



DISTRICT ADVISORY COUNCIL (DAC) 2021 - 2022

Thursday, February 10, 2022*

6:00 – 8:00 p.m.

Howell Center, 3955 W. Pensacola Street

	WHAT	WHO	OUTCOME
1.	Welcome and Introductions	Dr. Michelle Gayle, Assistant Superintendent	
2.	Welcome from Superintendent Rocky Hanna	Superintendent Rocky Hanna	
3.	Welcome from School Board Chair	Darryl Jones, Leon County School Board	
4.	Approval of Agenda	Vernestine McLeod 2021/22 Chairperson	Vote
5.	Approval of Minutes (01.06.2022) (2-4)	Vernestine McLeod	Vote
6.	LCS Student District Advisory Council Updates	Srinitha Srikanth, LCHS Peyton Gallant, LHS	Information
7.	LCS Policy Reviews po5780 – Student/Parent Rights (5-15) po5780.01 – Parents Bill of Rights (16-17) po5350 Student Suicide Prevention, Awareness and Screening (18-19) po8405 School Safety and Security (20-26) po8407 Safe School Officers (27-29)	Will Spillas, General Council Dr. Alan Cox, Assistant Superintendent Billy Epting, Assistant Superintendent Wallace Knight, Equity Coordinator Tonja Fitzgerald, Mental Health Services John Hunkiar, Safety and Security	Information Vote
8.	Legislative Research and Updates	Damaris Barrios Keith Berry	Information
9.	Op Ed (30-32)	Jacquelyn Steele	Information
10.	Sub-Committees <ul style="list-style-type: none"> By Law Review/ M. Nicolas (33-42) Parental Involvement/ M Gayle for C. Collier - Brown 	Vernestine McLeod	Information
11.	SAC Questions	Vernestine McLeod	Information
12.	Wrap Up on Issues 2021/2022 Climate Survey & BoardDocs	Vernestine McLeod & Michelle Gayle	Information
13.	Adjourn	Vernestine McLeod	

***Please note that one or more Board members may attend this meeting.**

Happy Valentine's Day!!

Next Meeting – Thursday, March 10, 2022

District Advisory Council

Thursday, January 6, 2022

In Person Meeting 6:00 p.m. – 8:00 p.m.

- I. **Schools/Members Attending:** Susan Walden, Brenetta Lawrence, Linda Edson, Damaris Barrios, Michele Keltner, Cheryl Collier- Brown, Dieone Smith, Nicole Nicolas, Angela Roeder, Marcus Nicolas, Jennifer Heckman, Scott Mazur, Andreka Rittman-Baker, Jennifer Hirst, Johnitta Wells Andrew Thomas, Jason Graham, Nena Parnell, Vernestine MCLeod, Caressa Richardson, Shannon Baker, Regina Browning, Joe Burgess, April Knight, Shari Gewanter, Keith Berry, Srinitha Srikanth, Peyton Gallant, Katie Girling
- II. **School Board Members/District Administration/District Staff:** Darryl Jones, LCSB Chair, Rocky Hanna, Superintendent, Dr. Michelle Gayle, Asst. Superintendent, Stacey Turknett, Executive Assistant
- III. **Excused:** Brenda Wirick, Travis Jones, , Jennifer Portero, Chris Chaback, Nathaniel Wienert, Brooke Brunner, Cathy Shields, Bomani Mustapha, Josette Capuano, Valencia Jenkins, Nikki Bradley, Lillie Thomas, Angel McMillian, Maurice Stokes, Demerius Coley, Jacquelyn Steele, Regina Randolph-Hollis, Shayla Cole, Selika Sampson, Melanie Phillips
- IV. **Special Guests:** Justin Williamson, Jamie Holleman, Susan Walden, Shari Gewanter
- V. **Welcome and Introductions:** The meeting started promptly at 6:05 pm and was kicked off with introductions beginning with Dr. Gayle.
- VI. **Approval of Agenda:** Motion made by Scott Mazur and seconded by Johnitta Wells.
- VII. **Approval of Minutes:** Motion was made by Cheryl Collier-Brown and seconded by Johnitta Wells.
- VIII. **Welcome from Superintendent Hanna:** Numbers are now up with the Omicron variant and the main concern is the workforce getting it and then in turn affecting the schools and transportation. The announcement was made that Giselle Marsh has resigned her position and David Solz will be filling her position. In turn Dr. C. Poole will now be Principal at Astoria Park. Legislation is back in session and we are currently waiting on the confirmation for ESSR 3 funding based on the application that was submitted in November. House and Senate bills will be changing testing and progress monitoring. Graduation rates are currently at 94%. A concern that was brought up was because of covid and the affects of the pandemic what impact will that have on the students that were not able to get the necessary classes and how will that affect the graduation rate. Superintendent Hanna stated that he would have Teresa Dennis attend a future DAC meeting to go over graduation issues. Superintendent

2

Hanna also spoke on the student/parent bill of rights that will be coming up soon and that it does need clarification. Lastly, it was mentioned that they will be using ESSR funds to get an additional Guidance Counselor into all schools that only have one.

- IX. Welcome from School Board Chair Darryl Jones:** It was brought up that there is an emphasis on careers and technical degrees. It was brought to DAC to see if there was any interest in discussions to address this issue and there could be a possible collaboration with Leon Works.
- X. SDAC:** Srinitha Srikanth and Peyton Gallant were in attendance. The high schools have activities for MLK on 1/17/22. Safety and Security have a survey for the students to get their input. Students are working on flyers for SDAC to generate increased participation within the students. Leon Says Hello is a school initiative to bring together the students. Leon High is working on a Reunion for the class of 1950 by removing lockers and updating pictures of student council members of the past. Lastly, 1/18 the high schools will have early voter registration.
- XI. LCS Technology Updates:** Justin Williamson updated DAC on the Chromebooks and the 1 to 1 initiative. Some programs that have been implemented are Language Live for an intervention for middle school, Moby Max (intervention), K12 Snap and Read tool for reading support. Some other updates are grade pass back which will transfer grades from Canvas to FOCUS, simplifying interface on Canvas for K-1, and providing parents a single sign on for Classlink.
- XII. 2022-2023 School Choice:** Jamie Holleman let us know that all applications can be done online. If a parent wants to apply for a magnet school you can put that as the first and second choice. For example, choice 1 is the magnet school and choice 2 would be the control open enrollment. This will be done in a lottery system and will be open from 1/5 to 3/1
- XIII. Academic Services Updates:** Susan Walden updated DAC on the new ELA material adoption and informed us that the internal review process is complete. The recommendations are Savvas FL: My View Literacy for k-5 and McGraw Hill Study Sync for 6-12. There will be a public announcement for anyone to come and view as well as make comments or challenge the recommendation. It will then go to the Board for adoption.
- XIV. LGBTQ+:** Shari Gewanter was asked to speak and give some insight into LGBTQ+ and she mentioned that there needs to be an increase in communication and support for students for best learning. Some other needs are single use non-gendered student bathrooms at least one at each school, safe space labels for kids to recognize who they can come to, an increase in training for administration when conveying messages and policies to staff as well as knowledge of rules/procedures for not outing students to their families. December 13th the draft for LGBTQ+ policies and they will be going before board on 1/10 and again on 1/25.

- XV. Subcommittees:** Cheryl Collier-Brown will get with School Board Chair Darryl Jones and other community members and include DAC in these community efforts for Parental Involvement. In order for child success we have to make sure that parents are involved. 2022 Legislative Platforms with Johnitta Wells discussed home rule op-ed regarding masks and charter schools written by Jacqueline Steel. Hopefully it will be out by the 2nd week of session. By Laws review and possible voting on changes to the By Laws with Marcus Nicolas. The verbiage in the By Laws was changed from shall to may to offer more flexibility. Also, the goal is trying to get representation in DAC from each school and if they can't send a parent then try to get a teacher that can join. There was a question about how was this enforced and Dr. Gayle informed us that she privately contacts principals to let them know that they need representation. There was no motion made for the changes to By Laws because of the new verbiage used. Mr. Nicolas will meet again and discuss at another time.
- XVI. SAC Questions:** none at this time.
- XVII. Wrap up on Issues:** Johnitta Wells was nominated for Parliamentarian and Cheryl Collier-Brown volunteered to be the back up Parliamentarian. 1/18 the high schools will have early voter registration.
- XVIII. Adjourn:** 8:05 pm.



Book	Policy Manual
Section	For Board Review, November 30, 2021
Title	Copy of STUDENT/PARENT RIGHTS
Code	po5780 01/17/22
Status	
Legal	F.S. 39.201
	F.S. 381.0056
	F.S. 394.463
	F.S. 1000.05
	F.S. 1002.20
	F.S. 1002.22
	F.S. 1002.385
	F.S. 1002.39
	F.S. 1002.395
	F.S. 1002.40
	F.S. 1002.41
	F.S. 1002.411
	F.S. 1002.43
	F.S. 1003.01(13)
	F.S. 1003.02
	F.S. 1003.21
	F.S. 1003.22
	F.S. 1003.3101
	F.S. 1003.32
	F.S. 1003.42
	F.S. 1003.44
	F.S. 1003.4505
	F.S. 1003.47
	F.S. 1003.52
	F.S. 1003.53
	F.S. 1003.55
	F.S. 1003.56
	F.S. 1003.57
	F.S. 1003.58

F.S. 1006.062(7)

5

F.S. 1000.002(1)

F.S. 1006.07

F.S. 1006.09

F.S. 1006.13

F.S. 1006.15

F.S. 1006.20

F.S. 1006.21

F.S. 1006.22

F.S. 1006.23

F.S. 1006.28

F.S. 1006.40

F.S. 1007.271

F.S. 1008.22

F.S. 1008.25

F.S. 1008.386

F.S. 1012.42

Adopted September 4, 2012

Last Revised November 19, 2013

REVISED POLICY - VOL. 14, NO. 1; VOL. 15, NO. 1; VOL. 15, NO. 2; VOL. 16, NO. 1; VOL. 17, NO. 1; VOL. 18, NO. 1; VOL. 19, NO. 1; VOL. 20, NO. 1; VOL. 21, NO. 1; SPECIAL UPDATE - PARENT/STUDENT RIGHTS**5780 - STUDENT/PARENT RIGHTS**

The School Board recognizes that students possess not only the right to an education, but also the rights of citizenship. Federal and State law prohibit the Board from adopting any policy or rule, or from entering into any agreement, that infringes upon or waives the rights of freedoms afforded to students by the United States Constitution.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. The District shall, at the same time, guarantee that no student is deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant to the rights guaranteed to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the procedures and rules of the District.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules.

