



BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence

Office of Human Resources

270 South Boulevard East

Macclenny, FL 32063

(904) 259-6251

www.bakerk12.org

Wyatt Milton, Superintendent

April 28, 2025

Superintendent Wyatt Milton
Baker County School District
270 S. Boulevard East
Macclenny, Florida 32063

Dear Superintendent Milton:

We are requesting that you call for a work session to be held at 2:30 p.m. on May 19, 2025 for the following Board Policies. We have attached copies for your review.

- 3.06*+ Safe and Secure Schools
- 3.07 Copying of Public Records
- 3.25+ Background Screening for Contractors
- 4.265+ Artificial Intelligence Acceptable Use
- 6.103* Appointment or Employment Requirements
- 6.215 Retirement of Employees
- 6.43 Use of Social Media
- 7.06*+ School Food Service Funds
- 7.07*+ Accounting and Control Procedures
- 7.08 Inventories and Property Records
- 7.14*+ Purchasing Policies and Bidding
- 7.30*+ Grant Management

Sincerely,

Thomas Hill
Associate Superintendent of Human Resources

Encls.

"Preparing individuals to be lifelong learners, self-sufficient, and responsible citizens of good character"

DISTRICT SCHOOL BOARD MEMBERS

Tiffany McInarnay
District 1

Jack Baker, Jr.
District 2

Clayton Lyons, Jr.
District 3

Mandi Canaday
District 4

Amanda Hodges
District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

NOTICE OF RULE DEVELOPMENT

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A RULE DEVELOPMENT WORKSHOP REGARDING THE BELOW RULES WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: May 19, 2025 at 2:30 p.m.

LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

Policy #	Policy Title	Subject Area	Purpose & Effect	Rulemaking Authority	Law(s) Implemented
3.06*+	Safe and Secure Schools	The proposed policy addresses the safe and secure school procedures.	The purpose of the proposed revisions is to make notice that training is available for parents and guardians on the use of FortifyFL and training of students within the first five days of school on the FortifyFL.	1001.41, 1001.42, F.S.	316.614, 1001.43, 1001.51, 1006.062, 1006.07, 1006.145, 1006.1493 1006.21, 1013.13, F.S.
3.07	Copying of Public Records	The proposed policy addresses the copy of public records.	The purpose of the proposed revisions is to correct the typographical error.	1001.41; 1001.42, F.S.	119.07; 1001.43; 1001.52, F.S
3.25+	Background Screening for Contractors	The proposed policy addresses background screening for contractors	The purpose of the proposed revisions is a requirement from F.S. 435.12 for Contractual personnel submit a set of fingerprints and photo to be sent to the clearinghouse.	1001.41, 1001.42, F.S.	288.061,448.095, 1001.43; 1003.496, 1012.32, 1012.465, 1012.467, 1012.468, F.S.

4.265+	Artificial Intelligence Acceptable Use	The proposed policy addresses artificial intelligence acceptable use.	The purpose of the proposed revision is to add Statutory Authority 1002.231.	1001.41, 1001.42, F.S.	1001.02, 1003.02, F.S.
6.103* Option 2	Appointment or Employment Requirements	The proposed policy addresses appointment or employment requirements.	The purpose of the proposed revisions is to include a photo along with fingerprints to the Clearinghouse and if an employee with a break in service of more than 90 days must be re-screened.	1001.41, 1012.22, 1012.23, F.S.	288.061, 381.0056, 440.102, 448.095, 1001.42, 1001.43, 1012.01, 1012.22, 1012.27, 1012.315, 1012.32, 1012.39, 1012.465, 1012.55, 1012.56, F.S.
6.215	Retirement of Employees	The proposed policy addresses retirement of employees	The purpose of the proposed revisions is to clarify the FRS guidelines establishes for re-employment.	1001.41; 1012.22; 1012.23, F.S.	1001.43; 1012.23, F.S.
6.43	Use of Social Media	The proposed policy addresses use of social media.	The purpose of the proposed revisions is to recognize the importance of employees, students, and parents engaging, learning, collaborating, and sharing in digital environments as part of 21st Century learning and strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely.	Chapter 119, 1001.41, 1001.42, 1001.43 F.S.	1002.221, F.S. 6A-10.08 F.A.C. 20 U.S.C. 1232g 34 C.F.R. Part 99 Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096

					(Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001))
7.06*+	School Food Service Funds	The proposed policy addresses the school food service procurement and funds.	The purpose of the proposed revisions is needed if submitting federal program applications for breakfast/lunch programs.	1001.41, 1001.42, F.S.	570.981, 1001.43, 1010.05, 1010.20, F.S.
7.07*+	Accounting and Control Procedures	The proposed policy addresses the accounting and control procedures.	The purpose of the proposed revisions is to maintain a capital asset accounting system. The capital asset system shall maintain sufficient information to permit the preparation of year-end financial statements in accordance with generally-accepted accounting principles; adequate insurance coverage; control and accountability.	1001.41, 1001.42, F.S.	215.85, CHAPTER 668, 1001.43, 1001.51, 1010.11, 1011.62, F.S. F.A.C. 691-73.002
7.08	Inventories and Property Records	The proposed policy addresses the inventories and property records	The purpose of the proposed revisions is to define the capital assets as those tangible assets owned by the District with a useful life in excess of one year and an initial cost equal to or exceeding the amount defined in F.A.C. 691-73.002.	1001.42, F. S.	CHAPTER 274; 1001.43, F.S., 2C.F.R 200.313
7.14*+	Purchasing Policies and Bidding	The proposed policy addresses the purchasing policies and bidding.	The proposed policy is amended to reference food service procurement update.	1001.41, 1001.42, F.S.	112.312, 120.57, 212.0821, 255.04, 274.02, 287.017, 287.057, 287.133, 1001.421,

					1001.43, 1010.01, 1010.04, 1013.47, F.S.
7.30*+	Grant Management	The proposed policy addresses the grant management.	The purpose of the proposed revisions is for FLDOE monitoring of federal programs is requiring policy language for the use of federal funds.	1001.41, 1001.42, F.S.	1001.43, 1001.51, 1008.385, 1010.01, F.S. 2 CFR 200, 20 USC 7906

For information regarding the proposed rule development and to obtain a copy (at no charge) of any available preliminary draft, please contact: Shirley Crawford, shirley.crawford@bakerc12.org at 904-259-0428

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SAFE AND SECURE SCHOOLS

3.060*+

I. Introduction

The Baker County District School Board has as its first obligation to provide a safe, secure and orderly learning environment in all schools and at all sponsored activities for students, school personnel, and other persons.

II. Orderly Environment

An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and while attending School Board or school sponsored events or activities. All procedures shall reflect the following policy provisions:

- A. No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.07 (Visitors).
- B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.
- C. Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents, which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.
- D. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the board chairperson, Superintendent/designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified immediately of any such action at schools or school activities.
- E. No person except law enforcement, security officers, and school guardians certified by the Baker County Sheriff may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events.

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- III. The following emergency response agency(ies) will notify the District in the event of an emergency:

Emergency Response Agency	Type of Emergency
Baker County Sheriff's Department	CommunityWide Threats
National Weather Service (NOAA)	School Site Threats
Emergency Operations Center (EOC)	Weather Events

- IV. Safety, Security and – Emergency Plans

- A. The Superintendent shall develop a *DISTRICT CRISIS MANAGEMENT PLAN* with input from representatives of the local law enforcement agencies, the local Fire Marshall(s), representative(s) from emergency medical services; building administrators, representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the Baker County Health Department.
- B. The School Board shall approve the *DISTRICT CRISIS MANAGEMENT PLAN* annually and copies shall be maintained in the District office and at each school. The plan shall be pursuant to Florida Statutes and shall be comprehensive for all schools, school district facilities and all extracurricular activities. The plan shall include procedures that are State and Federally required, nationally recognized best practice, and researched-based interventions. After School Board approval, the *DISTRICT CRISIS MANAGEMENT PLAN* shall be made a part of this rule.
- C. As required by state law, the Superintendent shall require the use of the Safe School Assessment Survey based on the School Safety and Security Best Practices Indicators created by FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-assessment of the District's current safety and security practices.
- D. Upon completion of these self-assessments, the Superintendent shall convene a safety and security review meeting for the purpose of (a) reviewing the current *DISTRICT CRISIS MANAGEMENT PLAN* and the results of the self-assessment; (b) identifying necessary modifications to the plan; (c) identifying additional necessary training for staff and students; and (d) discussing any other related matters deemed necessary by the meeting participants.

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- E. The Superintendent shall present the findings of the safety and security review meeting to the Board for review and approval appropriate school safety, emergency management and preparedness plans. The Superintendent shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the *DISTRICT CRISIS MANAGEMENT PLAN* and/or implement in order to improve school safety and security. The *DISTRICT CRISIS MANAGEMENT PLAN* is, however, confidential and is not subject to review or release as a public record.
- F. The Superintendent shall report the self-assessment results and any action taken by the Board to review the *DISTRICT CRISIS MANAGEMENT PLAN* to the Commissioner of Education within thirty (30) days after the Board meeting.
- G. Emergency management and preparedness plans shall include notification procedures for weapon use and active assailant/hostage situations, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.
- H. Emergency management and preparedness procedures for active assailant situations shall engage the participation of the district school safety specialist, threat assessment team members, faculty, staff and students for each school and be conducted by the law enforcement agency or agencies designated as first responders to the school's campus.
 - 1. Accommodations for drills conducted at exceptional student education centers may be provided.
- I. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.
- J. Copies of school plans shall be provided to county and city law enforcement agencies, fire departments, and emergency preparedness officials.

V. Threat Management

- A. The primary purpose of a threat management is to identify individuals exhibiting threatening or other concerning behavior, assess the risk of harm, and coordinate appropriate interventions and services for such individuals. The Board's threat management process is a systematic, fact-based method designed to identify, using threat assessment protocols, whether behaviors or communications constitute a concern for violence or harm to another person. Florida Harm Prevention and Threat Management Model is designed to identify, assess, manage, and monitor threats to schools, school staff and students. The goal of the threat management process is to prevent violence or harm to members of the school community. The threat management process uses a methodology that identifies students exhibiting threatening or other concerning behavior, gathers information to assess the risk of harm to themselves or others, and identifies appropriate interventions to prevent violence and promote successful outcomes.

