

CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

9.10 PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS

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

STATUTORY AUTHORITY: 1001.41, F.S.
LAW(S) IMPLEMENTED: 1001.41, F.S.
HISTORY: ADOPTED: APRIL 1, 1997
REVISION DATE(S): NOVEMBER 5, 2019
FEBRUARY 7, 2006
NOVEMBER 19, 2008
JANUARY 8, 2018
FORMERLY: KBE

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9.14 DIRECT SUPPORT ORGANIZATIONS

- I. The School Board recognizes direct-support organizations to assist the District in achieving excellence by providing supplemental resources from private gifts and bequests and valuable education support services. School Board direct-support organizations are authorized to use School Board property, facilities and personal services as determined annually by the School Board to operate the direct-support organization. The Board of Directors of any such direct-support organization must be approved by the School Board.
- II. The following guidelines shall govern the certification and review of activities undertaken by direct-support organizations:
 - A. A direct-support organization shall be:
 1. A Florida corporation not for profit, incorporated under the provisions of Chapter 617, Florida Statutes approved by the Department of State, and
 2. Organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of public education as set forth in section 1001.453, Florida Statutes, and
 3. Approved by the School Board as a direct-support organization; and
 4. Establish its fiscal year as July 1 through June 30.
 - B. Copies of the following shall be filed with the directors of the direct-support organization, the School Board, and the Superintendent for appropriate review:
 1. The annual financial statements; and
 2. The annual audit report, including a management letter, which shall be conducted pursuant to section 1001.453, Florida Statutes, and State Board of Education rules. The audit report must maintain the information and identity of donors and prospective donors confidential and exempt from the provisions of section 119.07, Florida Statutes, as required by section 1001.453, Florida Statutes.
 - C. Any direct-support organization that wishes to use funds for construction of facilities, the maintenance or operation of which shall be funded in whole or part by the School Board, shall obtain prior approval of the School Board.
 - D. Funds obtained by a direct-support organization shall not be used for salary supplements except for an employee working directly for the direct-support organization including, but not limited to, an executive director or his/her staff.
 - E. The executive director of a direct-support organization may be authorized to:
 1. Collect and receipt monies directly into the organization's checking account; and

2. Counter-sign checks which are associated with the daily operations of the organization.
- F. The executive director of a direct-support organization shall be directly accountable to the School Board for his/her financial activities.
- G. Any direct-support organization shall comply with the requirements of Section 286.011, F.S., Government-in-the-Sunshine Law and Chapter 119, F.S. Public Records Law.
- H. Any direct-support organization shall provide equal employment opportunities to all persons, regardless of race, color, religion, sex, age, or national origin, as well as comply with School Board Policy 10.10.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAW(S) IMPLEMENTED: 286.011, 1001.453, 1010.09, 1013.34, F.S.
STATE BOARD OF EDUCATION RULE(S): 6A-1.0013
HISTORY: ADOPTED: APRIL 1, 1997
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APRIL 7, 2015
FORMERLY: KGA

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9.16 COMMUNITY ORGANIZATIONS AND AGENCIES

- I. The School Board welcomes and encourages partnerships with community organizations and not for profit agencies that can assist the District in achieving its mission and goals by providing supplemental and enhancement services to students. Such organizations and agencies must operate within the schools in a manner which is consistent with the mission of the District and must adhere to the policies of the Board and applicable law.
- II. The Policy and Compliance Office shall review proposals from outside agencies making requests to participate with or create a relationship with schools. The office shall review each request, decide whether the proposal is consistent with the mission and goals of the Board and whether the services offered can be effectively utilized by the District.
 - A. The office shall have representation from Family and Community Engagement, Student Services, Curriculum and Instruction, and the Elementary and Secondary Principals Association. Other departments may be asked to provide assistance on an as needed basis depending on the nature of the request.
 - B. The office shall have regularly scheduled meetings each year with the goal of seeking Board approval, for those agreements which need such approval, only twice a year. The Policy and Compliance Office may, however, call other special meetings if needed due to extenuating circumstances.
- III. The office shall develop guidelines and criteria for the submission of proposals from community organizations and agencies and for the approval of such proposals. The office shall also determine whether or not the proposal needs a formal written agreement with approval by the Board; shall decide the type of agreement needed to implement the request; and shall determine the provisions necessary to implement the relationship and to protect the Board from liability. Formal written agreements and Board approval shall be obtained in the following circumstances.
 - A. Any proposal which includes payment of funds from one party to the other.
 - B. Any proposal which involves agency personnel coming into a school and working with students alone or where students leave school and work with personnel off-site. Such agreements shall include provisions for proper screening of personnel to the same extent as Board employees, for indemnification and insurance from the agency, for parental permission for involvement in the program and for the agency to adhere to applicable confidentiality laws.
 - C. Any proposal which requires an indemnification from the Board.