All K-12 students in Florida are entitled to a uniform, safe, secure, efficient, and high quality system of education, one that allows students the opportunity to obtain a high quality education. Parents are responsible to ready their children for school; however, neither the State of Florida nor the District can be a guarantor of any individual student's success.

Parental Access at School

6

Each parent has the right to pick-up, visit, and meet with his/her student at school, without interference of or the need for consent from the other parent, unless the school has received a certified copy of an enforceable court order that provides to the contrary. The Superintendent may restrict the times, location, frequency, and length of parent visitations at school, based on legitimate pedagogical or scheduling reasons. The District will abide by enforceable "no contact orders" which have been provided to the school.

Educational Decisions

Both parents have an equal right to make decisions about the education and welfare of their student, unless the school has received a certified copy of an enforceable court order that specifies that one of the parents, or someone else, has the sole right to make educational and/or general welfare decisions for the student.

If the parents cannot agree on a significant decision about the student's education or on matters affecting the health, safety, or welfare of the student, the school will take action based on what it considers to be in the best interests of the child.

Attendance

A. Termination of Enrollment

A student who attains the age of sixteen (16) years during the school year has the right to file a formal declaration of intent to terminate school enrollment if the declaration is signed by the parent. The parent has the right to be notified by the District of its receipt of the student's declaration of intent to terminate school enrollment. (see also Policy 5130 - Withdrawal from School)

B. Married or Pregnant

Students who become or have become married or who are pregnant and parenting have the right to attend school and receive the same or equivalent educational instruction as other students. (see also Policy 5751 - Parental-Married Status of Students)

C. Compulsory Attendance

Parents of students who have attained the age of six (6) years by February 1st of any school year but who have not attained the age of sixteen (16) years must comply with the compulsory school attendance laws. Parents have the option to comply with the school attendance laws by attendance of the student in a public school; a parochial, religious, or denominational school; a private school; a home education program; or a private tutoring program. (see also Policy 5112 Entrance Requirements and Policy 5200 Attendance)

D. Absence for Religious Purposes

A parent of a student may request and be granted permission for absence of the student from school for religious instruction or religious holidays. (see also Policy 5223 Absences for Religious Instruction and Policy 5225 - Absences for Religious Holidays)

E. Dropout Prevention and Academic Intervention Programs

The parent of a student has the right to receive written notice by certified mail prior to placement of the student in a dropout prevention and academic intervention program. The parent will be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement.

F. Absence for Treatment of Autism Spectrum Disorder

A parent of a student may request and be granted permission for absence of the student from school for an appointment scheduled to receive a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

Health Issues

A. School-Entry Health Examinations

The parent of any student shall be exempt from the requirement of a health examination upon written

request stating objections on religious grounds. (see also Policy 5112 Entrance Requirements)

B. Immunizations

The parent of any student shall be exempt from the school immunization requirements upon meeting any of the specified exemptions. (see also Policy 5320 - Immunizations and Policy 5112 - Entrance Requirements)

C. Biological Experiments

Parents may request that their child be excused from performing surgery or dissection in biological science classes.

D. Reproductive Health and Disease Education

A public school student whose parent makes written request to the school Principal shall be exempted from the teaching of reproductive health or any disease, including HIV/AIDS. (see also Policy 2417 - Comprehensive Health Education)

E. Contraceptive Services to Students

Students may not be referred to or offered contraceptive services at school facilities without the parent's consent.

F. Career Education Courses Involving Hazardous Substances

High school students must be given safety glasses or devices in career education courses involving the use of hazardous substances likely to cause eye injury.

G. Substance Abuse Reports

The parent of a student must be timely notified of any verified report of a substance abuse violation by the student.

H. Inhaler Use

Asthmatic students whose parent and physician provide their approval to the school Principal may carry a metered dose inhaler on their person while in school. The school Principal shall be provided a copy of the parent's and physician's approval. (see also Policy 5330.01 - Self-Administered Medication and Epinephrine Use)

I. Epinephrine Use and Supply

A student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, if the school has been provided with written parental and physician authorization.

The School District shall be indemnified by the parent of a student who is authorized to carry an epinephrine auto-injector for any and all liability with respect to the student's use of an epinephrine auto-injector pursuant to this policy.

The District and its employees and agents, including the physician who provides the standing protocol for school epinephrine auto-injectors, are not liable for any injury arising from the use of an epinephrine auto-injector administered by trained school personnel who follow the adopted protocol and whose professional opinion is that the student is having an anaphylactic reaction:

1. unless the trained school personnel's action is willful and wanton;
2. notwithstanding that the parents or guardians of the student to whom the epinephrine is administered have not been provided notice or have not signed a statement acknowledging that the School District is not liable; and
3. regardless of whether authorization has been given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced registered nurse practitioner.

(see also Policy 5330.01 - Self-Administered Medication and Epinephrine Use)

J. Diabetes Management

The District may not assign a student who has diabetes to a particular school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have trained diabetes personnel.

Diabetic students whose parent and physician provide their written authorization to the school Principal may carry diabetic supplies and equipment on their person and attend to the management and care of their diabetes while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, to the extent authorized by the parent and physician and within the parameters set forth by State Board of Education rule. The written authorization shall identify the diabetic supplies and equipment that the student is authorized to carry and shall describe the activities the child is capable of performing without assistance, such as performing blood-glucose level checks and urine ketone testing, administering insulin through the insulin-delivery system used by the student, and treating hypoglycemia and hyperglycemia.

The District and its employees and volunteers shall be indemnified by the parent of a student who is authorized to carry diabetic supplies or equipment for any and all liability with respect to the student's use of such supplies and equipment pursuant to this policy.

(see also Policy 5330.01 - Self-Administered Medication and Epinephrine Use)

K. Use of Prescribed Pancreatic Enzyme Supplements

A student who has experienced or is at risk for pancreatic insufficiency or who has been diagnosed as having cystic fibrosis may carry and self-administer a prescribed pancreatic enzyme supplement while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, IF the school has been provided with written authorization from the student's parent and prescribing practitioner.

The District and its employees and volunteers shall be indemnified by the parent of a student who is authorized to use prescribed pancreatic enzyme supplements for any and all liability with respect to the student's use of the supplements under this policy.

(see also Policy 5330.01 - Self-Administered Medication and Epinephrine Use)

L. Involuntary Examinations of Students

Before a Principal contacts a law enforcement officer for possible removal of a student from school for involuntary examination, the Principal must verify that the school has used de-escalation strategies and initiated outreach to a mobile response team, unless the Principal reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others.

The Principal shall make a reasonable attempt to notify a parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463. Reasonable attempt to notify means the exercise of reasonable diligence and care by the Principal to make contact with the student's parent, guardian, or other known emergency contact whom the student's parent or guardian has authorized to receive notification of an involuntary examination. At a minimum, the Principal must take the following actions:

1. Use available methods of communication to contact the student's parent, guardian, or other known emergency contact including, but not limited to, telephone calls, text messages, e-mails, and voicemail messages following the decision to initiate an involuntary examination of the student;
2. Document the method and number of attempts made to contact the student's parent, guardian, or other known emergency contact, and the outcome of each attempt.

The Principal who successfully notifies any other known emergency contact may share only the information necessary to alert such contact that the parent or caregiver must be contacted. All such information must be in compliance with Federal and State law.

The Principal may delay the required notification for no more than twenty-four (24) hours after a student is removed if:

1. the Principal deems the delay to be in the student's best interest and if a report has been submitted to the central abuse hotline, pursuant to F.S. 39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect. (see also Policy 2410 - School Health Services); or
2. the Principal reasonably believes that such delay is necessary to avoid jeopardizing the health and safety of the student.

M. Sun-protective Measures in School

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is regulated by the United States Food and Drug Administration for over-the-counter use to limit ultraviolet light-induced skin damage.

Discipline

A. Suspension

A student may be suspended only as provided by policy of the District. A good faith effort must be made to immediately inform the parent by telephone of the student's suspension and the reason. Each suspension and the reason must be reported in writing within twenty-four (24) hours to the parent by United States mail. A good faith effort must be made to use parental assistance before suspension unless the situation requires immediate suspension. (see also Policy 5610 - Removal, Suspension, and Expulsion of Students) A student with a disability may only be recommended for suspension or expulsion in accordance with State Board of Education rules.

B. Expulsion

Public school students and their parents have the right to written notice of a recommendation of expulsion, including the charges against the student and a statement of the right of the student to due process. (see also Policy 5610 - Removal, Suspension, and Expulsion of Students)

Safety

Students who have been victims of certain felony offenses by other students, as well as the siblings of the student victims, have the right to be kept separated from the student offender, both at school and during school transportation.

Educational Choice

A. Public School Choices

Parents may seek whatever public school options are applicable and available to students in the School District.

Options also include the public educational choice options of the Hope Scholarship Program (see Policy 2371 - Hope Scholarships), the Opportunity Scholarship Program and the McKay Scholarships for Students with Disabilities Program. (see also Policy 2370 - Educational Options, Policy 2370.01 - Virtual Instruction, and Policy 5113 - School Choice Options Provided by the No Child Left Behind Act)

B. Private School Choices

Parents may seek private educational choice options under certain programs established under F.S. Chapter 1002.

C. Home Education

The parent may choose to place the student in a home education program, in accordance with State law. (see also Policy 9270 - Home Education Programs)

D. Private Tutoring

The parent of a student may choose to place the student in a private tutoring program in accordance with State law.

E. Reading Scholarships

The parent of a student in grades 3 through 5 who scored below a Level 3 on the third or fourth grade Statewide, standardized English Language Arts (ELA) assessment in the prior school year may seek a reading scholarship in accordance with State law.

10

By September 30th of each year, the District will notify the parent of each student in grades 3 through 5 who scored below a Level 3 on the Statewide, standardized ELA assessment in the prior school year of the process to request and receive a reading scholarship, subject to available funds.

F. Request to Transfer to Different Classroom Teacher

Although parents do not have a right to choose a specific classroom teacher, parents may request that their child be transferred to a different classroom teacher. As part of the request, the parent must state with specificity the grounds supporting the request. Requests must be in writing and signed by the parent.