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- B. The Board authorizes the Superintendent to designate a Threat Management Coordinator; a District Threat Management Team and school-based management teams. ~~Each team shall be headed by the principal and shall include a person with expertise in counseling (school/psychological), instructional personnel, and law enforcement (school resource officer) and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self. All members of the threat management team must be involved in the threat management process and final decision making.~~
1. The District Threat Management Coordinator (DTMC) must complete all trainings specific to the Coordinator role and will oversee threat management at all public k-12 schools, including charter schools sponsored by the District. The DTMC must:
 - a. Ensure all district-level and school-level threat management team personnel are trained in threat management and on the Florida Model.
 - b. Serve as Chair of the District Threat Management Team and as the liaison to the Department of Education's Office of Safe Schools.
 - c. Ensure procedures are outlined for making referrals to mental health services for students exhibiting threatening or concerning behavior of self-harm or harm to others.
 - d. Assist School Based Threat Management Teams in the District.
 2. District Threat Management Team (DTMT) will receive referrals from the School Based Threat Management Teams, assess serious situations, and provide support to school-based teams, including charter schools in their district. The DTMT must include the DTMC, persons from school district administration and persons with expertise.
 3. School Based Threat Management Team (SBTMT) will be headed by a Chair and Vice-Chair who are appointed by the principal or designee.
 - a. The Chair serves as the point person for threat management at the school-level and is responsible for triaging reported threats or concerning behavior and communications to determine whether the matter should be summarily closed, or whether it should be reviewed by the full SBTMT.
 - b. The team shall be comprised of a minimum of four (4) members, including a person with expertise in counseling (school/psychological), instructional personnel, school administration, and law enforcement (school resource officer).
 - c. If none of the SBTMT members are familiar with the student of concern, the SBTMT Chair will assign a member of the school's staff who is familiar with the student to consult with and provide background information to the threat management team. Consulting personnel do not have to complete

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Florida Model training and may not participate in the decision-making process.

- d. All members of the threat management team must be involved in the threat management process and final decision making.
- e. Parental Notification
 - i. If the SBTMT Chair determines the concerning threat or behavior reported is a low level of concern and summarily closes the case, the Chair/designee must use reasonable efforts to notify the parent or guardian of the student threat or behavior.
 - ii. If the Chair does not summarily close the case and refers the matter to the SBTMT, reasonable efforts must be made to notify the student of concern's parent or guardian on the same day the SBTMT assigns the preliminary level of concern. The SBTMT must document all attempts to make contact with the parent or guardian using the contact information shared by the parent or guardian with the District.
 - iii. If the preliminary level of concern is high, the SBTMT chair or designee must notify the Superintendent or designee to ensure the requirements of F.S. Stat. 1006.07 are met.
 - iv. The SBTMT Chair must notify the student of concern's parent or guardian if the threat management process reveals information about their student's mental, emotional, or physical health or well-being or results in a change in related services or monitoring, including but not limited to implementation of a Student Support Management Plan (SSMP).
 - v. The SBTMT Chair or designee must provide a copy of the SSMP to the student of concern's parent or guardian upon the plan's finalization and anytime the SSMP is substantially revised.
 - vi. The SBTMT Chair must make a reasonable effort to notify the parent or guardian of the targeted student before the end of the school day that the report was received unless the Chair has determined the concern is unfounded.
- 4. The threat management team will be responsible for the assessment of individuals whose behavior may pose a threat to the safety of school staff and/or students and coordinating resources and interventions for the individual.
- 5. If a student with a disability is reported to have made a threat to harm others and the student's intent is not clear, a referral will be made to the threat management team for evaluation.

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6. Upon a preliminary determination that a student poses a threat of violence or physical harm to him/herself or others, the threat management team may obtain criminal history record information. The team must immediately report its determination to the Superintendent who must immediately attempt to notify the student's parent or legal guardian. A parent or guardian has the right to inspect and review the threat management. The team will coordinate resources and interventions to engage behavioral and or mental health crisis resources when mental health or substance abuse crisis is suspected.
7. The threat management team must plan for the implementation and monitoring of appropriate interventions to manage or mitigate the student's risk for engaging in violence and increasing the likelihood of positive outcomes.
8. Upon the student's transfer to a different school, the threat management team must verify that any intervention service provided to the student remain in place until the threat management team of the receiving school independently determines the need for intervention services. Threat management teams must meet as often as needed to fulfill their duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. The teams must maintain documentation of all meetings, including meeting dates and times, team members in attendance, cases discussed and actions taken.
9. Through the DTMC, the District must ensure that all threat management teams in the District report to the DOE office on the team's activities during the previous year. The District School Safety Specialist must ensure all schools in the District timely report all required information. The report will contain all data or information required by Florida law.
10. The School Based Threat Management Team (SBTMT) at each school, on a case by case basis, will determine the need to seek mental health intervention in the following areas:
 - School-based counseling
 - Community-based counseling
 - Area Mobile Response Team (MRT) intervention
 - Crisis Stabilization Unit (CSU)

The team will use the Florida Harm Prevention and Threat Management Model (Florida Model) and support from the therapist when assessing mental health intervention needs.

Documentation will be maintained in the Florida Model forms associated with the student being served.
11. Each threat management team will maintain the copy of the Florida Model forms used for each SBTMT case. The documentation will also be housed in the student data system. The following items will be recorded for each monthly SBTMT meeting and documentation maintained by the principal or their designee:

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- Meeting dates and times
- SBTMT members in attendance
- Cases discussed
- Action taken

VI. Safety – Procedures

- A. School alarms shall be monitored on a weekly basis and malfunctions shall be reported for immediate repair.
- B. A safety program shall be established consistent with the provisions of Policy 8.01. The emergency preparedness procedures will identify the individuals responsible for contacting the primary emergency response agency and the emergency response agency that is responsible for notifying the school district for each type of emergency.
- C. Emergency evacuation drills (fire, hurricane, tornado, active assailant/hostage situation, other natural disaster, and school bus) shall be held in compliance with state requirements and formulated in consultation with the appropriate public safety agencies. Each principal, site administrator or transportation official is responsible for:
 1. Developing and posting emergency evacuation routes and procedures;
 2. Assigning and training all staff members in specified responsibilities to ensure prompt, safe and orderly evacuation;
 3. Identifying and reporting hazardous areas requiring corrective measures; and
 4. Preparing and submitting within fifteen (15) calendar days an after-action report of each emergency drill and fire drill to the District school safety specialist for review.
- D. In the event of an emergency, the Superintendent is authorized to dismiss early or close any or all schools. Except that the principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such actions shall be reported immediately to the Superintendent or designee along with a statement describing the reasons for the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.
- E. Parents, as defined by law, have a right to timely notification of threats, unlawful acts, and significant emergencies that occur on school grounds, during school transportation or during school-sponsored activities pursuant to sections 1006.07(4) and (7), F.S.

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1. Parents have a right to access school safety and discipline incidents as reported pursuant to section 1006.07(9), F.S.
2. Prior to the start of each school year, or at the time of a student's enrollment, if during the school year, the District shall make training available for parents and guardians on the use of FortifyFL. The training must explain the potential disciplinary actions and potential criminal charges that may result as a consequence for anyone making a threat or false report concerning school or school personnel's property, school transportation, or a school sponsored activity. The information concerning criminal charges must include a summary of Sections 790.162, 790.163, 836.10 and 837.05, F.S., and the penalties for violating those statutes.
3. Within the first five (5) days of each school year, each district school board must ensure that instruction on the use of FortifyFL is provided to students in accordance with Section 943.082(4)(b), F.S. Instruction on FortifyFL must be developmentally appropriate and include the possible school disciplinary actions as well as the potential for criminal charges as a result of making a threat or false report involving school or school personnel's property, school transportation, or a school-sponsored activity.

VII. Safety – Violence Prevention

- A. The Superintendent shall develop a violence prevention plan for use by each school.
- B. Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel and students of the schools.
- C. Each school will notify students, faculty, and staff of who to report concerning behaviors.

VIII. Security

- A. The Superintendent shall establish and implement a Domestic Security Plan consistent with the requirements of the National Incident Management System (NIMS).
- B. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions. The security provisions shall include procedures restricting the ingress to or egress from a school campus when students are on the campus. Unless the gate or access point is attended or actively staffed, the security procedures shall state how all gates or other access points will remain closed and locked. If the school safety specialist determines there are other safety measures in place to allow a gate or access point to not be locked,

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the determination must be documented in the FSSAT.

- C. Within the first ten (10) days of school students must be notified of the safest areas to shelter in a classroom. The safety areas for students to shelter within the classrooms and/or instructional spaces must be clearly marked. All classrooms and other instructional spaces must be locked or actively staffed when occupied by students except between class periods.
- D. The Superintendent shall designate an administrator or a law enforcement officer employed by the Baker County Sheriff's Office as the school safety specialist for the District. The School Safety Specialist is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the District. The School Safety Specialist's responsibilities include, but are not limited to the following:
 - 1. On an annual basis the school safety specialist will review district and charter school policies and procedures for compliance with state law and rules and ensure the timely and accurate submission of the school environmental safety incident report (FSSAT) to the Department.
 - 2. The School Safety Specialist must provide recommendations to the superintendent and school board at a publicly noticed board meeting identifying strategies and activities that the Board should implement in order to address the findings to improve school safety and security.
 - 3. No later than November 1, the School Safety Specialist shall submit a district best-practice assessment in the FSSAT that includes the school board's action(s) to the school security risk assessment findings and recommendations provided to them.
 - 4. Provide training and resources to students and staff in matters relating to mental health awareness and assistance; emergency procedures (including active assailant training), and school safety and security.
 - 5. The school safety specialist will identify and correct instances of non-compliance of state mandates regarding security procedures and policies at each school. This will be done annually through state and local assessments administered by the district school safety specialist. Monthly documentation will be sent by the school to the district safety specialist certifying the monthly pre/post planning for the implementation of the options-based active assailant drills held at each school.
 - a) On a quarterly basis, the school safety specialist will report to the superintendent and school board any non-compliance by

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the district or school(s) with school safety laws or rules.

