

DUVAL COUNTY

SCHOOL BOARD POLICIES

SECTION E: SUPPORT SERVICES

ENVIRONMENTAL AND SAFETY PROGRAM

FILE: EB

TITLE: Safety

POLICY:

- (1) The principal shall cooperate with the Police Department, the Highway Patrol, and the County Sheriff's Department in providing safe conditions for students. School safety patrol units are encouraged.
- (2) All School Board employees shall take all reasonable precautions to protect the physical welfare of each student.
- (3) The principal shall remove hazards where possible and shall report in writing to the Director of Safety all other known hazards.
- (4) The principal, in cooperation with the faculty, the noninstructional staff, the police, and fire department shall initiate a school safety program in an effort to prevent accidents to students.
- (5) 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.
- (6) The Director of Safety 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.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 316.614; 1001.54; 1006.07; 1012.28; 1013.12, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-2.076

ADOPTED: April 1, 1997

TITLE: Toxic Substances in School Work Areas

POLICY:

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

- (1) Notification of School Board employees of where to direct requests for information on such substances;

(2) 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,

(3) Distribution of information regarding the use of any toxic substances in the District school system to the local fire department.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Section 1013.49, Florida Statutes

ADOPTED: April 1, 1997

TITLE: Safety Belt Usage

POLICY:

(1) 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 Section 316.003, 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.

(2) The number of front seat passengers of a pick-up truck required to wear a safety belt shall not exceed the number of safety belts which were installed by the manufacturer.

(3) School bus drivers shall wear a seat belt when operating a school bus.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 316.003; 316.614; 1006.21, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-3.017

ADOPTED: April 1, 1997

BUILDINGS AND GROUNDS INSPECTIONS

FILE: EBA

TITLE: Inspections

POLICY:

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 6A-2.078.

(1) All school buildings shall be inspected at least once during each school fiscal year by a person who is certified by the Florida Department of Education. Such inspection shall be conducted to determine compliance with State Board of Education Rules Chapter 6A-2. A copy of such inspection report(s) shall be submitted to the principal, Superintendent, and School Board.

(2) The Superintendent shall report to the Florida Department of Children and Family Services the results of initial measurements on the level of indoor radon in all District school buildings and any facility housing students in Prekindergarten through grade 12.

(a) Procedures for determining the level of indoor radon shall conform to measurement procedures established by the Florida Department of Children and Family Services.

(b) Repeated measurements on the level of indoor radon shall be performed and reported to the Florida Department of Children and Family Services at five (5) year intervals subsequent to the initial measurement.

(3) Bleachers shall be inspected every two (2) years by a structural engineer who is certified by the State of Florida.

(4) The State Fire Marshall is authorized to issue a joint order with the Superintendent to vacate a facility when the State Fire Marshall or his/her deputy or a properly certified special state fire safety inspector pursuant to Section 633.081, Florida Statutes, conducts a fire safety inspection as authorized in Sections 633.081 and 633.085, Florida Statutes, and determines that a serious fire safety hazard exists posing an immediate danger to the public health safety, or welfare. The Superintendent shall immediately notify the School Board members about the order.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 404.056; 633.081, 633.085; 1001.42(9), Florida Statutes

STATE BOARD OF EDUCATION RULES: Chapter 6A-2

ADOPTED: April 1, 1997

EMERGENCIES

FILE: EBC
See EBC-ap

TITLE: Fire and Emergency Evacuation Drills

POLICY:

Fire and emergency evacuation drills shall be conducted at schools monthly. The responsibility for fire and emergency drills shall be designated to appropriate staff by the Superintendent.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.49; 1001.54; 1006.07(6) Florida Statutes

STATE BOARD OF EDUCATION POLICY: 6A-2.086

JACKSONVILLE ORDINANCE CODE: Section 420.111

ADOPTED: April 1, 1997

DISASTER PLANS

FILE: EBCA

TITLE: Emergency Disaster

POLICY:

Selected schools may be designated as emergency shelters or centers for Emergency Management use in the event of a disaster. Principals or designees shall be available to prepare their school as an emergency shelter and to look after the interest of the school system when directions are received from the Superintendent or designee.

- (1) Each school principal shall review the district Emergency Procedures Manual and Disaster Plan and provide a disaster plan for his/her facility.
- (2) All information relating to emergency procedures shall be made available to employees and concerned parents.
- (3) An accurate record must be kept of all food or supplies used from the school inventory.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.42; 1001.51; 1001.54; 1013.10, Florida Statutes

ADOPTED: April 17, 1997

TITLE: Shelter Operations

POLICY:

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.