- D. Any proposal which involves the agency providing health services to students. Such agreements shall include provisions for indemnification and insurance from the agency, for parental permission for involvement in the program and for the agency to adhere to applicable confidentiality laws.
- E. Any proposal which involves transportation for students to sites off campus provided by the Board.
- F. Any other proposal which the Policy and Compliance Office determines involves extenuating circumstances and needs a formal written agreement and approval by the Board.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.42, 1001.43, F.S.

HISTORY:

ADOPTED: AUGUST 3, 1999

REVISION DATE(S): NOVEMBER 10, 2008

APRIL 7, 2015

FORMERLY: KJ

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9.20 COMMUNICATIONS

The School Board recognizes the benefits of providing citizens with information about the District school system's goals, programs, progress, activities, and opportunities, and is committed to communicating with honesty, openness, and fairness. The School Board also understands that the quality, consistency, and accuracy of information can lead to public acceptance and engagement.

- I. Communications shall be timely and effective utilizing multiple vehicles and messages to increase the public's awareness and understanding of school, district, and education industry programs, efforts, and initiatives.
- II. Efforts shall be made to support and communicate in the stakeholder's primary language, when applicable.
- III. The Superintendent shall be responsible for overseeing the execution of the district's communications plans.
- IV. Communications programs and efforts shall be evaluated annually to determine the degree to which the objectives are being achieved.
- V. School district employees shall be provided with timely and consistent communications in order to serve as ambassadors to promote district goals, programs, progress, activities, and opportunities.
- VI. Citizens and communities shall be informed of district programs, progress, and activities in a timely manner through the use of various vehicles and mediums (postings, media, newsletters, Web site, etc.).

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1001.51, F.S.

HISTORY:

ADOPTED: APRIL 1, 1997

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APRIL 7, 2015

FORMERLY: KD, KDD

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9.30 USE OF FACILITIES AND GROUNDS

The School Board considers school buildings and grounds as community centers which may be available for any legal assembly. The Superintendent or designee shall approve the use of all School Board facilities. The use of school property, facilities, and equipment shall not interfere with the educational program of the school.

I. GENERAL PROVISIONS

The principal or building administrator shall secure the approval of the Superintendent or designee before authorizing the use of school property, facilities, and equipment. The principal shall be responsible for safeguarding school property, facilities, and equipment; enforcing and informing groups of School Board policies; executing proper forms; and, when appropriate, collecting payments, prior to making the facility available to the requesting organization. The principal shall retain the right to refuse access to the building based on failure to follow policies and procedures. The principal shall ensure that proper documentation is available and shall provide written notification regarding the refusal of future building utilization requests, for organizations using the facilities in a manner inconsistent with the agreement. The following conditions shall apply:

- A. A responsible School Board employee shall be designated by the school principal to open school facilities for public purposes. This individual shall remain present until the meeting or event is completed and the school premises are secured and shall be vigilant against misuse of school property. Board employees who are administrators are not eligible to be compensated for building utilization activities.
- B. The premises shall be left clean consistent with conditions and complied with all policies and procedures agreed upon at the initiation of the meeting or event. Failure to comply with this provision may result in denial of future requests for use of the school property or facilities.
- C. Utilization requests for a series of meetings may be approved for no more than six months in duration and are subject to cancellation at anytime within the sole discretion of the principal.
- D. The Risk-Management Department shall review all requests for high-risk activities and shall serve as the Superintendent's designee in reviewing such requests for approval. The Board reserves the right to require Liability Insurance in excess of that required in Section III B herein prior to granting approval for requests pursuant to this provision.
- E. Requests requiring extensive use of school space, athletic fields, stadiums or play fields may result in extra direct costs to the school district such as field

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

II. FEES

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

- A. School related groups, including PTA, PTSA, booster clubs, and organized sports clubs;
- B. National youth groups which operate under a county organization and are properly supervised and sponsored by some educational organization;
- C. Any governmental function during out-of-school hours;
- D. Occasional homeowner association meetings. The waiver of fees applies to meetings only;
- E. Activities for which the participants are solely School Board employees; and
- F. Neighborhood Watch groups/Sheriff's Advisory Council groups registered with the Jacksonville Sheriff's Office and/or Atlantic, Neptune, Jacksonville Beach Police Departments.

III. LIABILITY AND INSURANCE COVERAGE

Each organization utilizing school facilities shall

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

- C. Execute a form of indemnity agreement as prescribed by the Superintendent. State and local governmental agencies may modify the standard hold harmless and proof of insurance clauses with the approval of legal counsel; and
- D. Requests for waivers for liability insurance shall be reviewed by the Risk Management Department for approval.