- b) Deficiencies relating to safe-school officer coverage must be resolved by the next school day.
 - c) Within 24 hours, the School Safety Specialist must notify the Office of Safe Schools of the deficiencies related to safe-school officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety and welfare of students or staff. The Office of Safe Schools shall be notified within three (3) days of any instance of noncompliance that is not corrected within 60 days.
6. The School Safety Specialist must make unannounced visits while school is in session to all public schools in the district, including charter schools and perform inspections for safe school compliance. The school safety specialist must notify and report to the district's superintendent or charter school principal, if there are any violations discovered or if non-compliance of the safe school requirements is suspected by a district school or charter school.
- E. A review of each school's security provisions shall be conducted annually by the principal with a written report submitted to the Superintendent or designee for submission to the Board for review.
- F. Each school's emergency plan shall include security provisions including emergency "lock down" procedures.
- G. Establishing policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community.
- H. Adhering to background screening procedures for all staff, volunteers and mentors.
- I. Security trailers may be located on school property.

IX. Mental Health

- A. The School Board shall identify a mental health coordinator for the District. The mental health coordinator shall serve as the primary contact for the district's coordination, communication, and implementation of student mental health policies, procedures, responsibilities, and reporting.
- B. The mental health coordinator shall be responsible for:
 - 1. working with the Office of Safe Schools;

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2. maintaining records and reports regarding student mental health as it relates to school safety and the mental health assistance allocation;
3. facilitating the implementation of school district mental health policies relating to the respective duties and responsibilities of the school district, the superintendent, and school principals;
4. coordinating the staffing and training of threat assessment teams with the school safety specialist, and facilitating referrals, to mental health services, as appropriate for students and their families;
5. coordinating with the school safety specialist, the training and resources for students and school district staff relating to youth mental health awareness and assistance; and
6. annually review of the district's policies and procedures related to student mental health for compliance with state law and alignment with current best practices and making recommendations, as needed, for amending said policies and procedures to the superintendent and the district school board.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

**316.614, 1001.43, 1001.51,
1006.062, 1006.07, 1006.145, 1006.1493 1006.21, 1013.13, F.S.**

STATE BOARD OF EDUCATION RULE:

6A-1.0403, 6A-3.0171, 6A-1.0018

HISTORY:

ADOPTED:

**REVISION DATE(S): 04/05/04, 10/04, 01/02/07, 01/05/08, 04/01/19, 12/02/19, 11/17/20,
04/05/21, 02/22/22, 04/03/23, 02/20/24, 01/21/25**

FORMERLY: 2.22; 9.06

CHAPER 3.00 - SCHOOL ADMINISTRATION

COPYING OF PUBLIC RECORDS

3.070

- (1) Copies of public records may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records not exceeding 8 ½" x 14" in size shall be fifteen (15) cents for each one-sided copy or twenty (20) cents for each two-sided copy, unless a different fee is otherwise prescribed by Florida Statutes. A one dollar (\$1.00) fee shall be assessed for a certified copy of a public record. Copies shall be made by the appropriate staff members reproduced at a time which does not interfere with their normal work duty.
- (2) Charges for copies of audio, video, and other materials shall be charged at rates established by the Superintendent/designee.
- (3) The Board authorizes the Superintendent to establish uniform ~~changes~~ charges for documents not covered in (1) above.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

119.07; 1001.43; 1001.52, F.S.

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 11/07/05
FORMERLY:

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BACKGROUND SCREENING FOR CONTRACTORS

3.250+

- 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 must meet the background screening requirements and process as set forth in section 1012.32 Florida Statutes. Contractual personnel shall include any vendor, individual or entity under contract with a school or the School Board. Each vendor, individual contractor or employee of a contractor as described in this section, must provide verification that he/she has met the background screening requirements prior to accessing a school campus and provide evidence of compliance with Florida Statute Section 448.095 (evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number).
- II. An employee or contractor of an employer who offers a high school student internship(s) must meet background screening requirements, if he/she has direct, unsupervised access to the student intern(s).
- III. Contractual personnel having access to school grounds when students are present, shall submit a complete set of fingerprints and photograph taken by an authorized law enforcement officer or an employee of the District trained to take fingerprints. The fingerprints and photograph shall be submitted to the Care Provider Background Screening Clearinghouse (Clearinghouse), the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).
- IV. The District shall issue a state identification badge that is valid for five (5) years to a contractor who meets ~~background screening requirements.~~ level 2 screening requirements and/or Clearinghouse requirements. The recipient of the badge shall be responsible for paying a fee established by the Department of Education. The badge shall bear the picture of the contractor and must be visible at all times the contractor is on school grounds.
- V. The District shall recognize the uniform statewide identification badge that has been issued by another school district.
- VI. A noninstructional contractor who has been convicted of any disqualifying offense, as defined in Florida Statutes, shall not have access to school grounds when students are present and shall be immediately suspended from having access to school grounds and shall remain suspended unless and until the conviction is set aside in any post-conviction proceeding. A non-instructional contractor shall not have access to school grounds unless the contractor has received a full pardon or has had his or her civil rights restored. A non-instructional contractor who is present

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on school grounds in violation of this subsection commits a felony of the third degree, punishable as provided in s. 775.082 or s. 775.083.

- VII. Contractual personnel must also meet the background 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.
- VIII. Each person under contract as described in Section I. and II. 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. The individual shall also be responsible for returning the badge within forty-eight (48) hours to the district that issued the badge. If it is found that a person under contract does not meet the background screening requirements, the individual shall be immediately suspended from working in a contractual position and shall remain suspended until final resolution of any appeals. A person who is working with an intern will not be allowed to continue in an unsupervised situation.
- IX. The following noninstructional contractors shall be exempt from background screening:
 - A. A contractor who is under direct, line of sight supervision of a District employee or contractor who has met background screening requirements;
 - B. A contractor who is required by law to undergo background screening for licensure, certification, employment, or other purpose and provides appropriate documentation;
 - C. A law enforcement officer who is assigned or dispatched to school grounds;
 - D. An employee or medical director of a licensed ambulance provider who is providing services;
 - E. A contractor at a site where students are not permitted and a six (6) foot chain link fence separates the work site from the remainder of the school grounds; or
 - F. A contractor who provides pickup or delivery services that involve brief visits to school grounds when students are present.
- X. A noninstructional contractor, as described in Section 8, who is exempt from background screening shall be subject to a search of the registry of sexual offenders and sexual predators maintained by the Florida Department of Law Enforcement and the National Sex Offender Public Registry maintained by the U.S. Department of Justice. The District shall conduct the registry search without charge to the contractor. If a contractor is identified as a sexual predator or offender and not allowed on school grounds, the District shall notify the vendor, individual or entity under contract within three (3) business days.

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XI. The Superintendent shall develop procedures to implement this policy.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:
1001.43;

288.061, 435.12 448.095,

1003.496, 1012.32, 1012.465, 1012.467, 1012.468, F.S.

HISTORY:

ADOPTED:

REVISION DATE(S): 09/12/07, 11/17/2020, 04/03/2023
FORMERLY:

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

Artificial Intelligence Acceptable Use

4.265+

I. Introduction

It is the policy of Baker County School District to:

- A. Support the use of technology to improve teaching and learning, and to support innovations throughout the educational system.
- B. With artificial intelligence (“AI”) technology shifting from providing access to instructional resources and capturing data to automating decisions about teaching and learning processes and detecting patterns in data it is necessary for there to be an increase in the level of responsibilities a person may delegate to a computer system.
- C. Since AI systems could lead to bias in how patterns are detected and unfairness in how decisions are automated, it is essential for the District to develop this policy in how AI is developed for and used in education.
- D. This policy outlines the acceptable use of AI tools and applications within Baker County Schools to ensure their safe, ethical, and responsible use.
- E. It is the District’s responsibility to educate and train students to utilize AI in an ethical and educational way. The District is not banning teacher or student use of AI, but each teacher and student needs to be aware of the limitations and guidelines of its usage.
 - 1. Teachers may allow the use of AI for curriculum purposes. For example, AI programs may assist students with providing clarifications of information or explanations of ideas and concepts. AI may also be helpful for students with generating ideas, topics and writing prompts.
 - 2. If the District uses grant funds for subscription fees and/or professional learning for students in grades 6-12 during the school day, the AI platform selected must:
 - i. Use large language models based on GPT-4 or its equivalent;

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- ii. Be on a closed system;
- iii. Provide professional learning to teachers;
- iv. Provide one-on-one tutoring aligned to the B.E.S.T standards for reading and math;
- v. Provide standards-aligned lesson plans and insights on student progress; and
- vi. Provide District and school-level reporting and parental access to AI interactions.

F. Teachers and staff need to be aware and understand:

- 1. Generative AI is not a substitute for human creativity, judgment, and creation.
- 2. Supervisors must be notified when AI is being used to complete a task.
- 3. The use of AI may implicate Intellectual Property rights, Privacy rights, and other District policies.
- 4. Any work product prepared by AI should be peer reviewed for accuracy, appropriateness, and bias (depending on the nature of the work)
- 5. Students and staff shall not enter passwords, confidential, proprietary, or sensitive District data into AI.
- 6. Students and staff shall not enter employee or student records, names, addresses, etc., into AI.
- 7. Students and staff shall not integrate AI tools with District software.
- 8. Students and staff shall not use AI for employment decisions about applicants or employees.
- 9. Students and staff shall not use AI tools specifically prohibited by the District, the Florida Department of Education, the State of Florida, or the United States Department of Education.