- 1. Notice of activation shall come from the Superintendent or his/her designee.
- 2. "In accordance with Florida Statutes," ALL employees activated in an emergency situation are required to report to their duty stations.

3. 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.
4. Shelter staff shall follow the guidelines set forth the “Shelter managers Guide” (Section 5-A) in the district’s Comprehensive Emergency Management Plan (C.E.M.P.).

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.42; 1001.51; 1001.54; 1013.10, Florida Statutes

ADOPTED: April 17, 1997 **ADOPTED:**

SCHOOL CLOSINGS AND CANCELLATIONS

FILE: EBCE

TITLE: Emergency Closing of Schools

POLICY:

School shall be dismissed prior to the regular daily dismissal hour with the approval of or by direction of the Superintendent or designee. Except that, the principal may dismiss the school when the Superintendent cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such early dismissal made by the principal shall be reported immediately to the Superintendent's Office with a statement describing the reasons for early dismissal. The Superintendent shall advise the School Board when a school is closed as provided herein.

- (1) In a declared state of emergency, control of students shall be maintained by school personnel until these students are released from school.
- (2) The principal shall cooperate with Civil Defense and Red Cross authorities during a natural or man-made disaster. If a riot or similar situation occurs, the principal shall cooperate with the law enforcement authorities.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.42(4)(f); 1001.51; 1001.54; 1013.12, Florida Statutes

ADOPTED: April 17, 1997

BUILDINGS/GROUNDS/PROPERTY MANAGEMENT

FILE: EC
See EC-ap

TITLE: School Property; Custodians

POLICY:

The custodian of school property is the person to whom responsibility for the custody of certain property has been delegated by the Superintendent.

- (1) The Superintendent is designated as the custodian for all property owned or controlled by the School Board provided, however, he/she may delegate responsibilities to other school personnel.
- (2) Each school principal shall be the custodian of all property located at and charged to that school. The District department head shall be the custodian of all property purchased through and assigned to that department. The principal or the District department head may delegate the responsibility to employees in that school or department and that person shall be responsible to the principal or District department head.
- (3) Principals and district department heads shall make provisions to ensure that all School Board facilities are locked and secured when not in use by students, employees or other authorized persons.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 274.02; 1001.42(2); 1013.10; 1013.28, Florida Statutes

ADOPTED: April 1, 1997

SECURITY

FILE: ECA

TITLE: Campus Disorders

POLICY:

Individuals who enter School Board property without a legitimate reason and create a disturbance or refuse to leave the property when asked by the principal or person in charge are subject to criminal penalty as provided in Florida Statutes.

(1) The principal or designee shall direct an individual to leave the school campus or facility when the individual enters the campus and/or commits any act that interferes with school activities. Exceptions to this procedure are prescribed in Section 810.097, Florida Statutes.

(2) The principal shall contact appropriate law enforcement officers in cases of serious disruptive activity or refusal to leave the school grounds.

(3) The Superintendent or designee shall be notified immediately of any cases of serious disruptive activity.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 810.097; 1006.145, Florida Statutes

ADOPTED: April 1, 1997

TITLE: Security Plan

POLICY:

All District schools shall develop and implement a security program to be in effect during the operating hours of schools. The security program shall be the school principal's responsibility and shall be consistent with provisions in Florida Statutes and State Board of Education Rules.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAW IMPLEMENTED: Sections 1001.54; 1006.07(6), Florida Statutes

STATE BOARD OF EDUCATION RULES: 6A-1.0403

ADOPTED: April 17, 1997

VANDALISM

FILE: ECAC

TITLE: Vandalism and Malicious Mischief

POLICY:

The principal or designee shall report any vandalism immediately to the District School Security giving all available information.

(1) A student who willfully damages school property, a school bus, or bus equipment shall be properly disciplined. The parent(s) or legal guardian of a minor student (or the student if he/she is an adult) shall reimburse the owner of the bus for restoration or for replacement of any damaged property in accordance with the true value as determined by the appropriate administrative staff. Students who damage school property, a school bus or bus equipment shall be subject to disciplinary action according to the Code of Student Conduct.

(2) In any case of willful damage to school property, a school bus or bus equipment by a person other than a student, the person shall be requested to reimburse the District for restoration or to replacement of any damaged property in accordance with the true value as determined by the appropriate administrative staff.

