

Office of School Board Attorney
Walter J. Harvey, School Board Attorney

**SUBJECT: INITIAL READING: PROMULGATION OF NEW BOARD POLICY
8462.01, *HUMAN TRAFFICKING AND DOMESTIC VIOLENCE*, AND
TO AMEND BOARD POLICIES 5330.02, *SUN SAFETY*, AND 6550,
*TRAVEL AND PER DIEM***

COMMITTEE: PERSONNEL, STUDENT, SCHOOL, AND COMMUNITY SUPPORT

**LINK TO
STRATEGIC
BLUEPRINT: SAFE, HEALTHY & SUPPORTIVE LEARNING ENVIRONMENT**

At its March 13, 2019, regular meeting, the Board approved Agenda Item H-12 (Human Trafficking), sponsored by Dr. Dorothy Bendross-Mindingall, Board Member, and unanimously co-sponsored by the Board Chair, Board Vice-Chair, and all of the other Board members. At the time of that Board meeting, a bill was pending (HB 259) before the Legislature that would require health education in public schools to include human trafficking. The Board discussed the issue extensively and determined that even if the pending bill did not become law, it authorized the Superintendent to initiate rulemaking to express the Board's commitment to increasing awareness of human trafficking and domestic violence. Ultimately, although the bill did pass the Florida House, it died in the Senate on the last day of the session.

This item requests authorization to initiate rulemaking proceedings to promulgate new Policy 8462.01, *Human Trafficking and Domestic Violence*, which authorizes the Superintendent to (1) educate district employees and students about (a) the risks associated with human trafficking and domestic violence and how they affect student learning and (b) the importance of identifying and reporting suspected instances of human trafficking and domestic violence; (2) provide information to raise awareness about these issues to all members of the District, including employees, students, and parents; and (3) make student support services available to victims, including counseling, health services, psychological services, and referrals to available assistance with partner organizations that offer support services outside the school day.

In addition, at its April 17, 2019, regular meeting, the Board approved Agenda Item H-9 (Melanoma Awareness), sponsored by Dr. Lawrence S. Feldman, Board member and unanimously co-sponsored by the Board Chair, Board Vice-Chair, and all of the other Board members, which authorized rulemaking proceedings to amend Policy 5330.02 to include the implementation of annual, coordinated, grade-appropriate sun safety

awareness efforts, including curricular/instructional delivery elements, designed to increase awareness and skin cancer prevention for K-12 students. This item requests authorization to initiate rulemaking to amend Policy 5330.02, *Sun Safety*, to include the required annual sun safety and skin cancer prevention awareness efforts.

Finally, during the 2018 Legislative Session, the Florida Legislature approved an amendment to Section 1001.39, F.S., requiring that all Board member travel outside the District that exceeds \$500 requires prior approval by the School Board to confirm that the travel is for official business of the District and complies with rules of the State Board of Education governing travel. Any request for Board member travel outside the State must also detail anticipated travel expenses. The statutory requirement is effective on July 1, 2019. This item requests authorization to initiate rulemaking proceedings to amend Board Policy 6550, *Travel and Per Diem*, to comply with the new statutory requirements.

Attached are the Notice of Intended Action, proposed new policy and policy amendment. Changes are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

Authorization of the Board is requested for the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to promulgate new Policy 8462.01, *Human Trafficking and Domestic Violence*, and to amend Policies 5330.02, *Sun Safety*, and 6550, *Travel and Per Diem*.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to promulgate new Policy 8462.02, *Human Trafficking and Domestic Violence*, and to amend Policies 5330.02, *Sun Safety*, and 6550, *Travel and Per Diem*.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on June 19, 2019, its intention to promulgate new Policy 8462.01, *Human Trafficking and Domestic Violence*, and to amend Policies 5330.02, *Sun Safety*, and 6550, *Travel and Per Diem*, at its regular meeting on July 24, 2019.

