

The names, titles, and contact information for these individuals will be published annually in the parent and staff handbooks, in the School District Annual Report to the public, on the School District's web site, and on each individual school's website.

A Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct or to intercede informally on behalf of the student.

Duties and Responsibilities

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age of eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the compliance officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

The Compliance Officers are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) calendar days of learning of the incident.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students, other members of the School District community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students, other members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers is available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a

GLADES SCHOOLS

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5780 - STUDENT/PARENT RIGHTS

The School Board recognizes that students possess not only the right to an education but the rights of citizenship as well. 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.

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

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

All education programs, activities, and opportunities offered by the District are available without discrimination on the basis of race (including anti-Semitism [as defined in Bylaw 0100]), color, ethnicity, national origin, sex (including sexual orientation, transgender status, or gender identity), gender, disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes"). (see also Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability).

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.

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. (see Form 5780 F1)

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6100 - UNIFORM RECORDS AND ACCOUNTS

The School Board and the Superintendent shall provide for keeping or having kept accurate records of all financial transactions and the making of all needed or required reports in the proper form as required by law (Federal and State), Administrative Rules of the State Board, and additional records and reports as approved by the Board. Sound business principles and procedures are to be observed.

Additionally, the Board and Superintendent shall establish and maintain internal controls designed to:

1. prevent and detect fraud, waste, and abuse as defined in F.S. 11.45(1);
2. promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices;
3. support economical and efficient operations;
4. ensure reliability of financial records and reports; and
5. safeguard assets.

A. Method of Accounting

The District's system of accounting shall comply with all requirements of the Governmental Accounting Standards Board, Statement No. 54 (GASB 54). In accordance with GASB 54, the District will report its fund balance in the following categories:

1. *Nonspendable fund balance* - that is, amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
2. *Restricted fund balance* - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
3. *Committed fund balance* - amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.
4. *Assigned fund balance* - amounts the Board intends to use for a specific purpose; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
5. *Unassigned fund balance* - amounts that are available for any purpose; these amounts are reported only in the general fund.

The Board authorizes the auditors and directs its administrative staff to take all steps necessary to comply with the requirements of GASB 54. All revenue and funds will be designated to one of the above categories.

B. Audits

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6233 - DISTRICT BUDGET

A. Preparation

The budget shall be prepared and administered in accordance with Florida statutes and in accordance with Policy 6220.

B. Implementation of Budget

Implementation of the official District budget shall give appropriations and reserves therein the force and effect of fixed appropriations and reserves, and the same shall not be altered, amended, or exceeded except as authorized.

monthly
The School Board shall monitor the budget on a monthly basis.

Expenditures may exceed the amount budgeted by function or object provided the School Board approves the expenditures and amends the budget no later than the annual due date established by the State Department of Education for submitting the District's annual financial report.

Pursuant to State law, if the Board finds and declares in a resolution adopted at a regular meeting of the Board that the funds received for any of the following categorical appropriations are urgently needed to maintain Board specified academic classroom instruction or improve school safety, the Board may consider and approve an amendment to the School District operating budget transferring the identified amount of the categorical funds to the appropriate account for expenditure:

A. funds for student transportation;

B. funds for research-based reading instruction, but only if the required additional hour of instruction beyond the normal school day for each day of the entire school year has been provided for the students in each low-performing elementary school in the District pursuant to F.S. 1011.62(9, a);

C. funds for instructional materials.

~~Such a transfer can only be recommended by the Superintendent and approved by the Board if all instructional materials necessary to provide update materials aligned to Next Generation Sunshine State Standards and benchmarks and that meet statutory requirements of content and learning have been purchased for that fiscal year, and such a transfer is recommended by the Superintendent and approved by the Board no sooner than March 1st of the fiscal year. Pursuant to State law, funds for instructional materials available after March 1st may be used to purchase hardware for student instruction.~~

D.

1. funds for the guaranteed allocation related to exceptional education students as provided in F.S. 1011.62(1, e)2;
2. funds for the supplemental academic instruction allocation as provided in F.S. 1011.62(1, f);

3. funds for the Florida digital classrooms allocation as provided in F.S. 1011.62(12);

4. funds for the Federally connected student supplement as provided in F.S. 1011.62(13); and

?? [Drafting Note: If the school district is not eligible for Federal Impact Aid Program funds under s. 8003 of Title VIII of the Elementary and Secondary Education Act of 1965, the District should not include this in its policy.]

5. funds for the class size reduction as provided in F.S. 1001.685.

~~The Board shall monitor the budget on a monthly basis.~~

C. General Fund Ending Fund Balance

The Constitution of the State of Florida requires that the District operate under a balanced budget. The Board understands that there may be unforeseen circumstances that can result in increases or decreases in revenue and/or expenditures. These circumstances would thereby impact the financial stability of the District.

As required by Florida statute, the Board shall maintain a General Fund ending fund balance not classified as restricted, committed, or nonspendable in the District's approved operating budget that is sufficient to address normal contingencies.