(3) A civil action against the parent(s) or legal guardian (or against the student if he/she is an adult) or against any other person who willfully damages school property, a school bus, or bus equipment, may be instituted by the School Board to recover damages as a result of the vandalism, if necessary.

(4) Any individual, group, or organization granted a permit of the use of District property shall be responsible for any damage to District buildings, equipment, or grounds and shall reimburse the district for such damage in accordance with the true value as determined by the appropriate administrative staff. 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 in legal action as the School Board deems proper to recover the amount of damages.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 741.24; 806.13; 1001.42(9), Florida Statutes

ADOPTED: April 17, 1997

BUILDINGS AND GROUNDS MAINTENANCE

FILE: ECB

TITLE: Sanitation and Custodial Services

POLICY:

The school principal 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 storage rooms and rest rooms, food service, and other student occupied areas.

(1) The school principal shall complete the District Custodial Inspection Form and shall maintain it on file in his/her office.

(2) The Manager of Custodial Services, with the assistance of school principals, shall be responsible for the placement, supervision, and training of custodial personnel.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.42(9); 1012.28, Florida Statutes

ADOPTED: April 17, 1997

CUSTODIAL SERVICES

FILE: ECD

TITLE: Infection Control Guidelines

POLICY:

The Director of Safety in cooperation with the School Board Physician, shall develop guidelines for infection control which shall include, but not be limited to:

- (1) General precautions for at-risk School Board employees who handle body fluids and potentially contaminated materials.
- (2) Special precautions for health care workers and school nurses who handle body fluids and containers.
- (3) Cleaning procedures for school custodians.
- (4) Instructions for cleaning any potentially contaminated blood spills.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.41(1); 1013.12, Florida Statutes

ADOPTED: April 17, 1997

**MATERIALS AND EQUIPMENT RECEIVING
AND WAREHOUSING**

FILE: EDA

TITLE: Warehousing and Distribution

POLICY:

- (1) 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.

- (2) 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: Section 1001.41(2), Florida Statutes

LAW IMPLEMENTED: Section 1001.42(2), Florida Statutes

ADOPTED: April 1, 1997

**MAINTENANCE AND CONTROL OF MATERIALS
AND EQUIPMENT**

FILE: EDB

TITLE: Management of Textbooks

POLICY:

The principal shall be responsible for the proper care and storage of textbooks. The following shall be observed by the principal.

(1) Students shall be informed that textbooks are on loan from the District and that proper care and accounting of the books is required.

(2) All textbooks received by the school shall be properly accounted for by the principal or designee.

(3) A student who loses or damages a book beyond normal usage shall be assessed the cost for replacing the damaged or lost book. At the time the textbook is issued, the condition of the book will be checked on a Student Textbook Form. The cost for replacement of the lost or damaged textbook, according to the condition at the time of issuance, will be based on the following:

"A" Condition (new) - full price

"B" Condition - 75% of list price

"C" Condition - 50% of list price

(4) Principals shall withhold the issuance of textbook(s) to a student who has not returned or paid for replacing textbook(s) according to item (3).

(a) Prior to withholding textbook(s), the principal shall send a written notification to the parent/guardian to ask for a conference regarding the lost or damaged textbook.

(b) Each school shall be responsible for developing a procedure for giving each student access to textbook materials for homework assignments should textbook(s) be withheld. The procedure will contain a requirement that a copy of each textbook shall be available in each classroom for a student to utilize during the regular class period. In addition, one copy will be available in the media center for homework assignments.

(c) A student who is not financially able to pay for replacing a lost or damaged textbook may have an appeal initiated by a parent/ guardian, teacher, or school administrator. The appeal will include a written statement that neither the student nor his family can financially afford to pay for the lost/damaged textbook. If the appeal statement is proposed by

a parent/guardian or teacher, it will be submitted to the principal for his/her approval.

(5) A report card or progress report shall not be withheld from the parent/guardian nor the permanent record for failure to pay an assessment for lost or damaged books or for any other reason.