IV. PROHIBITED USES OF SCHOOL FACILITIES

School property and facilities shall not be used for the following purposes:

- A. For Profit Entities;
- B. Commercial or personal gain;
- C. Programs involving any form of gambling or illegal activity;
- D. Private teaching, unless specifically approved in advance by the School Board;
- E. Programs in violation of Florida Statutes, local ordinances, administrative regulations, or School Board policies;
- F. Fund-raising activities by political groups;
- G. Requests for use of swimming pools shall be reserved for approved school-related events and restricted from use by outside organizations;
- H. Activities for which an admission fee is charged either in advance or at the door or requests for contributions are made. However, fees may be charged when they are returned or donated to the school or a school-related organization or are contributed to organizations which are non-profit organizations as defined in Section 273.01(3), Florida Statutes. Evidence of such status shall be provided to the School Board prior to the utilization being approved; and
- I. Events which are primarily social in nature such as weddings, receptions, funerals, family reunions and parties, except that the Superintendent may approve the use of Board facilities to conduct memorial services that include students or staff.

V. SPECIAL PROVISIONS

- A. The principal shall designate restroom facilities for use by the organization.
- B. Any school or community event sponsor or vendor who uses school facilities shall notify the local public health unit not less than three (3) days prior to a scheduled school carnival, fair, or other celebration involving the sale or preparation of food or beverages.
- C. The provisions of policy 6.37 and 6.38, Tobacco-Free Workplace and Alcohol-Free Workplace, which prohibits the use of tobacco products, alcohol and drug use on School Board property shall be in force during any utilization approved under this policy.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

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

HISTORY:

ADOPTED: APRIL 1, 1997

REVISION DATE(S): NOVEMBER 10, 2019

NOVEMBER 5, 2003

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JULY 6, 2010

NOVEMBER 5, 2013

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FORMERLY: KF

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9.40 ADVERTISING IN SCHOOLS

The purpose of this policy is to provide guidelines for the appropriate and inappropriate use of advertising or promotion of products or services to District staff, students and parents in the schools. The intent of this policy is to create a limited public forum for advertisements that are consistent with the mission of providing a free and appropriate public education to residents of Duval County, Florida. The restrictions upon advertising contained in this policy are deemed to be viewpoint neutral and reasonable in light of the purpose served by the forum.

"Advertising" comes in many different categories and is communicated through many forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to generate a desire to buy, obtain, or use the product, equipment, or service. Advertising also includes the visible promotion of product logos for other than identification purposes. Use of brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

The Board may authorize and/or contract for advertising in District facilities, including schools, or on District property in the following categories or forums in accordance with the guidelines set forth herein. All advertising shall comply with the general advertising guidelines set forth below. The Superintendent or his/her designee (including the school principal), reserves the right to refuse advertisements that are non-educational and/or do not support the values of the School Board according to the guidelines established in this policy. Notwithstanding anything herein, any approved advertisements appearing in School Board publications, facilities or on School Board property do not constitute an endorsement of any product, good, service, organization, or activity.

I. General Advertising Provisions

All District-based Advertisements must be approved by the Superintendent or his/her designee, and each school-based Advertising must be approved by the principal or his/her designee. Advertising content shall support and promote educational offerings and benefits to youth, and comply with the provisions set forth in this policy. Advertisements which promote the use or sale of materials that are inconsistent with District and school objectives, including, but not limited to the following list, shall be prohibited. Advertising contracts that violate this policy can be cancelled by the District. The following types of advertising are prohibited:

A. Advertisements that promote the use or sale of intoxicants, drugs, drug paraphernalia, weapons, tobacco, or gambling.

- B. Advertisements that are false, deceptive, libelous, or misleading.
 - C. Advertisements that promote unlawful or illegal goods, services or activities.
 - D. Advertisements that imply or declare an endorsement by the District of any service, product, or point of view.
 - E. Advertisements that depict images or information that may be considered violent, discriminatory, hateful, or otherwise inappropriate, especially to minors.
 - F. Advertisements that contain nudity, sexual or indecent or obscene or lewd behavior or implication, or adult entertainment.
 - G. Advertisements that would tend to create a substantial disruption in the school environment, otherwise inhibit the functioning of the school, or create an obstruction at District facilities.
 - H. Advertisements that promote or establish a religion (except that religious organizations utilizing School Board facilities pursuant to a signed agreement may use temporary signage to advertise the dates and times such religious organizations hold events at the School Board facilities).
 - I. Advertisements that violate federal, state, or local law (e.g., any signs must comply with local sign ordinances).
 - J. Advertisements that are not age-appropriate for the location or audience.
- II. Advertising Restrictions: In addition to the above guidelines the following restrictions shall apply:
- A. Tickets to affairs sponsored by non-school agencies shall not be sold in any District school or on School Board property by anyone, unless the non-school agency or ticketed event supports and promotes educational issues or the District.
 - B. School Board employees shall not give written or oral endorsement to any company representatives for any periodical, books, or product that is or may be used in the District, or offered for sale to the students, parents, or schools.
 - C. School Board property shall not be utilized for the purpose of political advertising, except for political issues (but not candidates) directly related to education or the District.
 - D. If the proposed advertising is in the form of materials to be distributed to students, then the requirements of Policy 9.50 (Distribution of Literature and Materials to Students) shall govern over any conflicts with the criteria set forth in this Policy.
- III. Advertising Contract: The School Board shall execute a contract with advertisers. The School Board reserves the right to terminate any contract with advertisers at any time upon default of the advertiser (including without limitation, default in the payment of bills, or advertising content inconsistent with this Policy).
- IV. Advertising Revenue: All revenue collected from advertising shall be deposited into the applicable fund center according to guidelines established by the Superintendent or his/her designee and accounted for in a manner consistent with School Board policies and State Board of Education administrative rules.

- V. Nothing in this policy shall be construed to prohibit the recognition of school or educational program-related contributions by businesses and community organizations, with such District recognition bearing the identification of the business or community partner sponsoring such contribution to the District. Such recognition (whether a temporary sign or other recognition) must be designed in a manner that represents, and is consistent with, the philosophy of the School Board.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1013.10, F.S.

HISTORY: ADOPTED: APRIL 1, 1997

REVISION DATE(S): NOVEMBER 10, 2008

JUNE 8, 2015

FORMERLY: KHB

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9.50 DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS

- I. General Provisions
 - A. Materials or literature from outside sources shall not be displayed, posted, or distributed on school property without the Superintendent's or designee's written approval using the guidelines listed below. Governmental agencies, state universities and organizations considered to be in direct support of the School District are not considered outside sources.
 - B. The circulation of petitions from outside sources for students' signatures is prohibited.
 - C. Students may distribute nonschool related literature and materials to other students on School District property only with the approval of the principal. The principal shall determine the proper time, place and manner in which the literature or materials may be distributed. At no time shall such distribution by students cause a disruption to the educational process.
 - D. Materials pertaining to any political issue or election shall not be displayed or distributed to students unless they are an objective of the instructional program. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions.
- II. The Superintendent shall use the following guidelines to approve materials described in section I.A. The guidelines shall include, but not be limited to:
 - A. The requesting organization is nonprofit;
 - B. The material is in the best interest of the health, safety, or welfare of students; and,
 - C. The material describes activities or opportunities which are free of cost and are not currently provided by the School District.
- III. Additional guidelines shall be included in the administrative procedures.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1001.51, 1006.08, F.S.

HISTORY:

ADOPTED: APRIL 1, 1997

REVISION DATE(S): NOVEMBER 10, 2008

FORMERLY: KHC

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9.51 SPEECHES TO STUDENTS BY POLITICAL CANDIDATES

- I. It shall be the prerogative of each school principal to allow Office Holders, except during active campaigns for re-election, for the following offices to address the student body of the school:
 - A. President of the United States;
 - B. Vice-President of the United States;
 - C. United States Senate;
 - D. United States House of Representatives;
 - E. Governor of the State of Florida; and,
 - F. Any elected office of the Florida Cabinet.
- II. This policy shall not be construed to prevent any public office holder from serving as a resource speaker in individual classes for the purpose of providing nonpolitical information relating to the purposes and functions of the office in which he/she holds.
- III. Procedures for the implementation of this policy shall be developed.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1001.54, F.S.

HISTORY:

ADOPTED: APRIL 1, 1997

REVISION DATE(S): NOVEMBER 10, 2008

FORMERLY: KHC

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9.60 VISITORS

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

- I. All visitors shall check in at the school's office and obtain permission for the visitation and a visitor's pass.
- II. Students' parent(s) and guardian(s), as defined by Florida Statutes, shall request a conference during non-student contact time to avoid interrupting the instructional program.
 - A. All visitors who wish to enter a classroom during an instructional period must have approval in advance by the principal or designee.
 - B. Teachers shall avoid discussing individual students with parents during class session and parents shall not engage teachers during periods of student supervision.
- III. Visitation by a non-enrolled student unaccompanied by his/her parent(s), or a student currently under suspension or expulsion, is prohibited unless prior approval has been granted by the principal.
- IV. Loitering in and around the school premises is prohibited.
- V. Only persons with legal authority to do so, such as School Board Security, law enforcement or Department of Children and Families personnel, shall be allowed to interrogate or question a student on District property without the consent of the student's parent(s).
- VI. Because staff and students should at all times feel that the school and work environment is safe and not hostile, all visitors to District property shall comply with all School Board policies while on District property and shall conduct themselves in a manner that is not disruptive, threatening or abusive.
 - A. Any visitor, or any other individual, who is disruptive, threatening or abusive shall first be asked to relocate to a location in the facility where no students are present and where the matter can be discussed and resolved in a professional manner.
 - B. Should the visitor, or other individual, refuse to relocate or continue to act in an inappropriate manner, the visitor and/or other individual will be asked to

leave the facility. If the visitor/person refuses to leave, the principal, or his/her designee are authorized to issue a trespass warning and thereafter request from the local law enforcement agency whatever assistance is required to remove the individual.

- C. Pursuant to section 810.097, F.S., any visitor, or other individual, who enters or remains upon District property after the principal, or his/her designee, has directed such person to leave District property, commits a trespass upon the grounds of a school facility and is guilty of a misdemeanor of the first degree.
 - D. Any visitor, or other individual, who believes that he or she has been wrongfully notified that he or she may not return to the property, must first leave the property as requested, but may subsequently appeal the decision to the Superintendent or his/her designee.
 - E. Notwithstanding the above, school personnel shall always have the authority to notify appropriate law enforcement personnel should any visitor, or other individual, violate criminal statutes while on District property.
- VII. This policy shall be posted in each school in a place clearly visible to all visitors.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 810.097, 1001.43, 1001.54, 1006.07,
1006.145, F.S.

HISTORY: ADOPTED: APRIL 1, 1997

REVISION DATE(S): JANUARY 15, 2002

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9.61 VISITOR IDENTIFICATION MEASURE

The Superintendent/designee shall develop and implement a plan for visible identification of visitors or other persons who are not students or employees of the school and shall periodically provide the School Board with the details of this plan. In developing and implementing the plan, consideration shall be given to the grade band of the school and input from the principals as to the implementation of such safety measures. School Board employees must sign in (manually or electronically) at the school office and wear their District identification badge at all times.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1006.12, 1001.43, F.S.

HISTORY:

ADOPTED: NOVEMBER 10, 2008

REVISION DATE(S): NOVEMBER 5, 2019

FORMERLY: NEW

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9.62 AGENTS, SOLICITORS, AND SALESPERSONS

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

- I. The principal shall have sole discretion as to whether the purpose of a visit by agents, solicitors, and salesperson is consistent with this policy and shall set the time and place of the visit.
- II. All agents, solicitors, and salespersons shall sign in at the school's main office upon arrival.
- III. All agents, solicitors, and salespersons shall sign in at the school's main office upon arrival.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.42, 1001.43, F.S.

HISTORY:

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FORMERLY: DJGA

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9.63 SCHOOL VOLUNTEERS/SCREENING PROCESS

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

- I. All volunteers who have or will have any contact with students other than his or her own child(ren) must meet the following requirements:
 - A. Complete an online volunteer application;
 - B. Via the online application, submit to and successfully pass a criminal and Florida Department of Law Enforcement (FDLE) sexual predator database check. Any volunteer that establishes a “mentoring” relationship with a student that will entail being left alone with a student must pass a Level II background screening as an Instructional Vendor under Section 1012.315, Florida Statutes, and meet School Board hiring guidelines, in addition to the sexual predator review;
 - C. Be instructed on appropriate conduct and safety procedures by school staff;
 - D. Sign in at the school’s main office before proceeding to their volunteer site; and
 - E. Wear their school issued Visitor Identification Badge or appropriate Vendor/Contractor Badge at all times when on school property.
- II. Student volunteers who are minors need not complete a volunteer application. As minors, they must be under constant supervision by school personnel and may not under any circumstances be left alone with other students. Their parent or guardian must fill out the “Under 18 Volunteer-Parent Consent Form” and the completed form must be kept on file at the school where the student is volunteering. Student volunteers must be under constant supervision by school personnel and may not under any circumstances be left alone with other students.
- III. Volunteers who do not have any contact with students other than his or her own child(ren), such as School Advisory Council (SAC) and PTA volunteers who only attend meetings, need not comply with sections I.A., B., and C.
- IV. Volunteers may not be left alone with a student unless they have met Level II background screening requirements and are approved by the school’s principal. Approved volunteers may engage in activities such as, but not limited to, the following:
 - A. Assisting in the classroom, office or library;

