



DISTRICT ADVISORY COUNCIL (DAC)
 2019-2020
 Thursday, September 19, 2019*
 6:00 – 8:00 p.m.
 Howell Center, 3955 W. Pensacola Street

	WHAT	WHO	TIME	OUTCOME
1.	Welcome and Introductions	Dr. Michelle Gayle, Assistant Superintendent	10 min.	
2.	Welcome from Superintendent	Rocky Hanna, Superintendent	10 min.	
3.	Welcome from Student School Board Member	Apurva Srivastava Rickards High School	3 min.	
4.	Welcome from Student District Advisory Council Chairperson	Madeline D. Feiock Leon High School	3 min.	
5.	Approval of Agenda	Johnitta Wells	2 min.	Vote
6.	Approval of Minutes	Johnitta Wells	2 min.	Vote
7.	Best Practices – Pre-K Programs	Brooke Brunner, Director II	20 min.	Information
8.	New Member Orientation	Michelle Gayle	15 min.	
9.	Policies po5112—Student Assignment and Entrance Requirements po5120—School Choice po7530.02—District Personnel’s Use of Wireless Communication Devices po7530.03—Conducting District Business Using Electronic Communications ap7530.03—District Approved Applications for District Business	Marline Feliciano & Michelle Gayle	20 min.	Vote
10.	Strategic Plan	Michelle Gayle	7 min.	Information
11.	AdvancED Accreditation	Michelle Gayle	5 min.	Information
12.	2019/20 Presentation requests	Michelle Gayle	7 min.	
13.	SAC Questions	Johnitta Wells	10 min.	
14.	Wrap Up on Issues	Johnitta Wells	10 min.	
15.	Adjourn			

*Please note that one or more Board members may attend this meeting
 Next Meeting – Thursday, October 10, 2019 - **Wear Pink**

District Advisory Council Minutes
Thursday, May 9, 2019
Howell Center 6:00 p.m. – 8:00 p.m.

- I. **Schools/Members Attending:** Adult & Community Education: Regina Browning and Noal Weiland; Buck Lake: Linda Edson; Chaires: Pamela Coleman; Chiles: Joe Burgess, Chris Chaback and Christine Oh; Cobb: Darlene Fowinkle and Kristen Olsen; Conley: Lauren Johnson; Darryl Jones/LCSB: Marcus Nicolas; Dee Dee Rasmussen/LCSB: Ruth Feiock; Deerlake: Chris Chaback; DeSoto Trail: Fred Wollet; District: Shane Syfrett; Fairview: Cheryl Collier-Brown; FSU: Maria McIntyre; Gilchrist: Jennifer Weaver; Godby: Altovise Mitchell; Griffin: Rubye Graybill and Carolyn Hector-Hall; Hawks Rise: Koulla Butler; Heritage Trails: Josette Capuano; Joy Bowen/LCSB: Louis Dilbert; Kate Sullivan: Lisa Neihaus; Killearn Lakes: Kristine Gregory; LCVS: Jessica Lowe; LCTA/Pineview: Paula Percy; Leon: Beth Overholt; Lincoln: Jamie Remes; Nims: Calvin Hall and Jonathan Wilson; Oakridge: Dwanna Moore; Pineview: Jennifer Hirst; Raa: Valerie Scoon; Rickards: Johnitta Wells; Riley: Susan Walton; Roberts: Adam Roberts; Sabal Palm: Regina Randolph-Hollis; Sail: Abigail Hansen; Sealey: Nena Parnell; Second Chance/LCJ: Bomani Mustapha; Springwood: Verne McLeod and Marian Deadwiley; Swift Creek: Michele Meyer; WT Moore: Melanie Phillips

- II. **Excused:** Buck Lake: Selika Sampson; Hartsfield: Tyler Clark; Oakridge: Antwan Cole; Rickards: E. Melissa Cooper; Sealey: Shayla Cole

- III. **Guests:** LCSB Member Darryl Jones;
Giselle Marsh, Title 1
Wayne Tedder and T.J. Lewis, City of Tallahassee

- IV. **Welcome and Introductions:** Dr. Michelle Gayle opened the meeting at 6:01 p.m. She welcomed everyone. Then proceeded with introductions by everyone in attendance. Leon County School Board member Darryl Jones greeted the group. He said he enjoys coming to the meetings and experiencing the dialogue that takes place.

- V. **Approval of the Agenda:** A motion was made to approve the agenda by Adams Roberts and seconded by Kristine Gregory. Motion passed.
- VI. **Approval of the Minutes:** A motion was made by Johnitta Wells to approve the minutes with a correction to the statement regarding the number of public schools shrinking: it will be changed “from 200,000 to about 6,000 public schools” to “from 2.2 million students to 600,000 students”. Motion was seconded by Cheryl Collier-Brown. Motion passed.
- VII. **2019-2020 Nominations:** Dr. Gayle introduced the two individuals vying for Chairman and allowed time for each candidate to tell the DAC members why they were seeking the position. Marcus Nicolas withdrew his name from consideration.
- Elected DAC officers for the 2019-2020 school year are:
Chair – Johnitta Wells
Vice-Chair – Dwanna Moore
Secretary – Verne McLeod
The Parliament will be selected
- VIII. **Title I Conference:** Giselle Marsh informed the group about the upcoming Title I Professional Development Conference entitled “Impact the Outcome”, to be held June 11-13 at Godby High School. Teachers and staff may register on line at Leon Leads; Course code 24248 until all spaces are taken. Presenters include Ron Clark, Principal Salome Thomas-El and many more.
- IX. **Policy Updates – 5120 School Choice; Electronic Communications Package:** Policy was presented with updates to the use of electronic communications. The policy is available on the Leon County School District website for review. After the changes were presented a motion was made by Adams Roberts to accept the changes and seconded by Melanie Phillips. Motion passed.
- After discussion was held on Policy 5120 School Choice regarding items necessary to prove residence; a motion was made by Lauren Johnson with Dr. Gayle following up with the District attorney for clarity. Motion was seconded by Shane Syfrett. Motion passed.

- X. **Best Practices:** Wayne Tedder and T.J. Lewis from the City of Tallahassee growth management division presented the projects the City of Tallahassee has on-going or will begin within the next three to five years. He said there are numerous hotels, apartments and residential projects underway within the city. The power point presentation is available on the Leon County District website.
- XI. **SAC Questions:** None provided.
- XII. **Wrap Up on Issues:** None

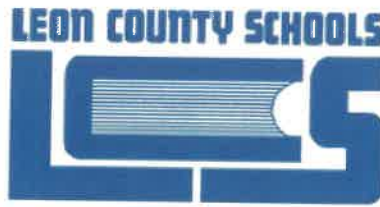
Adjournment: 8:03 p.m.