(6) Teachers shall inventory books issued to students at the end of each grading period and shall determine whether books are receiving proper care.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1006.28(3); 1006.42, Florida Statutes

ADOPTED: April 1, 1997

TRANSPORTATION SERVICES

FILE: EE

TITLE: Purpose and Functions of the Transportation Program

POLICY:

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 school as determined by the School Board and in accordance with Section 1006.21(3), Florida Statutes. To administer the Transportation Program, the School Board shall:

- (1) Organize and establish the District's transportation system and authorize the Superintendent to develop procedures for implementing the system.
- (2) Provide adequate educational opportunity to students of school age who do not live within a reasonable walking distance of the school to which assigned.
- (3) Provide transportation services to exceptional education students and students who are assigned to other programs as may be authorized by the School Board.
- (4) Provide transportation services for students engaged in field trips, extracurricular activities, and other approved trips as provided in these Rules.
- (5) Safeguard the safety and welfare of the students while being transported to and from school and school-sponsored or school-related activities.
- (6) Require such reports and information as may be needed to fulfill its responsibilities.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Section 1006.21, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-3.017

ADOPTED: April 1, 1997

STUDENT TRANSPORTATION

FILE: EEA

TITLE: Transported Students

POLICY:

All students who are legally enrolled in the District and who are eligible for transportation shall be entitled to District-provided transportation.

(1) Any student who resides one and one-half (1 ½) or more miles from his/her assigned school by the most direct traveled route, as determined by the Director of Transportation, is eligible to ride the school bus to and from that school.

(a) A student who is physically or mentally impaired may be eligible for transportation as determined by the Superintendent or designee.

(b) One (1) mile shall be considered a reasonable walking distance to a bus route for students who are eligible to ride a school bus.

(2) Parent(s) or guardians of a student who is eligible for transportation and resides beyond the accessibility of a school bus may be reimbursed by the School Board for use of a private automobile or other conveyance for this purpose as provided in the School Board Policy entitled "Transporting Students in Private Vehicles" (File: EEAG).

(3) Only a student who is regularly enrolled as a transported student and whose name appears on the bus assignment list shall be permitted to ride such bus while it is being operated on a regular school bus route except upon the written request of the parent(s) or legal guardian of a student and with the written approval of the principal or designee. Such exception may be granted only when the student's welfare is involved due to a safety concern or an emergency condition in the home. When an emergency condition exceeds five (5) school days, the Superintendent's or designee's approval shall be required. Approval shall not be allowed for:

(a) Student visitation, unless duly authorized; or,

(b) For a student to obtain transportation to his/her regular place of employment.

(4) No person shall be eligible for transportation on a field trip or extracurricular school trip unless he/she is authorized by the principal or designee.

(5) The parent(s) or legal guardian of transported students shall be responsible for:

- (a) Ascertaining and ensuring that his/her child(ren) arrive at the bus stop on time in the morning; and,
- (b) Providing the necessary protection for his/her children in going to and from bus stops.

(6) 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.

(7) An eligible student shall be provided transportation as outlined in this policy so long as he/she abides by the rules of safety and behavior necessary to operate the District's transportation system. Serious infraction of School Board Policies may result in the loss of the student's privilege. The student's parent(s) or legal guardian shall be responsible for ensuring the student abides by these Policies or shall provide for the student's transportation themselves. Suspension from a bus shall not constitute an excuse for non-compliance with compulsory attendance requirements.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1006.21; 1006.22, Florida Statutes

STATE BOARD OF EDUCATION RULES: 6A-3.001; 6A-3.017; 6A-3.018

ADOPTED: April 1, 1997

BUS SCHEDULING AND ROUTING

FILE: EEAC

TITLE: Bus Routes

POLICY:

(1) Designation of Bus Routes - The School Board, after considering the Superintendent's recommendation, shall approve school bus routes to be traveled regularly by each school bus. Each such route shall meet the following requirements:

(a) The route shall be planned, scheduled, and adjusted to the capacity of the bus and, insofar as practicable, the normal capacity of each bus shall be used, without standees, 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. 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.

(b) School bus routes which are designated by the School Board 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.

(c) 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. One (1) mile shall be considered a reasonable walking distance to a bus route.

(d) 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.

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

(f) Student loading and unloading stops shall be established at least one fourth (1/4) of a mile apart, except when student's safety and welfare may be involved.

(2) 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.

(3) 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.

(4) Nontransportation Zones - The School Board shall designate, by map or otherwise, nontransportation zones based on the Superintendents recommendations. These represent areas in the District where transportation services are unnecessary or impracticable. Nontransportation zones shall be

designated annually prior to the opening of school and prior to the designation of bus routes for the ensuing school year.

