

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY 2.09

The School Board shall be responsible for school and student performance and for developing, approving, implementing, and maintaining a system of school improvement and education accountability pursuant to Florida Statutes and State Board of Education rules. The system shall establish the individual school as the unit for education accountability and shall conform with the provisions of planning, budgeting, and reporting as required by sections 1008.385, 1001.42, 1002.20, 1010.01, and 1011.01, Florida Statutes. *School* as used herein shall include each school-within-a-school, magnet school, self-contained educational alternative center, and satellite center.

The system shall include, but not be limited to, the following components:

1. School improvement plans which are adopted for each District school.

Each District school shall develop and present to the Superintendent, by the date set by the Superintendent, an individual school improvement plan for consideration by the School Board. The approved plan shall be implemented the next school year.

 - a. The plan shall be designed to achieve the state education goals and student performance standards and shall be based on a needs assessment conducted pursuant to data collection requirements in Florida Statutes.
 - b. The plan shall address school progress, goals, indicators of student progress, strategies, and evaluation procedures including adequate measures of individual student performance. School safety and discipline strategies and other academic-related issues may be included.
 - c. The plan for each District school shall be approved annually and shall be implemented as a new, amended, or continued school improvement plan.
 - d. The plan shall be developed by School Board employees in each District school in conjunction with the school advisory council.
 - e. Each school plan shall meet the requirements of Florida Statutes.

2. An approval process.

The District process for initial approval and subsequent annual approvals of school improvement plans shall provide for each school improvement plan to be reviewed and approved or disapproved by the School Board. The Superintendent shall refer any disapproved school improvement plans to the Florida Commission on Education Reform and Accountability.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

3. A two-year individualized assistance and intervention plan for schools that do not meet or make adequate progress, as defined in Florida Statutes and State Board of Education rules, in satisfying the goals and standards of their approved school improvement plan.
4. The District notification procedures to the Florida Commission on Education Reform and Accountability and the State Board of Education to identify any school that has completed a two-year individualized assistance and intervention plan without making adequate progress in satisfying the goals and standards of its approved school improvement plan.
5. A communication program, to inform the public about student performance and educational programs in District and school reports.
6. Funds for schools to develop and implement school improvement plans.
7. Reporting Procedures
 - A. ~~A reporting procedure to~~ provide the Florida Commission on Education Reform and Accountability with annual feedback on the progress of implementing and maintaining a system of school improvement and education accountability. Items specified in section 1001.42, Florida Statutes, shall be included in all feedback reports.
 - B. To provide parents with the school financial report including the average amount of money spent per student in the school.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

24.121(5)(c), 1001.10, 1001.42,
1001.43, 1001.452, 1002.20, 1003.413, 1008.33,
1008.345, 1008.385, 1011.01, F.S.

HISTORY:

ADOPTED: 11/9/98
REVISION DATE(S): 07/17/00, 03/25/02, 03/13/06, 4/8/13

FORMERLY:

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

ATHLETICS

4.09

1. Athletic programs shall be under the control of the school principal.
2. All District high schools shall be members of the Florida High School Athletic Association, Inc. (FHSAA) and shall be governed by the rules and regulations adopted by FHSAA. Students who participate in athletics shall meet eligibility requirements established by FHSAA and the School Board which are consistent with Florida Statutes.
3. Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a copy of the insurance card and a signed statement from the student's parent(s), as defined by Florida Statutes, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s) through the school, or the parent(s) may submit evidence that insurance has been provided through another source.
4. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s) being on file.
5. No student shall be a candidate for an athletic team or a participant in athletic competition without filing an informed consent signed by his/her parent(s). The consent must explain the nature and risk of concussion and head injury as required by law. The consent must be filed annually prior to participating in any physical activity related to athletic competition or candidacy for an athletic team.
6. A student athlete who is suspected of sustaining a concussion or head injury in a practice or competition shall be removed from play immediately. The athlete may not return to play without a clearance from appropriate medical personnel.
7. Pursuant to Section 768.135, Florida Statutes, licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.
8. All students shall be subject to all School Board rules and to the *Code of Student Conduct* while attending athletic events and practices.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

9. An automatic external defibrillator (AED) will be available for use, if needed, at every preseason and regular season interscholastic contest and at every FHSAA state championship series contest. Staff will be trained to use such equipment

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 768.135, 943.0438, 1000.21, 1001.43, 1002.20, 1002.31,
1006.07, 1006.15, 1006.16, 1006.20, F.S.