G. Students Responsible Use –

- 1. When using AI, students need to be aware that anything entered into AI may be retained or reused by the AI, without the ability of the student or the District to retract or further control such information. Students are prohibited from entering any District information and documents or personally identifiable information of students or District

staff into AI on District-owned or operated computers, devices, software, and hardware, including through Internet-access provided by the District.

2. AI can have implicit bias, and even present incorrect information. Students must understand that AI is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims. All users must also be aware of the potential for bias and discrimination in AI.
3. If a student is using AI, they need to think critically and be sure to fact-check using primary sources.
4. AP, IB, and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of AI.
5. The use of AI, including tools like Chat GPT, necessarily implicates academic integrity and therefore it is the policy of the School Board that Chat GPT—and any other AI the Superintendent or his/her designee determines implicates academic integrity—cannot be used for essays or other papers submitted on behalf of the student. Should AI be used in any capacity, the student must indicate the use of AI related to his or her school work: attributing AI text, image, multimedia, etc. when using them in his or her school work and to what extent AI-generated information was prepared, e.g., attributing AI text, image, or multimedia use, etc. The use of AI could be subject to the District's Academic Dishonesty Policy.
6. Students are not permitted to use AI to avoid doing his or her own work.
7. Students may not use AI when his or her teacher has expressly forbidden its use.
8. Student access to certain websites using AI may be granted; however, privacy guidelines and age restrictions must be considered prior to allowing the usage.

H. Any misuse of AI or AI-related tools and applications, such as hacking or altering data, on District-owned or operated computers, devices, software, and hardware, including District-provided Internet-access, is strictly prohibited. The use or misuse of AI or AI-related tools and applications, such as hacking or altering data, with the intent to substantially disrupt District-owned or operated computers, devices, software, or hardware, or with the intent to impermissibly alter data on District-owned or operated computers, devices, software, or hardware shall be grounds for discipline.

- I. Students using AI software with a personal device and/or personal credentials should be aware that the platforms they are uploading information to is collecting various forms of data and his or her privacy may not be protected.

STATUTORY AUTHORITY: [1002.231](#) 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.02, 1003.02, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0957, 6A-1.0955

HISTORY:

ADOPTED:
REVISION DATE(S):01/21/25

Revised:
Board Approved: 01/21/2025

BCSD 4.265+

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APPOINTMENT OR EMPLOYMENT REQUIREMENTS	6.103* OPTION 2
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Any person desiring employment shall file a completed application on the form provided by the Superintendent.

I. Qualifications

- A. Must be of good moral character.
- B. Must have attained the age of eighteen (18) years with the exception of students employed by the Board.
- C. Must meet the educational requirements of the job description that the employee is hired to fulfill.
- D. Must not be ineligible for employment under 1012.315, F.S., if applying for an instructional, administrative or any other position requiring direct contact with students.

II. Certificate Requirements

Each applicant for an instructional or a certificated administrative position shall hold a certificate, have a receipt from the Florida Department of Education acknowledging that an application has been filed and that issuance of the certificate is pending, or have the proper license to perform services.

- A. To be considered for a position, an applicant shall be duly qualified for that position in accordance with state law, regulations of the Florida Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the annual contract of employment as approved by the School Board.
- B. Any person not holding a valid Florida certificate at the time of employment shall be required, upon initial employment, to make application to the Florida Department of Education for such a certificate, through the Personnel Services office of the District. When such certificate is received, it must be filed with the office of the Superintendent. If the Department of Education declines to issue a certificate, the person's employment shall be terminated immediately. Failure to file such certificate, except for good cause as determined by the Superintendent, shall result in the termination of employment.

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III. Interviews and Appointments

- A. Interview teams, including those with community representatives, shall reasonably reflect the District's diverse racial, ethnic, and gender composition.
- B. The Superintendent or designee shall monitor and ensure that appointments and assignments are consistent with the District's intent of maintaining a diverse work force.

IV. Driving Record

- A. The driving record of each applicant for the position of school bus operator or for any position that would require the person to drive a School Board vehicle shall be reviewed to determine if the record contains any infractions of the driving code that would make the applicant unqualified for the position in accordance with the District safe driver plan.
- B. The driving record of each current school bus operator shall be reviewed prior to the first day of the fall semester and periodically during the school year to determine if the record contains any infractions of the driving code that would make the operator unqualified for the position in accordance with the district safe driver plan. The driving record of any employee who is required to drive a School Board vehicle shall also be reviewed periodically during the year to determine whether the employee may continue in the position.

V. Initial Employment

- A. Any offer of employment with the School District is conditioned on submission of fingerprints and photograph as required by Florida Statute and a background investigation by the Superintendent or designee. After a job offer, but prior to beginning employment with the District, all candidates for all positions must undergo a criminal and employment background check (including verification of work authorization status through the E-Verify system) to determine suitability for employment. The application for employment shall inform applicants they are subject to criminal background checks, and advise applicants that failure to be truthful on the application about prior criminal history will be grounds for ineligibility or dismissal from employment.
- B. As a condition of employment and prior to beginning work, an applicant who has received a conditional job offer must undergo background screening as required by Florida Statutes by filing a complete set of fingerprints and photograph taken by an individual trained to take fingerprints. The fingerprints and photograph shall be submitted to the Care Provider Background Screening Clearinghouse (Clearinghouse), ~~processed by~~ the Florida Department of Law

CHAPTER 6.00 – HUMAN RESOURCES

Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). The applicant shall be required to pay for full costs of processing at the time of fingerprinting.

- C. The Associate Superintendent of Human Resources will review the criminal history of all persons nominated for initial employment. He/she shall obtain criminal background information for applicants through requests to the [Care Provider Background Screening Clearing House \(Clearinghouse\)](#), Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).
- D. When the fingerprint or background check reports are returned, the Associate Superintendent shall review both the application and the report(s) concerning the individual. He/she will compare the information provided by the new employee with the information received from the [Clearinghouse](#), FDLE and/or the FBI pursuant to Florida Statute.
- E. The Superintendent or designee shall conduct employment history checks of applicants for instructional, administrative or any other positions requiring direct contact with students. The employment history check shall include, but not be limited to, screening through the use of educator screening tools described in law and contact with each previous employer. All findings shall be documented. If the Superintendent or designee is unable to contact a previous employer, he/she shall document all efforts to contact the previous employer. For all other applicants, the designee shall contact or attempt to contact all prior employers for a minimum of the past ten (10) years and all private or public educational institutions by which the applicant was previously employed while age eighteen (18) or older. The designee shall document all attempts to contact previous employers.
- F. No applicant who has received a conditional job offer shall begin work before his/her fingerprints [and photograph](#) are processed, the criminal and pre-employment investigation is completed, and a determination is rendered as to suitability for employment.
- G. Based upon the facts of an application, criminal background check or other valid or reliable data sources, applicants who are, or have been convicted of certain serious offenses may be denied employment by the School District. As used in this section the term conviction is defined as a finding of guilt, a plea of guilty, or a plea of *nolo contendere*, or a verdict of guilty. The withholding of adjudication or the entry of an order sealing or expunging the record requiring a pre-trial intervention or pre-trial diversion shall not be considered an exception to this section. Other information derived from the pre-employment investigation, which indicates the applicant may not be suitable for employment by the School District, may be grounds for denying employment to an applicant.

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- H. An applicant shall be disqualified from employment in any position requiring direct contact with students if he/she is ineligible for employment under 1012.315, F.S.
- I. Any instructional or noninstructional persons under contract to the School District to operate student programs, student teacher, persons participating in short-term teacher assistance experiences or field experiences who have district contact with students must meet the requirements of [Section](#) V. A., B., E, and F. Such person may not be in direct contact with students if ineligible under 1012.315, F.S.

VI. Current Employees

- A. Whenever a personnel investigation of a complaint against an employee is required, a criminal background check may be conducted as part of the investigation.
- B. If it is discovered during the period of employment that a regular employee has a prior criminal record and that the employee was requested to provide this information at the time of hire, but did not do so, the employee may be subject to disciplinary action, including dismissal for submitting false information on the employment application, or otherwise having misled the District.
- C. If it is discovered during the period of employment that an employee has a prior criminal record and no falsification of an application nor attempt to mislead occurred, the record shall be reviewed by the Associate Superintendent. He/she shall consider all information, including any mitigating conditions, and report findings of fact, possible mitigating circumstances and recommendations for action to the Superintendent. The employee shall have the opportunity to respond in writing to the findings and recommendation. The Superintendent shall review the record, recommendation and response before taking appropriate action. Appeal of the Superintendent's action shall follow collective bargaining agreements or School Board policy, as appropriate.
- D. Instructional personnel and noninstructional or contractual personnel who have direct contact with students or have access to or control of school funds must meet the screening requirements described in law every five (5) years [in accordance with the statutory re-screening schedules. An employee with a break in service of more than 90 days from a position that requires screening, must be re-screened if the employee is returning to a position that requires screening.](#) Personnel whose fingerprints have not been maintained by the Department of Law Enforcement are required to be re-fingerprinted.
- E. An employee whose criminal record after employment would disqualify him/her from employment shall be subject to disciplinary action up to and including termination.

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VII. Drug Testing

A. Initial Employment

1. A negative drug screen will be a requirement of initial employment. An applicant who has been offered a position will be referred to a Board approved, independent, certified laboratory. The drug screen must be conducted within thirty (30) days prior to employment. The cost of the drug screening will be the responsibility of the applicant.
2. Applicants testing positive will not be eligible for employment by the School Board for a minimum of one (1) year from the date of the test. Refusal to participate in the drug screening will prohibit an applicant from employment with the Board.

B. Current Employees

1. An employee may be subject to drug testing based on a reasonable belief that he/she is using or has used drugs in violation of the Drug -free Workplace policy.
2. An employee may be subject to follow up testing at the recommendation of a substance abuse professional or medical review officer.
3. An employee shall be subject to a drug screen immediately following a work-related accident or injury.
4. An employee who is subject to the requirements of the Omnibus Transportation Employees Testing Act (OTETA) shall be subject to random drug testing, post-accident drug testing and return to duty testing as required by federal law.