(5) Double Routing - Bus routes may be designated for students to be picked up and unloaded without the necessity of crossing a highway having four (4) or more lanes of traffic and a median strip five (5) or more feet wide. Before such bus routing plan is implemented, the School Board shall designate those roads or highways that qualify for double routing and, when so designated, 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) No double routing plan shall be approved for roads or highways if stop and go traffic control devices are in use, traffic is directed by an officer, or a road has less than four (4) traffic lanes.

(6) School Route Survey - An annual school route survey shall be conducted prior to each school year. This survey shall respond to the criteria established for the safety of students who walk or are transported regularly between their home and the school in which they are enrolled.

(7) 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.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.42(8)(13); 1006.21; 1006.22, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-3.017

ADOPTED: April 1, 1997

US SAFETY PROGRAM

FILE: EEAE

TITLE: Bus Emergency Evacuation Drills

POLICY:

Emergency evacuation drills shall be planned and conducted at least once each semester, including summer school, for students who are transported on each school bus to facilitate rapid, safe, and orderly evacuation of buses in case of emergency. The record of the drill shall be filed in the principal's and Transportation Department's Office.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.42(8); 1001.54, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-3.017

ADOPTED: April 1, 1997

TITLE: Instruction in Bus Safety Practices

POLICY:

Each school principal or designee shall provide instruction at least twice each year for all transported students in safe practices to board and depart from the school bus. The principal and his/her instructional staff members shall determine the most effective and practical manner in which to provide such instruction.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAW IMPLEMENTED: Section 1001.42(8), Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-3.017

ADOPTED: April 1, 1997

BUS DRIVER REQUIREMENTS, TRAINING AND RESPONSIBILITIES

FILE: EEAEA

TITLE: Licensure of School Bus Drivers

POLICY:

(1) Each school bus driver shall possess the minimum qualifications prescribed in Florida Statutes and State Board of Education Rules, including physical qualifications and examinations described in 49 C.F.R. 391.41-.49 and controlled substance testing described in 49 C.F.R. 391.81-.123. Each driver shall hold a valid:

(a) School Bus Driver's License; and,

(b) Commercial Driver's License for a Class B vehicle with a passenger endorsement.

(2) The licenses specified in Subsection (1) herein shall be displayed in a conspicuous place in the school bus or shall be carried by the driver while operating the bus.

(3) School bus drivers shall study and observe all Florida Statutes, State Board of Education Rules, and School Board Policies.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Section 1012.45, Florida Statutes

STATE BOARD OF EDUCATION RULES: 6A-3.014; 6A-3.0141; 6A-3.015; 6A-3.017

ADOPTED: April 1, 1997

BUS PURCHASING AND MAINTENANCE

FILE: EEAEB
See EEAEB-ap

TITLE: Vehicle Maintenance Program

POLICY:

(1) All transportation equipment shall be maintained in safe operating condition. The Director of Transportation shall be responsible for ensuring that contractors have a planned program of maintenance to keep all vehicles running safely and efficiently. This program shall include:

(a) Instructing bus drivers in methods of anticipating and noting maintenance problems.

(b) Inspecting and servicing all vehicles as prescribed in State Board of Education Rule 6A-3.017 on a periodic basis.

(c) Maintaining service and repair records on each vehicle as required by State Board of Education Rule 6A-3.017. 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.

(2) The mechanical condition of each school bus shall be determined at least once every twenty (20) school days that the bus is in operation. 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.

(3) School buses shall be kept clean and neat at all times and shall be swept at least twice each day.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Section 1006.21, Florida Statutes

STATE BOARD OF EDUCATION RULES: 6A-3.017; 6A-3.018

ADOPTED: April 1, 1997

TITLE: Replacement Schedule of School Buses

POLICY:

The Superintendent, based on an actual study, shall develop a recommended replacement schedule for school buses as the supporting study justifies.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1006.21; 1011.71, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-3.018

ADOPTED: April 1, 1997

STUDENT CONDUCT ON SCHOOL BUSES

FILE: EEAEC/JICC

TITLE: Exiting the School Bus

POLICY:

No student shall leave the school bus on his/her way to or from school without the student's parent(s) or legal guardian and the principal's or designee's written authorization except at the customary destination of the bus which shall be either the school or the assigned stop.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1006.21; 1006.22, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-3.017

ADOPTED: April 1, 1997

**EXTRACURRICULAR ACTIVITY BUSES/FIELD TRIPS- FILE: EEAF
SPECIAL EVENTS TRANSPORTATION**

TITLE: Use of School Buses for Extracurricular and Field Trips

POLICY:

- (1) A school principal may contract with a school bus owner for transporting students to school-sponsored activities in which they are required or expected to attend. The school bus owner shall:
 - (a) Hold a valid contract with the School Board for the transportation of students to and from school;
 - (b) Carry the required insurance for the protection of students; and,
 - (c) Maintain the bus in a safe condition as required by Florida Statutes and State Board of Education Rules and is otherwise operating legally.
- (2) Extracurricular and field trips shall not interfere with the normal transportation of students to or from school.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1006.21; 1006.22; 1006.24, Florida Statutes

STATE BOARD OF EDUCATION RULES: 6A-1.052; 6A-3.017

ADOPTED: April 1, 1997

STUDENT TRANSPORTATION IN PRIVATE VEHICLES **FILE: EEAG**

TITLE: Transporting Students To and From School in Private Vehicles

POLICY:

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.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.42; 1006.21; 1006.22; 1006.25, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-3.017

ADOPTED: April 1, 1997

TITLE: Transporting Students in Private Vehicles for Educational Field Trips or School-Sponsored or School-Related Events

POLICY:

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 is impractical or where there is an emergency situation (illness or accident) involving a student. Such transportation in a privately-owned vehicle (other than an emergency situation) shall only be approved by the principal under the following circumstances:

- (1) The transportation is provided in a passenger car not to exceed eight students or in any motor vehicle designed to transport ten (10) or fewer persons which meet all federal motor-vehicle-safety standards for passenger cars.
- (2) Students shall be required to use the occupant crash protection system provided by the vehicle manufacturer.
- (3) 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.

(4) The school principal shall have on file proof of insurance coverage at limits that may be required by the School Board.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1006.21; 1006.22; 1006.24, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-3.017

ADOPTED: April 1, 1997

STUDENT TRANSPORTATION RECORDS AND REPORTS **FILE: EEAI**

TITLE: Accident Reports Involving School Buses

POLICY:

An accident report shall be prepared immediately after an accident involving a bus or school passenger. The bus drivers shall be responsible for completing the appropriate District form and filing it with appropriate personnel.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1006.21; 1006.22, Florida Statutes

ADOPTED: April 1, 1997

BUSINESS AND PERSONNEL TRANSPORTATION SERVICES FILE: EEB

TITLE: Personal Use of District-Owned Vehicles

POLICY:

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 Superintendent or designee shall designate said employees and the School Board shall approve the employee's use of the vehicle and determine the parking location of the vehicle. The use of District-owned vehicles for personal use shall be prohibited.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAW IMPLEMENTED: Section 1001.41(1), Florida Statutes

ADOPTED: April 1, 1997

FOOD SERVICES

FILE: EF

TITLE: General Food Service Requirements

POLICY:

- (1) The school food service program shall operate according to requirements set forth in Sections 1001.42(14) and 1006.06, Florida Statutes, State Board of Education Rules 6A-7.040 through 6A-7.049 and applicable federal laws. The school food service program shall include the federally reimbursed breakfast and lunch program, summer feeding program, ala 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.
- (2) The school food service program shall be an integral part of the District's educational program, offering nutritional and educational opportunities for students.
- (3) 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.
- (4) 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 provided otherwise in School Board Policies.
- (5) The school food service program shall meet the standards for Food Service and Sanitation and Safety as provided by Florida State Board of Health and Florida State Department of Education.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.42(14); 1006.06, Florida Statutes

STATE BOARD OF EDUCATION RULES: 6A-7.040 through 6A-7.049

ADOPTED: April 1, 1997

TITLE: Meal Patterns

POLICY:

(1) 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.

(2) 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: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.42(14); 1006.06, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-7.040

ADOPTED: April 1, 1997

TITLE: Use of Food Facilities

POLICY:

(1) 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.

(2) 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: Section 1001.41(2), Florida Statutes

LAW IMPLEMENTED: Section 1001.42(14), Florida Statutes

ADOPTED: April 1, 1997

TITLE: Emergency Feeding

POLICY:

All school food service personnel are encouraged to cooperate in the food program when an emergency exists. An accurate account of all supplies which are purchased and donated shall be maintained during the emergency.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAW IMPLEMENTED: Section 1001.42(14), Florida Statutes

ADOPTED: April 1, 1997

TITLE: Principal's Responsibility for the Food Service Program

POLICY:

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.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.42(14); 1001.54; 1012.28, Florida Statutes

ADOPTED: April 1, 1997

USE OF SURPLUS COMMODITIES

FILE: EFAA

TITLE: USDA Commodities

POLICY:

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 violative of federal regulations.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.42(14); 1006.06, Florida Statutes

ADOPTED: April 1, 1997

FREE AND REDUCED PRICE FOOD SERVICES

FILE: EFC

TITLE: Free and Reduced Price Meals

POLICY:

Free or reduced price meals shall be served to all students who qualify based on eligibility criteria approved by the School Board.