- B. Acting as a tutor, chaperone, or volunteer coach, who is never left alone with students;
 - C. Assisting with extracurricular activities with other adults; or
 - D. Assisting with booster activities with other adults.
- V. For purposes of this policy, being “alone with students” means that the volunteer is not within auditory or visual contact of a School Board employee, preferably a certificated employee, at all times when he or she is involved with the students and, therefore, has non-supervised access to the students.
- VI. A person may contest a denial of eligibility in writing to the Department of Family and Community Engagement.
- VII. All sexual predator and criminal records background checks must be repeated every two (2) years for the volunteer to retain his or her approved status.
- VIII. The school principal has the final authority of volunteer access and assignment for his/her school.
- IX. Any documentation relating to the screening of volunteers pursuant to this policy, including completed volunteer applications and the results of criminal records background checks, shall be kept solely at the District Office and released only in accordance with Florida’s open records laws. Any School Board employee who violates this confidentiality provision shall be subject to discipline.
- X. Volunteers must report any criminal proceeding, including those which may occur after a background check, to school authorities immediately.
- XI. Pursuant to Section 800.101, F.S., a volunteer at a school who solicits or engages in sexual conduct, a relationship of a romantic nature, or lewd conduct with a student commits a felony of the second degree. Any allegations of this nature must be reported to law enforcement.
- XII. Volunteers shall serve as positive role models. A school volunteer must always:
- A. use appropriate language;
 - B. discuss age-appropriate topics;
 - C. act appropriately when interacting with students;
 - D. refer student discipline matters to the appropriate teacher or staff member;
 - E. obtain permission from an appropriate district employee prior to giving students gifts, rewards, or food items of any kind.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

110.504(4), 110.504(5), 440.02(15)(D)6,
768.28, 800.101, 943.04351, 1001.43,
1012.01, 1012.315, F.S.

HISTORY:

ADOPTED: APRIL 1, 1997

REVISION DATE(S): NOVEMBER 5, 2019

MARCH 1, 2005

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AUGUST 2, 2011

APRIL 7, 2015

JULY 9, 2018

FORMERLY: IJOC

CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

9.64 SCHOOL MENTORS

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

- I. Mentoring is defined as a one-to-one relationship (or one to small group) between a caring adult and a student who could benefit from assistance and support. Mentoring has a factor in helping students improve grades, improve self-esteem, set goals, and raise expectations. Mentors meet the definition of “Authority Figure” and are subject to the provisions set forth in Section 800.101, F.S. A mentor who solicits or engages in sexual conduct, a relationship of a romantic nature, or lewd conduct with a student commits a felony of the second degree. Any allegation of this nature must be reported to law enforcement.
 - A. Mentors serve as coaches, supporters, role models, and advocates. They work closely with classroom teachers and school staff.
 - B. A Mentor is someone who, along with parents, provides young people with support, friendship, and reinforcement. Mentors are good listeners, people who care, people who want to help young people bring out their existing strengths.
- II. The Department of Family and Community Engagement provides a centralized location for effective mentor management through assisting staff and mentor partner agencies to develop, coordinate and maintain a productive mentor service.
- III. All mentors who have or will have any contact with students other than his or her own child(ren) must meet the following requirements:
 - A. Complete a mentor application;
 - B. Attend an orientation session;
 - C. Attend a training class, as approved by the Department of Family and Community Engagement;
 - D. Choose a program from appropriate agency providers;
 - E. Match with a student with the collaboration of school staff and the agency provider;
 - F. Sign in at the main office in the mentor log;
 - G. Comply with school and mentoring agency policies regarding providing gifts and/or food to students; and
 - H. Wear their school issued Visitor Identification Badge or appropriate Vendor/Contractor Badge at all times when on school property.

- IV. Any mentor who will be left alone with a student or a group of students, must pass a Level II background screening as an Instructional Vendor under Section 1012.315, Florida Statutes, and meet School Board hiring guidelines.
- V. Student mentors who are minors must comply with the standards of a valid partner agency. Additionally, student volunteers must be under constant supervision by school personnel and may not under any circumstances be left alone with other students.
- VI. Current School Board employees and law enforcement personnel who desire to volunteer in a location different from the school in which they currently work must complete a mentor application form and, if being left alone with students at the different location, pass a Level II background screening as an Instructional Vendor under Section 1012.315, Florida Statutes and continue to meet School Board hiring guidelines.

STATUTORY AUTHORITY:

1001.41, F.S.

LAW(S) IMPLEMENTED:

110.504(4)(5), 440.02(15), 768.28,
800.101, 1012.315, F.S.