Next meeting – September 19, 2019.

Snacks will be provided

Enjoy your summer





Book	Policy Manual
Section	5000 Students
Title	STUDENT ASSIGNMENT AND ENTRANCE REQUIREMENTS
Code	po5112
Status	Active
Legal	F.S. 39.0016 F.S. 92.525 F.S. 837.06 F.S. 1003.01 F.S. 1003.21 F.S. 1003.22 F.S. 1003.52 F.S. 1013.357 F.A.C. 6A-1.0985
Adopted	September 4, 2012
Last Revised	August 27, 2019

5112 - **STUDENT ASSIGNMENT AND ENTRANCE REQUIREMENTS**

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

I. SCOPE

The School Board directs that the assignment of students to schools within this District be consistent with the best interests of students and the best use of the resources of this District.

- A. The Superintendent shall periodically review existing attendance areas and recommend to the Board such changes as may be justified by school and grade level capacity, considerations of safe student transportation and travel, convenience of access to schools, financial and administrative efficiency, a wholesome and educationally sound balance of student populations, and the opening of a new school, closing of an existing school or changes in functions.
- B. Acting upon the recommendation of the Superintendent, the Board shall determine the school attendance areas of the District and shall expect the students residing within each area to attend the school so designated.

- C. No assignment to schools or attendance schedules shall discriminate against students on the basis of race, color, national origin, gender, sex (including transgender, gender nonconforming status, sexual orientation, and diverse gender identities) marital status, age, ethnicity, religion, military status, pregnancy, disability, or genetic information.

II. SCHOOL ASSIGNMENTS

A. Methods of School Assignment

1. Primary Residence:

Students are assigned to a school based on the location of their primary residence. F.S. 1013.357 gives the Board authority to establish zoning.

2. Class Reassignment:

The Principal shall assign students in his/her school to appropriate grades, classes, or groups. This action shall be based on consideration of the needs of the student as well as the administration of the school.

3. School Choice:

Pursuant to Policy 5120 - School Choice, students may be able to attend a different school within the District. Examples of school choice include active military, sibling support, grandfathering, employee choice, court placement, hardships, magnet programs, McKay Scholarships and controlled open enrollment for schools with enrollment below ninety-five percent (95%) of the school's capacity.

4. Assignment Exception:

The Superintendent may assign a student to a school other than that designated by the attendance area when such exceptions are justified by circumstances and is in the best interest of the student.

5. Homeless Students:

Pursuant to Policy 5111.01 - Homeless Students, students who meet the definition of homeless may attend their school of origin or the school assigned to their current, temporary residence.

B. Entrance Requirements

1. Statutory Requirement:

Pursuant to State law, all children who have attained the age of six (6) years or who will have attained the age of six (6) years by September 1st of any school year or who are older than six (6) years of age but who have not attained the age of sixteen years, except as otherwise provided in Florida law, are required to attend school regularly during the entire school term.

2. Children with Disabilities

- a. Consistent with rules adopted by the State Board of Education, children with disabilities who have attained the age of three (3) years shall be eligible for admission to the District's special education programs and for related services.
- b. Children with disabilities younger than three (3) years of age who are deaf or hard of hearing, visually impaired, dual sensory impaired, orthopedically impaired, other health impaired, who have experienced traumatic brain injury, who have autism spectrum disorder, established conditions, or who exhibit development delays or intellectual disabilities may be eligible for special programs and may receive services in accordance

with rules of the State Board of Education.

- c. The identification of established conditions for children birth through two (2) years of age and developmental delays for children birth through five (5) years of age shall be in accordance with rules adopted by the State Board of Education.

3. Immunizations:

As required by F.S. 1003.22 and Policy 5320 - Immunizations, all children enrolling in a District school shall meet the immunization requirements set forth in State law, as well as provide evidence of a physical exam as required by State law.

C. Entrance Age Requirements

The Board hereby establishes entrance age requirements for students that are consistent with statute and sound educational practice and requires the equitable treatment of all eligible children.

1. Kindergarten:

Children entering kindergarten in this District for the first time must comply with F.S. 1003.21 regarding entrance age. A child must be five (5) years old on or before September 1st, in order to meet the Florida age requirement for kindergarten. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

2. First Grade:

Children entering first grade in this District for the first time must comply with F.S. 1003.21. Any child who has attained the age of six (6) years on or before September 1st of the school year and who has been enrolled in a public school or who has attained the age of six (6) years on or before September 1st and has satisfactorily completed the requirements for kindergarten in a non- public school, or who otherwise meets the criteria for admission or transfer in a manner similar to that applicable to other grades, shall progress according to the District's student progression plan.

3. Transfers:

Students transferring to first grade from a kindergarten program other than the one offered by the District will need written verification of satisfactory completion of kindergarten from the public or non-public school attended. Verification forms are available at each elementary school.

D. Initial Entry

1. Any student and/or his/her parent(s) who enters the District for the first time must disclose the following information at the time of enrollment:
 - a. prior school expulsions;
 - b. arrests resulting in a charge;
 - c. juvenile justice actions; and
 - d. referrals to mental health services.
2. Any student who discloses any of the above-referenced matters is subject to the provisions of the Code of Student Conduct, Policy 5500, and Policy 5610 relating to disciplinary placement and/or assignment of students.
3. Children entering the District for the first time must comply with F.S. 1003.21 and with the District's *Student Progression Plan*. Students must have an immunization record on file at the

school. Any student who does not have the proper immunization shall be temporarily excluded from attendance until compliance has been documented.

- a. Each child who is entitled to admittance to kindergarten or is entitled to any other initial entrance into a public school in the District must have a certification of a school-entry health examination performed within one (1) year before enrollment in school.
 - b. Students transferring into a District from a school within the State of Florida who have completed physical examination form as part of their school record need not be re-examined.
 - c. Examinations taken out-of-state may be accepted if performed within one (1) year of entry and include documentation and reported on the official forms of the physician.
4. A student shall have up to thirty (30) school days to present a certification of a school-entry health examination. Children and youths who are experiencing homelessness and children who are known to the Department, as defined in F.S. 39.0016, shall be given a temporary exemption for thirty (30) school days. The school health services plan shall contain provisions to assist students in obtaining the health examinations.
5. In accordance with F.S. 1003.22, a child may be exempted from the required health examination and/or immunization upon written request of the parent or guardian of such child stating objection to examination and/or immunization on religious grounds or for medical reasons certified by a licensed physician, licensed physician assistant, or Advanced Registered Nurse Practitioner (ARNP).