- G. All requests for a student to be transferred to another classroom teacher shall be considered by the Principal or his/her designee. Within two (2) weeks of receiving a request, the Principal or his/her designee shall notify the parent in writing as to whether the request is approved or denied. If denied, the Principal or his/her designee shall specify the reasons for the denial.**

H. Request to Transfer to In-Field Classroom Teacher

A parent whose student is assigned an out-of-field teacher may request that their child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. Although parents do not have a right to choose a specific classroom teacher, parents may request that their child be transferred. The request must be provided to the Principal in writing and signed by the parent.

All requests for a student to be transferred to another classroom teacher shall be considered by the Principal. Within two (2) weeks of receiving a request, the Principal shall notify the parent in writing as to whether the request is approved or denied.

If an in-field teacher for the student's course and grade level is employed by the school and the transfer would not violate maximum class size requirements, the request shall be approved. The student shall be transferred no later than two (2) weeks from the date the request is received.

If denied, the Principal shall specify the reasons for the denial.

ACCEL Options

Parents may request student participation in Academically Challenging Curriculum to Enhance Learning (ACCEL) options, including whole grade promotion, midyear promotion or subject matter acceleration. If the parent selects one of these ACCEL options and the student meets eligibility and procedural requirements in the student progression plan, the student will have the opportunity to participate in the ACCEL option.

Nondiscrimination

All education programs, activities, and opportunities offered by public educational institutions must be made available without discrimination on the basis of race, ethnicity, national origin, gender, disability, religion, or marital status, in accordance with the provision of F.S. 1000.05.

Students with Disabilities

A. Notice and Due Process

Parents of students with disabilities and parents of students in residential care facilities are entitled to notice and due process. (see also Policy 2460 - Exceptional Student Education)

B. Graduation

Students with disabilities are provided the opportunity to meet the graduation requirements for a standard high school diploma. Certain students with disabilities may be awarded a special diploma upon high school graduation. (see also Policy 2623 - Student Assessment)

C. Meetings with District Personnel

Parents of students with disabilities, or eligible students with disabilities, may be accompanied by another person of their choice at any meeting with District personnel.

District personnel will not object to the attendance of such adult or discourage or attempt to discourage through any action, statement, or other means, parents or an eligible student, from inviting

another person of their choice to attend any meeting. Parents, eligible students, or other individuals invited to attend such meetings by parents or eligible students on school grounds shall sign-in at the front office of such school as a guest.

Parents, or eligible students, and District personnel shall sign Form 5780 F1 at the meeting's conclusion which states whether or not any District personnel have prohibited, discouraged, or attempted to discourage the parents, or eligible student from inviting a person of their choice to the meeting pertaining to their child's, or their own, educational environment, placement, or discipline.

Blind Students

Students who are blind have the right to an individualized written education program and appropriate instructional materials to attain literacy.

Limited English Proficient Students

Limited English proficient students have the right to receive English for Speakers of Other Languages (ESOL) instruction designed to develop the student's mastery of listening, speaking, reading, and writing in English as rapidly as possible. The students' parents have the right of parental involvement in the ESOL program.

Students with Reading Deficiencies

Each elementary school shall regularly assess the reading ability of each K-3 student. The parent of any K-3 student who exhibits a substantial reading deficiency shall be immediately notified of the student's deficiency with a description and explanation, in terms understandable to the parent. The student who has a substantial reading deficiency will be remediated through intensive intervention. The parent shall be informed that the student will be given intensive reading instruction.

Pledge of Allegiance

A student will be excused from reciting the Pledge of Allegiance or the Declaration of Independence, upon written request by the student's parent, in accordance with State law. See also Policy 8800, Religious/Patriotic Ceremonies and Observances.

Student Records

- A. Each parent has an equal right of access, right to waive access, right to challenge and hearing and right of privacy in the education records of his or her student who is a minor or a dependent adult pursuant to law, unless the school has received a certified copy of an enforceable court order that provides to the contrary. (see also Policy 8330 - Student Records)
- B. A student is not required to provide his/her social security number as a condition for enrollment or graduation. (see also Policy 8330 - Student Records)
- C. The school will not collect, obtain or retain information on the political affiliation, voting history, religious affiliation or biometric information of a student, parent or siblings.

Student Report Cards

Students and their parents have the right to receive student report cards on a regular basis that clearly depict and grade the student's academic performance in each class or course, the student's conduct, and the student's attendance.

Student Progress Reports

Parents shall be informed at regular intervals of the academic progress and other needed information regarding their child. Reasonable efforts will be made to ensure that parents are provided information on helping their child succeed in school. (see also Policy 5420 - Reporting Student Progress)

Student Accountability and School Improvement Rating Reports

Parents of public school students are entitled to an easy-to-read report card about the school's grade designation or, if applicable, school's improvement rating, and the school's accountability report, including the school financial report.

High School Athletics

- A. Eligibility

12

A student is eligible in the school in which s/he first enrolls each school year, the school in which the student makes himself/ herself a candidate for an athletic team by engaging in practice before enrolling, or the school to which the student has transferred with approval of the Board, in accordance with State law. (see also Policy 2431 - Interscholastic Athletics)

B. Medical Evaluation

Students must satisfactorily pass a medical evaluation each year before participating in athletics, unless the parent objects in writing based on religious tenets or practices, in accordance with State law. (see also Policy 2431 - Interscholastic Athletics)

Extra-Curricular Activities

A. Eligibility

Students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities. (see also Policy 2430 - District-Sponsored Clubs and Activities)

B. Home Education Students

Home education students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the public school to which the student would be assigned or could choose to attend according to Board policies, or may develop an agreement to participate at a private school.

C. Charter School Students

Charter school students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the school to which the student would be assigned or could choose to attend according to Board policies unless such activity is provided by the student's charter school.

D. Florida Virtual School Full-Time Students

Florida Virtual School full-time students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the public school to which the student would be assigned or could choose to attend according to Board policies.

Instructional Materials

A. Core Courses

Each student is entitled to sufficient instructional materials in the core courses of mathematics, language arts, social studies, science, reading, and literature.

B. Curricular Objectives

The parent of each student has the right to receive effective communication from the school Principal as to the manner in which instructional materials are used to implement the school's curricular objectives.

C. Sale of Instructional Materials

Upon request of the parent of a student, the Principal will sell to the parent any instructional materials used in the school.

D. Dual Enrollment Students

Instructional materials purchased by the District or a Florida College System institution board of trustees on behalf of dual enrollment students is available to the dual enrollment students free of charge.

E. Parent Access to Instructional Materials

Parents have the ability to access their child's instructional materials and may object to the use of a specific instructional material or contest the adoption of instructional material (See Policy 2520, Selection and Adoption of Instructional Materials).

Juvenile Justice Programs

13

Students who are in juvenile justice programs have the right to receive educational programs and services, in accordance with State law.

Parental Input and Meetings

A. Meetings with School District Personnel

Parents may be accompanied by another adult of their choice at a meeting with School District personnel.

B. District Educational Facilities Program

Parents and other members of the public have the right to receive proper public notice and opportunity for public comment regarding the District's educational facilities work program, in accordance with State law.

C. Parent-Teacher Associations and Organizations

Parents have the right to participate in parent-teacher associations and organizations that are sanctioned by the Board or by the Florida Department of Education.

Transportation

A. Transportation to School

Students are provided transportation to school in accordance with the provisions of State law. (see also Policy 8600 - Transportation)

B. Hazardous Walking Conditions

Students in grades K-6 are provided transportation if they are subjected to hazardous walking conditions, in accordance with State law.

C. Parental Consent

Each parent of a public school student must be notified in writing and give written consent before the student may be transported in a privately owned motor vehicle to a school function in accordance with State law. (see also Policy 8660 - Transporting Students by Private Vehicles)

Orderly, Disciplined Classrooms

Students will be in orderly, disciplined classrooms conducive to learning without the distraction caused by disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students. (see also Policy 5600 - Student Discipline)

Economic Security Report

Prior to registration, each middle school and high school student or the student's parent will be provided a two (2) page summary of the Department of Economic Opportunity's economic security report of employment and earning outcomes and electronic access to the report.

Safe Schools

Parents of District students will be timely notified pursuant to procedures adopted by the Superintendent of threats and the following unlawful acts or significant emergencies that occur on school grounds, during school transportation, or during school-sponsored activities:

- A. Weapons possession or use when there is intended harm toward another person;
- B. Murder, homicide, or manslaughter;
- C. Sex offenses, including rape, sexual assault or sexual misconduct with a student by school personnel;
- D. Natural emergencies, including hurricanes, tornadoes, and severe storms.
- E. Exposure as a result of a manmade emergency.

Parents of District students have a right to access school safety and discipline incidents as reported pursuant to F.S. 1006.07 (9).

~~Parents, or eligible students, may be accompanied by another adult of their choice at any meeting with District personnel. District personnel will not object to the attendance of such adult or discourage or attempt to discourage~~

~~through any action, statement, or other means, parents or an eligible student, from inviting another person of their choice to attend any meeting. Parents, eligible students, and individuals invited to attend such meetings by parents or eligible students on school grounds shall sign in at the front office of such school as a guest.~~

~~At the meeting's conclusion, parents, or eligible students, and District personnel shall sign the anti-coercion form (<http://www.forms.leon.k12.fl.us/files/Anti-Coercion%20Form.docx>), which states whether or not any District personnel have prohibited, discouraged or attempted to discourage the parents, or eligible student, from inviting a person of their choice to the meeting pertaining to their child's, or their own, educational environment, placement, or discipline.~~

~~Attendant to the rights guaranteed to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the procedures and rules of the District.~~

~~Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules.~~

F.S. 39.201

F.S. 381.0056

F.S. 394.463

F.S. 1000.05

F.S. 1002.20

F.S. 1002.22

F.S. 1002.385

F.S. 1002.39

F.S. 1002.395

F.S. 1002.40

F.S. 1002.41

F.S. 1002.411

F.S. 1002.43

F.S. 1003.01(13)

F.S. 1003.02

F.S. 1003.21

F.S. 1003.22

F.S. 1003.3101

F.S. 1003.32

F.S. 1003.42

F.S. 1003.44

F.S. 1003.4505

F.S. 1003.47

F.S. 1003.52

F.S. 1003.53

F.S. 1003.55

F.S. 1003.56

F.S. 1003.57

F.S. 1003.58

F.S. 1006.062(7)

F.S. 1006.07

F.S. 1006.09

F.S. 1006.13

F.S. 1006.15

F.S. 1006.20

F.S. 1006.21

F.S. 1006.22

F.S. 1006.23

F.S. 1006.28

F.S. 1006.40

F.S. 1007.271

F.S. 1008.22

F.S. 1008.25

F.S. 1008.386

F.S. 1012.42

Effective 9/5/12

15



Book Policy Manual

Section For Board Review, November 30, 2021

Title PARENTS' BILL OF RIGHTS

Code po5780.01

Status Proposed

Legal F.S. 1002.20
F.S. 1014.02
F.S. 1014.04

NEW POLICY - SPECIAL UPDATE - PARENT/STUDENT RIGHTS

5780.01 - PARENTS' BILL OF RIGHTS

As required by F.S. 1014.01 through 1014.06, the Board adopts this policy titled, Parents' Bill of Rights.