PURPOSE AND EFFECT: New Policy 8462.01, *Human Trafficking and Domestic Violence*, is proposed which authorizes the Superintendent to (1) educate district employees and students about (a) the risks associated with human trafficking and domestic violence and how they affect student learning and (b) the importance of identifying and reporting suspected instances of human trafficking and domestic violence; (2) provide information to raise awareness about these issues to all members of the District, including employees, students, and parents; and (3) make student support services available to victims, including counseling, health services, psychological services, and referrals to available assistance with partner organizations that offer support services outside the school day.

Policy 5330.02, *Sun Safety*, is proposed to be amended to include the implementation of annual, coordinated, grade-appropriate sun safety awareness efforts, including curricular/instructional delivery elements, designed to increase awareness and skin cancer prevention for K-12 students.

Amendments to Board Policy 6550, *Travel and Per Diem*, add requirements related to Board member travel requests in compliance with Section 1001.39, F.S.

SUMMARY: New Policy 8462.01, *Human Trafficking and Domestic Violence*, is proposed which authorizes the Superintendent to (1) educate district employees and students about (a) the risks associated with human trafficking and domestic violence and how they affect student learning and (b) the importance of identifying and reporting suspected instances of human trafficking and domestic violence; (2) provide information to raise awareness about these issues to all members of the District, including employees, students, and parents; and (3) make student support services available to victims, including counseling, health services, psychological services, and referrals to available assistance with partner organizations that offer support services outside the school day. Additionally, Policy 5330.02, *Sun Safety*, is proposed to be amended to include the implementation of annual, coordinated, grade-appropriate sun safety awareness efforts, including curricular/instructional delivery elements, designed to increase awareness and skin cancer prevention for K-12 students. Finally, amendments to Board Policy 6550, *Travel and Per Diem*, add requirements related to Board member travel requests in compliance with Section 1001.39, F.S.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 1001.41 (1), (2); 1001.42 (8); 1001.43(1); F.S.

LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC: 112.061; 787.06; 1001.39; 1001.42(8); 1001.43(1); F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING SCHOOL BOARD MEETING OF July 24, 2019, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided in Section 120.54(1), F.S., must do so in writing by July 16, 2019, to the Superintendent, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by the School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

COPIES OF THE PROPOSED NEW AND AMENDED POLICIES are available at cost to the public for inspection and copying in the Citizen Information Center, Room 102, 1450 N.E. Second Avenue, Miami, Florida 33132.

1

SUN SAFETY

2 Students and staff are encouraged to use sunscreen and protective clothing to
3 protect against dangerous overexposure to the sun, harmful ultraviolet (UV) rays,
4 and the development of skin cancer.

5 **Definitions**

6 Ultraviolet radiation, or “UV ray,” from sunlight is a major risk factor for most skin
7 cancers. Even though UV rays make up only a very small portion of the sun’s rays,
8 they are the main cause of the sun’s damaging effects on the skin.

9 “PABA free” means that the product does not contain para-aminobenzoic acid.
10 PABA free sunscreens are hypoallergenic. PABA has been known to cause problems
11 with some individuals with certain allergies.

12 **Use of Sunscreen**

13 Students shall be allowed to carry and apply sunscreen without a physician’s note
14 or prescription. Sunscreen shall not be considered an over-the-counter medication
15 pursuant to Policy 5330, Use of Medications. Unless they are siblings, students may
16 not share sunscreen.

17 School staff shall not provide or apply sunscreen to students. However, staff may
18 assist a student who is unable to physically apply sunscreen when requested by the
19 student and authorized by the student’s parent and the school principal in writing.