E. Evidence of Birth Date

1. One (1) of the following legal evidences of age is required for all students. If the first prescribed evidence is not available, the next evidence obtainable in the order listed below must be accepted.
 - a. Record of Birth:

A duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births (Certified copy of birth certificate).
 - b. Certificate of Baptism:

A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent.
 - c. Insurance Policy:

An insurance policy on the child's life that has been in force for at least two (2) years.
 - d. Religious Record:

An authentic contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent.
 - e. Passport:

A passport or certificate of arrival in the United States showing the age of the child.
 - f. School Transcript:

A school transcript showing the child's date of birth for at least three (3) years prior to application.

2. If none of these evidences can be produced, then (a) a sworn affidavit of age by the parent, accompanied by (b) a certificate of age signed by a public held officer or by a public school physician; or if neither of these is available in the county, by a licensed practicing physician designated by the Board which certificate states that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct.
3. Children and youths who are experiencing homelessness and children who are known to the department, as defined in F.S. 39.0016, shall be given temporary exemption from this requirement for thirty (30) school days.

III. RESIDENCE

For the purpose of administering this policy, the residence of the student shall be the primary residence of the student's parent/legal guardian, the custodial parent/legal guardian with whom the student maintains primary residence, or of either parent when custody is shared and mutually agreed upon.

A. Divorced, Separated, or Never Married Parents

1. In situations where the student's parents do not live together, the student shall attend the school zone where the student lives with a parent the majority of the time during the school year. If the student equally divides time between the parents during the school year, the parents shall agree on which residence will determine the student's school zone.
 - a. If the parents cannot agree, the parents will be directed to promptly obtain an order from the Family Division of the Circuit Court that clearly delineates each parent's rights regarding custody or time-sharing, and that explains who has primary responsibility for educational and general welfare decisions concerning the student.
 - b. In the event the parents refuse to obtain such an order, or the order obtained awards shared parental responsibility without specifying a particular parent as making educational decisions, and the parents cannot agree on making a significant decision affecting the student in the educational environment or on matters affecting the health, safety, or welfare of the student, the Superintendent or designee shall make the determination based on the best available evidence and the best interest of the student.
2. The District will not serve as mediator to the parents. Schools are not the venue for custody or visitation enforcement. The District will not be caught in the middle of disputes, take sides, or show preference to one (1) party over another.
3. The enrolling parent is required to list both parents on all enrollment forms and contact lists affiliated with a student's enrollment at a District school unless the other parent's parental rights have been terminated by court order. Any claim that the other parent has had rights relinquished or terminated must be substantiated through a certified copy of a court order.

B. Legal Guardianship

Anyone attempting to enroll a minor student other than a parent must show proof of legal guardianship or complete Family in Transition (FIT) documentation.

IV. VERIFICATION AND EVIDENCE OF RESIDENCE WITHIN SCHOOL DISTRICT

- A. Verification and evidence of a parent or guardian's residence shall be required at the time the child registers in a District school.
 1. Proof of residence must be provided at both initial enrollment and upon promotion to the next level (from elementary to middle school or from middle to high school).

2. Verification of residence may also be required at any other time at the discretion of the Superintendent or designee.

B. False Information

1. Parents/Legal guardians and adult students shall be responsible for ensuring the accuracy of the primary residence address furnished to the school and for maintaining such information.
2. Students assigned to any public school based upon a false, incorrect, or inaccurate residence address, choice documentation or other false information, including homeless status, shall be immediately reassigned to the appropriate school by the Superintendent, or if out of county, withdrawn to their county district of residence.
3. State law provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty commits a misdemeanor of the second degree. Additionally, a person who knowingly makes a false declaration under penalties of perjury commits a felony of the third degree (F.S. 92.525 and 837.06).

C. Proof of Residence

The School District requires detailed proof of residency provided by a parent/guardian or adult student. Please follow the requirements below that best describes your living situation.

1. Homeowner:

Reasonable proof of residence MUST include one (1) item from each of the following categories:

a. Category A. You MUST provide one (1) document:

1. one current utility bill (dated within thirty (30) days - for new services, an activation notice may be accepted);
2. current mortgage/HUD statement (dated within thirty (30) days), or deed with all required signatures;
3. current homestead exemption card.

b. Category B. You MUST provide one (1) document showing your address:

1. homeowners insurance policy;
2. medical insurance statement;
3. property tax record;
4. termite bond; or
5. vehicle registration.

2. Renter:

Reasonable proof of residence MUST include one (1) item from each of the following categories:

a. Category A. You MUST provide one (1) document:

Current lease/rental agreement with the names of everyone living in the household listed on the lease/rental agreement. Lease must have both tenant and landlord/property manager's signature and contact information. If the lease is month to month, a letter from the landlord/owner/property manager is required.

b. Category B. You MUST provide one (1) document showing your address:

1. current utility bill dated within thirty (30) days, bottom portion showing name and service address;

For new services, an activation notice may be accepted.

2. medical insurance statement;
3. renter's insurance policy;
4. vehicle registration; or
5. mail from a government agency.

3. If you are living with a person who owns their home:

Reasonable proof of residence MUST include one (1) item from each of the following categories in addition to the affidavit(s):

a. Category A. You MUST provide:

1. notarized affidavit of residency form - REQUIRED;
2. vehicle registration; or
3. mail from a government agency.

b. Category B. The HOMEOWNER MUST provide at least two (2) documents:

1. notarized homeowners/renters acknowledgment form - REQUIRED;
2. current utility bill dated within thirty (30) days, bottom portion showing name and service address;

For new services, an activation notice may be accepted.
3. current mortgage/HUD statement (dated within thirty (30) days) or deed, with all required signatures; or,
4. current homestead exemption card.

4. If you are living with a person who is a renter:

Reasonable proof of residence MUST include one (1) item from each of the following categories in addition to the affidavit(s):

Category A. You MUST provide:

- a. notarized affidavit of residency form - REQUIRED;
- b. current utility bill dated within thirty (30) days, bottom portion showing name and service address;

For new services, an activation notice may be accepted.

- c. current lease dated within thirty (30) days, or deed with all required signatures.
5. The following documents may be accepted in the event the aforementioned documents cannot be provided:
- a. mail from Federal, State, county or city government agencies;
 - b. educational transcripts or mail from student loan department;
 - c. State medical health card or food stamp card with address printed;
 - d. W2 form (not handwritten), 1099 form (not handwritten); or,
 - e. Form DS2019, Certificate of Eligibility.
6. The Superintendent reserves the right to utilize other means to independently verify a student's residence and/or guardianship status.
7. All submitted documents, addresses, and changes of address are subject to independent verification.