For purposes of this policy, parent means a person who has legal custody of a minor child, as a natural or adoptive parent, or a legal guardian.

Pursuant to F.S. 1014.01 through 1014.06, parental rights include, but are not limited to, the following:

A. Educational Choice

To apply to enroll their minor child in public school, private school, religious school, home education or other options that are available.

B. School Records

To access and review all school records pertaining to their minor child.

C. Health Care Decisions

To make health care decisions for their minor child, unless otherwise prohibited by law.

D. Medical Records

To access and review all medical records of their minor child, unless prohibited by law or if the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement agency or official requests that the information not be released.

E. Biometric Scans

To give their prior written consent before a school employee makes, stores or shares any biometric scan of their minor child.

F. Record of blood or DNA

To give their consent in writing before a school employee creates, stores or shares any record of their minor child's blood or deoxyribonucleic acid (DNA), except as required by general law or authorized pursuant to a court order.

G. Video/Voice Recordings

To give their consent in writing before a school employee makes a video or voice recording of their minor child, unless

the recording is used solely for the following:

1. A safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles;
2. A purpose related to a legitimate academic or extra-curricular activity;
3. A purpose related to regular classroom instruction;
4. Security or surveillance of buildings or grounds; or
5. A photo identification card.

(See also Policies: 2461 - Recording of IEP Team Meetings, 7440.01 - Video Surveillance)

H. Criminal Offenses

To be notified promptly if a school employee suspects that a criminal offense has been committed against their minor child, unless the incident has first been reported to law enforcement or the Department of Children and Families and notifying the parent would impede the investigation.

The parental rights listed above do not prohibit or impede child welfare activities when performed by a court of competent jurisdiction, law enforcement officer or employees of a government agency.

This policy does not authorize a parent of a minor child to engage in conduct that is unlawful or to abuse or neglect their minor child in violation of general law. (See Policy 8462 - Student Abuse, Abandonment, and Neglect)

Any employee of the district may be subject to disciplinary action if the employee encourages, coerces, or attempts to encourage or coerce, a minor child to withhold information from the minor child's parent.

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Book	Policy Manual
Section	5000 Students
Title	STUDENT SUICIDE PREVENTION, AWARENESS, AND SCREENING
Code	po5350
Status	
Legal	F.S. 14.201, 14.20195, 1001.42(6), 1012.01(2)(b)
Adopted	September 4, 2012

5350 - **STUDENT SUICIDE PREVENTION, AWARENESS, AND SCREENING**

The School Board recognizes that suicide is one of the leading causes of death for Florida's youth. To address the prevalence of student suicide, the Board believes there must be a partnership between families, the community, and schools. It is critical for families and community members to communicate with and provide information to school staff to identify students at risk of suicide.

The Board will provide access to suicide prevention educational resources to all instructional and administrative staff as part of the District's professional development program. The suicide educational resources will include material approved by the Statewide Office for Suicide Prevention, the Florida Suicide Prevention Coalition, and the Coordinated School Health Resource Center. The District's student personnel services staff will be responsible for providing suicide prevention, awareness, and screening training and resources to students and staff.

School personnel should be alert to signs of suicide ideation and to students who threaten or attempt suicide. Suicide ideation is the process of fantasizing, planning, practicing, and motivating oneself to commit suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness. Families, community members, and students are encouraged to report any such signs to the Principal.

Professional development training in youth suicide prevention shall be provided for student personnel services staff, administration, and instructional staff. Further, additional professional development training regarding risk assessment and intervention shall be provided to mental health employees, counselors, psychologists, and school social workers.

Youth Suicide Awareness, Prevention, and Screening

A. Training

A two(2) hour continuing education training program of youth suicide awareness, prevention, and screening, utilizing training materials from the list approved by the Florida Department of Education (FLDOE) shall be developed. Instruction about how to identify appropriate mental health services and how to refer youth and their families to those services shall be included in the program. If provided at a school, the training shall be included in the existing continuing education or in-service training requirements for instructional personnel.

B. Suicide Prevention Certified Schools

Any District school that meets the following requirements shall be considered a "Suicide Prevention Certified School" under Florida law:

1. All instructional personnel at the school have participated in the two (2) hours of youth suicide awareness, prevention, and screening training; and

2. The school has at least two (2) school-based staff members certified or otherwise deemed competent in the use of a suicide screening instrument approved by the FLDOE and has a policy to use such suicide risk screening instrument to evaluate a student's risk before requesting the

initiation of, or initiating, an involuntary examination due to concerns about the student's suicide risk.

The Superintendent will notify the FLDOE of all schools qualifying for this designation. Each school shall also post on its own website whether it is a Suicide Prevention Certified School, and the District shall post on its website a list of the Suicide Prevention Certified Schools in the District.

Pursuant to State law, participating in the training does not create any new duty of care or the basis of liability.

~~The School Board recognizes that suicide is one of the leading causes of death for Florida's youth. The Statewide strategy for suicide prevention includes school intervention since schools, in partnership with families and communities, are in a position to identify youth at risk of suicide.~~

~~School personnel should be alert to signs of suicide ideation, that is, the process of fantasizing, planning, practicing, and motivating oneself to commit suicide, and to students who threaten or attempt suicide. Any such signs or the report of such signs should be taken with the utmost seriousness.~~

~~The Superintendent shall develop and implement administrative procedures whereby administrative and instructional staff members receive information to address student suicide risk. This information may include education and training in suicide awareness, recognizing the warning signs of suicide, identification of students who may be at risk for suicide, appropriate intervention and response procedures, knowledge of District and community resources, and postvention.~~

~~Effective 9/5/12~~

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19



Book	Policy Manual
Section	8000 Operations
Title	SCHOOL SAFETY AND SECURITY
Code	po8405
Status	
Legal	F.S 1006.07 F.S. 1006.13 F.S. 1006.1493 Florida Safe Schools Assessment Tool Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates (U.S. Secret Service and U.S. Dept. of Educaiton) F.A.C. 6A-1.0018
Adopted	September 4, 2012
Last Revised	May 14, 2019

8405 - SCHOOL SAFETY AND SECURITY

The headings in the policy are for convenience or reference only and will not govern the interpretation of the provisions.

I. PURPOSE

The School Board is committed to maintaining a safe, secure, and drug-free environment in all of the schools of the District's. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of District personnel, law enforcement agencies, first responders, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event, or are on their way to and from school.

II. POLICY

- A. The Superintendent, in conjunction with the School Safety Specialist, will develop a *School Safety and Security Plan* containing the required elements set forth in Policy 8420 - *Emergency Management, Emergency Preparedness, and Emergency Response Agencies*, and with input from representatives of the local law enforcement agencies; the local chief or his/her designee(s); representative(s) from emergency medical services; members of the Board; representative(s) from the local emergency management agency; School Resource Officer(s); commissioned school safety officers; and volunteer teacher(s) and staff.
- B. Included within the District's School Safety and Security Plan shall be a District Active Assailant Response Plan (DAARP). The DAARP shall include, at a minimum, procedures addressing the following:
 1. security assessments;
 2. roles and responsibilities of District personnel;
 3. roles and responsibilities of Safe-School Officers (Policy 8407 - Safe-School Officers);

4. information sharing;
 5. training of District personnel and exercises/drills, including training standards;
 6. identification of Safe Spaces and Command Posts;
 7. response to the threat of an active assailant, including the following three (3) strategies: evading or evacuating, taking cover or hiding, and responding to or fighting back;
 8. response to the presence of an active assailant on school grounds;
 9. communication with law enforcement prior to and after law Enforcement arrives on school grounds;
 10. responsibilities prior to law enforcement arrival;
 11. responsibilities when law enforcement arrives on school grounds;
 12. communication with the public; and
 13. post-incident recovery.
- C. The District will adopt its DAARP annually by October 1.
- D. Further, by October 1st of each year, the Superintendent shall certify to the Office of Safe Schools and document in the Florida Safe Schools Assessment Tool that all school personnel has received annual training on the procedures contained in the District's DAARP.
- E. The Superintendent, in conjunction with the School Safety Specialist, will develop administrative procedures for the prevention of violence on school grounds, including the assessment and intervention with individuals whose behavior poses a threat to the safety of the school community.
- F. The Superintendent, in conjunction with the School Safety Specialist, will develop administrative procedures as needed to enable the proper implementation of this policy.

III. SCHOOL SAFETY SPECIALIST

- A. The Superintendent is responsible for designating ~~a school administrator to serve as~~ the District's School Safety Specialist. The School Safety Specialist must be a school administrator employed by the District.
- B. By August 1 of each year, the District will submit the School Safety Specialist's name, phone number, and email address to the Office of Safe Schools at SafeSchools@fldoe.org. The District will notify the Office of Safe Schools within one (1) school day whenever there is a change related to the contact information for the School Safety Specialist.

1. Training

Within thirty (30) calendar days of appointment, the District's School Safety Specialist must complete and thereafter maintain certificates of completion of the following online Federal Emergency Management Agency Independent Study courses: Multi-Hazard Planning for Childcare; Introduction to the Incident Command System, ICS 100; Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship; Multi-Hazard Emergency Planning for Schools; and Planning for the Needs of Children in Disasters.