HISTORY:

ADOPTED: APRIL 1, 1997

REVISION DATE(S): NOVEMBER 5, 2019

MARCH 1, 2005

NOVEMBER 10, 2008

MAY 5, 2015

JULY 9, 2018

FORMERLY: IJOC

CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

9.65 BACKGROUND SCREENING FOR CONTRACTORS (JESSICA LUNSFORD ACT)

- I. Contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds are considered “Authority Figures” pursuant to 800.101, F.S., and must meet level two (2) screening requirements as described in Florida Statutes. Contractual personnel shall include any vendor, individual or entity under contract with the School Board. Each vendor, individual contractor or employee of a contractor as described in this section must wear their Vendor/Contractor Badge at all times when on school property, indicating that he/she has met the level two (2) screening requirements prior to accessing a school campus. Contractual personnel who solicit or engage in sexual conduct, a relationship of a romantic nature, or lewd conduct with a student commits a felony of the second degree. All allegations of this nature must be reported to law enforcement.
- II. Contractual personnel must also meet the level two (2) screening requirements every five (5) years following entry into a contract. If the fingerprints of an individual under contract with the School Board have not been retained by the Florida Department of Law Enforcement, the individual must submit a complete set of fingerprints to the District.
- III. Each person under contract as described in section I. must agree to inform the party with whom he/she is under contract within forty-eight (48) hours if convicted of any disqualifying offense while under contract. If it is found that a person under contract does not meet the level two (2) requirements, the individual shall be immediately suspended from working in a contractual position and shall remain suspended until final resolution of any appeals.
- IV. The Superintendent shall develop procedures to implement this policy.

STATUTORY AUTHORITY:

1001.41(2), F.S.

LAW(S) IMPLEMENTED:

800.101, 1001.43, 1012.32, 1012.465, F.S.

HISTORY:

ADOPTED: APRIL 1, 1997

REVISION DATE(S): NOVEMBER 5, 2019

NOVEMBER 10, 2008

JULY 9, 2018

FORMERLY: NEW

CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

SALES SURTAX OVERSIGHT COMMITTEE

9.66

- I. Purpose. The purpose of the Sales Surtax Oversight Committee (the “Committee”) is to review, monitor, make recommendations, for consideration, to the School Board and Superintendent, and inform the public on the planning, progress, and implementation of the projects funded with proceeds from the School Board’s levy of the sales surtax as set forth in the School Board’s Resolution on March 16, 2020, and approved by voters on November 3, 2020 (the “Sales Surtax”). The Committee is established to provide transparency and instill confidence in Duval County taxpayers that projects funded by the Sales Surtax proceeds are being delivered according to the Sales Surtax Plan set forth in the School Board’s Resolution.
- II. Responsibilities.
 - A. The Committee shall:
 1. review and monitor the District’s progress, and implementation of the projects funded by Sales Surtax for District schools and any charter schools;
 2. advise the Superintendent and the School Board of the District’s progress of implementation of the Sales Surtax projects;
 3. assist in informing the community of the Sales Surtax projects and progress by the District; and
 4. make recommendations on the use of any surplus Sales Surtax revenue or unspent project allocations.
 - B. The Committee shall provide the School Board with an update following each meeting of the Committee.
 - C. The Committee’s review and recommendations shall be reported on an annual basis to the School Board, Superintendent and the community. The annual report shall assess the implementation of the Sales Surtax to ensure that the proceeds are being spent according to the Plan set forth in the School Board’s Resolution, and delivered in a timely manner.
- III. Membership and Supporting Staff. The Committee shall be comprised of the following twenty-two (22) voting and two (2) non-voting members, and shall be supported by District staff as noted below.
 - A. Voting Members. The following are voting members of the Committee. Each member shall be the Chairman/President/CEO of the following organizations or his/her designee:
 1. One (1) representative of a District parent organization. This representation shall be from the District Advisory Council or the District Parent Teacher Association on a rotational basis. The initial single term representative will be from the District Advisory Council and thereafter alternate between the two organizations as terms expire.