D. Change in Residence during School Year

1. It is the responsibility of the parent/guardian or adult student to promptly notify the current assigned school of any change in residential address and provide appropriate documentation.
2. If a student changes residence from one (1) school attendance zone to another within the District during the school year, the student may remain at the current school until the end of the current semester provided that all attendance and discipline requirements are met.
3. Students who move out of county may remain at their current school only until the end of the current grading period.
4. Any student whose residence is changed during the school year, and who is permitted to remain at the current school, shall be required to furnish all necessary transportation.
5. Where a student is enrolled in the last grade offered at a school (or, for high school, is enrolled in 11th or 12th grade) and the student moves to a residence outside the attendance area of the current assigned school, the student may remain in the current assigned school through the last grade offered (or, for high school, through graduation) provided that all attendance and discipline requirements are met. No transportation will be provided (see Policy 5120 - School Choice for grandfathering qualification).

E. Purchase or Construction of a New Home:

1. Where a parent or guardian is in the process of relocating to a permanent residence in an attendance zone of a school in Leon County, the student may be enrolled in the school provided the following conditions are met:
 - a. If the parent commences construction of a permanent residence, the parent shall submit a copy of a building permit and a valid and binding construction contract showing an occupancy date within four (4) months (120 calendar days) from the beginning of the school year or the date the child was enrolled in school.
 - b. If the parent enters into an agreement to purchase an existing permanent residence, the parent shall submit a copy of a valid and binding contract showing that possession,

occupancy, and title to the property will be granted within four (4) months (120 calendar days) from the beginning of the school year or the date the child was enrolled in school.

- c. If the parent enters into an agreement for the lease of an existing permanent residence, the parent shall submit a copy of a valid and binding contract showing the parent to be the legal tenant, which includes an occupancy date that proceeds the enrollment date and showing that the lease term is no shorter than the remainder of the school year.
2. Upon occupancy of the said residence, the parent shall provide to the school the proof of residence required by this policy.
 3. If the parent and child do not reside in said residence within forty-five (45) days of the stated closing date, the child shall be returned to their assigned school based on the parent's current residence.
 - a. In the event extraordinary circumstances occur which prevent the parent and child from occupying said permanent residence within the said period, the parent may apply to the Superintendent or designee for an extension of time.
 - b. The Superintendent or designee may grant up to an additional sixty (60) days if sufficient evidence is presented to authorize the extension.
 4. Contingency contracts that do not meet the requirements of this policy shall not be accepted as proof of residency.

V. STUDENT PROMOTION TO NEXT LEVEL

When students are promoted to the next level, from elementary school to middle school or from middle school to high school, the parent/legal guardian must provide current proof of residence in order to obtain a schedule prior to promoting to the next level.

A. Maximum Age of Enrollment

1. All District students shall be eligible for enrollment in the appropriate general education program authorized by the District and the State of Florida except under ANY of the following conditions:
 - a. The student has received a high school diploma or its equivalent.
 - b. The student has attained the age of twenty (20) by September 1st. Those who attain the age of twenty (20) during a school year may complete the school year. For students with disabilities who have not graduated with a standard diploma, the District will provide services until the end of the semester in which the student turns twenty-two (22) years of age.
 - c. The student is eighteen (18) years of age or older and cannot meet regular graduation requirements by the end of the school year in which they attain the age of twenty (20). Such persons shall be afforded an opportunity to pursue a high school diploma through the adult education or general educational development (GED) programs of the District.
2. Principals may refuse enrollment in the regular high school program if the student has:
 - a. a documented history of disruptive behavior in the school setting and who has attained the age of eighteen (18) years; or

- b. previously dropped out of or discontinued enrollment in a regular high school program and has attained the age of eighteen (18) years.
3. Students attending a Department of Juvenile Justice program or a contracted program with the District may be exempt from the requirements for maximum age of enrollment. Once a student has exited the program, they are no longer exempt.

B. Foreign Students

1. Any student entering the public school system from outside the United States will be placed by a combination of the following criteria:
 - a. age appropriateness;
 - b. previous school experience; and
 - c. academic proficiency.
2. Care shall be exercised to ensure that the student's limited English proficiency is not a factor in determining grade placement.
3. Each foreign student with educational documentation will receive a recommended grade placement after an evaluation of the student's educational records has been made.
 - a. The family is responsible for provided a certified English translation of all records.
 - b. Adjustments to these recommended placements may be made by the school principal in accordance with relevant State Board of Education rules.
 - c. Students who do not meet regular age requirements for entering kindergarten in Florida but who have attended kindergarten in their native country must have an official letter or transcript from the proper school authority which shows record of attendance, academic information, and grade placement.

C. Enrolling in Public School from Home Education

1. A student seeking to enter or re-enter the District from a home education program must meet all entrance requirements (State and District) that any other student must meet. The principal or designee shall determine the grade placement through any of the following methods:
 - a. review of student portfolio;
 - b. administration of any placement tests normally used;
 - c. testing using prior year course final examinations; or
 - d. any other assessments, written or oral, deemed appropriate by the principal and/or faculty.
2. The student shall be placed academically as any other student who seeks to enter a public school.
3. Home education students may enroll in regular and special education programs on a part-time basis at the discretion of the principal, executive director, and/or director of ESE, subject to State statute, the rules of the State Board of Education and/or the Board.

4. Students enrolling from home education may be placed on probation until the school determines that the student can be successful at the grade placed.

D. Re-Entry from Department of Juvenile Justice Programs, Adult Correctional Facilities, or Other Involuntary Residential Placements

1. Pursuant to F.S. 1003.52(10, b), for the purpose of transition planning and re-entry services, representatives from the School District and the one-stop center where the student will return shall participate as members of the local Department of Juvenile Justice reentry teams.
2. The School District, upon return of a student from a juvenile justice education program, must consider the individual needs and circumstances of the student and the transition plan recommendations when reenrolling a student in a public school.
3. A local school district may not maintain a standardized policy for all students returning from a juvenile justice program, but place students based on their needs and their performance in the juvenile justice education program, including any virtual education options.

Revised 6/23/15
Revised 11/17/15
Revised 7/26/16
Revised 1/9/18
Revised 8/28/19

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Book	Policy Manual
Section	5000 Students
Title	SCHOOL CHOICE
Code	po5120
Status	Active
Legal	F.S. 1000.05 F.S. 1001.41 F.S. 1002.20 F.S. 1002.31 F.S. 1003.06 F.S. 1006.15
Adopted	September 4, 2012
Last Revised	June 18, 2019

5120 - **SCHOOL CHOICE**

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

I. SCOPE

- A. Students may attend a school other than their zoned school if they have been granted a choice assignment in accordance with this policy.
- B. All students who are approved must abide by the District's attendance policy and the Student Code of Conduct.
- C. School choice is made available in the following order:
 1. dependent children of active duty military personnel whose move resulted from military orders;
 2. sibling support;
 3. grandfathering;
 4. employee choice;

5. hardship (not available for at/over-capacity schools;
6. magnet programs (if selected);
7. McKay Scholarships (subject to capacity); and
8. controlled open enrollment (subject to lottery, depending on capacity of requested school)

D. Timelines

1. Applications for all school choice assignments must be submitted within the designated time frame.
 - a. Time frames are published on the Board website by December for applications for the following school year.
 - b. Unless otherwise stated, all school choice, reassignment and controlled open enrollment requests must be submitted online by the advertised deadline.
2. A student who is granted a school choice, reassignment or controlled open enrollment request must register with the approved school on or before June 28th in order to attend the approved school the following school year.
3. The registered student must be in attendance at the approved school on the first day of the new school year unless the parent/legal guardian has notified the School Choice Office in advance.
4. Failure to timely register or attend the first day of school will result in the cancellation of the school choice, reassignment, or controlled open enrollment approval.

