- (4) A person who comes into the school for a one-time special event, such as guest speakers, celebrity readers, parents and family members on “take your parent to school” days, or career day special guests, need not comply with sections (a), (b), (c), (e), (g) of paragraph 3 above. These persons are considered school guests. While no orientation is required, school personnel should brief guests on appropriate conduct and school safety procedures. Under no circumstances may guests be left alone with students.
- (5) Student mentors who are minors must comply with the standards of a valid partner agency, such as Big Brothers Big Sisters. And they must be under constant supervision by school personnel and may not under any circumstances be left alone with other students.
- (6) Current School Board employees and law enforcement personnel who desire to volunteer in a location different from the school in which they currently work must complete a mentor application form, but are exempt from any additional criminal records background check.

STATUTORY AUTHORITY: Section 1001.41(2); 1011.01(5), F.S.

LAWS IMPLEMENTED: Section 110.504(4)(5); 440.02(14); 768.28, F.S.

ADOPTED: April 1, 1997

REVISION DATE(S): March 1, 2005, November 10, 2008

FORMERLY: IJOC

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BACKGROUND SCREENING FOR CONTRACTORS (JESSICA LUNSFORD ACT) 9.65

- I. Contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level two (2) screening requirements as described in Florida Statutes. Contractual personnel shall include any vendor, individual or entity under contract with the School Board. Each vendor, individual contractor or employee of a contractor as described in this section must provide verification that he/she has met the level two (2) screening requirements prior to accessing a school campus.
- II. Contractual personnel must also meet the level two (2) screening requirements every five (5) years following entry into a contract. If the fingerprints of an individual under contract with the School Board have not been retained by the Florida Department of Law Enforcement, the individual must submit a complete set of fingerprints to the District.
- III. Each person under contract as described in section I. must agree to inform the party with whom he/she is under contract within forty-eight (48) hours if convicted of any disqualifying offense while under contract. If it is found that a person under contract does not meet the level two (2) requirements, the individual shall be immediately suspended from working in a contractual position and shall remain suspended until final resolution of any appeals.
- IV. The Superintendent shall develop procedures to implement this policy.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1012.32, 1012.465, F.S.

ADOPTED: NOVEMBER 10, 2008

FORMERLY: NEW

**CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND
INTERLOCAL AGREEMENTS**