1. Any time the portion of the General Fund's ending fund balance not classified as restricted, committed, or nonspendable in the District's approved operating budget is projected to fall below three percent (3%) of projected General Fund revenues during the current fiscal year, the Superintendent shall develop and submit to the Board for approval a plan to restore the ending fund balance to three percent (3%) of projected General Fund revenues.
2. The Superintendent shall provide written notification to the Board and to the Commissioner of Education if at any time the portion of the general fund's ending fund balance not classified as restricted, committed, or nonspendable in the District's operating budget is projected to fall below projected revenues as prescribed by law.

The Superintendent shall submit to the Board for approval a plan to avoid a financial emergency as determined pursuant to F.S. 218.503.

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F.S. 1011.035

F.A.C. 6A-1.002, 6A-1.006

F.S. 1001.42, 1001.43, 1011.01, 1011.051, 1011.62



GLADES SCHOOLS

Book	Policy Manual
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7530.02 - STAFF AND SCHOOL OFFICIALS USE OF WIRELESS COMMUNICATION DEVICES

Use of wireless communication devices ("WCD") (as defined in Bylaw 0100) has become pervasive in the workplace. Whether the WCD is Board-owned and assigned to a specific employee or school official or personally-owned by the employee or school official (regardless of whether the Board pays the employee an allowance for his/her use of the device, the Board reimburses the employee or school official on a per use basis for their business-related use of his/her WCD, or the employee or school official receives no remuneration for his/her use of a personally-owned WCD, the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying procedure, as well as other pertinent Board policies and procedures.

Conducting District Business Using a WCD

Employees and school officials are permitted to use a Board-owned and/or personally-owned WCD to make/receive calls, send/receive e-mails, send/receive texts, send/receive instant messages, ect. that concern District business of any kind.

Employees and school officials are responsible for archiving such communication(s) in accordance with the District's requirements.

In situations where job responsibilities include regular driving and accepting of business calls, the employee or school official should use hands-free equipment to facilitate the provisions of this policy.

All employees and school officials must comply with Policy 8625 – Ban on Texting While Driving. Pursuant to Policy 8625, use of a WCD in a handheld manner in a designated school crossing, school zone, or work zone area as defined in F.S. 316.003 is prohibited.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees and school officials are subject to all applicable policies and procedures pertaining to the protection of the security, integrity, and availability of the data stored on a WCD regardless of whether they are Board-owned and assigned to a specific employee or personally-owned by the employee.

WCD communications, including calls, text messages, instant messages, and e-mails sent or received may not be secure. Therefore, employees should use discretion when using a WCD to relay confidential information, particularly as it relates to students.

Additionally, WCD communications, including text messages, instant messages, and e-mails sent and/or received by a public employee or school official using a WCD may constitute public records.

Further, WCD communications about students, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her WCD may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her WCD, that are public records or student records are subject to retention and disclosure, upon request, in

- D. be physically capable of operating the vehicle as determined by physical examination, given by a physician designated by the Board, and as determined by a dexterity test administered by the District;
- E. demonstrate physical and mental capabilities required to carry out all assigned responsibilities as a school bus operator; and
- F. meets the qualifications described in 49 C.F.R. Part 391, relating to physical qualifications and examination, which includes the physical standards established by the Federal Motor Carrier Safety Administration pursuant to 49 C.F.R. Sections 391.41 and 391.43

The District shall issue a certificate of training to each operator who successfully completes the forty (40) hours of preservice training provided by the Commissioner.

In addition to the requirements set forth above, a bus operator employed by the Board shall at all times during the term of their employment maintain an acceptable driving record, possess a current valid medical examiner's certificate, hold such other licenses and endorsements as may be required by applicable law and regulation, and meet all other minimum qualifications as may be required by Federal law, State law, State Board rule, Board policy, and the District's safe driver plan.

It is the intent of this Board to protect its students from drivers whose certification is invalidated under Florida law or the District's safe driver plan. Any employee who operates a school bus with a license s/he knows, or should have known, is suspended or revoked shall be subject to discipline, up to and including termination.

The driving record of all school bus operators shall be obtained and reviewed prior to each fall semester, and shall be subject to continuous screening by using the Automated School Bus Driver's License Record Check System through the Florida Department of Motor Vehicles and Highway Safety database.

A bus operator who violates Board policies regarding the unnecessary idling of school buses or using a wireless communication device while operating a school bus shall be subject to disciplinary action in accordance with the District's safe driver plan.

All bus operators must conform to the provisions of 49 C.F.R., Part 40 and Part 382, relating to the substance abuse testing and alcohol detection program. A driver testing positive for a controlled substance under the provisions noted above shall be terminated from school bus driving duties.

Bus operators are required to sign a driver's license status statement for each pay period, attesting that bus operator has not received any point violation in the interim. Falsification may result in disciplinary action, up to and including termination.

All bus operators are required to submit to follow-up criminal background checks in accordance with State law.

At least annually, the Board shall require that each operator of a school bus meets the following requirements:

- A. successfully complete the requirements prescribed by this policy;
- B. successfully complete a minimum of eight (8) hours of inservice training related to the operator's responsibilities for transporting students;
- C. successfully pass a dexterity test administered by the District and maintain a valid Medical Examiners Certificate verifying that the operator meets the requirements of 49 C.F.R. Part 391.