VIII. Acceptance of Appointment

Failure to signify acceptance of appointment within ten (10) days after receipt of the official notice of appointment shall be considered a rejection of the offer and the position shall be declared vacant.

IX. Reconsideration and Appeal

- A. Applicants who have been denied employment, and probationary employees who have been denied permanent employment, on the basis of their criminal record, drug screening and/or background check, may request reconsideration by the Associate Superintendent only if they present new information not previously available.
- B. Applicants who have been denied employment, and probationary employees who have denied permanent employment, because of their criminal record

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and/or background check, may appeal to the Superintendent. Applicants and probationary employees shall receive written notice of the right to appeal the decision by the Associate Superintendent to the Superintendent. Their appeal must be in writing, and may respond to the findings and decision of the Associate Superintendent. If new information is to be submitted, the applicant must first request reconsideration by the Associate Superintendent. The Superintendent's decision shall be final.

- X. The District shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity so as to ensure equal employment opportunity. Neither the District nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

288.061, 381.0056, 435.12, 440.102, 448.095, 1001.42, 1001.43, 1012.01, 1012.22, 1012.27, 1012.315, 1012.32, 1012.39, 1012.465, 1012.55, 1012.56, F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-3.0141

HISTORY:

ADOPTED: _____

REVISION DATE(S): 11/13/06, 04/23/07, 11/18/08, 11/17/20, 04/05/21, 04/03/23

FORMERLY:

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RETIREMENT OF EMPLOYEES

6.215

- (1) Any employee who plans to retire shall concurrently submit his/her resignation to the School Board and his/her application to the retirement system for retirement benefits. Employees are encouraged to submit the resignation and application form at least ninety (90) days in advance of the retirement date to ensure the retirement check is issued the month following the last month of service with the School Board.
- (2) Any employee, who is eligible for normal retirement under any State of Florida retirement plan, who retires from his/her position during that year which he/she first becomes eligible for normal retirement, shall be paid a retirement incentive. This incentive will not be paid to an employee if he/she continues his/her employment beyond the time he/she is eligible for regular retirement, unless otherwise stipulated in the negotiated contract.
 - (a) To qualify for retirement incentive an employee must:
 1. Have provided at least ten (10) years of continuous service to the district immediately prior to retirement.
 2. Complete the necessary procedures including retiring effective at the end of the school year that the employee becomes eligible.
 - (b) Retirement incentive will be twenty percent (20%) of the employee's gross salary for the contracted fiscal year, excluding supplements or extra pay, during the fiscal year in which retirement occurs. Incentive payments shall be computed at retirement and paid at the next regular pay period.
 - (c) It shall be the specific responsibility of each employee to determine his/her eligibility for regular retirement and to meet the requirements set forth for this one time retirement incentive. The School Board is held harmless for failure of an employee to follow this procedure.
 - (d) Any employee with fifteen (15) years of continuous service in the district, who qualifies for early retirement, shall be entitled to the retirement incentive.
- (3) Any member of the Florida Retirement System, who has ~~been~~ retired ~~at least one (1) calendar month~~ from any state administered retirement

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system, may be re-employed as ~~a substitute or hourly teacher on a non-contractual basis.~~ outlined in the FRS guidelines established for re-employment.

STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED:

1001.43; 1012.23, F.S.

HISTORY:

ADOPTED:
REVISION DATE(S):1/89, 11/92, 11/95,04/05/04
FORMERLY: 3.33

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USE OF SOCIAL MEDIA

6.43

The Board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students, and parents engaging, learning, collaborating, and sharing in digital environments as part of 21st Century learning. The Board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See School Board Policy (8.33) Electronic Systems Responsible Use.

The Superintendent is charged with designating the District-approved social media platforms/sites, which will be listed on the District's website.

The Board understands that employees may engage in the use of social media during their personal time. The District neither encourages nor discourages employees' use of social media for personal purposes. School employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school district employees. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication. All school employees must comply with Board Policy when communicating with individual students through electronic means, such as through voice, email, or text-messaging.

The Board is committed to ensuring that all stakeholders who utilize social media technology for professional purposes, including staff and students, do so in a safe and responsible manner.

I. Definitions

- A. Social Media. Social media is any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, Internet forums, and wikis. Examples

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of social media include, but are not limited to, Snapchat, Instagram, Facebook, Twitter, Instagram, Snapchat, YouTube, Google+, and Flickr.

- B. Professional Social Media. Professional social media is a work-related or professional social media activity where the employee identifies their profession, work responsibilities, and could include the use of district names/logos/brand. This includes platforms such as LinkedIn. As this form of social media is maintained personally, it follows the same rules as Personal Social Media.
- C. Personal Social Media. Personal social media use is a non-work-related social media activity. Personal social media activity is as a private citizen and cannot reference employment with the District in any manner.
- D. District Social Media Platform. District Social Media is any social media page, feed, or entry formally maintained by the District, school, department, or class for official purposes. It includes sites and/or services such as Facebook; Twitter; Snapchat; Instagram; YouTube; and similar applications.

II. District Social Media Use

The District uses approved social media platforms/sites as interactive forms of communication and accepts public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The District's review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public).

- A. Communication on a district social media space should be handled in the same manner as communication in a classroom and/or workplace. The

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same standards expected in BCPS professional settings are expected on professional social media sites.

- B. All such communication must be consistent with the educational objectives of the District and cannot be used for personal or non-District purposes.
- C. Employees shall exercise caution, sound judgment, and common sense when using professional social media sites.
- D. No personally identifiable student information may be posted by employees on social media sites (including but not limited to district, professional, and personal social media accounts) without permission from the parent/guardian.
- E. The Board reserves the right to direct the removal of postings and/or disable a page, of professional social media sites that do not adhere to the law or do not reasonably align with the goals of the District without prior notice to the poster.
- F. The District's social media sites may not be used for commercial, religious, political, or for-profit activities and/or communication. The District's social media entries and communications are prohibited from including links to third-party sites with a commercial, political, and/or religious purpose. Links to sites selling products; advertising goods and/or services; and/or containing language, images and/or materials that are in violation of District policy are strictly prohibited.
- G. A post, or comment, that contains vulgar, profane, or racist words; is discriminatory, harassing, threatening; is a violation of privacy; or is a violation of this Policy will be deleted in its entirety without notice to the poster/commenter. Repeated or severe violations may lead to the loss of access or privileges to post or comment on the school's official social media platforms.
- H. Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures and applicable terms of service. Users are personally responsible for the content of their posts.

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III. Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal, use social media platforms/sites for classroom instruction or school-sponsored activities. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Electronic Systems Responsible Use Policy, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media, without appropriate consent.

In order to maintain a professional and appropriate relationship with students, employees shall not communicate with students who are currently enrolled in schools on personal social media sites. School employees' communication with current students via personal social media is subject to the following exceptions:

- A. communication with relatives or friends and
- B. if an emergency situation requires such communication, in which case the employee should notify his/her supervisor of the contact as soon as possible. Employees shall not knowingly allow students access to their personal social media sites that discuss or portray sex, nudity, alcohol, or drug use or other behaviors associated with the employees' private lives that would be inappropriate to discuss with a student at school.

IV. Expected Standards of Conduct on District-Approved Social Media

- A. Employees and District-approved volunteers who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

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- B. District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media, if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.
- C. The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees and volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning District operations).
- D. Employees shall not use the district's logo or other copyrighted material of the system on a personal social media site without express, written consent from the District.

V. Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members'/volunteers' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes.

Staff members and District-approved volunteers cannot rely on social networking platforms (e.g., Facebook, Twitter, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and

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communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees and volunteers who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District's control and are appropriately retained.

VI. Any postings, on district, professional or personal social media sites, of the following nature are prohibited:

- A. Create a harassing, demeaning, or hostile working environment for any employee.
- B. Disrupts the smooth and orderly flow of work, or the delivery of services to the staff or students.
- C. Harm the goodwill and reputation of staff, students or the community at large.
- D. Erode the public's confidence in the district.
- E. Involve any kind of criminal activity or harms the rights of others, may result in criminal prosecution or civil liability to those harmed, or both.

VII. Consequences

The District may monitor online activities of employees who access the Internet using school technological resources. Additionally, the Superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the Superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

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VIII. Social Media Use Agreement

The Superintendent will ensure that staff receives a copy of this policy annually and that Use of Social Media is included in the Electronic Systems Responsible Use Agreement.

STATUTORY AUTHORITY: Chapter 119, 1001.41, 1001.42, 1001.43 F.S.