Within one (1) year of appointment, and annually thereafter, the District School Safety Specialist must earn a certificate of completion of school safety specialist training provided by the Office of Safe Schools.

The District's School Safety Specialist shall earn, or designate one (1) or more individuals to earn, certification as a youth mental health awareness and assistance trainer as set forth in F.S. 1012.584.

2. Responsibilities

The School Safety Specialist is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the District, including at charter schools. The School Safety Specialist's responsibilities include, but are not limited to, the following:

- a. reviewing at least annually District and charter schools policies and procedures for compliance with Florida law and applicable rules, as provided by F.S. 1006.07(6)(a)1., including the District's timely and accurate submission of school environmental safety incident reports to the Department pursuant to F.S. 1001.212;
- b. serving as the District liaison with local public safety agencies and national, State, and community agencies and organizations in matters of school safety and security;
- c. conduct annually on or before October 1, in collaboration with the appropriate public safety agencies, conducting a school security risk assessment ~~in accordance with Florida law~~ at each District school using the Florida Safe Schools Assessment Tool ~~school security risk assessment tool~~ developed by the Office of Safe Schools;

The District will report to FLDOE by October 15th of each year that all public schools within the District have completed the assessment using the Florida Safe Schools Assessment Tool. For purposes of this section, "public safety agencies" means a functional division of a public agency which provides firefighting, law enforcement, medical, or other emergency services.

- d. coordinating with appropriate public safety agencies, as defined in F.S. 365.171, that are designated as first responders to a school's campus to conduct a tour of such campus once every three (3) years and to provide recommendations related to school safety. Completion of such tours and any recommendations must be documented in each school's security risk assessment within the Florida Safe Schools Assessment Tool;

~~Any~~ Any changes related to school safety, emergency issues, and recommendations provided by the public safety agencies will be considered as part of the recommendations by the School Safety Specialist to the Board.

- e. complete all necessary training as required by Florida law, including but not limited to:
 - 1. providing necessary training and resources to students and staff in matters relating to youth mental health awareness and assistance; emergency procedures, including active assailant training; and school safety and security;
 - 2. providing, or arranging for the provision of, youth mental health awareness and assistance training to all school personnel as set forth in F.S. 1012.584;
- f. the training program shall include, but is not limited to, the following:
 - 1. an overview of mental illnesses and substance abuse disorders and the need to reduce the stigma of mental illness;
 - 2. information on the potential risk factors and warning signs of emotional disturbance, mental illness, or substance use disorders, including, but not limited to, depression, anxiety, psychosis, eating disorders, and self-injury, as well as common treatments for those conditions and how to assess those risks; and
 - 3. information on how to engage at-risk students with skills, resources, and knowledge required to assess the situation, and how to identify and encourage the student to use appropriate professional help and other support strategies, including, but not limited to, peer, social, or self-help care.

- g. coordinating with charter schools to address charter school safety requirements as set forth under Florida law and F.A.C. 6A-1.0018;

The School Safety Specialist must coordinate with charter school personnel to allow input access to the Florida Safe Schools Assessment Tool. Where input access is restricted to District personnel, the School Safety Specialist is responsible for gathering information from charter schools so that Florida Safe Schools Assessment Tool reporting requirements, including those for FortifyFL, threat assessment teams and active assailant response plans, include data from charter schools.

- h. completing surveys provided by the Office of Safe Schools regarding Safe-School officer assignment;
- i. investigating and responding to notices from the Office of Safe Schools containing suspected deficiencies at a District school and at or by a charter school.

22

3. Identification of and Corrections to Instances of Noncompliance with Florida Laws and Rules Relating to Safety

The School Safety Specialist is responsible for identifying and correcting instances of noncompliance with F.A.C. 6A-1.0018 or any other Florida laws or rules relating to safety at any District school. Such actions may include, but are not limited to, the following:

- a. resolving deficiencies relating to Safe-School officer coverage by no later than the next school day;
 - b. notifying the Office of Safe Schools within twenty-four (24) hours at SafeSchools@fldoe.org of any deficiencies relating to Safe-School officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety, or welfare of students or staff. The notification must contain particularized facts beyond noncompliance with rules or Florida Statutes that explain the imminent threat;
 - c. notifying the Office of Safe Schools within three (3) days at SafeSchools@fldoe.org of any instance of noncompliance not corrected within sixty (60) days;
4. Response to Notice of Suspected Deficiency from the Office of Safe Schools

The School Safety Specialist is responsible for notifying the Superintendent within 24 hours of any notice of suspected deficiency the School Safety Specialist receives from the Office of Safe Schools.

When the notice of suspected deficiency concerns a failure to have a Safe-School officer established or assigned at each school facility, as required by F.S. 1006.12, the School Safety Specialist must respond in writing and verify to the Office of Safe Schools that the school(s) identified in the notice have a Safe-School officer on site by the next school day. In all other cases, the School Safety Specialist must respond in writing to the Office of Safe Schools within five (5) school days and verify that the District or school has corrected the suspected deficiency, or within that same time period, submit a written plan describing how the District will bring the identified school(s) into compliance. The plan must include an estimated date of completion and an explanation of alternate security measures designed to maintain a safe learning environment.

- ~~C. The District's School Safety Specialist shall earn, or designate one (1) or more individuals to earn, certification as a youth mental health awareness and assistance trainer as set forth in F.S. 1012.584.~~

IV. RECOMMENDATIONS OF THE SCHOOL SAFETY SPECIALIST

- A. Based on the findings of the school security risk assessment, the School Safety Specialist must provide recommendations to the Superintendent and Board which identify strategies and activities that the Board should implement in order to address the findings and improve school safety and security. The School Safety Specialist's report to the Board shall also include school safety recommendations made by public safety agencies.
- B. ~~Annually,~~ the Board will review the school security risk assessment findings and the recommendations of the School Safety Specialist at a publicly noticed Board meeting to provide the public an opportunity to hear the Board members discuss and take action. The School Safety and Security Plan is confidential and is not subject to review or release as a public record.
- C. The School Safety Specialist will report the school security risk assessment findings and recommendations and the Board's action(s) to the Office of Safe Schools no later than thirty (30) days after the Board meeting and prior to November 1 of each year. The School Safety Specialist shall also submit a best-practices assessment in the Florida Safe Schools Assessment Tool.
- D. As a part of the *School Safety and Security Plan*, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled Checklist of Policies and Guidelines Addressing No Child Left Behind Act of 2001):
 1. safety and security best practices;
 2. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
 3. security procedures at school and while students are on the way to and from school;

23

4. prevention activities that are designed to maintain safe, disciplined and drug-free environments;
5. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:
 - a. allows a teacher to communicate effectively to all students in the class;
 - b. allows all students in the class the opportunity to learn;
 - c. has consequences that are fair, and developmentally appropriate;
 - d. considers the student and the circumstances of the situation; and
 - e. is enforced accordingly.

V. PERSISTENTLY DANGEROUS SCHOOLS

- A. The Board has set forth the rules with regard to the expected behavior and has established the consequences for violating the policy on student conduct in Policy 5500 - Student Conduct/Discipline. The Board recognizes that Federal and State law requires that the District report, annually, incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity, as well as those incidents that would be a Gun-Free Schools Act violation. It is further understood that the Florida Department of Education will then use the data for the offenses identified in the Department's Unsafe School Choice Option Policy to determine whether a school is considered "persistently dangerous".
- B. Pursuant to the Board's stated intent to provide a safe school environment, school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature.
- C. In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, the Superintendent will offer eligible students (see Section VII. below) the opportunity to transfer to another school within the District that serves the same grades.
 1. If there is another school within the District serving the same grades, the transfer shall be completed in a timely manner.
 2. If there is not another school within the District that serves the same grades, then parent(s)/guardian(s) and eligible students will be advised that, although Federal and State law provides for an opportunity to transfer, they will be unable to do so.
- D. In any year where the number of reportable incidents of violent criminal offenses, in any school, exceed the threshold number established in State law, the Superintendent will convene a meeting of the School Safety Specialist, representative(s) of the local law enforcement agencies, members of the School Board, School Resource Officers (SRO), and any other individuals deemed appropriate, in accordance with this policy, for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.
- E. The Superintendent will make a report to the Board about the plan of corrective action and will recommend approval and adoption of it.

VI. THREAT ASSESSMENT TEAMS

A. Purpose

1. The purpose of the threat assessment team is to establish a process focusing on behaviors that pose a threat to school safety while serving as a preventative measure to identify needs and provide support to students. This process is also known as a care assessment. ~~The primary purpose of a threat assessment is to minimize the risk of violence at schools.~~
2. Threat assessment teams are responsible for completing a LCS Threat Assessment, identifying and providing parent(s)/guardian(s) with a list of available local resources, and creating a school level student support plan of interventions for individuals whose behavior may pose a threat to the safety of school staff or students consistent with the model policies and procedures developed by the Office of Safe Schools which addresses early identification, evaluation, early intervention, and student support.
3. Each school-based threat assessment team must meet as often as needed to fulfill its duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. Threat assessment teams shall maintain documentation of

their meetings, including meeting dates and times, team members in attendance, cases discussed, and actions taken.

B. Location and Membership

1. Threat assessment teams are located at each school in the District and composed of individuals with expertise in counseling, instruction, school administration, and law enforcement.
 - a. The counseling team member must be a school-based mental health services provider who is able to access student mental health records.
 - b. The law enforcement team member must be a sworn law enforcement officer, as defined by F.S. 943.10, including a School Resource Officer, school-safety officer, or other active law enforcement officer. At a minimum, a law enforcement officer serving on a threat assessment team must have access to local Records Management System information, the Criminal Justice Information System, and the Florida Crime Information Center and National Crime Information Center databases. Officers serving on school-based threat assessment teams must also have clearance to review Criminal Justice Information and Criminal History Record Information.
2. The Board authorizes the Superintendent to create procedures for the purpose of:
 - a. identifying team participants by position and role;
 - b. designating the individuals (by position) who are responsible for gathering and investigating information; and
 - c. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

C. Responsibilities and Activities of Threat Assessment Teams

The responsibilities and activities of threat assessment teams include, but are not limited to, the following:

1. Creating procedures related to engaging behavioral health crisis resources, to include local providers offering a continuum of services to youth and families based on their individual needs.
2. Identifying individuals in the school community to whom threatening behavior should be reported and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self.
3. Utilization of the Department's behavior threat assessment instrument developed pursuant to F.S. 1001.212.
4. Consulting with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, that would pose a threat to school safety.
5. Consulting with law enforcement when a student commits more than one (1) misdemeanor to determine if the act should be reported to law enforcement.
6. Preliminary determinations made by the threat assessment team that a student poses a threat of violence or physical harm to himself/herself or others must be reported by the threat assessment team to the Superintendent or his/her designee.
 - a. The Superintendent or his/her designee shall immediately attempt to notify the student's parent or legal guardian.
 - b. Nothing in this paragraph shall preclude District personnel from acting immediately to address an imminent threat.
7. The threat assessment team can obtain criminal history record information as provided in F.S. 985.047 if a preliminary determination is made by the threat assessment team that a student poses a threat of violence to himself/herself or others or exhibits significantly disruptive behavior or need for assistance; however, members of the threat assessment team are prohibited from disclosing any criminal history record information obtained pursuant to this paragraph or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.