The driving record of all school bus operators shall be obtained and reviewed prior to each fall semester, and shall be subject to continuous screening by using the Motor Vehicle Operator Tracking and Reporting System (MOTRS) through the Florida Department of Motor Vehicles and Highway Safety database.

At the time of reemployment, the Board shall assure that each school bus operator meets all of the requirements contained herein. If not more than a twelve (12) continuous calendar month break in service has occurred, an operator shall be required to complete eight (8) hours of inservice training related to their responsibilities for transporting students prior to driving a school bus with students. If a period exceeding twelve (12) calendar months has occurred, the operator shall be required to successfully complete all of the requirements of this policy.

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change

8625 - BAN ON TEXTING WHILE DRIVING

It is the intent of the ~~School~~ Board to improve roadway safety for operators and passengers of District motor vehicles, ~~and buses~~ *and* ~~motor vehicles being operated on District property~~; personal vehicles while employees are driving to/from any location for District business.

DEFINITIONS

"Motor vehicle" means all District-owned, operated, rented, contracted or leased passenger vehicles, including school buses, as well as any motor vehicle that is privately owned or leased and is used to transport Board employees and students where such use is subject to Board or Superintendent authorization and approval, or operated by a Board employee while traveling to or from any location on official school business. A motor vehicle (other than a school bus) that is stationary is not being operated and is not subject to the prohibition in this policy. Policy 8606 and Policy 8600.04 further governs the use of wireless communication devices by school bus operators.

"Wireless communication device" means any handheld device used or capable of being used in a handheld manner, that is designed or intended to receive or transmit text or character-based messages, access or store data, or connected to the Internet or any communications service as defined in F.S. 812.15 and that allows text communications. WCDs include, but are not limited to, cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberries/Smartphones, and other Wi-Fi-enabled or broadband access devices.

General Prohibitions

A Board employee shall not operate a District motor vehicle at any time, or a personal vehicle while driving to/from any location on school business, while manually typing or entering multiple letters, numbers, symbols, or other characters into a wireless communications device or while sending or reading messages on such a device for the purpose of non-voice interpersonal communication, including, but not limited to, communication methods known as texting, e-mailing, instant messaging, and snap chatting.

This prohibition does not apply to those acts authorized by F.S. 316.305 that, include, but are not limited to, the following:

- A. performing certain official duties while operating an authorized emergency vehicle as defined in F.S. 322.01, a law enforcement or fire service professional, or an emergency medical services professional;
- B. reporting an emergency or criminal or suspicious activity to law enforcement authorities;
- C. receiving messages that are:
 - 1. related to the operation or navigation of the motor vehicle;
 - 2. safety-related information, including emergency, traffic, or weather alerts;

3. data used primarily by the motor vehicle; or

4. radio broadcasts.

D. using a navigation system or device; or

E. conducting wireless interpersonal communication that does not require manual entry of information or reading text messages, except to activate, deactivate, or initiate a feature or function.

~~A Board employee who violates this policy is subject to disciplinary action up to and including termination.~~

Hands-Free in School Crossings, School Zones, and Work Zone Areas

Board employees shall not operate a District motor vehicle at any time, or a personal vehicle while driving to/from any location on school business while using a wireless communications device in a handheld manner in a designated school crossing, school zone, or work zone area as defined in F.S. 316.003.

This prohibition does not apply to those acts authorized by F.S. 316.306 that, include, but are not limited to, the following:

1. performing certain official duties while operating an authorized emergency vehicle as defined in F.S. 322.01, a law enforcement or fire service professional, or an emergency medical services professional;
2. reporting an emergency, ~~or~~ criminal or suspicious activity to law enforcement authorities;
3. receiving messages that are:
 1. related to the operation or navigation of the motor vehicle;
 2. safety-related information, including emergency, traffic, or weather alerts;
 3. data used primarily by the motor vehicle; or
 4. radio broadcasts.
4. using a device or system in a hands-free manner for navigation purposes;
5. using a wireless communications device hands-free or hands-free in voice-operated mode, including but not limited to, a factory-installed or after-market Bluetooth device; or
6. operating an autonomous vehicle, as defined in F.S. 316.003, in autonomous mode.

A Board employee who violates this policy is subject to disciplinary action up to and including termination.

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Legal

F.S. 316.305

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changes

8660 - TRANSPORTING STUDENTS BY PRIVATE VEHICLES

The School Board shall use school buses, as defined in Florida statutes, for all regular transportation of students, pre-kindergarten through grade 12. School buses are to be used whenever practical.

For purposes of this policy, "regular transportation" or "regular use" means transportation to and from school or school-related activities which are part of a scheduled series or sequence of events to the same location.