E. Transportation

Unless otherwise stated, for all reassignment and school choice options, transportation shall be provided by parent/legal guardian. Depending on seat availability, requests for bus transportation may be honored on existing routes; priority will be given to home-zoned students.

II. **SCHOOL CHOICE OPTIONS**

A. Active Military

Dependents of active duty military personnel whose move resulted from military orders. (F.S. 1002.31 (c) (1))

B. Sibling Support

Students who have siblings enrolled at a school other than their home-zone school may apply for reassignment to that same school based on sibling support.

1. The student must be attending the school the same year as the requested reassignment.
2. Students assigned for sibling support may remain at the assigned school until they change levels.
3. Documentation must be provided to prove sibling status by way of birth certificate, court order, foster placement, marriage certificate, or proof of living as siblings in the same household for at least one (1) year.

C. Grandfathering

In order to provide educational continuity, students who have entered and attended their home-zoned school for at least one (1) year by virtue of their previous residence in the school attendance zone, initial acceptance into a magnet or choice program, or documented choice option, may continue to attend that school for the last two (2) years of elementary school (4th or 5th grade), middle school (7th or 8th grade), or high school (11th or 12th grade). All attendance and discipline requirements must be met. Students are required to comply with the attendance, behavior, and drop-off/pick-up procedures.

D. Employee Choice

Parents/Legal guardians who are employed at least twenty (20) hours by the District and are not substitute teachers or OPS employees may request that their child/children attend another school. Those students whose parents/legal guardians reside in Florida outside of the District must be employed full-time by the Board in order to request that their child/children attend a District school.

1. Upon separation of the employee from employment with the Board, the student's school assignment will continue through the remainder of the school year. At the start of the next school year, the student must attend his/her home-zone or home district school unless qualified and approved for reassignment.
2. An exception shall be made for new District employees who shall have two (2) weeks from the start of employment to submit a request.

E. Hardship

Applications will not be accepted for over-capacity schools. When a student has a documented economic or medical condition, a hardship request may be submitted to attend a school other than the student's home-zoned school.

1. Hardship requests are reviewed by the hardship committee on a monthly, case-by-case basis. The student must remain enrolled at his/her current/home-zoned school until hardship approval has been granted.
2. Should the committee deny a request due to over-capacity an appeal will not be accepted, however, the appeal may be amended to list another school that has available capacity.
3. Appeals may be considered for hardship cases only. All appeals must be made within ten (10) working days of receipt of the committee's denial and must include as much detail as possible regarding the hardship.

F. Magnet Programs/Schools

A student from any school zone may apply for up to three (3) Board-approved magnet schools or programs.

1. If all requirements for eligibility and application timelines are met, the student may enroll in the program of his/her choice.
2. Transportation is provided for some but not all magnet programs.
3. Special considerations listed below under the controlled open enrollment section apply to magnet programs/schools as well.
4. A student who successfully completes a District magnet program will have priority for enrollment in an approved articulated magnet program at the next middle or high school level.

G. McKay Scholarship Program

In order to be eligible for the McKay Scholarship Program, a student must apply for the program on

the Florida Department of Education's School Choice website at www.floridaschoolchoice.org prior to withdrawing from public school.

1. District ESE students who are eligible for McKay ESE Scholarships must submit in writing their request for the following school year and are subject to available space at a different public school in the District or a participating private institution.
2. The student must have an Individual Education Plan (IEP) or Section 504 Accommodation plan and:
 - a. have been enrolled and reported for funding in a Florida public school for the school year prior to applying for a scholarship (Grades K-12);
 - b. have been an ESE pre-kindergarten student who was enrolled and reported for funding in a Florida public school during the school year prior to applying for a scholarship and was at least four (4) years of age; or
 - c. have attended the Florida School for the Deaf and Blind during the previous school year's student membership surveys (Grades K-12).
3. ESE students are eligible to apply to all programs and eligible schools including controlled open enrollment. If accepted to the school, an IEP team may convene to ensure the IEP can be implemented.

H. Controlled Open Enrollment

The Board shall permit a program of controlled open enrollment as set forth herein and in accordance with Florida law. "Controlled open enrollment" means a public education delivery system that allows school districts to make student school assignments using parents' indicated preferential educational school choice as a significant factor. §1002.31(1) F.S.

I. Special Consideration

Pursuant to F.S. 1002.31, the District's controlled open enrollment program is in addition to the educational choice options provided herein. Special considerations under this policy include:

1. Pre-Kindergarten (Pre-K)

Because Pre-K is not a mandatory program, controlled open enrollment options are not available for Pre-K students. (F.S. 1002.20)

2. Students with an Individual Education Plan (IEP) or a Section 504 accommodation plan are eligible to apply to all programs and eligible schools that have capacity.
 - a. The IEP Team may convene to ensure the student's IEP or accommodation plan can be implemented. The parent/legal guardian shall be involved as a member of the IEP team.
 - b. The school must reserve the seat while the IEP team considers the student's needs.
 - c. If the IEP team determines the IEP or accommodation plan cannot be appropriately implemented at the requested school, the student may be denied.
 - d. If denied, an IEP team will make a recommendation of another school that will meet the needs of the student.

J. Appeals

No appeal of a school choice denial will be accepted except in cases of hardship as set forth above.

III. ELIGIBILITY FOR PARTICIPATION IN THE CONTROLLED OPEN ENROLLMENT PROGRAM

A. Scope

In addition to the public school choice programs available under Florida law and provided in the District pursuant to the policies listed above, a parent/legal guardian of a student under the age of eighteen (18) or an eligible student who lives in the District or in any other school district in the State of Florida who is not subject to a current alternative school placement, expulsion or suspension may seek to enroll in a public school in the District that has not reached capacity, subject to the maximum class size pursuant to 1003.03 and Section 1, Art. IX of the Florida Constitution.

1. Consideration of applications will be based on the current capacity of each school in the District. Only controlled open enrollment applications that list schools having available capacity will be considered as eligible for the lottery. Once a school has reached capacity, hardship applications will not be accepted.
2. Each student may apply for a maximum of three (3) choice programs in any one (1) year. Students are encouraged to apply for the programs in which they are most interested.
3. Students who are subject to a current alternative school placement, suspension, or expulsion order are not eligible for a controlled open enrollment assignment.