D. Sharing Confidential or Exempt Information

The District and other agencies and individuals that provide services to students experiencing, or at risk of, an

emotional disturbance or a mental illness and any service or support provider contracting with such agencies may share with each other records or information that are confidential or exempt from disclosure under F.S. Chapter 119, if the records or information are reasonably necessary to ensure access to appropriate services for the student or to ensure the safety of the student or others.

E. Immediate Mental Health or Substance Abuse Crisis

1. If an immediate mental health or substance abuse crisis is suspected, school personnel shall follow policies established by the threat assessment team to engage behavioral health crisis resources.
2. Onsite school personnel must report all such situations and actions taken to the threat assessment team, which shall contact the other agencies involved with the student and any known service providers to share information and coordinate any necessary follow-up actions. Upon the student's transfer to a different school, the threat assessment team shall verify that any intervention services provided to the student remain in place until the threat assessment team of the receiving school independently determines the need for intervention services.
3. Behavioral health crisis resources, including but not limited to mobile crisis teams and school resource officers trained in crisis intervention, will provide emergency intervention(s) and assessment(s), make recommendations, and refer students for appropriate services.

F. Behavior Threat Assessment Instrument Training

All threat assessment team members must be trained on the Department's behavior threat assessment instrument in accordance with Florida law.

G. Office of Safe Schools Reporting

Each threat assessment team will report quantitative data on its activities to the Office of Safe Schools, including all activities during the previous school year, and shall utilize the threat assessment database developed pursuant to F.S. 1001.212. The School Safety Specialist will report this information to the Office of Safe Schools. Additionally, the School Safety Specialist must report the following information utilizing the Florida Safe Schools Assessment Tool by October 1 of each year:

1. For the 2021-2022 school year, the total number of threat assessments conducted, the number of transient threats, and the number of substantive threats; and,
2. Beginning in the 2022-2023 school year, the number of threat assessments conducted, the number of transient threats, and the number of substantive threats as well as the gender, race, and grade level of all students assessed by the threat assessment team.

VII. VICTIMS OF VIOLENT CRIME

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school- sponsored activity.

- A. In accordance with Federal and State law, the parent(s)/guardian(s) or the eligible student will be offered the opportunity to transfer to another school and provide such records to the Office of Safe Schools upon request.

F.S. 1006.07

F.S. 1006.13

F.S. 1006.1493

Florida Safe Schools~~Office of Safe Schools School Security Risk~~ Assessment Tool

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates (U.S. Secret Service and U.S. Dept. of Education)

F.A.C. 6A-1.0018

Effective 9/5/12

Revised 1/14/14

Revised 5/14/19

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26



Book	Policy Manual
Section	8000 Operations
Title	SAFE-SCHOOL OFFICERS
Code	po8407
Status	
Legal	F.S. 30.15 F.S. 1006.12
Adopted	May 14, 2019
Last Revised	March 23, 2021

8407 - **SAFE-SCHOOL OFFICERS**

The headings in the policy are for convenience or reference only and will not govern the interpretation of the provisions.

I. PURPOSE

For the protection and safety of students, school personnel, visitors, and property, the District will partner with local law enforcement agencies to establish or assign one or more safe-school officers at each school facility within the District and may implement any combination of school resource officers, school safety officers, and school guardians to best meet the needs of the District, including charter schools. A Safe-School officer shall be present, at a minimum, during the school day when the school facility is open for instruction as defined by the approved school calendar (See, Policy 8210 - School Calendar).

The Superintendent, in consultation with the School Safety Specialist, is responsible for developing procedures relating to the assignment of Safe-School officers outside of the regular school day, including during, before, and after school, summer school, during extra-curricular activities, and for school-sponsored events. In developing the procedures, the Superintendent must consider factors such as the number of persons present, the ratio of staff members to students, and other safety measures available.

II. Definitions

"Safe-School officer" means a school resource officer, a school-safety officer, a school guardian, or a school security guard, as identified in F.S. 1006.12,

"School facility" means a public K-12 school, including a charter school, with a Master School Identification Number (MSID) number as provided under F.A.C. 6A-1.0016, with the following exceptions:

A. Schools with separate MSID numbers that are located at the same physical location and are co-located with each other are a single school facility.

B. Schools that are located at separate physical locations and are not co-located, but share one MSID number are separate school facilities.

C. A school facility does not include:

1. schools without a physical location for instruction of students, such as virtual schools, virtual instruction programs, virtual course offerings, franchises of the Florida Virtual School and virtual charter schools;

2. settings where instruction is provided in a county jail or state prison, in a Department of Juvenile Justice facility or program, in a hospital, or while a student is homebound;

3. schools that provide only prekindergarten or adult education;

27

4. technical centers under F.S. 1004.91; and**5. provide schools, regardless of whether or not their students receive State scholarship funds under F.S. Chapter 1002.****III. Training**

In addition to the provisions outlined in Section 30.15 F.S., as applicable, Safe-School officers must complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. The training shall improve officers' knowledge and skills as first responders to incidents involving students with emotional disturbance or mental illness, including de-escalation skills to ensure student and officer safety.

IV. SCHOOL RESOURCE OFFICERS

- A. The School Board will enter into cooperative agreements with law enforcement agencies for the provision of school resource officers. School resource officers must be certified law enforcement officers as defined in F.S. 943.10(1) and employed by a law enforcement agency as defined in F.S. 943.10(4). School resource officers will:
1. undergo criminal background checks, drug testing, and psychological evaluation;
 2. abide by Board policies and consult with and coordinate activities through school principals; and
 3. complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. Such training must be designed to improve school resource officers' knowledge and skills as first responders to incidents involving students with emotional disturbance or mental illness, including de-escalation skills to ensure student and officer safety.
- B. With respect to matters relating to employment, school resource officers are responsible to their law enforcement agency, subject to agreements between the Board and law enforcement agency. Activities conducted by school resource officers which are part of the regular instructional program of schools is under the direction of school principals.
- C. The powers and duties of law enforcement officers will continue throughout school resource officers' tenure.

V. COMMISSIONED SCHOOL SAFETY OFFICERS

- A. The Superintendent will recommend, and the Board may appoint, one (1) or more school safety officers.
- B. School safety officers must be certified law enforcement officers as defined in F.S. 943.10(1), certified under the provisions of F.S. Chapter 943, and employed by either a law enforcement agency or the Board.
- C. School safety officers must undergo criminal background checks, drug testing, and psychological evaluation.
- D. School safety officers have and will exercise the power to make arrests for violations of the law on Board property and to arrest persons, whether on or off such property, who violate any law on such property under the same conditions that deputy sheriffs are authorized to make arrests. School safety officers have the authority to carry weapons when performing their official duties.
- E. The Board may enter into mutual aid agreements with one (1) or more law enforcement agencies as provided in F.S. Chapter 23.
- F. A school safety officer's salary may be paid jointly by the Board and law enforcement agency.

VI. SCHOOL GUARDIAN

- A. Per F.S. 30.15, the Board may utilize school guardians pursuant to The Coach Aaron Feis Guardian Program.
- B. The Superintendent is responsible for appointing school guardians. Prior to appointing school guardians, the Superintendent must verify through evidence provided by a Florida sheriff's office that potential school guardians have met all the requirements set forth in F.S. 30.15.
- C. School guardians do not have the power of arrest or the authority to act in any law enforcement capacity except to the extent necessary to prevent or abate an active assailant incident ~~on District school premises. In support of school-sanctioned activities for purposes of F.S. 790.115, the following individuals may serve as a school guardian:~~
1. a District employee or personnel as defined under F.S. 1002.01 who volunteers to serve as a school guardian in addition to his/her official job duties; or
 2. a District employee who is hired for the specific purpose of serving as a school guardian.
- D. ~~District employees or contracted personnel hired for the specific purpose of serving as a school guardian may serve as a school guardian, in support of school-sanctioned activities for purposes of F.S. 790.115, upon satisfactory completion of the requirements under F.S. 30.15(1)(k) and certification by a Florida's sheriff's office.~~

VII. EXEMPTION FROM PUBLIC RECORDS

- A. Any information that would identify whether a particular individual has been appointed as a safe-school officer pursuant to F.S. 1006.12, held by a law enforcement agency or school district is exempt from F.S. 119.07(1) and s. 24(a), Art. I of the State Constitution.
- B. This exemption is subject to the Open Government Sunset Review Act in accordance with F.S. 119.15 and shall stand repealed on October 2, 2023, unless reviewed and saved from repeal through reenactment by the Legislature.

VIII. Notification of Incidents Involving Safe-School Officer Discipline, Dismissal, and Discharge of a Firearm**A. Discharge of a Weapon**

"Discharge" means to fire a gun or firearm.

The Superintendent must notify the Office of Safe Schools when a Safe-School officer assigned to any school facility in the District discharges a firearm in the exercise of Safe-School officer duties, other than for training purposes, as provided in F.S. 1006.12 (5). Notification must be made no later than seventy-two (72) hours of the incident by submitting Form SSON-2021 to SafeSchools@fldoe.org.

The Superintendent is also responsible for notifying the Leon County Sheriff immediately after, but no later than seventy-two (72) hours after, a Safe-School Officer discharges their firearm in the exercise of their duties other than for training purposes.

B. Dismissal or Discipline

"Dismissal" means a Safe-School officer is permanently relieved of their position. Dismissal or termination is involuntary and initiated by the employer, including firings or other discharges for cause. "Discipline" means a Safe-School officer received a behavior-related official reprimand.