LAW(S) IMPLEMENTED: 1002.221, F.S.
6A-10.08 F.A.C.
20 U.S.C. 1232g 34 C.F.R. Part 99
Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096
(Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001))

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: NEW

NEW:
Board Approved:

CHAPTER 7.00 - BUSINESS SERVICES

SCHOOL FOOD SERVICE PROCUREMENT POLICY AND FUNDS

7.06*+

The School Board adopts the following Procurement Policy that will govern all purchasing activities related to any aspect of the National School Lunch and Breakfast Programs. This policy provides guidance to school personnel and vendors on acceptable and required procurement practices. The Superintendent shall develop written procedures for conducting the District's Food Service Program(s) and include purchasing thresholds to ensure compliance with all federal, state, and local procurement policies. The School Board recognizes the importance of complying with the procurement rules, regulations, and policies set forth in 7 CFR 210, 2 CFR 200, and Chapter 5P-2, Florida Administrative Code. As required by 7 CFR 210 and 2CFR 200 the School Board incorporates the following elements:

- I. Buy American. The School District adheres to 7 CFR 210.21(d) and USDA Policy Memo SP 38-2017 to ensure compliance with the Buy American provision requiring the District to purchase, to the maximum extent practicable, domestic commodities or products. This Buy American provision supports the mission of the Child Nutrition Programs, which is to serve children nutritious meals and support American agriculture.
 - A. There are two limited exceptions when non-domestic foods may be purchased. These exceptions, as determined by the District, are:
 1. The food or food product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality; or
 2. Competitive bids reveal the cost of a United States food or food product is significantly higher than the non-domestic product.
 - B. In the event a non-domestic agricultural product is to be provided, the vendor must obtain advanced, written approval to use the product from the District.
- II. Comparability. To ensure true competition takes place, the District will maintain reasonable product specifications adequately describing the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles.
- III. Competition. It is the goal of the District to ensure its goods and services are procured in an openly competitive manner. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.
- IV. Unnecessary and Duplicative Items. The District strives to avoid unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a

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more economical purchase. When appropriate, an analysis is made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

- V. Documentation. The District will maintain all procurement records and any other significant materials to detail the history of all procurement efforts for the current year and the preceding five years. At a minimum, the following documents will be maintained:
- A. Written rationale for the method of procurement;
 - B. A copy of the original solicitation, including informal requests for quotes;
 - C. Proof of public announcement, if applicable;
 - D. All questions received from potential vendors;
 - E. All answers provided to potential vendors;
 - F. Proof of public posting of questions and answers, if applicable;
 - G. All quotes, bids, and proposals received from potential vendors;
 - H. Proof of the public bid opening, if applicable;
 - I. All quote comparisons, bid tabulations, and proposal evaluations; including all determinations for responsible and responsive vendors and all disqualifications of potential vendors.
 - J. The basis for vendor selection;
 - K. Any resulting contracts, including all amendments;
 - L. All receipts, invoices, and records of payment; and
 - M. Any claims of vendor noncompliance with a contract.
- VI. Code of Conduct. This program is governed by the District's Code of Conduct, and applies to all personnel, employees, directors, agents, officers, volunteers, or any person(s) acting in any capacity concerning procurement for the food service program(s).
- VII. Procurement Review Process. On an annual basis an internal program review will be conducted by a staff person who is not associated with the food service procurement process. This review is be summarized in written form and kept with the other required program documentation.
- VIII. Contract Administration. Purchases are checked or verified by designated staff to assure that all goods and services are received, and prices verified. All invoices and receipts are signed, dated, and maintained in the documentation file.
- IX. Small, Minority, Women owned Business and Labor Surplus. The District has taken steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used, when possible, as required in 2 CFR 200.321 and F.S. 287.057. These steps include:

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- A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - B. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - D. Establishing delivery schedules, where the requirement permits, to encourage participation by small and minority businesses, and women's business enterprises; and
 - E. Using the services and assistance, as appropriate, of such organizations as the U.S. Small Business Administration and the Florida Department of Management Services' Office of Supplier Diversity's MyFloridaMarketPlace Certified Vendor Directory.
- X. Food Service Director Duties. The Food Service Director or authorized staff member(s) shall:
- A. To work with staff and students in developing acceptable menus for breakfast and lunch.
 - B. To keep program menus up to date by testing and using new products and seeking feedback from staff and program participants.
 - C. To conduct a cost analysis for any goods or services anticipated to determine the total annual expenditure so the correct procurement method will be followed.
 - D. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week, or month).
 - E. To place and confirm orders with vendors or make plans to purchase the required items.
 - F. To follow all applicable federal, state, and local procurement policies or ensure that all applicable federal, state, and local procurement policies are followed when purchasing is conducted by a procurement agent.
 - G. To work with vendors on a fair and equal basis.
 - H. To conduct an in-house procurement review once per year to ensure program compliance and to seek guidance or technical assistance when necessary.
 - I. To submit Capital Expenditure Requests to FDACS prior to any capital expenses being paid and equipment purchases being made when over \$10,000 per unit.

School food service funds shall be considered part of the District School Fund and shall be subject to all requirements applicable to the District School Fund such as budgeting, accounting, reporting, and purchasing.

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- XI. At a minimum ~~Daily~~ deposits of school food service funds shall be made by authorized personnel in a bank(s) designated by the School Board twice a week.
- XII. Revenue from the sale of all items handled by the Food Service Department shall be considered school food service income. This includes income from sale of cans, bottles, jars, rice bags, swill, and similar items. Such funds shall not be expended as cash.
- XIII. All payments from school food service funds shall be made by check or wire transfer.
- XIV. School food service funds shall be used only to pay regular operating costs.
- XV. Any loss of records, cash, or supplies through theft or otherwise shall be reported immediately to the Superintendent's office. Such losses shall be itemized and a copy of the report submitted with the regular reports.
- XVI. Funds shall be collected and expended in compliance with United States Department of Agriculture regulations.
- XVII. The Board shall annually adopt prices charged to students and adults who participate in the food services program.
- XVIII. ~~The Superintendent shall develop written procedures for conducting the District's food services program.~~

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

287.057, 570.981, 1001.43, 1010.05, 1010.20, F.S.
7 CFR 2210; 2 CFR 200

STATE BOARD OF EDUCATION RULE(S):

6A-1.001, 6A-1.012, 6A-1.087,

STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULE(S):

5P-1.003

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 06/01/09, 07/21/14
FORMERLY:

Revised:
Board Approved: 04/05/2004

Page 4 of 4

BCSD 7.06*+

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ACCOUNTING AND CONTROL PROCEDURES

7.070*+

- 1) The financial records and accounts of the School Board shall be kept by the Superintendent on forms prescribed by State Board of Education rules. If such forms are not prescribed by State Board of Education rules or Florida Statutes, a uniform system shall be established by the School Board.
- 2) The Superintendent shall submit to the School Board a financial statement for each month of the school fiscal year. The format of the statement shall be approved by the School Board and shall include a cumulative report to date of all receipts and expenditures for the school fiscal year.
- 3) The Board shall maintain a capital asset accounting system. The capital asset system shall maintain sufficient information to permit the following:
 - A. the preparation of year-end financial statements in accordance with generally-accepted accounting principles;
 - B. adequate insurance coverage;
 - C. control and accountability.
- 4) Capital assets are defined as those tangible assets owned by the District (including leased fixed assets) with a useful life in excess of one (1) year and an initial cost equal to or exceeding the amount defined in F.A.C. 69I-73.002.
- 5) Fixed assets shall be recorded at actual, or if not determinable, estimated purchase price or fair market value at the time of acquisition.
- 6) The Superintendent shall develop procedures to ensure proper purchase, transfer, and disposal of capital assets.
- 7) The Superintendent shall develop procedures under which any funds under their control are allowed to be transmitted by electronic transaction.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

215.85, CHAPTER 668, 1001.43, 1001.51,
1010.11, 1011.62, F.S. F.A.C. 69I-73.002

STATE BOARD OF EDUCATION RULES:

6A-1.001

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 11/18/08
FORMERLY: 6.16

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INVENTORIES AND PROPERTY RECORDS

7.080

The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the District. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number, and shall be consistent with all requirements of Florida Statutes and the rules of the Auditor General. School inventories shall be verified by the District administration at the Superintendent's direction.

For purposes of this policy, capital assets are defined as those tangible assets owned by the District with a useful life in excess of one (1) year and an initial cost equal to or exceeding the amount defined in F.A.C. 69I-73.002.

Fixed assets shall be recorded at actual, or if not determinable, estimated purchase price or fair market value at the time of acquisition.

The Superintendent shall develop administrative procedures to ensure proper purchase, transfer, and disposal of capital assets.

- (1) All tangible property shall be listed that has a value or cost as established by Florida Statutes or State Board of Education rules. The principal shall notify the District office of all removals, transfers, and receipt of donated or purchased property that meets criteria for being recorded as a fixed asset in order to update records and of all new equipment.
- (2) Property inventories shall be performed annually. It shall be each principals' duty to designate a person to make an annual inventory of all school property within his/her building(s). This report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair. Such inventory shall be filed with the District office either at the time designated in writing by the property control officer or at the time of any principal's resignation.
- (3) Any incoming principal and the property control officer shall make an inventory of all school equipment when the new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the District office to identify any shortages or discrepancies.
- (4) The principal shall also be responsible for taking inventories of properties not covered in subsection (1) herein such as student furniture, library books, films and tapes, and other materials as deemed appropriate. These inventory records, shall remain on file in the individual school.
- (5) The Superintendent shall prescribe the procedures for the accountability of property as defined in Florida Statutes.

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- (6) All equipment purchased by the various District organizations or by outside organizations for District use shall become School Board property and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.
- (7) Equipment acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:
- a) The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
 - b) The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity. BRADFORD 7.080*
 - c) The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7.100, Sale, Transfer, or Disposal of Property, and AP 7310.
 - d) Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN)), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.
 - e) A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.
 - f) A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
 - g) Adequate maintenance procedures shall be implemented to keep the property in good condition.
 - h) Proper sales procedures shall be established to ensure the highest possible return, in the event the Board is authorized or required to sell the equipment/property.
 - i) When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the Board shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of C.F.R. 200.313.
- (8) The principal shall keep an inventory of all equipment in his/her school on forms provided by the property control officer.

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- (9) The Superintendent or designee shall maintain an inventory of all stock in School Board warehouses, and shall file an annual end-of-the-year report of the count and value of such items.
- (10) The Superintendent shall report to the School Board any property that has been lost or stolen if recovery is not made by the next regular School Board meeting after the discovery of the loss or theft. Such report shall include a recommendation for inactivation of the property record and information concerning possible personal liability, which may be appropriate as the circumstance of the loss or theft may indicate.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

CHAPTER 274; 1001.43, F.S., [2C.F.R 200.313](#)

STATE BOARD OF EDUCATION RULE:

6A-1.087, [F.A.C.69I-73.003](#)

HISTORY:

ADOPTED:

REVISION DATE(S): 11/93, 6/98, 04/05/04

FORMERLY: 6.15

CHAPTER 7.00 - BUSINESS SERVICES

PURCHASING POLICIES AND BIDDING

7.140*

The Superintendent or Executive Director for Support Services shall be responsible for all purchases of materials, equipment, and services from District school funds. Only persons authorized by the Superintendent or School Board rules may make any purchase involving the use of school funds. Unauthorized expenditures shall not be approved by the School Board. Florida Statutes, State Board of Education rules, School Board rules and administrative procedures shall be carefully observed when making any purchases. The District shall recognize purchasing terms as defined by law and rule.