B. Capacity Defined

A school shall be at capacity for non-home-zoned students when the school has reached ninety-five percent (95%) of the permanent student station utilization rate as recommended under the Florida Inventory of School Houses (FISH) or has reached grade level capacity.

1. For staffing purposes, the student populations at schools already exceeding the ninety-five percent (95%) threshold will be gradually reduced over the next four (4) years.
2. The capacity of each public school in the District shall be identified on the District's website at www.leonschools.net.

C. False Information

Parents/Legal guardians and adult students shall be responsible for ensuring the accuracy of all information contained within any application submitted to the District.

1. State law provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty commits a misdemeanor of the second degree. Additionally, a person who knowingly makes a false declaration under penalties of perjury commits a felony of the third degree (F.S. 92.525 and 837.06).
2. Students assigned under this policy based on false, incorrect, or inaccurate choice documentation or other false information, including homeless status, shall be immediately reassigned to their home-zoned school by the Superintendent, or if out of county, withdrawn to their county district of residence.

D. Lottery

After the close of the application period, the District shall conduct a lottery as described below. A lottery will not be required in the event that there are fewer applicants than available seats.

1. Step 1

Applicants will be separated by classification. (See below.)

Classification Criteria

- Classification 1 Reside in the District and qualify for preference in at least one (1) of the following ways:
1. Dependent children of active duty military personnel whose move results from military orders.
 2. Children relocated due to foster care placement in a different school zone.
 3. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
- Classification 2 Applicants who reside in the District but who do not qualify for preference under State law. Applicants do not meet any of the criteria for preference set forth under the criteria for Classification 1.
- Classification 3 Out-of-District applicants who qualify for preference under State law:
1. Dependent children of active duty military personnel whose move resulted from military orders.
 2. Children relocated due to foster care placement in a different school zone.
 3. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
- Classification 4 Out-of-District applicants who do not qualify for preference under State law. Applicants in this classification do not reside in the District and are not eligible for preference under State law.

2. Step 2

Applicant names will be sorted into appropriate classification category. Applicant names will be selected randomly within each classification to fill open, available seats.

- a. This process will be conducted for each classification category, beginning with Classification 1, until available seats are filled.
 - b. The process will then be conducted for Classification 2, then Classification 3, then Classification 4, until available seats are filled.
3. Regardless of classification, if a student's first, second, or third choice of school does not have capacity, the student's application will be denied.

E. Review of Applications

Once the controlled open enrollment application deadline has passed and the applications have been sorted into classification groups, the Superintendent or designee will review all fully completed applications received to ensure that the information in the application is true and correct and that the school(s) listed in the application have available capacity.

1. The approved applicants will be notified in writing and shall register with the approved school on or before June 28th.

2. Failure to register by the deadline identified in the written notification shall result in an automatic revocation of the District's approval of the application.
3. If any capacity remains once the deadline passes for students to enroll at their chosen school and revocation has occurred, the District will begin contacting students in order of lottery selection regarding enrollment opportunities. Applicants who have had their approval revoked must wait for the next application window to open before submitting a new application.
4. Applications not approved/not selected do not carry over and must be resubmitted for each school year.

IV. REVOCATION OF SCHOOL CHOICE, REASSIGNMENT, AND CONTROLLED OPEN ENROLLMENT/SCHOOL CHOICE

- A. The principal of a school attended by a student who has been granted a choice assignment under this policy may recommend to the Superintendent or designee that the student's assignment be revoked due to behavior, attendance, or false information.
- B. The Superintendent or designee will review and make a determination regarding the revocation recommendation. The Superintendent's determination is final.
- C. Upon formal written notification, the student shall be required to return to his/her home-zone school or home-zoned county and shall be ineligible for school choice or reassignment for the next academic year.
- D. The following shall justify grounds for revocation of a reassignment:
 1. evidence of providing false statements or information as described herein;
 2. failure to participate in the selected magnet program;
 3. violation of attendance requirements in Policy 5200 - Compulsory School Attendance;
 4. while on reassignment, a student may not exceed five (5) early parent pick-ups or late pick-ups in a calendar month, or ten (10) early parent pick-ups or late parent pick-ups in a ninety (90) calendar-day period or the reassignment will be revoked and the student will be returned to his/her home-zoned school;

Supervision is provided thirty (30) minutes before school and after school; students must be picked up within that time frame.
 5. violation of the discipline requirements in Policy 5500 - Student Conduct/Discipline, which results in the imposition of formal or severe consequences.

E. Voluntary Return to the Zoned School

Upon request by the parent/legal guardian, a student may be permitted to return to his/her home-zoned school. In order to protect the student's academic best interest, it is recommended that students do so at the end of the marking period or semester, unless extenuating circumstances are present.

V. MAINTAINING APPROPRIATE SOCIOECONOMIC, DEMOGRAPHIC AND RACIAL BALANCE

Given our diverse society and the importance of preparing students for education, work, and citizenship, the Board is committed to providing students with equal educational opportunities, promoting educational diversity in the District, and providing students with the educational benefits of a diverse student body.

- A. Should a concern arise regarding socioeconomic, demographic or racial balance in one or more of the District's schools, the Superintendent shall consult with legal counsel to determine the appropriate

steps that should be taken, including, but not limited to, any necessary policy revisions and other actions necessary to comply with Florida and Federal law.

- B. The Superintendent shall then make the appropriate recommendations to the Board.
- C. Impact of Residential Development

Due to unexpected enrollment increases caused by a new residential development, the Superintendent may provide additional school choice options for a restricted area of the School District for a period of up to five (5) years. Choice options will be provided at all grade levels.

Revised 1/22/13
Revised 8/13/13
Technical Change 5/1/14
Revised 1/13/15
Revised 1/12/16
Revised 6/22/17
Revised 1/9/18
Revised 6/18/19

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Book	Policy Manual
Section	7000 Property
Title	DISTRICT PERSONNEL'S USE OF WIRELESS COMMUNICATION DEVICES
Code	po7530.02
Status	Active
Legal	F.S. Chapter 119 F.S. 1001.41 F.S. 1001.42 F.S. 1001.43 F.S. 1002.221 F.A.C. 6A-10.081 Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008) Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001) 20 U.S.C. 1232g 34 C.F.R. Part 99
Adopted	June 18, 2019

7530.02 - DISTRICT PERSONNEL'S USE OF WIRELESS COMMUNICATION DEVICES

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

I. SCOPE

This policy applies to all members of the School Board, administrators, teachers, all other employees regardless of full or part-time status, vendors, contractors or persons who receive any direct economic benefit, and all tutors, mentors or volunteers as defined in F.S. 1012.01.