The Superintendent must notify the Office of Safe Schools when a Safe-School officer assigned to a school facility in the District has been disciplined for misconduct or has been dismissed from their duties as a Safe-School officer by their employer, including in cases where the officer is reassigned or moved to another school location, whether by a school district, charter school, law enforcement agency, or private security company, as provided F.S. 1006.12 (5). Notification must be made no later than seventy-two (72) hours of the dismissal or disciplinary action by submitting Form SSON-2021 to SafeSchools@fldoe.org.

- C. The Superintendent must notify the Office of Safe Schools when there is an allegation of misconduct that results in a Safe-School officer being placed on administrative leave or reassigned pending completion of an investigation using the procedure set forth in F.A.C. 6A-1.0018 (18)(b)1. Within fifteen (15) days of completion of the investigation, updated information regarding the result of the investigation must be provided to the Office of Safe Schools.

The Superintendent is also responsible for notifying the Leon County Sheriff immediately after, but no later than seventy-two (72) hours after, a Safe-School Officer is dismissed for misconduct or disciplined.

- D. The Superintendent shall adopt and implement procedures to verify that charter schools, law enforcement agencies, and private security firms employing or contracting with Safe-School officers timely report discipline and dismissal of Safe-School officers and any discharge of an officer's weapon outside of training activities, so that the District can meet the reporting requirements under Florida law.

F.S. 30.15**F.S. 1006.12****F.A.C. 6A-0018**

Revised 3/23/21

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29

OPINION *This piece expresses the views of its author(s), separate from those of this publication.*

Home Rule: Eroding local school boards erodes public trust | Opinion

Jacquelyn Steele Your Turn

Published 6:00 a.m. ET Jan. 28, 2022

On the first Thursday of each month, the Leon County School's District Advisory Council (DAC) can be found gathering to discuss important school related topics or receiving presentations on curriculum and programs.

The DAC is composed of representatives from each Leon County school and is an excellent example of home rule. The School Board relies on this body to review policy changes and make recommendations on a myriad of issues. The District understands that without advisory councils, they will not know how their policies and procedures impact individual schools.

A good system that could serve as a model to the Governor and Florida Legislature.

Over the last decade, our school boards and education system have suffered attack after attack on its ability to make the decisions necessary to educate our children.

The most recent fight was over mask mandates and who should have the authority to keep our children safe. The governor declared that only parents could make that decision and the Florida Legislature acquiesced to this concept.

While a vocal few stormed school board meetings and threatened school administrators, our DAC and Superintendent Rocky Hanna discussed the data in Leon County. Superintendent Hanna made the call to mandate masks after consultation and review of the facts in our community.

Our school board and superintendent are duly elected members of our community.

They were elected by citizens of our county to ensure the education of our children. We entrust them to gather as a collegial body and use the resources available to provide the best educational product.

30

To that end, when resources are scarce, they have to make tough decisions to provide the best service with the resources that are available.

This is why Home Rule was established.

Each year, the district receives approximately \$7,700 to procure resources, pay teachers, and provide overall educational services for each child. However, with the increasing expansion of vouchers and charter schools, we are experiencing another erosion in our ability to provide the best educational product.

The Leon County School Board recently reviewed an application for a charter school. After reviewing the application, the application was denied. However, the Florida Department of Education overrode the district's decision and approved the school.

This school now qualifies for \$1.2 million in funding from the district's budget. The same budget that does not go far enough in per child spending. The same budget that ensures the safety of our children by keeping up with infrastructure maintenance and transportation.

Our district reviews the needs in our county and makes objective choices about the additions of necessary school offerings. However, the DOE took into consideration the political ideology of the governor and education commissioner. This should not be the norm and definitely not the manner in which our state leaders should govern.

Local leaders must be allowed to make the best decisions for the communities they serve.

We hope legislators take into consideration home rule. We ask them to give local school boards and superintendents the same deference and ability to operate as they ask the federal government.

It seems quite hypocritical to have this body scoff at the federal government's requirements as an invasion of state's rights but then act the same way when it comes to local elected bodies and officials.

State's rights are just as important as home rule. Most importantly, the rights of local school boards to make the decisions for their constituencies must not be eroded at the political whim of a few.

We must protect this most democratic right.

Jacquelyn Steele is a lifelong Leon County resident and parent representative to the District Advisory Council from Roberts Elementary School.

JOIN THE CONVERSATION

Send letters to the editor (up to 200 words) or Your Turn columns (about 500 words) to letters@tallahassee.com. Please include your address for verification purposes only, and if you send a Your Turn, also include a photo and 1-2 line bio of yourself. You can also submit anonymous Zing!s at Tallahassee.com/Zing. Submissions are published on a space-available basis. All submissions may be edited for content, clarity and length, and may also be published by any part of the USA TODAY NETWORK.

LEON COUNTY SCHOOLS
DISTRICT ADVISORY COUNCIL BYLAWS

Adopted October 8, 2009

Reviewed 2010-2011; 2011-2012; 2012-2013; 2013-2014; 2014-2015;
2015-2016; 2016-2017; 2017-2018; 2018-2019; 2019-2020; 2020-2021

ARTICLE I: Name of Council

The name of this council ~~shall shall~~ be the Leon County Schools District Advisory Council and ~~shall shall~~ be known as the District Advisory Council (DAC).

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ARTICLE II: Purpose of Council

The purpose of the DAC ~~is shall be~~ to assist the Superintendent and the School Board in making decisions pertaining to the school district as a whole and to the school system's educational philosophy, goals, programs, and the Florida Program for School Improvement and Accountability.

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The DAC's participation in the decision-making process ~~is shall be~~ advisory in nature, and it ~~must shall~~ accomplish its purpose by: (1) investigating, (2) informing, (3) suggesting, (4) recommending,

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(5) evaluating county-wide issues and concerns identified by the schools, the Superintendent or the School Board, and (6) performing other such duties as appropriate to the advising process.

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Section 1: Governance

- A. The DAC ~~is shall be~~ governed by these Bylaws and ~~must shall~~ function in accordance with them and with the Policies and Procedures as described in the DAC Handbook.
- B. The Bylaws, once adopted, may be amended through a formal process described in Article VII, Section 1. The DAC Handbook ~~must shall~~ be reviewed annually and revised as needed by the Executive Committee.

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Section 2: Function

The advisory council's function ~~must shall~~ include, but not be limited to:

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- A. Participating in the District's decision making processes of:

1. Defining goals,
2. Assessing educational needs,
3. Establishing priorities,
4. Planning educational programs,
5. ~~Budgeting.~~
6. Evaluating, and
7. Reviewing policies and rules

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- B. Facilitating communication among the school system, parents, students and community.
- C. Informing and advising the Superintendent and School Board regarding school/community needs, interests, and concerns.

Section 3: The duties of the members ~~shall~~ include participating in the School Improvement process by:

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- A. Supporting the School Advisory Councils (SACs),
- B. Communicating with their SACs to identify issues and concerns that may be district-wide,
- C. Sharing best practices among the schools,
- D. Providing feedback to the Superintendent and School Board relating to the process of school improvement district-wide,
- E. Suggesting changes in procedures, policies, resources or programs.

Duties will be advisory in nature, and will not conflict with any of the powers and duties reserved by law or State Board Rule for the School Board, as referenced in Florida Statute 1001.42.

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ARTICLE III: Membership

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The following guidelines ~~must (or will)~~ ~~shall~~ be used in establishing the District Advisory Council:

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Section 1: Composition of Membership

DAC membership ~~must (or will)~~ ~~shall~~ be comprised of Leon County residents who represent: (1) Parents/guardians of children enrolled in Leon County schools, (2) high school students, (3) teachers and principals and (4) community members at-large, whose selection will be determined as follows:

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- A. Each school principal ~~must shall~~ ensure ~~that~~ two representatives and one alternate representative are selected from the school's School Advisory Council (SAC), PTA/PTO or other group(s) representative of the school community. At least one of the representatives ~~will shall~~ be selected from the School Advisory Council (SAC). If any representative is employed by Leon County Schools, it is understood that the perspective they bring to the DAC will be representative of that site's parent community.
- B. The Student District Advisory Council ~~will shall~~ appoint a member to sit on the DAC to provide the student perspective.

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C. The Superintendent, giving first consideration to those recommended by the Leon Classroom Teacher's Association (LCTA), ~~will~~ appoint three teachers, one from each level: Elementary, Secondary, and District-wide schools.

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In addition, the Superintendent, or his/her designee, ~~must shall~~ ensure that one principal from each level is appointed to the District Advisory Council.

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D. The Superintendent and School Board members ~~must shall~~ each appoint two persons to serve as at-large members on the DAC. To further broaden the base of representation, one of each official's at-large appointments ~~must shall~~ not have children enrolled in Leon County Schools.

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Section 2: Appointment of Site Representatives

Appointments of site representatives to the District Advisory Council ~~will shall~~ be made annually by the Superintendent and the Leon County School Board based upon recommendations by site administrators. To be appointed, individuals meeting the composition requirements described in Section 1 above must file a DAC membership appointment request approved by the site administrator with the Superintendent or his/her designee.

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Section 3: Terms

All members ~~will shall~~ be appointed prior to the last day of school to serve a one-year term on the DAC. The terms ~~will shall~~ run from September 1st through August 31st of the following year ~~—(with the exception of officers – see Article IV, Section 2.)~~ Consecutive terms are ~~—~~ permissible, but membership is neither transferable nor can it be reassigned to another ~~—~~ individual except by formal appointment as described in Section 2 above.

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Section 4: Duties and responsibilities

Each member of the DAC ~~is shall be~~ expected to: (1) attend all DAC meetings, (2) regularly report back to and seek input from the group or individual they represent, and (3) serve on any committee or task force when appointed by the DAC Chairperson.

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DAC members, when performing their district advisory role, represent the perspectives of the group or individual who made their appointment, but must consider the best interest of all children and families in Leon County schools when suggesting changes in procedures, policies, resources, or programs, and before casting votes.

Section 5: Voting Rights

Each DAC member ~~has shall be entitled to~~ one vote and may cast that vote on each item brought before the DAC as a whole. Alternates may vote only when standing in for a

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regular member not in attendance. A quorum must be present before a vote may be taken by the DAC. For purposes of the DAC, a quorum will exist if two-thirds ~~majority~~ of the Leon

County schools are represented at the DAC meeting and if a ~~majority~~ two-thirds of elected officials are represented by at least one of their DAC appointees.