The following provisions shall govern purchasing and bidding procedures.

I. Authorization to Execute Purchase Orders

The Executive Director of Support Services shall be authorized to sign purchase orders.

II. Development of and Adherence to Specifications.

Purchases through bids and quotations procedures shall be based upon justification and specifications, which are clear, definite, and certain as to character and quality and shall conform to standard specifications for the various classes of supplies, materials, parts, services, or equipment desired. Such specifications shall be conducive to securing the most economical price for the highest quality product, which best meets the needs of the educational program. Specifications shall be as open as possible and it shall be made clear in the invitation to bid that use of a trade name does not give exclusive rights to that product. Preferential bidding shall not be permitted. The Superintendent or designee shall be responsible for soliciting the assistance of District staff members who use the products to prepare specifications and to evaluate bids.

III. Requirements for Competitive Bids.

Sealed bids shall be requested for any purchase of materials, equipment, or service above limits set by State Board of Education rules unless the item is purchased on the basis of an established state contract, through approved on-line procurement, under the provisions of Subsections (9) or (10) herein, or is otherwise exempted from bidding by Florida Statutes or State Board of Education rules. A particular item or group of similar items, which is anticipated to exceed a collective legally permitted total during the fiscal year, shall be subject to the bid requirements as described herein.

IV. Standard Bid Procedures

- A. The Purchasing Agent shall maintain a list of all potential bidders by category of commodity or service and shall include the names of all persons or firms that requested placement on the list. The Purchasing Agent shall mail each request

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for bids to each person and firm on the list for that particular commodity and may mail the request for bids to other known persons or firms that are capable of providing the requested commodity.

1. The Purchasing Agent may remove the name of any person or firm from the list upon failure to respond to three (3) consecutive requests for bids.
2. The Superintendent or designee may remove the name of any unqualified or unreliable person or firm from the list. Provided, however, the person or firm may apply to the Purchasing Agent for reinstatement to the vendor list after being removed for one (1) year.
3. Prior to the issuance of a purchase order in excess of the threshold provided in 287.017, F.S., for Category Two, the vendor shall execute an affidavit, pursuant to Florida Statutes, certifying that neither the firm nor any of its principals have been convicted for a public entity crime and placed on the convicted vendor list within the previous thirty-six (36) months. Additionally, Federal Funding requires vendors to comply with all current provisions contained within the Code of Federal Regulations (CFR), Appendix II to Part 200, Title 2 - Contract Provisions for Non-Federal Entity Contract Under Federal Awards.

B. Bid Receipt, Opening, and Tabulation.

Sealed bids in the Purchasing Office at the time and date designated in the request for bids. All bids shall be opened publicly by the Purchasing Agent or his or her designee in the presence of at least two (2) School Board employees. The purchasing Agent shall read aloud the name of the bidder and the amount and shall make recommendations to the Superintendent who shall make a recommendation to the School Board. The tabulation shall be signed by the Purchasing Agent and School Board employee in attendance. Bids received after the designated time shall not be accepted or considered.

C. Award of Bids

1. Each bid shall be awarded on the basis of the lowest and best bid which meets specifications with consideration being given to the specific quality of the product, conformity to the specifications, suitability to school needs, delivery terms and service, and past performance of the vendor. In case of a tie, the recommendation shall be made by casting lots. Samples of products may be requested when needed. The School Board shall reserve the right to reject any or all bids.
2. The District may award contracts to the lowest, responsible bidder as the primary awardee and to the next lowest and responsible bidder(s) as alternate awardees provided that the awarding of multiple contracts is clearly stated in the bid solicitation documents.

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- D. Public Inspection of Bids - Sealed bids, proposals or replies in response to a competitive solicitation shall be exempt from public inspection or copying as provided in 119.071, F.S. When documents are no longer exempt and may be copied, the fee for photocopying shall be in accordance with the School Board Policy 3.070, Copying of Public Records. Original bids and quotations and the transmittal envelopes shall not be removed from the Purchasing Office.
- E. Award to Other Than Low Bidder - Any bid recommendation other than the low bid shall be accompanied by a written statement signed by the Purchasing Agent giving the reasons and justification for such action as provided in Subsection 4 herein. Single or combination items may be considered in determining the recommendation.
- F. Bid Withdrawal - A bidder may withdraw a bid before the designated time for opening bids by submitting a written request to the Purchasing Agent and identifying the reason(s) for the desired bid withdrawal. A bidder shall not be permitted to withdraw a bid for any reason after the designated time for opening bids unless mutually agreed upon by both parties.

V. Electronic Bidding

- A. Electronic bidding may be utilized when it is determined to be in the best interest of the District. All requirements for advance notification of bid specifications and date and time of bidding shall be met.
- B. Each bid shall be awarded on the basis of the lowest and best bid which meets specifications with consideration being given to the specific quality of the product, conformity to the specifications, suitability to school needs, delivery terms and service, and past performance of the vendor.
- C. Multiple awards may be made provided that the solicitation documents clearly state this option.
- D. Any bid recommendation other than the low bid shall be accompanied by a written statement signed by the Purchasing agent giving the reasons and justification for such action.
- E. Documentation of the bid process shall be maintained for audit purposes.

VI. Emergency Situations

- A. Occasionally, situations arise which necessitate immediate action in order to ensure the health and safety of students and staff, or to keep a facility in operation. In such cases, at the determination of the Superintendent, the normal procedures may be waived and all Board members will be notified of such action as soon as practicable. The purchasing department shall be

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required to make telephone contacts with at least two (2) vendors to request quotations, determine availability and ability to deliver services or products in a timely manner. All such contacts must be documented and followed by written bids from those contacted. The Superintendent shall be given all facts relating to the problem and a recommendation for the purchases necessary to resolve the problem. Upon the Superintendent's approval, the lowest and best bidder will be given authorization to proceed. A formal tabulation, giving complete details and justification, shall be submitted at the next regular Board meeting for ratification.

- B. If the Superintendent determines in writing that the time required to obtain pricing will enhance the emergency situation, the emergency purchase may be made without quotations.
- C. Emergency bids, if approved by the Superintendent, may be requested by telephone, ~~telegram~~ [internet](#), or in writing and returned as the emergency requires. All emergency bids shall be tabulated and presented to the Superintendent, who shall submit the bids to the School Board for action. The official minutes of the Board shall show the nature of the emergency and why the regular bid public interest.

VII. Requisitions

Each purchase shall be based upon a requisition originating from the principal or District department head. Each requisition or contract shall be properly financed, budgeted, and encumbered prior to issuing a purchase order. Under extreme emergencies, the Purchasing Agent may grant permission for a purchase without a requisition, provided, however, any emergency purchase shall be followed immediately with an emergency requisition. A purchase shall not precede a requisition except under emergency provisions.

VIII. Information Quotations on Purchases

Quotations (as specified in Purchasing Handbook) shall be obtained from at least two (2) sources, except as provided in subsection 13 herein, prior to issuing a purchase order for materials, services, or equipment as established and required by state law or regulation.

IX. [Purchasing Thresholds](#)

[Except as authorized by law or rule, the Superintendent is authorized to purchase commodities or contractual services with Competitive Solicitation where the total amount of the purchase is less than \\$50,000 and does not exceed the applicable appropriation in the School District budget.](#)

[Proper procedures will be followed to request Formal sealed bids from three \(3\) or more reputable sources of supply for any authorized purchase of \\$50,000.00 or more. For expenditures less than \\$50,000.00 \(FAC Rule-6A 1.012\), quotations are required as follows:](#)

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\$0 - \$4,999 – Purchases made in this category are from vendors who are supplying a reasonably priced item(s) and with the appropriate level of quality and be carried out using good purchasing practices. These purchasing practices may include but are not limited to documented informal verbal quotations from at least two (2) suppliers.

\$5,000 - \$24,999 – Purchases made in this category will require documented informal written quotations from at least two (2) suppliers.

\$25,000 - \$49,999 – Purchases made in this category will require documented written quotations or informal bids to be opened upon receipt from at least three (3) suppliers. If it is determined that a commodity and/or contractual service is available only from a single source or that conditions warrant negotiation on the best terms and conditions, the agency may proceed with the procurement.

X. Purchase of Foods and Non-Food Items for the Food Service Department

The Superintendent shall develop and prescribe a Competitive Procurement Plan (Plan) for purchasing food and non-food supply items for the school food service program.

- A. The Plan shall contain procedures to ensure conformity with the Federal Food, Drug and Cosmetic Act, the Federal Meat Inspection Act, and the Meat Inspection Law of Florida when purchasing foods.
- B. The Plan shall provide for various types of selection procedures including on-line procurement if approved by the state, as alternatives to the bidding requirements prescribed herein. Bidding requirements specified in this rule shall be waived if they conflict or are inconsistent with the Plan. All purchases of milk shall comply with ~~State Board of Education rules~~ State Department of Agriculture and Consumer Services rules.
- C. The District's Plan shall ensure that all purchasing activities relating to the National School Lunch and Breakfast Programs are in compliance with the rules, regulations, and policies set forth in 7 CFR 210, 2 CFR200 and Chapter 5P-2, Florida Administrative Code.
- D. Purchases of equipment items and professional services shall be excluded from the Plan and shall be subject to procedures for purchases described herein.

XI. Purchases Under Federal Awards

Purchases under Federal awards must meet 2 CFR 200.317.326 Procurement Standards under Uniform Guidance.