II. PURPOSE

Whether the wireless communication device (hereinafter, WCD(s)) is Board-owned and assigned to a specific employee/school official or privately-owned by the employee/school official (hereinafter, personnel) is responsible for using the WCD in a safe and appropriate manner and in accordance with State/Federal mandates, this policy and all other pertinent Board policies and administrative procedures.

III. CONDUCTING DISTRICT BUSINESS

A. Use of Wireless Communication Devices

1. Personnel are permitted to use a Board-owned and/or privately-owned WCD to make/receive calls, send/receive e-mails, send/receive texts, send/receive instant messages that concern official business on the District's business network only if it is i.) password protected; ii.) locked when not in use; and, iii.) being conducted using District approved applications.
2. It is the responsibility of personnel who uses a WCD to conduct District business to only use District approved/provided applications as provided in AP 7530.03—District Approved Applications for Official District Business and to properly maintain business records in accordance with Policy 7530.03—Conducting District Business Using Electronic Communications.

B. Duty to Maintain Confidentiality of Student Information - Public and Student Record Requirements

1. Personnel are subject to all applicable policies and procedures pertaining to the protection of the security, integrity, and data residing on a WCD regardless of whether they are Board-owned and assigned to a specific District user or privately-owned by the District user. Wireless communications and other electronically stored information (ESI) stored on the staff member's Board-owned WCD may be subject to a Litigation Hold pursuant to Policy 8315—Litigation Records Management.
2. Communications, including calls, text messages, instant messages, and e-mails sent or received on a WCD may not be secure and it is the District user's responsibility to use discretion when using a WCD to relay confidential information, particularly as it relates to students. Communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310—Public Records.
3. Communications about students, including text messages, instant messages, and e-mails sent and/or received by personnel using a WCD may constitute education records if the content includes personally identifiable information about a student. Communications that are student records should be maintained pursuant to Policy 8330—Student Records.
4. Communications, including text messages, instant messages, and e-mails sent and/or received by a District user using a WCD, that are public records or student records are subject to retention and disclosure in accordance with Policy 8310 - Public Records. Cellular/Wireless communications that are student records should be maintained pursuant to Policy 8330—Students Record.
5. Personnel are required to comply with District requests to produce copies of communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.
6. Confidential data can only on school business, while manually typing or entering multiple letters, numbers, symbols, or other characters into a WCD or while sending or reading messages on such a device for the purpose of non-voice interpersonal communication, including, but not limited to, communication methods known as texting, e-mailing, instant messaging, and snap chatting. Furthermore, personnel who violate this prohibition are subject to disciplinary action, up to and including termination.
7. At the conclusion of an individual's employment (whether through resignation, non-renewal, or termination), personnel are required to remove all District provided applications from his/her personally-owned WCD.
8. If a WCD is lost, stolen, hacked, or otherwise subjected to unauthorized access, personnel, or school officials must immediately notify the Superintendent so a determination can be made as to whether any public records, student records, and/or ESI subject to a litigation hold has been compromised and/or lost.

- a. Pursuant to Policy 8305 - Information Security and its accompanying administrative procedures, the Superintendent shall determine whether any security breach notification laws may have application to the situation.
- b. Appropriate notifications will be sent unless the records/information stored on the WCD was encrypted.

C. Duty to Maintain Privacy

1. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy of privacy and is not permitted.
2. Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, personnel are prohibited from using WCDs to capture, record, or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images.
3. WCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to:
 - a. classrooms;
 - b. gymnasiums;
 - c. locker rooms;
 - d. shower facilities;
 - e. rest/bathrooms; and,
 - f. any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.
4. The Superintendent and site administrators are authorized to determine other specific locations and situations where use of a WCD is absolutely prohibited.

D. Use of a Private-Owned WCD While at Work

1. During work hours, personal communications made or received, regardless of whether on a WCD, regular telephone, or network computer, can interfere with productivity and/or distract other personnel; personnel should limit personal communications to breaks and lunch periods and to inform friends and family members of the Board's policy in this regard.
2. Personnel is expected to use discretion in using privately-owned WCDs while at work.

IV. COMPLIANCE

A. Certification

All personnel are required to annually certify their understanding of the requirement to only use District approved/provided applications for District business in accordance with AP 7530.03 - District Approved Applications for Official District Business.

B. Potential Disciplinary Action

1. Failure of personnel to use the approved methods for official business communications or any violation of this policy, AP 7530.03 - District Approved Applications for Official District Business, other pertinent Board policies, and District administrative procedures may constitute just cause for disciplinary action up to and including termination in accordance with Board policies.
2. In accordance with Policy 8625 - Ban on Texting and subject to the definitions therein, personnel shall not operate a District motor vehicle at any time, or a personal vehicle while driving to/from any location on school business, while manually typing or entering multiple letters, numbers, symbols, or other characters into a WCD or while sending or reading messages on such a device for the purpose of non-voice interpersonal communication, including, but not limited to, communication methods known as texting, e-mailing, instant messaging, and snap chatting. Furthermore, personnel who violate this prohibition are subject to disciplinary action, up to and including termination.
3. Use of a WCD in any manner contrary to local, State, or Federal laws may also result in disciplinary action up to and including termination and report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. Chapter 1012.

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Book	Policy Manual
Section	7000 Property
Title	CONDUCTING DISTRICT BUSINESS USING ELECTRONIC COMMUNICATIONS
Code	po7530.03
Status	Active
Legal	F.S. 90.803 F.S. 1001.41 F.S. 1001.42 F.S. 1001.43 F.S. 1002.221 F.A.C. 6A-10.080 F.A.C. 6A-10.081 Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008) Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001) 20 U.S.C. § 1232(g); 34 CFR Part 99 Electronic Communications Privacy Act of 1986 (ECPA), 18 U.S.C. §2510(12)
Adopted	June 18, 2019

7530.03 - **CONDUCTING DISTRICT BUSINESS USING ELECTRONIC COMMUNICATIONS**

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

I. PURPOSE

The Florida Sunshine laws are very clear on the mandatory requirements when responding to a public records request for all District business records--regardless of the technology used. Although advances in technology resources have made the task of communicating much easier when conducting District business, it has made the task of complying with Florida Public Records law (F.S. Chapter 119 Public Records) much more complicated. This becomes especially challenging when personnel use privately-owned wireless communication devices (hereinafter, WCD(s)) and various apps to communicate with staff, parents, and students.

A. Florida Public Records Law

F.S. Chapter 119 Public Records mandates the archiving of business records regardless of the method

used to conduct the business and specifically states that "It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency."