20 **Other Protective Measures**

21 Schools shall encourage students and staff to:

22 A. seek shade when engaged in outside activities especially from
23 10 a.m. to 4 p.m. when excessive UV rays are present;

24 B. wear protective clothing when exposed to the sun, including hats
25 which cover the ears and back of the neck;

26 C. use a PABA free sunscreen product thirty (30) minutes before
27 engaging in outside activities;

1 D. wear sunglasses which block the majority of UV rays and reduce the
2 potential for cataract formation;

3 E. avoid artificial sources of UV rays such as sunlamps and tanning
4 beds.

5 **Education and Awareness**

6 | Coordinated, grade-appropriate Sun safety and skin cancer prevention awareness,
7 | ~~shall be~~ included in through the District's Comprehensive Health Education
8 | Curriculum. shall take place annually for all K-12 students.

9 Adopted 10/7/14

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1

TRAVEL AND PER DIEM

2 These travel policies apply to employees and authorized individuals eligible to be
3 reimbursed from either tax funds or an Internal Fund account for travel-related
4 expenses. Authorized individuals include School Board members, Board
5 administrative assistants, consultants, Title I parents, and chaperones of student
6 travel. If the person to be reimbursed for travel expenses from tax funds is a Board
7 employee, the Payroll Department will process the reimbursement. Individuals who
8 are not Board employees (no employee number) will be reimbursed by the Accounts
9 Payable Department.

10 The Payroll department shall have the authority to deny travel advance privileges to
11 individuals or departments that fail to properly or promptly submit Travel Expense
12 Reports. The Payroll Department shall have the authority to disallow any and all
13 expenses not consistent with Florida law and Board policies.

14 Procedures relating to Travel are contained in the Travel Procedures Manual issued
15 by the Office of the Controller – Payroll Department.

16 All requests for reimbursement of travel expenses shall be reasonable, customary,
17 and ordinary for the type of trip taken. The greatest possible economy shall be
18 obtained by avoiding unnecessary travel and joint travel by authorized travelers in a
19 single vehicle whenever feasible.

20 The Superintendent shall develop regulations providing the conditions and
21 requirements under which payment of travel expenses shall be made to implement
22 this policy, according to Florida statutes, Florida Department of Education rules,
23 Internal Revenue Regulations, and Board policies.

24

25 School Board members' travel must be also be approved in accordance with the
26 requirements of Section 1001.39, F.S. for travel outside the County that exceeds
27 \$500 and for all travel outside the State.

28 Classification of Eligible Personnel

29 The following classifications of personnel shall be eligible for reimbursement for
30 travel expenses:

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- 1 A. Board members, Superintendent, and Board Attorney;
- 2 B. administrative, supervisory and all other employees;
- 3 C. employees representing the Superintendent and/or the Board on
4 official school business or employees whose regular assignment
5 necessitates travel from their official headquarters or post of duty on
6 school business;
- 7 D. employees authorized to attend conferences and conventions of
8 official educational agencies and of professional organizations;
- 9 E. authorized persons who are not employees of the school system.

10 Eligible Travel

11 Travel expenses will be approved for the following kinds of travel:

- 12 A. Travel within Miami-Dade County when it is part of official duties.
- 13 B. Travel outside of Miami-Dade County when:
 - 14 1. The authorized traveler has been assigned to perform official
15 duties or Board business elsewhere; or
 - 16 2. The authorized travel is attending conferences and
17 conventions of official educational agencies and of
18 professional organizations.

19 Expenses for Travel within Miami-Dade County

20 Employees whose duties for the school system require them to travel within the
21 county from their official headquarters or post of duty to other locations (Class C
22 travel) shall be reimbursed for travel in a privately owned vehicle on the basis of a
23 mileage allowance approved by the Superintendent.

24
25 Board members shall be reimbursed from the members' residence for travel incurred
26 in the performance of a public purpose authorized by law to be performed by the
27 Board, including, but not limited to, attendance at regular and special Board
28 meetings.