Regular transportation of students in motor vehicles other than school buses may occur only under the following conditions:

- A. when transportation is for a physically handicapped or isolated student and the Board has selected to provide for the transportation of the student through written ~~or oral~~ **[END OF OPTION]** contracts or agreements entered into a written agreement for the transportation of the student;

[DRAFTING NOTE: Neola recommends that any agreement to regularly transport a physically handicapped or isolated student by means other than a school bus be memorialized in a written agreement]

- B. when the transportation is part of a comprehensive contract for a specialized educational program between the Board and a service provider for instruction, transportation, and other services;

- C. when the transportation is provided through a public transit system;

- D. when the transportation is for trips to and from school sites or agricultural education sites or for trips to and from agricultural education-related events or competitions but is not customary transportation between a student's residence and such sites; and

- E. ~~when the transportation of students is necessary or practical in a Board owned or commercially leased passenger car not to exceed seven (7) students in designated seating positions.~~ when the transportation is for trips to and from school sites to allow students to participate in a career education program that is not offered at the high school in which such students are enrolled but is not customary transportation between a student's residence and such sites

When the transportation of students is provided, as authorized in this policy, in a vehicle other than a school bus that is owned, operated, rented, contracted, or leased by the District, the following provisions shall apply:

1. The vehicle must be a passenger car or multipurpose passenger vehicle or truck, as defined in 49 C.F.R. Part 571, designed to transport fewer than ten (10) students. Students must be transported in designated seating positions and must use the occupant crash protection system provided by the manufacturer unless the student's physical condition prohibits such use.
2. An authorized vehicle may not be driven by a student on a public right-of-way. An authorized vehicle may be driven by a student on school or private property as part of the student's educational curriculum if no other student

is in the vehicle.

3. The driver of an authorized vehicle transporting students must maintain a valid driver license and must comply with the requirements of the School District's locally adopted safe driver plan, which includes a review of driving records for disqualifying violations.

Except as provided above, the transportation of students in private vehicles may be authorized by the principal on a case-by-case basis only under the following conditions:

- A. When a student is ill or injured and must be taken home or to a medical treatment facility under non-emergency circumstances and
1. the school has been unable to contact the student's parent or guardian, or such parent, guardian, or responsible adult designated by the parent or guardian is not available to provide the transportation; and
 2. proper adult supervision of the student is available at the location to which the student is being transported; and
 3. the transportation is approved by the school principal or designee; and
 4. if the school had been unable to contact the parent or guardian prior to the transportation, the school continues to attempt to contact the parent or guardian until the school is able to notify the parent or guardian of the transportation and the circumstances.
- B. When the transportation is in connection with a school function or event in which the school has undertaken to participate and
1. the function is a single event which is not part of a scheduled series or sequence of events to the same location; such as, but not limited to, a field trip, recreational outing, a competitive or cooperative event, or an event connected to an educational program; and
 2. transportation is not available, as a practical matter, using a school bus or Board passenger car; and
 3. each student's parent or guardian is notified in writing about the transportation arrangement and gives written consent before a student is transported in a private vehicle.
- C. When Board employees are required to use their own vehicle to perform duties of employment and such duties include the occasional transportation of students.

Any private vehicle used to transport students under this policy shall be currently registered in the State of Florida, be insured for personal injury protection and property damage liability in at least the minimum amounts required by law, and be in good working order. A Board employee, parent, or other adult wishing to transport students in a private vehicle will request approval by submitting his/her driver's license, vehicle registration, and insurance ID card along with the completed Form 8660 F1 to the principal in a reasonable amount of time before the planned travel. The principal will follow the established procedure to determine whether approval of the request to transport students in a private vehicle is appropriate.

Student transportation in private vehicles may only be authorized for trips within the State of Florida. ~~When transportation is authorized in a private vehicle, students may only be required to use the occupant crash protection system provided by the vehicle manufacturer.~~ A student who is transported to an activity in a private vehicle approved under this policy shall return from the activity in the same vehicle, unless the student is released to his/her parent.

Board employees will be covered by the Board's liability program when they are transporting students as part of their assigned or related duties. Benefits due from private vehicle insurance will be primary, except for workers' compensation, in accordance with State law.

Parents or other adults are not covered by the Board's liability program when they are transporting students and, therefore, must have adequate insurance during the time that the vehicle is being used to transport students.

Withstanding any other provision of this policy, in an emergency situation which constitutes an imminent threat to student health or safety, school personnel may take whatever action is necessary under the circumstances to protect students.

Any violation of this policy may subject an employee to discipline up to and including termination from employment.

GLADES SCHOOLS

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1030 - SUPERINTENDENT OF SCHOOLS

The Superintendent, as secretary and executive officer of the School Board, shall have the responsibility for the administration and management of the District's schools and for the supervision of instruction in the District.

The Superintendent shall enforce the rules of the State Board of Education, rules of the Florida Department of Education, and the policies of this Board.

At all times, the Superintendent shall be responsible for complying with the Standards of Ethical Conduct outlined in Policy 1210 and elsewhere in Florida law.

Superintendent shall provide educational direction for the instructional staff and supervision for the support staff.