(1) 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.

(2) 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.

(3) 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: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.42(14); 1006.06, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-7.0421

ADOPTED: April 1, 1997

PRICING OF AND PAYMENT FOR FOOD SERVICES

FILE: EFD

TITLE: Sale Price of Meals

POLICY:

(1) 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.

(2) Meals shall not be sold to a student or an adult on a credit basis.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.42(14); 1006.06, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-7.042

ADOPTED: April 1, 1997

COMPETITIVE FOOD SALES/VENDING MACHINES

FILE: EFE

TITLE: Food and Beverage Services Available to Students

POLICY:

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. However, these items may be sold in secondary schools only, one (1) hour following the close of the last lunch period. Proceeds from the sale of competitive food and beverage items during the school day shall accrue to the food service program or to a school organization approved by the School Board.

Carbonated beverages may be sold to students in high schools by a school organization or activity, authorized by the principal, at all times provided a beverage of one hundred (100) percent fruit juice is sold at each location where carbonated beverages are sold. Carbonated beverages shall not be sold where breakfast and lunch is being served or eaten.

Non carbonated beverages, including one hundred (100) percent fruit juice may be sold at all times during the day at any location.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAW IMPLEMENTED: Section 1001.42(14), Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-7.042

ADOPTED: April 1, 1997 **Amended:** October 7, 2003

PHOTOCOPYING SERVICES

FILE: EGAB

TITLE: Photocopying Public Records

POLICY:

Copies of public records may be obtained by making a request to the lawful custodian of the records. If parties requesting copies are charged, such charges for copies of public records not exceeding 8 1/2" X 14" in size shall not exceed fifteen (15) cents for each one-sided copy or twenty (20) cents for each two-sided copy, unless a different fee is otherwise prescribed by Florida Statutes. A dollar (\$1.00) fee shall be assessed for a certified copy of a public record.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAW IMPLEMENTED: Section 119.07, Florida Statutes

ADOPTED: April 1, 1997

MAIL AND DELIVERY SERVICES

FILE: EGAE

TITLE: Courier and Delivery Services

POLICY:

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

(1) 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.

(2) 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; (1) the material is determined to be beneficial to students or School Board employees, (2) 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 (3) distribution does not violate federal or state law.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAW IMPLEMENTED: Section 1001.41(1), Florida Statutes

ADOPTED: April 1, 1997

DATA MANAGEMENT

FILE: EH

TITLE: District Management Information System

POLICY:

(1) Reports and Forms Management Control System -

(a) A Reports and Forms Management Control System shall be established and implemented under the direction of the Superintendent or designee to assure compliance with the rulemaking procedures of Chapter 120 and Section 1008.385, Florida Statutes, and to provide efficient, timely, accurate, and valid information and data gathering.

(b) Any form which imposes any requirement or solicits any information not specifically required by State Board of Education Rules or an existing School Board Policy shall be included in the definition of "Rule" and the rulemaking adoption procedure of the Administrative Procedure Act shall apply.

(2) District Reports-Control and Forms-Control Management System Committee

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(a) The Superintendent shall appoint a Committee composed of administrative and instructional staff members. A majority of the Committee shall be nominated by the collective bargaining agent for instructional staff.

1. One-third (1/3) of the Committee shall be appointed to a one (1) year term, one-third (1/3) for a two (2) year term, and one-third (1/3) for a three (3) year term. Any vacancies on the Committee shall be filled following the same appointment procedures.

2. The Superintendent shall designate a chairperson to preside at the first meeting. Thereafter, a chairperson shall be selected annually by Committee members subsequent to Committee appointments.

(b) The Committee, working in conjunction with the State Management Information System Committee, shall periodically recommend to the School Board any revised procedures for eliminating, reducing, or consolidating paperwork and data collection requirements.

(c) An annual report describing activities and findings shall be submitted to the Superintendent by the Committee.

(3) Functions of System -

(a) This system shall be designed to coordinate and control the data collection forms which are used by the District and to prepare reports for the Florida Department of Education.