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Section 6: Vacancies

A vacancy on the District Advisory Council ~~must (or will) shall~~ be filled for the remainder of the term (unless there is fewer than one month remaining on the term) by the Superintendent or designee following the appointment procedures outlined in Section 2.

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- A. If a DAC member is appointed by a school and the member's child(ren) for any reason no longer attend(s) such school, the school principal will ensure that a replacement is appropriately chosen to serve on the DAC in accordance with section 1.
- B. A DAC member may officially resign at any time by filing with the DAC Secretary a written letter of resignation and supplying a copy of the resignation letter to the appointing official and Superintendent or his/her designee.
- C. Any DAC member who has two consecutive, unexcused absences from a District Advisory Council (DAC) meeting ~~must (or will) shall~~ be replaced on DAC. (Please refer to the Handbook referenced in Article II, Section 1.) Upon such an occurrence, the district office ~~will shall~~ notify the member and the official who made the initial appointment. The member ~~must will shall~~ be replaced using the membership process, outlined above in Article III, Section 1.

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ARTICLE IV: Officers

The officers of the District Advisory Council ~~are shall be:~~ a Chairperson(s), a Vice-Chairperson(s), a Secretary/Treasurer, and other such officers as the council may deem necessary. All officers ~~shall~~ serve on the DAC Executive Committee.

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Section 1: Duties

- A. Chairperson(s)

The Chairperson(s) ~~will shall~~ preside at all meetings of the Executive Committee and the DAC.

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The Chairperson(s) ~~will shall~~ also:

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1. Sign all official letters, reports and other DAC communications;
2. Act as the "official spokesperson" of the DAC to maintain open communication with the Superintendent, school board and school system;
3. Formally appoint the chairpersons of all DAC committees and the assignment of DAC members to other (external) committees and task forces;
4. Perform other duties as may be periodically prescribed by the DAC, Superintendent and school board; and

~~5.~~ Appoint a parliamentarian ~~that is bound by Robert's Rule of Order.~~

B. Vice-Chairperson(s)

The Vice-Chairperson(s) ~~will shall:~~

1. Serve as a member of the Executive Committee and substitute for the Chairperson(s), during his/her absence from such meetings;
2. Serve, in addition to the Chairperson(s), as the Council's DAC official liaison to the School Board; and
3. At the request of the chair, assist the chairperson in the duties and responsibilities described in Section 1. A.

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Democratic Rules of Order

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C. Secretary/Treasurer

The Secretary/Treasurer, with assistance from the Superintendent's staff, ~~will shall~~ record the minutes and attendance at all DAC meetings.

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The Secretary/Treasurer ~~will shall~~ also:

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1. Serve as a member of the Executive Committee.
2. Collect, record and distribute all monies collected by the DAC; and

In addition, the Secretary/Treasurer ~~will shall~~ maintain current DAC membership information. The Superintendent's staff will provide clerical, secretarial, typing, printing, and other assistance as the Secretary/Treasurer may require to ensure the timely recording and appropriate distribution of all DAC minutes and other public records.

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Section 2: Election and Term of Officers

- A. The election of officers ~~will shall~~ take place at the regular May meeting, or at such other regular meeting as deemed appropriate. ~~DAC members may be eligible to be nominated for office after serving one year.~~ Election ~~must shall~~ be made by a two-thirds vote of the members present from a slate of officers presented by the Nominating Committee (see Article VI. Section 2). Floor nominations will be permitted prior to the close of nominations, at which time all nominees may address the DAC concerning their interest in and qualifications for office. (The vote ~~must shall~~ be forwarded to the Superintendent for School Board ratification.)
- B. Officers ~~shall~~ serve from the conclusion of the regular May meeting to facilitate planning for the upcoming year. Officers may serve two consecutive one-year terms.

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Section 3: Removal and Vacancy

- A. Any officer elected by the DAC may be removed from the Executive Committee by a two-thirds vote of all DAC members whenever, in the judgment of the members, the best interests of the DAC are not being served.
- B. A vacancy in any office because of death, resignation, removal, disqualification, or any other reason for which an officer is unable to complete the term of office, ~~must shall~~ be filled by appointment of the Superintendent or designee based upon recommendations from DAC immediately until such time as an election is held for the post vacated.

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ARTICLE V: Meetings (and procedures)

All meetings of the DAC and its committees ~~are shall be~~ open to all ~~interested parties~~. Moreover, input from the community-at-large ~~will shall~~ be actively solicited by Council members for inclusion in DAC meetings.

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Section 1: Schedule

- A. The DAC ~~shall meets~~ on the first Thursday after the first Monday of each month. There will be no July or August meetings unless determined necessary by the Executive Committee. These Regular Meetings ~~shall will~~ begin promptly at 6:00 p.m. and adjourn no later than 8:00 p.m. The time and date of a Regular Meeting may be changed by the Executive Committee with seven days notice to all DAC members.
- B. The DAC may from time to time hold Special Meetings, subject to call by the Chairperson(s), and the Superintendent or his/her designee or by a two-thirds vote of the membership upon petition by any member. Unless waived by two-thirds vote of the members present, the agenda of any Special Meeting, regardless of its origin of call, ~~is shall be~~ limited to one

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item only.

Section 2: Conduct

- A. All DAC meetings ~~will shall~~ be conducted in accordance with the latest available edition of "Robert's Rules of Order". The Chairperson(s) ~~will (or maybe "can") shall~~ ensure an official parliamentarian is present for all meetings.
- B. An agenda for each Regular Meeting will be developed by the DAC Executive Committee in consultation with the district support staff and then distributed, together with all support material and minutes of the previous meeting(s) and any subsequent Special Meeting held in the interim, to all DAC members at least seven (7) days prior to the next Regular Meeting. The agenda ~~shall be sufficient for the conduct of business~~ by the DAC ~~and must shall~~ include an informational/program component for each meeting.

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ARTICLE VI: Committees

The DAC ~~shall must (or will) shall~~ have an Executive Committee and other Committees as necessary to conduct its business. Membership on committees will be for a period of one year beginning with the September Regular Meeting.

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Section 1: Executive Committee

Membership on the Executive Committee will be for a period of one year beginning at the conclusion of the May Regular Meeting.

- A. Composition: All elected officers and chairpersons of Committees and liaisons designated by the School Board and Superintendent, respectively, will serve as the DAC Executive Committee.
- B. Duties, Responsibilities and Authority:

- 1. The Executive Committee, in coordination with District staff ~~will shall~~ develop the agenda for each DAC Regular Meeting (see Article V, Section 2).
- 2. Under the leadership of the DAC Chairperson(s) (see Article IV, Section 1 A), the Executive Committee ~~shall~~ have the authority to represent and to act on behalf of the DAC between all Regular Meetings, principally on any issue, concern or item previously presented to the DAC for information, discussion and/or action.
- 3. The Executive Committee also ~~has shall have~~ authority to

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act upon any emergency request(s) by the School Board and/or Superintendent, which needs immediate attention. Such matters will then be presented for information and/or other appropriate action at the next regularly scheduled DAC meeting.

Section 2: Special Committees

A. DAC Committees

1. Nature and Composition

- a. Special Committees and/or subcommittees may be established by the DAC Chairperson(s) or another officer designated by the Chairperson(s) when necessary to assist the Executive Committee or to deal with specific matter(s) requiring immediate attention on matters beyond the purview of the Executive Committee.
- b. These committees and/or subcommittees ~~will shall~~ be comprised of representatives knowledgeable about and interested in the matter at hand. Appointment to such committee may extend beyond the membership of the DAC. The DAC Chairperson(s) may make particular appointments to specific committees if necessary (e.g. to achieve numerical balance).
- c. Each Special Committee, established above, ~~will shall~~:
 1. Have a defined task to accomplish and a specified timeline for completion of that task;
 2. Submit their findings, conclusions and/or results in writing at the next scheduled meeting of the Executive Committee and make a summary report of their work to the Executive Committee and/or DAC as a whole; and
 3. Disband upon completion of their task.

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2. Council Nominating Committee

- a. One committee, which ~~must shall~~ be formed annually, is the Nominating Committee. This committee ~~must shall~~ be comprised of no fewer than

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five and not more than seven DAC members appointed by the DAC Chairperson at the regular DAC meeting in March.

- b. The sole purpose of the Nominating Committee will ~~shall~~ be to bring to the DAC's regular April Meeting a slate of ~~well~~-qualified DAC members nominated to serve as officers for the coming year.
- c. The election of new officers will be conducted at the DAC's regular May Meeting. Election will require a two-thirds vote of members present.

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B. External Assignments

1. DAC members occasionally may be asked to serve on district-wide committees or community groups formed to deal with specific issues or functions. These external assignments may include (but not be limited to) Capital Outlay, Citizens for Better Schools, Rezoning (either district-wide or grade-level specific), Testing & Evaluation, Textbook Selection, Transportation, Safety, and/or others.
2. On such occasions, at the request of the Superintendent or designee, the DAC Chairperson will appoint an appropriate DAC member(s), subject to approval by the DAC membership. The appointments will be for a specified period (usually one year) and may be consecutive.
3. DAC members appointed to external assignments ~~are~~ ~~shall~~ be expected to perform those duties in addition to their continuing involvement on the DAC and to report on the work of the external assignment at every DAC meeting.

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In instances in which the DAC has established a policy position on an issue related to the purpose of an external assignment, the DAC member so appointed must ~~shall~~ accurately represent that DAC position.

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ARTICLE VII: Amendments

Section 1: Amendment Process

- A. DAC Bylaws may be amended using the following process:
 1. At least one (1) week's prior notice of the proposed amendment(s) must be given to all DAC members.
 2. A two-thirds affirmative vote of the DAC members present

at a DAC meeting at which the amendment(s) is/are formally presented, ~~shall be necessary to effectively~~ amend the Bylaws. Bylaws, as adopted by the DAC, ~~must~~ shall be passed to the Superintendent for School Board ratification in order for the amendment(s) to stand.

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- B. Any amendment to the Bylaws must conform to the State of Florida guidelines for Advisory Committees and may not be in conflict with any School Board Policy.