- 29 A. Mileage Allowance

30

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1 Mileage allowance shall be computed at the Internal Revenue
2 Service Standard Mileage Rate effective upon publication by the
3 Internal Revenue Service for distances traveled on official business.
4 The rate per mile will be published by the Payroll Department
5 annually, or as deemed necessary.
6

7 After travel has been completed, the employee must prepare and
8 submit the necessary forms for reimbursement.

9 B. Per Diem or Meal and Lodging Allowance for approved Travel on
10 Official Business within Miami-Dade County

11
12 Per diem or meal and lodging allowances may be paid as prescribed
13 in this policy when the traveler is assigned on official business
14 outside of regular office hours and away from regular places of
15 employment where it is considered reasonable and necessary, meal
16 allowances are involved and overnight lodging is required and it is
17 approved by the Superintendent.

18 **Expenses for Travel Outside of Miami-Dade County**

19 A. Reimbursable expenses for authorized travelers are shown under
20 the heading, "Travel expenses - computation guidelines". Employees
21 authorized to travel outside of Miami-Dade County shall be
22 reimbursed in whole or in part from Board funds in accordance with
23 Board-adopted travel expense computation methods, and when paid
24 from the Internal Fund accounts, shall be subject to all provisions
25 set forth in the school, and in the Manual of Internal Fund
26 Accounting for Elementary and Secondary Schools, Internal
27 Fund/School Activities – Specific Procedures, incorporated by
28 reference in policy if:

29 1. the employee is assigned to perform official duties elsewhere,
30 e.g., travel to recruit teachers;

31 2. the employee is authorized to attend conferences or
32 conventions of official educational agencies and of
33 professional organizations.

34 B. The following general regulations shall be applicable to travel of
35 employees:

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- 1 1. Temporary Duty - Any employee in order to be eligible to have
2 expenses paid for travel shall have completed in advance of
3 such travel an approved Electronic Travel
4 Approval/Reimbursement Request (TRVL).

- 5 2. Representative of the Superintendent - Travel of an employee
6 as the representative of the Superintendent shall be approved
7 only by the Superintendent.

- 8 3. Maximum Expenses
- 9 a. Board members and the Superintendent, or designee,
10 may approve travel expenses up to a maximum of
11 \$3,500, excluding registration fees and tuition.
- 12 b. Administrators reporting directly to the Superintendent
13 may approve travel expenses for personnel under their
14 jurisdiction up to a maximum of \$2,500; however, the
15 Superintendent retains the sole authority of approving
16 the reimbursement of actual expenses exceeding the
17 \$2,500 limit to the maximum of \$3,500, excluding
18 registration fees and tuition.
- 19 c. Out-of-county trips estimated to exceed \$3,500 must
20 be approved by the Superintendent and the Board
21 before travel commences if reimbursement is expected
22 for the full amount.
- 23 d. If the business of the school system requires the
24 employee to visit more than one city, such as with
25 District recruiters, the total travel expense
26 reimbursement shall not exceed the maximum allowed
27 per trip for each city visited.

- 28 4. Approval Requirements
- 29 Travelers must obtain the proper approval prior to the
30 occurrence of the actual travel.
- 31 a. Board members: Individual Board members may
32 approve their own Request for Travel Expenses or that
33 of their administrative assistants. Board members'
34 travel must also be approved in accordance with the
35 policy.

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requirements of Section 1001.39, F.S., for travel outside the County that exceeds \$500 and for all travel outside the State.

b. Superintendent and Board Attorney: The Superintendent and Board Attorney may approve their own Request for Travel Expenses.

c. Assistant Board Attorneys: Approval by the Board Attorney is required.

d. Cabinet Members: Approval by the Superintendent, or designee, is required.

e. Senior Staff: Approval by the corresponding Cabinet member is required.

f. Principals: Approval by the Regional Center Superintendent is required.

g. Non-school site employees: Approval by the immediate supervisor and the corresponding administrator at the Assistant Superintendent level is required.

h. Assistant Principal/School site employees: Approval by the Principal is required.

5. Maximum Number of Employees

a. The Superintendent may establish annually the maximum number of administrative, supervisory, or other employees to be approved to attend the same national or regional professional conference or convention.

b. One teacher in each teaching subject-area may be selected by each Regional Center Superintendent to attend a national meeting of the teacher's subject-area field.