2. One (1) representative of Jacksonville Regional Chamber of Commerce.
 3. One (1) representative of Northeast Florida Builders Association.
 4. One (1) representative of Northeast Florida Association of Realtors.
 5. One (1) representative of a post-secondary institution in Duval County. This representation will be from Edward Waters College, Florida State College at Jacksonville, Jacksonville University, or the University of North Florida on a rotational basis. The initial single term representative shall be from Edward Waters College and thereafter rotate among the post-secondary institutions in the order listed herein as terms expire.
 6. One (1) representative appointed by the mayor of Atlantic Beach, Baldwin, Jacksonville Beach, or Neptune Beach. There shall be a single representative on the Committee on a rotational basis. The initial single term representative shall be from Atlantic Beach and thereafter rotate in the order listed herein as terms expire.
 7. One (1) representative of the Hispanic Chamber of Commerce.
 8. One (1) representative of Jacksonville NAACP.
 9. One (1) representative of Foundation for Duval Schools.
 10. One (1) representative of Jacksonville Public Education Fund.
 11. One (1) representative of the City of Jacksonville's Citizen Planning Advisory Committee (CPAC). This representation will rotate among the six (6) CPACs consisting of Greater Arlington/Beaches (District 2), North (District 6), Northwest (District 5), Southeast (District 3), Southwest (District 4), and Urban Core (District 1). The initial single term representative shall be from Greater Arlington/Beaches (District 2) and thereafter rotate among the CPACs in the order listed herein as terms expire.
 12. One (1) representative of the City of Jacksonville Joint Planning Committee.
 13. One (1) representative of the Jacksonville Civic Council.
 14. One (1) representative of Duval Teachers United.
 15. One (1) representative of Jacksonville Fraternal Order of Police.
 16. One (1) member appointed by each of the seven School Board members. School Board members may consider his/her appointee having experience in labor, finance, or commerce, or representing a nonprofit organization providing services to the District or representing the interests of Duval County parents.
- B. Ex-Officio Non-Voting Members.
1. Superintendent of Schools or designee.
 2. One (1) member appointed by the District Student Government Association.
- C. Membership Qualifications.

1. Each voting member shall have an outstanding reputation for civic involvement, integrity, responsibility, and business or professional ability.
2. Members shall have no direct or indirect conflict of interest in a contract with the School Board or a financial interest in any projects that are funded by the Sales Surtax. Members shall be residents of Duval County, Florida. If a member no longer resides in Duval County, then such member shall immediately resign or be removed from the Committee. With the exception of the Committee member representing Duval Teachers United, no voting Committee member shall be an employee of Duval County Public Schools.

D. Term.

1. The term of service for all members is two (2) years. With the exception of those representatives who serve a single term (District parent organizations in section A.1. above, post-secondary institutions in section A.5. above, cities in Duval County in section A.6. above, and CPACs in section A.11. above), members may be reappointed for one consecutive two (2) year term.
2. The initial term for each Committee member will commence on the effective date and continue through the third June 30 (thereby resulting in an initial term exceeding two years). Thereafter, the term of each member shall be two (2) years.
3. In extraordinary circumstances and subject to a vote of the Committee, a member may participate telephonically provided the member is present for the entire meeting and a quorum of the Committee is otherwise physically present.
4. Vacancies due to resignation, disqualification, or removal shall be filled within forty-five (45) days. Any vacancy on the Committee shall be filled for the unexpired term in the same manner as provided for the initial appointment to the Committee. If any member fails to attend two of three successive meetings of the Committee, then member's office is automatically deemed vacant and the vacancy shall be filled as provided for in this policy. Any member appointed to the Committee for two consecutive full terms shall not be eligible for the next succeeding term. Any individual appointed to serve on the Committee for less than 1 year shall not be considered a first full term.

E. Conflict of Interest and Code of Ethics.

1. Members shall not have any direct or indirect conflict of interest in a contract with the Board or a financial interest in any of the projects funded under the Sales Surtax.
2. Prior to serving, members are required to certify in writing that they do not have any direct or indirect conflict of interest in a contract with the Board or any financial interest in any of the projects funded under the Sales Surtax.

3. If a conflict or financial interest arises after appointment, the member shall disclose the conflict or financial interest and immediately resign or shall be removed from the Committee.

IV. Meetings.

- A. The Committee shall elect a chair and vice-chair and may elect other officers as necessary. The term of office shall expire the earlier of (2) years or the officer no longer being a member of the Committee.
 - B. The Committee shall meet at least four (4) times per year and may hold other meetings as necessary. All meetings and Committee proceedings must comply with Florida's Sunshine and Public Records laws (Chapter 119 and s. 286.011, Florida Statutes).
 - C. A majority of the voting members shall constitute a quorum.
 - D. Meetings shall be conducted according to the latest version of Robert Rules of Order.
 - E. The Superintendent, the Chief of Staff or the Deputy Superintendent, the Chief Financial Officer, the Assistant Superintendent Operations, the Internal School Board Auditor, and the Office of General Counsel shall provide staff support to the Committee as necessary to accomplish its purpose.
- V. Duration. The Committee shall exist through the date of completion of the projects to be funded by the Sales Surtax, including the expenditure of, and accounting for, all Sales Surtax proceeds.

STATUTORY AUTHORITY:

1001.41, F.S.

LAW(S) IMPLEMENTED:

1001.42, F.S.

HISTORY

ADOPTED: SEPTEMBER 9, 2019

REVISION DATE(S):

November 9, 2020

FORMERLY: NEW