HISTORY:

ADOPTED: 11/9/98

REVISION DATE(S): 3/22/04, 8/10/09, 11/20/12

FORMERLY: 5.45

CHAPTER 5.00 – STUDENTS

ADMINISTRATION OF MEDICATION

5.15

Administration of Prescription Medication

1. Each school principal shall designate a staff member(s) to administer prescribed medications. The staff member(s) shall be trained annually by a registered nurse, licensed physician or a licensed practical nurse.
2. Administration of prescription or non-prescription/over-the-counter medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. Parents/guardians are encouraged to request prescriptions for medications which limit administration during school hours. First morning doses should be given at home with only mid-day doses administered by school health staff or designated staff member. Doses missed at home will not be administered by school health staff or designated staff member. Medication with an expired prescription date or expired manufacturer's date, will not be administered at school or during school sponsored activities. This rule, the *Standard Operating Procedures Manual*, and the *Code of Student Conduct* shall set forth provisions for administering prescription medications.
3. All prescription medications shall be delivered to the school nurse office/clinic by a parent/guardian or authorized person adult designated by the parent/guardian. All medication must be transported to and from school by the parent/guardian or adult designated by the parent/guardian. Prescription medication will only be received and stored in the original container from the licensed prescribing healthcare practitioner and pharmacy. All non-prescription/over-the-counter medication must be received in the original, sealed, unopened container with manufacturer's label attached and the student's name clearly written on the container. This medication must not be expired. All prescription medication must have with the following information on the label:
 - A. Student's name
 - B. Physician's name
 - C. Name of medication
 - D. Date of prescription and name of pharmacy
 - E. Specific instructions on the administration of the medication, including specific time, route and dosage. These label instructions must match the Medication/Treatment Authorization form instructions.

- F. Approximate duration of medication
- G. Expiration date

4. A ~~permission~~ Medication/Treatment Authorization form completed and signed by the student's parent/guardian(s) and the prescribing physician, as defined by Florida Statutes, shall be required for each medication. The ~~permission~~ form shall be updated annually for each medication required.
5. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.
6. Prescription medication which is kept at school shall be counted by the school nurse or a designated staff member and a parent/guardian or ~~an authorized person~~ adult designated by the parent/guardian. and ~~It~~ shall be stored in the original container, in a secure location under lock and key as designated by the school principal and/or school nurse. Only staff that have been designated by the principal and have received training shall have access to the administer the medication.
7. A student with a special health condition(s) such as asthma, diabetes, pancreatic insufficiency, cystic fibrosis or a student that has experienced or is at risk for life threatening allergic reactions, may carry and self-administer prescription medication for emergency situations ~~on self if approved by his/her physician and his/her parent and/or for the treatment of pancreatic insufficiency or cystic fibrosis, asthma or diabetes, as approved by his/her licensed prescribing healthcare practitioner, his/her parent/guardian, and the school nurse. The approval of the licensed prescribing healthcare practitioner, the parent/guardian, and the school nurse must be on file in the principal's and/or nurse's office. The approval of the physician and the parent and information regarding the medication required in 3. must be on file in the office/clinic.~~ A student who has permission to carry and self-administer emergency medication and/or medication for asthma, pancreatic insufficiency or cystic fibrosis, and/or diabetes, may carry the medication on the school bus or at any school-related activity, to and from school-sponsored events, while participating in school-sponsored activities, and while in school. The principal shall notify the bus driver and the transportation department regarding such students. The school nurse, upon performing a nursing assessment of a student, shall determine whether or not that student is ready to responsibly self-carry and administer medications at school or during school-sponsored activities without endangering the health and safety of themselves, school staff, and/or fellow students. If the school nurse determines that a student is not ready to responsibly self-carry and administer medications at school or during school-sponsored activities, the medication will be administered by school health staff and/or designated school staff.
8. A record shall be maintained on each student who receives ~~a prescription~~ any medication during school hours, including the date and time each dose of

—prescription medication was administered. These records shall be made available at all times to the principal and authorized staff.