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1 6. Reimbursement of Expenses by Other Agencies
2

3 Employees who are requested or directed to attend
4 conferences or conventions sponsored by the Florida
5 Department of Education, or by other institutions or vendors,
6 may be approved for full expenses when such entities agree to
7 reimburse the Board in full.

8 **Reimbursement of Expenses**

9 Reimbursable expenses will not be paid from Board funds until after the authorized
10 traveler has returned from the trip, completed, and submitted to the Payroll
11 Department an approved Electronic Travel Approval/Reimbursement Request (TRVL)
12 with required supporting documents attached. Expense reports must be filed within
13 ten (10) days after travel is completed.

14 The following exceptions related to cash advances, direct payments to vendors for
15 meals and lodging in connection with travel and required advance registration fees,
16 shall be used infrequently and only with the express approval of the Superintendent:

17 A. Cash Advancements
18

19 Cash advancements to authorized travelers on official business in
20 an amount not to exceed the estimated out-of-pocket reimbursable
21 expenses, which may not exceed the approved maximum, may be
22 authorized by the Superintendent. Authorized traveler shall submit
23 a final accounting with all necessary supporting documents within
24 ten (10) working days following return from official travel status.
25 The traveler must refund the amount of cash advancement
26 exceeding the approved actual expenses. Any balance due to the
27 traveler will be paid in the normal course of auditing and
28 reimbursement procedures.

29
30 If the traveler fails to comply with the ten (10) working days
31 requirement to submit a final accounting, the Payroll Department is
32 authorized to collect the cash advancements from the employee's
33 regular bi-weekly payroll payment.

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1 B. Travel Reimbursements to Non-Board Employees
2

3 Direct reimbursement to non-Board employees (referred to as
4 "vendors" by Accounts Payable) for authorized Class A or Class B
5 travel, for meals, lodging, transportation and necessary incidental
6 expenses (excluding tips and gratuities), may be authorized by the
7 Superintendent not to exceed the established per diem or meal
8 allowances allowed by State law and Board policy. A final
9 accounting with all necessary supporting documents shall be
10 provided by the non-Board employee within ten (10) working days of
11 return from official travel status. Non-Board employee
12 reimbursements are paid by the Accounts Payable Department
13 through the issuance of a purchase requisition.

14 C. Advance Registration Fees
15

16 Required advance registration fees for authorized travelers attending
17 seminars, training sessions, conferences, conventions or other
18 similar meetings requested by the administration may be paid from
19 Board funds, and a final accounting shall be made within ten (10)
20 working days following the return from official travel.

21 D. Travel Arrangements
22

23 Required purchase of airline tickets for authorized travelers on
24 official Board business may be paid from Board funds. Travel
25 arrangements will be made by the employee utilizing existing
26 Internet providers, the employee's own travel agency, or the Board
27 approved travel agencies. When other than the Board approved
28 travel agencies are used, and before a reservation is made, the
29 employee must obtain two (2) complete lists of available airfares
30 from different sources, indicating the departing and destination
31 cities, as well as the cost of the airline ticket. The listings must be
32 attached to the reimbursement request. Acceptable listings can be
33 obtained from a travel agency or Internet providers.

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1 **Travel Expenses Not Authorized**

2 Travel expense reimbursement shall not be authorized for:

3 A. Any employee who received college credit for work done while in
4 attendance at a workshop, seminar, conference, or similar meeting.

5 B. Classroom teachers to attend subject-area meetings or conferences
6 unless the classroom teacher is authorized to attend such meeting
7 by the school principal.

8 C. Any employee to attend the annual convention of state professional
9 organizations, unless requested to attend by the administration for
10 work related business.

11 D. No tips or gratuities of any kind.

12 **Travel Expenses Paid from Grant Funds**

13 For travel paid with Federal funds, the travel authorization must include
14 documentation that demonstrates that (1) the participation in the event by the
15 individual traveling is necessary to the grant award, and (2) the costs are reasonable
16 and consistent with the Board's travel policy.