The Florida statutes vest in the Superintendent the following powers:

- A. exercise general oversight over the District in order to determine problems and needs, and recommend improvements.
- B. advise and counsel with the Board on all educational matters and make recommendations to the Board for action regarding such matters as should be acted upon.
- C. recommend to the Board such policies as the Superintendent may consider necessary for the District's more efficient operation.
- D. prepare and submit to the Board for adoption such policies to supplement those rules adopted by the State Board of Education that, in the Superintendent's judgment, will contribute to the efficient operation of the District, and, upon adoption by the Board, require compliance with these policies.
- E. from time-to-time prepare, organize, and submit to the Board for adoption such minimum standards relating to the operation of any phase of the District program as are needed, in the Superintendent's judgment, to supplement standards of the State Board of Education and as will contribute to the efficient operation of the District's program, and, upon adoption by the Board, require that said standards are observed.
- F. perform such duties and exercise such responsibilities as are assigned to the Superintendent by law and by rules of the State Board of Education.

The Superintendent shall perform the duties and responsibilities set forth in the Florida statutes, including, but not limited to, the following:

- A. require the participation of all instructional staff members and school administrators in training on the District's standards of ethical conduct and the related policies and procedures upon employment and annually thereafter;
- B. make recommendations, nominations, proposals, and reports required by law to be acted upon by the Board;

- C. keep the Board informed of school operation by preparing Board agendas, providing oral and written communication, scheduling management meetings, and requesting special Board meetings that become necessary to keep the Board properly informed
 - D. require that all aspects of District operation comply with State laws and regulations as well as Board contracts and policies
 - E. require that all laws, rules of the State Board of Education, and the policies of the Board are properly observed
 - F. prepare and submit the annual budget to the Board for adoption and to direct all expenditures within the appropriations adopted by the Board
 - G. direct the work of all personnel in accordance with the Florida statutes, Federal law, and the policies of the Board
 - H. recommend measures to the Board so that adequate educational facilities are available throughout the District
 - I. prepare reports to the Board on the conditions and needs of the schools and to acquaint the public with the said activities and needs
 - J. assign staff to their respective teaching duties
 - K. work cooperatively with parents and community groups concerned with programs in the schools
 - L. participate in such conferences and courses of continuing professional education so that s/he may function more efficiently and effectively
 - M. delegate authority to staff in any matters, when it becomes expedient to do so, and assume full responsibility for the execution and satisfactory completion of the delegated activities
 - N. recommend to the Board an annual plan for instructional programs
- The Superintendent may authorize changes or exceptions as necessary for implementing the instructional program.

Superintendent shall further comply with the following:

1. Pursuant to F.S. 1001.42(7), the Superintendent may not knowingly sign and transmit to any State official a report of alleged misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student which the Superintendent knows to be false or incorrect, or knowingly fail to adopt policies that require instructional personnel and school administrators to report alleged misconduct by other instructional personnel and school administrators, or that require the investigation of all reports of alleged misconduct by instructional personnel and school administrators, if the misconduct affects the health, safety, or welfare of a student. Violation of these provisions will result in the forfeit of the Superintendent's salary for one (1) year.
2. Pursuant to Policy 8141 and Florida law, the Superintendent shall investigate any allegation of misconduct by District employees which affects the health, safety, or welfare of a student, including misconduct that involves engaging in or soliciting sexual, romantic, or lewd conduct with a student, and shall report the alleged misconduct to the Department of Education as required in F.S. 1012.796, 1001.51(12)(b), 1001.42(7)(b). The Superintendent shall report to law enforcement agencies with jurisdiction any misconduct that would result in disqualification from educator certification or employment as set forth in F.S. 1012.315.

Pursuant to Florida State law, the Superintendent shall complete four (4) hours of ethics training each calendar year that addresses, at a minimum, the constitutional "Sunshine Law" provisions (Article II, Section 8), the statutory **Code of Ethics for Public Officers and Employees** (F.S. Chapter 112, Part III), and the public records and public meetings laws. This requirement may be satisfied by completion of a continuing legal education class or other continuing professional education class, seminar, or presentation if the required subjects are covered. The Superintendent must further receive annual training on the Standards of Ethical Conduct set forth in Policy 1210.

~~Pursuant to the Florida statutes, the Superintendent shall not knowingly sign and transmit to any state official a report that the Superintendent knows to be false or incorrect. Furthermore, the Superintendent shall investigate any allegation of misconduct by instructional staff members or school administrators, as defined in F.S. 1012.01, which affects the health, safety, or welfare of a student, and shall report the alleged misconduct to the Department as required the Florida statutes and Policy 8141—Reporting Misconduct.~~

- A. Marijuana
- B. Cocaine
- C. Opioids
- D. Amphetamines
- E. Phencyclidine (PCP)

The drug tests are to be conducted in accordance with Federal and State regulations:

- A. prior to employment (Controlled Substances Only);
- B. for reasonable cause;
- C. upon return to duty after any alcohol or drug rehabilitation;
- D. ~~after any~~ post accident;
- E. on a random basis, and
- F. on a follow-up basis.

Any staff member who is subject to drug tests in accordance with this policy and who tests positive shall be immediately prohibited from driving any school vehicle:

- A. using Board-owned equipment;
- B. provided information regarding drug/alcohol counseling;
- C. evaluated for assistance resources;
- D. subject to discipline, up to and including discharge, in accordance with District procedures and the terms of any applicable collective bargaining agreements.