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- A. Federal grant procurement requirements are in addition to School Board Policies, State Board of Education Rules, Florida Statutes and Purchasing Procedures. The District's financial management system must include written procedures for determining the allowability of costs for the Federal Award.
- B. The Purchasing Department is responsible for ensuring that acquisitions are appropriately managed so that suppliers perform in accordance with an agreement's terms, conditions, and specifications. Ultimately, the Contract Administrator is responsible for the post-award or contract administration/performance of the contractor in compliance with the contract in fulfilling that responsibility with regard to any agreement.
- C. The District will adopt procedures to govern the District's purchasing processes and controls relative to acquisition actions proposed to be funded by Federal awards under the District's management.
- D. The District's Purchasing department shall comply with all applicable statutes, regulations, rules, and policies. In the event any of these may conflict the Uniform Guidelines of 2 CFR 200.320, the Uniform Guidance shall prevail.
- E. The District will follow the General Procurement Standards set forth in 2 CFR 200.318 – 200.326 for every Federal Grant Purchase.
 - 1. The non-Federal entity (i.e. school board) must use its own documented procurement procedures which reflect applicable School Board Policies, State Board of Education Rules, applicable Florida Statutes and State requirements for Educational facilities, provided that the procurement conforms to applicable Federal law and the standards identified in 2 CFR 200.317 – 200.327.
 - 2. Non-Federal entities must maintain oversight to ensure the contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The School Board has determined that the Department Grants Contract Administrator is responsible for this primary contract administration role with the assistance as necessary by Purchasing staff.
 - 3. Prior to releasing any purchase order covered under these procedures, Purchasing shall execute and document a history of the steps and measures necessary to ensure that the following considerations have been explored and implemented where possible and feasible. The Federal Procurement Checklist Required Documentation is to be used to support the purchasing process.
 - 4. The three types of procurement methods will be used for Federal Grants.

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- a) informal procurement methods for micro-purchases and simplified acquisitions;
 - b) formal procurement methods through sealed bids or proposals; or
 - c) and non-competitive procurement methods when the circumstances exist to permit this type of procurement.
- F. Title to equipment acquired under the Federal award will vest upon acquisition in the recipient or subrecipient in accordance with the conditions set forth in 2 CFR 200.313. The title must be a conditional title unless a Federal statute authorizes the Federal agency to vet title in the recipient or subrecipient without further responsibility to the Federal Government. The District must use, manage and dispose of equipment acquired under Federal awards in accordance with State laws and procedures.
- G. Compensation for employees engaged in work on Federal awards for services of employees rendered during the period of performance are allowable provided they satisfy the requirements of 2CFR 200.430. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed.
- H. No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his/her immediate family, his or her partner, or an organization which employees or is about to employ any parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Employees in violation of this conflict of interest are subject to disciplinary measures, and applicable negotiated agreements, up to and including termination.

XII. Government and Agency Bids

Subject to provisions of law, the Superintendent may authorize purchase bids approved by the state of Florida, other government agencies, or educational consortium.

XIII. Acquisition of Professional or Educational Services

The Superintendent is authorized to contract for professional or educational services to complete projects or activities authorized or approved by the School Board.

- A. Selection of an architect, construction management, professional engineer, landscape architect, or land surveyor to perform professional services for a School Board project shall be in accordance with the School Board Policy 7.141, Selecting Professional Services.

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- B. Contracts or commitments for educational or professional services shall be approved by the School Board if such contracts or commitments exceed amounts permitted without School Board approval by state laws or regulations.

XIV. Single Source Commodities or Contractual Services

A commodity or contractual service that is available from a single source may be exempted from requirements for competitive solicitation provided that the District posts notice of its intent to purchase a specific item or service and subsequently posts notice of its intent to enter a single source contract.

XV. Multi-Year Purchase Agreements

No obligation shall be created by contract, purchase order, maintenance agreement, lease-purchase agreement, lease agreement, or other instrument, which exceeds a period of twelve (12) months. The Superintendent shall develop and prescribe a uniform termination clause which shall be incorporated in and made a part of any multi-year obligation agreement or contract.

- XVI. In lieu of requesting bids from three (3) or more sources, school boards may make purchases at the unit prices in contracts awarded by other city or county governmental agencies, other school boards, community colleges, or state university system cooperative bid agreements when the bidder awarded a contract by another entity defined herein will permit purchases by a school board at the same terms, conditions, and unit prices awarded in such contract, and such purchases are to be economic advantage of the school board.

The requirement for requesting bids from three (3) or more sources will not be required for purchase of educational tests, textbooks, educational software, printed instructional materials, films, filmstrips, video tapes, disc and tape recordings, or similar audiovisual materials, or for library and reference books and printed library cards where such materials are purchased directly from a producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution.

XVII. Bid Protest:

- A. A bidder, who wishes to file a bid protest, must file such notice and follow procedures prescribed by Section 120.57(3), F.S. for resolution. For bids solicited by the purchasing department, the notice must be filed with the Purchasing department. For bids solicited by the Facilities department, the notice must be filed with the Facilities department or such persons as the Superintendent designates.
- B. Any person who files an action protesting a decision or intended decision pertaining to a bid pursuant to F.S. 120.57(3)(b), shall post at the time of filing the formal written protest, a bond payable to the Baker County School Board in an amount equal to one percent (1%) of the total estimated contract value, but no less than \$500 nor more than \$5000. The bond shall be conditioned upon the

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payment of all costs, which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. If, after completion of the administrative hearing process and any appellate court proceedings, the district prevails, it shall recover all costs and charges, which shall be included in the final order or judgment, including charges made by the division of Administrative Hearings, but excluding attorney's fees. If the protester prevails, he/she shall recover from the District all costs and charges which shall be included in the final order of judgment, excluding attorney's fees.

- C. Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed in Section 120.57(3), F.S., shall constitute a waiver of proceedings under Chapter 120, F.S.

XVIII. All purchase orders shall be encumbered to the proper accounting record prior to issuance.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

**112.312, 120.57, 212.0821, 255.04,
274.02, 287.017, 287.057, 287.133, 1001.421,
1001.43, 1010.01, 1010.04, 1013.47, F.S. 2 CFR
200.302, 2 CFR 200.313; 2 CFR 200.317-327;
2 CFR 200.403-405; 2 CFR 200.430, 7 CFR 10**

STATE BOARD OF EDUCATION RULES:

**6A-1.012, 6A-1.085,
6A-1.087, 6A-7.0411**

STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULE(S):

5P-1.003, 5P-2

HISTORY:

ADOPTED:

REVISION DATE(S):

**9/18/00, 11/18/03, 04/05/04, 05/01/06, 01/02/07,
01/05/08, 06/01/09, 12/07/09,
05/21/12, 11/06/23
FORMERLY: 6.13**

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GRANT MANAGEMENT

7.30*+

- I. The Superintendent shall seek grant funds to expand the financial capabilities of the District and provide additional resources to enhance educational opportunities and to support student learning and performance.
- II. All grant monies awarded to the District shall be used in accordance with applicable federal and state laws and rules, grantor rules, and School Board policies.
- III. For projects utilizing federal funds, the District shall adhere to the requirements of OMB Uniform Administrative Requirements. In the event that state requirements are more stringent than federal requirements, state mandates shall be followed.
- IV. The Superintendent shall review grant opportunities, authorize the development of proposals and develop procedures for grant administration that include but are not limited to:
 - A. Application process for grant funds including School Board approval;
 - B. Procurement of materials and equipment;
 - C. Standard of conduct including conflict of interest;
 - D. Property control;
 - E. Cash management;
 - F. Record maintenance;
 - G. Financial reporting;
 - H. Protection of personally identifiable information; and
 - I. Internal evaluation of accomplishments as related to program goals.
- V. Grant Administration

New:

Page 1 of 5

BCSD 7.30*+

Board Approved:

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- A. The administration of grants will adhere to all applicable Federal, State, and grantor rules and regulations, including the terms and conditions of the Federal awards, and School District policies and procedures.
- B. The Superintendent and/or Board Chairman are authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.
- C. Written amendments that change the original scope of the grant shall be promptly presented to the Board for approval.
- D. Employee positions established through using grant funding shall terminate when the related grant funding ceases.
- E. The department handling each grant will confirm closure of all grants to the Superintendent.
- F. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. Each draw of Federal monies shall be aligned with the District's payment progress (whether reimbursement, cash advance, or a combination). When funds are permitted to be drawn in advance, all draws will be equal in magnitude as closely as administratively feasible, to the magnitude of the related program expenditures. When restricted, such monies will be used to supplement programs and funding and not to supplant or replace existing programming or current funding.

VI. Financial Management

The financial management of grant funds shall follow all applicable Federal, State, local and grantor rules, regulations, and assurances, as well as District policies and administrative procedures.

The District shall provide for the following:

- A. Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.

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- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.
- C. Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to the Federal awards and be supported by source documentation including the:
 - 1. authorizations
 - 2. obligations
 - 3. unobligated balances
 - 4. assets
 - 5. expenditures
 - 6. income and interest
- D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes. The District must:
 - 1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
 - 2. comply with Federal statutes, regulations, and the terms and conditions of the Federal award;
 - 3. evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of the Federal award;
 - 4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
 - 5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.
- E. Comparison of expenditures with budget amounts for each Federal award.
- F. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

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- G. Recordkeeping and written procedures to the extent required as may be required by Federal, State, local and grantor rules, and regulations pertaining to the grant award and accountability, including, but not limited to, the following areas:
1. cash management
 2. allowability
 3. conflict of interest
 4. procurement
 5. equipment management
 6. conducting technical evaluations of proposals and selecting recipients
 7. compensation and fringe benefits
 8. travel
 - a. Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. The travel authorization paid for with Federal funds must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.
 - b. Transportation costs incurred for freight, express, cartage, postage, and other transportation services relating either to goods purchased, in process, or delivered under the grant are allowable. Costs that are readily identified with the items involved may be charged directly as transportation costs or added to the cost of such items. Outbound freight, if reimbursable under the terms and conditions of the Federal award, should be treated as a direct cost. When identification with the materials received cannot readily be made, inbound transportation cost may be charged to the appropriate indirect cost accounts if the non-Federal entity follows a consistent, equitable procedure in this respect.

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1001.51, 1008.385, 1010.01, F.S.
2 CFR 200, 20 USC 7906

HISTORY: **ADOPTED:** _____
REVISION DATE(S): _____
FORMERLY: NEW