9. Field Trips-The requirements for the administration of medication while students are away from school property and/or on official school business, shall be the same as those while on school property. All medications, including prescription and/or non-prescription/over-the-counter medications that are taken on field trips or other official school business, must be in the original container with the student's name clearly visible on the container, and stored under lock and key (except for students who have permission to self-administer emergency medications and/or medications for asthma, pancreatic insufficiency or cystic fibrosis, and/or diabetes). Only trained and designated school personnel or school health staff will administer medication away from the school site except for students who have permission to self-administer emergency medications.

10. Administration of Emergency Medication

- A. Schools may purchase and maintain a supply of epinephrine auto-injectors to use when a student is having an anaphylactic reaction. The medication shall be kept in a locked, secure location accessible only to trained personnel.
- B. The School Board shall adopt a protocol, developed by a licensed physician, for the administration of epinephrine in emergency situations.
- C. Only school personnel who are trained to recognize an anaphylactic reaction and certified to administer an epinephrine auto-injector or a person who is authorized by an authorized health care practitioner shall be permitted to administer this medication; however, the auto-injector may be given to a student who is authorized to self-administer an epinephrine auto-injector.
- D. Under the provisions of Florida Statutes, the District, and trained and certified personnel, or an uncertified person who administers an epinephrine auto-injector under the authorization of an authorized health care provider shall not be liable for any injury resulting from the administration of an auto-injector provided that school personnel were trained or authorized as provided by law, followed the established protocol and believed that the student was having an anaphylactic reaction.

11. Receipt, Control and Return of Medication

—All medication being received at the school health room, must be counted by the
—parent/guardian/adult designated by the parent/guardian delivering the
—medication and the school health staff receiving the medication. Verification of
—the count shall be made in writing on the student's Medication Administration
—Record by the person delivering the medication and the staff receiving the
—medication. Staff can accept no more than a 30-day supply of prescription
—medication.

Medication with an expired prescription date or expired manufacturer's date, will not be administered at school or during school-sponsored activities. The medication in the bottle must match the label, match the student's name, match the Medication/Treatment Authorization form, and have a current prescription label (within the past 30 days for controlled substances and antibiotics; within the past 12 months for other prescribed medications) on the bottle (if it is a prescribed medication).

All medication being returned to parent/guardian/adult designated by parent/guardian shall be counted with the parent/guardian/adult designated by parent/guardian receiving the medication and the school health staff who is returning the medication. Verification of the count shall be made in writing on the student's Medication Administration Record by the person returning the medication and the person receiving the medication.

All medication to be administered to a student(s) by designated and trained staff members while the student(s) is/are away from school property and/or on official school business, shall be counted with designated and trained staff members receiving the medication and the school nurse/school health staff who is releasing the medication. Verification of the count shall be made in writing on the student's Medication Administration Record by the person receiving the medication and the person releasing the medication.

All medication being returned to the school nurse/school health staff by designated and trained staff members shall be counted with designated and trained staff members returning the medication and the school nurse/school health staff who is receiving the medication. Verification of the count shall be made in writing on the student's Medication Administration Record by the person returning the medication and the person receiving the medication.

12. Changes to Medications

A new prescription bottle with correct labeling and a new Medication/Treatment Authorization form completed by the student's parent/guardian and the licensed prescribing healthcare practitioner is required for any dosage and/or time changes.

School health staff and/or designated staff members cannot begin or discontinue medications, alter or change dosages or times of administration, without a new Medication/Treatment Authorization form completed by the parent/guardian and the licensed prescribing healthcare practitioner.

Prescription labels shall not be altered with handwriting by a parent/guardian,
designated school staff or school health staff.

13. Discontinued Medication

When medication is discontinued, parents/guardians are required to pick up all
unused medication within one week. When the school year ends,
parents/guardians are required to pick up all unused medication by the end of the
last student school day. Unclaimed medication will be destroyed. When
medication is destroyed, this action shall be taken pursuant of 499.0121 Florida
Statute, in such a manner as no one could make use of the medication or be
harmed by it.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAW(S) IMPLEMENTED: 381.88, 381.885, 768.13, 1000.21,
1001.43, 1002.20, 1002.22, 1006.062, F.S.
STATE BOARD OF EDUCATION RULE(S): 6A-6.0251, 6A-6.0252, 6A-6.0253
STATE DEPARTMENT OF HEALTH RULE(S): 64F-6.004
HISTORY: ADOPTED: 11/20/01
REVISION DATE(S): 2/8/10, 11/8/10, 12/9/13, 12/8/14
FORMERLY: 5.182, 5.183