Furthermore, if during any test the lab determines that an adulterant has been added to the specimen, then the test will be considered positive and the employee shall be prohibited from driving any school vehicle and/or the employee will be re-tested with an observed collection to prevent the addition of an adulterant to the specimen.

Any staff member who refuses to submit to a test shall be immediately prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g., driving any Board-owned vehicle).

A staff member who voluntarily disclose that they have an addiction to alcohol or controlled substances may participate in the Employee Assistance Program, and will qualify for the receipt of medical insurance benefits for treatment of alcohol or substance abuse, including follow-up care, to the extent that such benefits are provided for or offered in the Board's health insurance package. Voluntary disclosure of an alcohol or drug addiction by a staff member will not subject the staff member to disciplinary action unless such disclosure is made after the staff member is selected to be tested or immediately prior to the selection of staff members to be tested. Nothing herein shall prevent the Board from disciplining a staff member for misconduct associated with his/her alcohol and/or drug use regardless of whether the employee has disclosed that s/he has an alcohol or drug addiction.

A staff member will be subject to disciplinary action, up to and including termination, for any of the following reasons:

- A. reports for duty or performs work while having an alcohol concentration of 0.02 or greater
- B. reports for duty or performs work while testing positive for using a prohibited drug, or while being under the influence of a prohibited drug
- C. refuses to submit to drug and/or alcohol testing
- D. alters or attempts to alter or unduly influence alcohol and/or drug testing results
- E. fails to remain readily available for post-accident testing (including notifying his/her supervisor of his/her location, if the staff member leaves the scene of the accident prior to the submission of a post-accident test unless the staff member's departure is to obtain necessary emergency medical care)

Prior to the beginning of the testing program, the District shall provide a drug-free awareness program which will inform each CDL license holder about:

- A. the dangers of illegal drug use and controlled substance and alcohol abuse;
- B. Board Policy 4124 - Drug-Free Workplace, Policy 4161 - Fitness for Duty, Policy 4170 - Substance Abuse, and Policy 4170.01 - Employee Assistance Program;
- C. the sanctions that may be imposed for violations of Policy 4124.

All time spent undergoing an alcohol or controlled substance test, including travel time, will be paid at the staff member's regular rate of pay, or at his/her overtime rate, if applicable. Any staff member who is not allowed to return to work while awaiting test results will be compensated during the waiting period for all work time lost, including overtime, if applicable. The Board shall pay all costs associated with the administration of alcohol and controlled substance tests. This includes testing of the "split specimen" at a Federally certified laboratory if so requested by a staff member. The Board will not pay for the employee's time while not on duty if the split specimen test results are positive.

Alcohol and drug test results shall be protected as confidential medical records as appropriate under the Americans With Disabilities Act (i.e. test results shall be provided on a right to know basis - the employee, the employer, and the substance abuse professional - and the results shall not be presented until analyzed by a Medical Review Officer.

A tested individual, upon written request, will have access to any records relating to his/her use of drugs and alcohol, including any records pertaining to his/her drug and alcohol tests. A tested individual must provide written authorization before his/her test result can be provided to any other person except a government agency specified in the applicable Federal regulations.

All tests shall be conducted in accordance with Federal testing procedures and be performed by a laboratory that is Federally certified (i.e. testing procedures and devices used will be as set forth in 49 C.F.R. Part 40).

The alcohol and drug testing program shall be under the direction of the Superintendent or designee.

The Superintendent shall arrange for the required amount of training for appropriate staff members in drug recognition, in the procedures for testing, and in the proper assistance of staff members who are subject to the effects of substance abuse.

Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples
- B. clear and consistent communication with the District's Medical Review Officer (MRO)
- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments

The Superintendent shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

Notification

A tested candidate shall be notified of the results of a pre-employment controlled substances test conducted under this part, if the driver requests such results within sixty (60) calendar days of being notified of the disposition of the employment application.

A tested individual shall be notified of the results of random, reasonable suspicion and post-accident tests for controlled substances conducted under this policy if the test results are verified positive. The tested individual shall also be informed which controlled substance or substances were verified as positive.

The Superintendent shall make reasonable efforts to contact and request each driver who submitted a specimen under the employer's program, regardless of the driver's employment status, to contact and discuss the results of the controlled substances test with a medical review officer who has been unable to contact the driver.

Superintendent shall immediately notify the medical review officer that the driver has been notified to contact the medical review officer within seventy-two (72) hours.

Individuals holding a CDL license must notify all current employers of any DOT violations (such as testing positive for the presence of alcohol or a controlled substance in violation of this policy). The notification must be made 1) by the end of

the business day following the day the individual first receives notice of the violation or 2) prior to performing any safety-sensitive function, whichever comes first. Individuals are not required to notify the employer that administered the test or that documented the circumstances giving rise to the violation.

At the event that an individual is selected for testing, the Superintendent will inform the individual that the test is required by applicable law.