(b) Objectives of this system shall be to:

1. Ensure maximum coordination and efficiency of data collection.
2. Simplify reporting requirements and formats of data collection forms.
3. Consolidate or eliminate data collection and all other types of forms to minimize duplication of efforts.
4. Assist data collectors in locating data which is readily available to meet their needs.

(4) Authority -

(a) All District data forms used by programs and offices under the School Board's jurisdiction shall be subject to procedures developed for the MIS including a review and approval or denial of all such forms. Decisions in conjunction with this system may be appealed to the Director of MIS.

(b) Each approved report and form shall be assigned a unique number and date of issue. A copy of each reporting requirement and form shall be entered in a file with instructions for their use, if necessary, and shall be made a part of this Policy. Any report or form without a unique number or issue date shall not be used.

(5) Forms -

(a) A data collection form shall be defined as any form, memorandum, letter, or method which requires District staff in two (2) or more locations to collect, maintain, or report items of information.

(b) Due caution shall be exercised to protect the privacy of the records of individuals.

(6) Authorization and List of Forms - District forms which are indexed by the MIS Office shall constitute the approved District forms as required by Section 120.53(1)(b), Florida Statutes. A copy of any form may be obtained from the

MIS Office; the cost of the form(s) shall be in accordance with the policy entitled "Photocopying Public Records" (File: EGAA) as provided herein.

(7) New or Revised Forms - Any new or revised form shall be submitted to the Superintendent for review. Any form developed by the District which imposes any requirement or solicits any information not required by Florida Statutes or by any existing State Board of Education Rules shall be submitted for approval by the District Reports-Control and Forms-Control Management System Committee and upon approval shall be placed on file in the MIS Office.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.42; 1001.51; 1008.385(2), Florida Statutes

ADOPTED: April 1, 1997

COMPUTERIZED DATA SYSTEMS

FILE: EHA

TITLE: Computer Systems

POLICY:

The School Board shall provide the necessary resources to effectively utilize computer processing capabilities and to support fiscal, management, and program objectives associated within the areas of curriculum, business affairs, personnel, facilities, and student services.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAW IMPLEMENTED: Section 1001.41(1), Florida Statutes

CITY CHARTER: Section 13.09

ADOPTED: April 1, 1997

TITLE: Transmission of Computer Data

POLICY:

The School Board authorizes transmission of computer data by special printed reports or tapes, when applicable, to appropriate state or federal departments for specific reporting requirements mandated by state or federal laws. Each transmittal shall be formatted to facilitate processing by the receiving agency and to ensure accuracy of the data forwarded by the School Board.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAW IMPLEMENTED: Section 1001.41(1), Florida Statutes

ADOPTED: April 1, 1997

COMPUTER SECURITY AND CONTROL

FILE: EHAA

TITLE: Computer Data Base Resources

POLICY:

(1) 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 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 with the confidentiality of the data involved.

(2) 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.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.42(11); 1001.51, Florida Statutes

ADOPTED: April 1, 1997

DATA/RECORDS RETENTION

FILE: EHB

TITLE: Records Retention and Disposal

POLICY:

- (1) 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.
- (2) Pursuant to public records laws and rules of the Florida Department of State, the Superintendent or designee shall develop a records retention schedule for each record series or type of record.
- (3) Records which are designated as permanent in Section 120.53(2), 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, 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 Policy shall have the same force and effect as the originals, and shall be treated as originals for the purpose of admissibility in evidence.
- (4) After complying with the provisions of Section 257.36, Florida Statutes, the Superintendent or designee 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.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 119.01; 119.041; 119.09; 120.53(2); 257.36; 1001.51(12), Florida Statutes

ADOPTED: April 1, 1997

INSURANCE PROGRAM/RISK MANAGEMENT

FILE: EI

TITLE: Insurance Settlements

POLICY:

Any insurance settlement in an amount greater than fifty thousand (\$50,000) shall be presented to the School Board for acceptance or rejection. A settlement offer of fifty thousand (\$50,000) or less may be accepted by the Superintendent or designee without the School Board's approval.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAW IMPLEMENTED: Section 1001.42, Florida Statutes

ADOPTED: April 1, 1997 **Amended:** June 1, 2004

TITLE: Risk Management

POLICY:

- (1) The Superintendent or designee shall develop a risk management program to deal with losses resulting from property, casualty, and personnel loss exposures.

- (2) The General Services Office shall be responsible for administering the District's risk management program.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.32; 1001.42(10)(k), Florida Statutes

ADOPTED: April 1, 1997