CHAPTER 6.00 – HUMAN RESOURCES

TEACHING OUT-OF-FIELD

6.131

1. For initial employment each member of the instructional or certificated administrative staff shall be employed in the subject field in which he or she is properly certified except as approved by the Superintendent. Employees hired to teach out-of-field must complete the minimum college credit hours or equivalent as specified in this policy each year toward certification in order to be eligible for reappointment.
2. Each principal shall report to the Superintendent any teacher who is assigned to teach a subject(s) for which he or she is not properly certificated. Such reports shall be filed at the beginning of each school year or when changes occur and shall include the following information: teacher's name, the certificate area(s) on the Florida Educator Certificate, the out-of-field assignment, and the justification. The School Board minutes shall reflect such approvals.
3. The District shall report out-of-field teachers on the District website within thirty (30) days before the beginning of each semester.
4. Recommendations will be given to a teacher to assist in meeting in-field certification requirements.
5. Continuing and professional services contract personnel who are out-of-field for certification shall complete the minimum college credit hours or equivalent as specified in this policy each year toward certification. Failure to comply with this policy may result in actions permitted by law or the ~~Code of Ethics of~~ *Principles of Professional Conduct for the Education Profession in Florida*.
6. A teacher out-of-field in a subject other than English for Speakers of Other Languages (ESOL) shall complete at least six (6) semester hours of college credit or the equivalent toward the appropriate certification within one (1) calendar year from date of initial appointment to the out-of-field assignment and each calendar year thereafter until all course requirements are completed for the appropriate certification.
7. A teacher out-of-field in ESOL only shall complete at least three (3) semester hours of college credit or the equivalent toward the ESOL requirements within the first two (2) calendar years from date of initial assignment and three (3) semester hours or the equivalent during each calendar year thereafter until all course requirements for certification in ESOL or completed.
8. A teacher out-of-field in ESOL and another subject shall complete at least six (6) semester hours of college credit or the equivalent toward the appropriate

CHAPTER 6.00 – HUMAN RESOURCES

certification within one (1) calendar year from the date of initial appointment to the out-of-field assignment and each calendar year thereafter until all course requirements are completed for the appropriate certification. During the first two (2) years, at least three (3) of the required hours or the equivalent shall be completed in ESOL strategies. Beginning with the third year and each year thereafter, at least three (3) semester hours or the equivalent shall be completed in ESOL strategies and at least three (3) semester hours in requirements for the other subject shall be completed until all course requirements are completed for the appropriate certifications.

9. All out-of-field teachers shall sign an agreement to work toward the appropriate certification. The principal shall be responsible for obtaining signatures on the agreement and a copy shall be placed in the teacher's personnel file. Each year as applicable, the out-of-field teacher shall file appropriate verification of course work until fully certified.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1012.42, 1012.55, 1012.57, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0503, 6A-10.081

HISTORY: ADOPTED: 3/13/06
REVISION DATE(S): _____
FORMERLY:

CHAPTER 6.00 – HUMAN RESOURCES

CONFLICT OF INTEREST IN PURCHASING

6.401

1. No employee of the District shall on behalf of the District either directly or indirectly purchase, rent, or lease any realty, goods, or services from any business entity of which the employee or the employee's spouse or child has a material interest. No business in which an employee holds ownership or material interest shall provide either directly or indirectly purchase, rent, or lease any realty, goods, or services to the District, subject to Florida Statutes and provisions herein.
2. This policy is not intended to prohibit the School Board from authorizing purchases or other related activities from or with a business or individual related to an employee who provides an acceptable bid or quote for such services or goods and, when all other conditions are equal or comparable. This policy does not prohibit reimbursements to employees for purchases made in connection with their employment.
3. Any employee who is found to have violated the provisions of this policy shall be subject to the provisions of policy 6.30.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

112.313, 1001.43, F.S.

STATE BOARD OF EDUCATION RULE(S):

6B-1.006(5), 6A-10.081

HISTORY:

ADOPTED: 3/13/06
REVISION DATE(S): _____
FORMERLY: NEW