Reporting Test Results

The Superintendent shall report all information required by Federal regulations to the Clearinghouse in a timely manner. The Superintendent shall prepare and maintain a summary of the results of its alcohol and controlled substances testing programs performed under this policy during the previous calendar year, when requested by the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the employer or any of its drivers. Such summaries shall be submitted in a manner and timeline as required by law.

Educational Materials Related to Certain Federal Regulations, Board Policies, and Procedures

CDL license holders and other employees who perform safety-sensitive functions will be provided educational materials at the time of hire or at any time when required to operate a school vehicle. The educational materials shall explain the requirements of applicable Federal regulations and the Board's policies and the District's procedures with respect to meeting these Federal regulations. The Board designates the Director of Administrative Services as the individual responsible for providing educational materials to CDL license holders and other employees who perform safety-sensitive functions. The educational materials will include, at a minimum, the following:

- A. the contact information for Superintendent, who is the individual designated by the Board to answer questions about the educational materials
- B. a statement that all CDL license holders and other employees who perform safety-sensitive functions are subject to Federal law addressing 49 C.F.R. 382.601, which is a Federal regulation that addresses the misuse of alcohol and other controlled substances
- C. information sufficient to make clear to employees the period of the work day during which they are required to comply with the regulations
- D. Information concerning prohibited conduct
- E. the circumstances under which employees are subject to testing for alcohol and/or controlled substances
- F. the procedures for testing for the presence of alcohol and controlled substances in order to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to confirm the results are attributed to the correct employee, including post-accident information, procedures, and instructions required under Federal regulations
- G. the requirement that staff members must submit to alcohol and controlled substance testing as required by the regulations
- H. an explanation of what constitutes a refusal to be tested for alcohol or controlled substances and the attendant consequences
- I. the consequences of testing positive, including the requirements of immediate removal from safety-sensitive functions, and the procedures regarding referral, evaluation, and treatment
- J. the consequences for a test indicating an alcohol concentration greater than 0.02 but less than 0.04
- K. Information concerning the effects of alcohol and drug misuse on an individual's health, work, and personal life; signs and symptoms of an alcohol problem (the employee's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected (including confrontation and how to refer someone to an Employee Assistance Program or to management), ~~and~~
- L. Information regarding the requirement that certain personal information collected and maintained under Federal law 49 C.F.R. 382.601 be reported to the Commercial Driver's License Drug and Alcohol Clearinghouse
- M. information indicating that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, is prohibited on all school board property and at school-sponsored activities. Individuals are strictly prohibited from reporting to work or being on duty while under the influence of alcohol or a controlled substance

These materials are to be distributed to each staff member upon being hired or transferred into a covered position thereafter. Each staff member must sign a statement certifying receipt of these materials. Each employee (and a labor organization representing Board employees) shall receive written notice of the availability of this information, and the identity of the Board's designated representative in charge of answering employee questions about the materials.

Return-to-Duty (Safety-Sensitive Positions)

Employees who are removed from performing safety-sensitive functions as a result of this policy must take and pass a return-to-duty test before returning to performing safety-sensitive functions. The return-to-duty test will not occur until after a Substance Abuse Professional (SAP) has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties.

The employee will not be permitted to perform safety-sensitive functions until the start of the employee's next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the return-to-duty test.

Subject to any collective bargaining agreement or other legal requirements, employees who are eligible to return to performing safety-sensitive functions may not do so without the approval of the Superintendent.

Revised 5/15/19

Revised 10/24/19

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F.S. 112.0455

F.S. 440.102

F.S. 1012.45

21 U.S.C. 812, Schedules I-V of Section 202 of the Controlled Substances Act

21 C.F.R. 1308.11-.15

49 C.F.R. Part 40 (DOT)

49 C.F.R. Part 382

49 C.F.R. Part 391

49 C.F.R. 382.101 et seq.

Omnibus Transportation Employee Testing Act, Pub. L. 102-143, Title V

Book Policy Manual

Section Vol 20 No 2 - Revised

Title ACCEPTANCE AND DISTRIBUTION OF ELECTRONIC RECORDS AND USE ELECTRONIC SIGNATURES PROHIBITED

Code po6107 5/22/2020 fsj

Status

Adopted September 22, 2015

OK

6107 - ACCEPTANCE AND DISTRIBUTION OF ELECTRONIC RECORDS AND USE ELECTRONIC SIGNATURES PROHIBITED

Unless a provision of law enacted after July 1, 2000, specifically requires the use of an electronic record for the specified purpose, the School Board hereby prohibits the acceptance and distribution of electronic records and the use electronic signatures to and from District staff and other persons, as well as between District staff members.

The Superintendent shall put in place measures to protect the integrity, security, and accessibility of electronic signatures and electronic records to comply with the mandates of State and Federal agencies or programs, including Medicaid.

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Legal 15 U.S.C. 7001 et seq.
F.S. 668.50 (18) (c)

GLADES SCHOOLS

Book Policy Manual
Section Vol 20 No 2 - Tobacco Update - Revised
Title Copy of TOBACCO-FREE ENVIRONMENT
Code po1215 fsj 5/18/20
Status
Adopted September 22, 2015

1215 - TOBACCO-FREE ENVIRONMENT

The use of any and all tobacco products is prohibited at all facilities owned or operated by the ~~School~~ Board. The use of tobacco products is also prohibited in all vehicles owned or operated by the Board. This policy applies twenty-four (24) hours a day, 365 days a year.