B. District Mandates

In accordance with School Board policies and administrative procedures and State laws, the District must:

1. capture and retain District communications in accordance with Florida's General Record Schedule GS1-SL and GS7; and
2. provide reasonable public access to records electronically maintained; and
3. ensure that exempt or confidential records are not disclosed except as otherwise permitted by law.

C. Definitions

1. District Users

For purposes of this policy the term "District user(s)" includes all members of the Board, administrators, teachers, all other employees regardless of full or part-time status, vendors, contractors or persons who receive any direct economic benefit, and all tutors, mentors or volunteers as defined in F.S. 1012.01.

2. Business Record

For purposes of this policy the term "business record" is defined as records of regularly conducted business activity such as memorandums, reports, records, or data compilation, in any form, of acts, events, conditions, opinion, or diagnosis, made at or near the time by, or from information transmitted by, a person with knowledge, if kept in the course of a regularly conducted business activity and if it was the regular practice of that business activity to make such memorandum, report, record, or data compilation as defined in F.S. 90.803(6)(a).

3. Electronic Communication

For purposes of this policy, the term "electronic communication" is defined as any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photooptical system as defined by 18 U.S.C. 2510(12).

II. BUSINESS COMMUNICATIONS

A. District Business Records

1. District users are responsible for understanding when a communication is considered a "business record" and determining if the communication is subject to retention and disclosure under Florida Public Records law.
2. District users must comply with District requests to produce copies of communications in their possession that are either public records or education records, or that constitute Electronically Stored Information (ESI) that is subject to a Litigation Hold as stated in Policy 8310 - Public Records, Policy 8315 - Information Management and Policy 8330 - Student Records.

B. District Approved Apps

1. District users must use District approved software applications (hereinafter, apps) when conducting any business communication(s).
2. District approved apps and methods for using District approved apps are identified in AP 7530.03—District Approved Applications for Official District Business.
3. All other applications are prohibited.

C. Safe Use

The District requires that messaging and use of wireless communications devices be executed in a safe and secure manner in accordance with Policy 8625 - Ban on Texting While Driving, Policy 8606 - Use of Wireless Communication Devices by District School Bus, Policy 7530.02 - District Personnel's Use of Wireless Communication Devices.

III. CERTIFICATION

All District users must annually certify their understanding of this requirement in accordance with AP 7530.03 - District Approved Applications for Official District Business.

IV. DISCIPLINARY ACTION

- A. Failure of user to use the approved methods for business communications or any violation of this policy may constitute just cause for disciplinary action up to and including termination in accordance with Board policies.
- B. Use of a wireless communication device in any manner contrary to local, State or Federal laws and Board policies and procedures may also result in disciplinary action up to and including termination.

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Book	Procedures Manual
Section	7000 Property
Title	DISTRICT APPROVED APPLICATIONS FOR DISTRICT BUSINESS
Code	ap7530.03
Status	Active
Adopted	June 19, 2019

7530.03 - **DISTRICT APPROVED APPLICATIONS FOR DISTRICT BUSINESS**

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

I. **PURPOSE**

Text, instant, and electronic messaging are technologies being used throughout the School District as an expeditious means of communicating District business. To ensure all District business communications are open to discovery as required by Florida law the following procedure is applicable to all District users as defined by Policy 7530.03 - Conducting District Business Using Electronic Communications.

II. **DISTRICT APPROVED APPLICATIONS FOR DISTRICT BUSINESS**

A. **Mandate**

When District business is exchanged using text, instant, and electronic messaging (hereinafter, communication(s)) regardless of the device being used (for example a District provided Wireless Communication Device (WCD) or an employee's personal WCD device), the communication must be captured and retained in order to be in compliance with Florida Public Records law, F.S. 119 Public Records.

B. **Authorized Apps**

1. Communications Disclaimer

All communications must disclose the following disclaimer when conducting District business:

SUNSHINE LAW AND PUBLIC RECORDS CAUTION: Florida has a very broad Public Records Law. Virtually all written communications to or from School Board of Leon County, Florida Personnel are public records, available to the public and media upon request. Communications sent or received on the LCSB system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law. Individual student records are deemed confidential.

2. The following are the only authorized apps for conducting official business and communications with/in the District:
 - a. Remind (captures texts);
 - b. District provided Skype IM (captures instant messages);
 - c. SMS (only authorized texting app on District provided business phones);
 - d. SMARSH (captures text for official District issued cellular phones/devices);
 - e. Edmodo (Learning Management System that captures message posts);
 - f. FOCUS (captures instant messages), the District Student Information System;
 - g. Canvas (used by virtual school students/teachers/parents);
 - h. Office365 (applications suite and email system);
 - i. ListServ (List server); or
 - j. Archive Social (Social Media Archiver).

C. E-mail

1. E-mail Disclaimer

All e-mails must disclose the following disclaimer:

SUNSHINE LAW AND PUBLIC RECORDS CAUTION: Florida has a very broad Public Records Law. Virtually all written communications to or from School Board of Leon County, Florida Personnel are public records, available to the public and media upon request. E-mail sent or received on the LCSB system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law. Individual student records are deemed confidential.

2. Users must always use their official District-supplied e-mail address for District business. Auto-forwarding of District e-mail accounts is prohibited. All District e-mail is captured by our e-mail archiver.

D. Refusal

Refusal or failure to register or reimburse the District will result in all links to any District website to be removed; rights to trademarked logos will be protected in accordance with Section III (D), below.

III. COMPLIANCE

- A. District users must certify annually their understanding of this policy to use only District applications for conducting District business.
- B. District user's non-compliance with this and all School Board policies and administrative procedures can result in disciplinary action in accordance with Board policies.
- C. Third-party user's non-compliance with this administrative procedure and all Board policies, and/or District procedures and guidelines will result in a notice-and-takedown of any links to District websites and rights of trademarked logos revoked.

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LCS District Advisory Council (DAC)

Annual Membership Appointment Form 2019-2020

This information is necessary for Council membership to certify that individuals are eligible and willing to serve in accordance with the Council's by-laws.

Name: _____

Address: _____

City _____ State _____ Zip _____

Telephone: _____ Home _____ Work _____

_____ Cell _____

E-Mail: _____

Please Print Clearly

1. My child(ren) attend(s): _____
School _____

2. I am a (please check one): parent administrator teacher student

Name of School: _____

3. My appointment to the DAC will be: (Please circle one)

a. as a Delegate/Alternate for: _____
School _____

b. as an At-Large Representative for: _____
Superintendent or School Board Member _____

I confirm that I:

- 1) am a resident of Leon County, Florida;
- 2) will represent the school or official indicated; and
- 3) understand that my term on the District Advisory Council will expire on 31 August 2020.

Signature of Appointee

Date

Signature of Principal/Appointing Official

Date

Return completed form to Professional & Community Services, via county mail or email to raed@leonschools.net
If you have any questions, please contact Denni Rae, 487-7177