~~rettes or other lighted smoking devices for burning tobacco or any other substance.~~

~~Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, vans, trucks, station wagons, and cars.~~

The following definitions apply:

- A. The term "tobacco" as used herein, shall include all tobacco products, including but not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, and other smokeless products.

~~The Board also prohibits the use of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, or other smoking devices.~~

- B. The term "tobacco free facility" shall mean the entire campus including all buildings and all outside areas, including but not limited to practice fields, playgrounds, football fields, baseball fields, softball fields, soccer fields, tennis courts, open areas, etc.
- C. The term "vehicle" shall include, but not be limited to, school buses, vans, trucks, cars, owned or leased by the District or on District property.

For purposes of this policy, "use of tobacco" shall mean:

1. to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes;
2. to use vapor-generating electronic devices, e-cigarettes (including, but not limited to, "JUULs"), vaping products or supplies, including but not limited to vape pods, liquids or other vaping supplies, and/or;
3. to use other substitute forms of cigarettes, clove ciga ?

Notification

<https://go.boarddocs.com/fl/glad/Board.nsf/Private?open&login#>

"No Tobacco" signs will be posted through the District. Students will be provided notice of this policy through student handbooks, and notice that it is illegal under Federal law for any person, student or visitor, not of the age of twenty-one

~~()~~, to possess, purchase, or attempt to purchase

~~()~~ tobacco products on school property.

(x) anything defined as "use of tobacco" in this policy.

Law enforcement shall be contacted if any person under the age of eighteen (18) violates this policy.

~~[] District vehicles will display the international "No Smoking" insignia.~~

[x] Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate.

[x] School programs will include a written reminder of the tobacco-free policy.

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F.S. 381.84, 386.201, 386.202, 386.204, 386.209, 386.212, 1001.41, 1001.42

F.S. 1001.49(3)

20 U.S.C. 6081 et seq., 20 U.S.C. 7182

GLADES SCHOOLS

Book Policy Manual
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Status
Adopted September 22, 2015

3215 - TOBACCO-FREE ENVIRONMENT

The use of any and all tobacco products is prohibited at all facilities owned or operated by the School Board. The use of tobacco products is also prohibited in all vehicles owned or operated by the Board. This policy applies twenty-four (24) hours a day, 365 days a year.

The following definitions apply:

- A. ~~The term "tobacco" as used herein, shall include all tobacco products, including but not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, and other smokeless products.~~
- ~~The Board also prohibits the use of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, or other smoking devices.~~
- B. The term "tobacco free facility" shall mean the entire campus including all buildings and all outside areas, including but not limited to practice fields, playgrounds, football fields, baseball fields, softball fields, soccer fields, tennis courts, open areas, etc.
- C. ~~The term "vehicle" shall include, but not be limited to, school buses, vans, trucks, cars, owned or leased by the District or on District property.~~

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2. to use vapor-generating electronic devices, e-cigarettes (including, but not limited to, "JUULs"), vaping products or supplies, including but not limited to vape pods, liquids or other vaping supplies, and/or;
3. to use other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

Notification

"No Tobacco" signs will be posted throughout the District. Students will be provided notice of this policy through student dbooks, and notice that it is illegal under Federal law for any person, student or visitor, not of the age of twenty-one (21), to possess, purchase, or attempt to purchase

(x) tobacco products on school property.

(x) anything defined as "use of tobacco" in this policy.

Law enforcement shall be contacted if any person under the age of eighteen (18) violates this policy.

Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate.

[x] School programs will include a written reminder of the tobacco-free policy.

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F.S. 381.84, 386.201, 386.202, 386.204, 386.209, 386.212, 1001.41, 1001.42

F.S. 1001.49(3)

20 U.S.C. 6081 et seq., 20 U.S.C. 7182

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Adopted September 22, 2015

4215 - TOBACCO-FREE ENVIRONMENT

The use of any and all tobacco products is prohibited at all facilities owned or operated by the School Board. The use of tobacco products is also prohibited in all vehicles owned or operated by the Board. This policy applies twenty-four (24) hours a day, 365 days a year.

The following definitions apply:

- A. ~~The term "tobacco" as used herein, shall include all tobacco products, including but not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, and other smokeless products.~~

~~The Board also prohibits the use of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, or other smoking devices.~~

- B. The term "tobacco free facility" shall mean the entire campus including all buildings and all outside areas, including but not limited to practice fields, playgrounds, football fields, baseball fields, softball fields, soccer fields, tennis courts, open areas, etc.

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☒ Announcements will be made during home athletic events both before the event and during intermission, as well as all school functions where deemed appropriate.

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F.S. 381.84, 386.201, 386.202, 386.204, 386.209, 386.212, 1001.41, 1001.42

F.S. 1001.49(3)

20 U.S.C. 6081 et seq., 20 U.S.C. 7182