17 **Travel Expenses Paid from School Internal Fund Accounts**

18 Travel expenses paid from school Internal Fund accounts may be authorized under
19 the following conditions:

20 A. The Board approved method for transportation and per diem or meal
21 expenses/allowances shall be used in computing reimbursable
22 expenses for all such trips.

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1 B. Principals and other school administrators may attend any
2 recognized national, regional, or state professional group meetings
3 which deal with their respective school level, provided such travel is
4 authorized by the Regional Center. Any such travel expenditures
5 will be subject to all provisions in the Manual of Internal Fund
6 Accounting for Elementary and Secondary Schools, Internal
7 Fund/School Activities – Specific Procedures, incorporated by
8 reference in policy.

9 C. Coaches may attend out-of-state coaches' meetings. Only one full
10 reimbursement may be obtained by any one coach per fiscal year for
11 expenses. One other reimbursement for a similar approved trip
12 during the same fiscal year may be paid to any one coach provided
13 that the coach pays one-half of the expenses.

14 **Travel Expenses of Other Authorized Persons**

15 As provided by Florida statutes, travel expenses may be authorized from Board
16 funds for:

17 A. A person who contributes services as an advisor or consultant; or

18 B. A person who is a candidate for an executive or professional
19 position.

20 To be reimbursed for travel expenses, such persons must have been approved by the
21 Superintendent or designee and travel documents must be submitted to the
22 Accounts Payable Department which reflect a complete explanation and justification
23 of such expenses, in accordance with this rule.

24 **Computation Guidelines**

25 The following guidelines shall be used in computing reimbursement of travel
26 expenses for authorized travelers of the Board.

27 A. Transportation By Privately Owned Vehicle

28 1. The amount shall be the maximum provided by law for round
29 trip according to a current map of the Florida Department of

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1 Transportation. Necessary local vicinity travel shall be shown
2 separately on the voucher.

3 2. Necessary parking and storage fees; bridge, road, ferry, and
4 tunnel tolls (original receipt required).

5 3. Private vehicles should be shared whenever possible to
6 minimize travel costs. However, no traveler shall be entitled
7 to mileage or transportation expense when he/she is
8 gratuitously transported or transported by another traveler
9 who is entitled to mileage or transportation expense.

10 4. Reimbursement for use of private vehicles must not exceed
11 the most economical airfare when adequate air service is
12 available.

13 B. Transportation by Common Carrier

14
15 Reimbursement is authorized for necessary travel accomplished by a
16 usually traveled route on common carrier (train, bus, commercial
17 airline operating scheduled flights, or rental car from an established
18 rental car agency) at the most economical rate, necessary taxi and
19 bus fares, and set charges for baggage handling (original receipts
20 required for all items mentioned). No tips or gratuities of any kind
21 shall be reimbursed.

22
23 When expenses for airline tickets are being paid, an invoice or
24 statement clearly indicating the amount paid by the employee must
25 be attached to the reimbursement request.

26
27 Under no circumstances is an employee authorized to travel using a
28 private aircraft or a non commercial/non-registered seagoing vessel
29 while on official Board business.

30 C. Per Diem or Meals and Lodging Allowance for Out-Of-County Travel

31 1. For travel period extending overnight:

32 a. Class A travel - continuous travel of twenty-four (24)
33 hours or more away from official headquarters. Travel
34 periods are for a calendar day (midnight to midnight).

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1 b. Class B travel - continuous travel of less than
2 twenty-four (24) hours which involves overnight
3 absence from official headquarters. Travel period
4 starts with time of departure and ends with time of
5 return.

6 c. The maximum reimbursable amount provided by law
7 for per diem for meals and lodging will be published by
8 the Payroll Department annually, or as deemed
9 necessary. When fractions of days are involved, there
10 shall be allowed one-fourth of that amount for each
11 quarter day or fraction thereof. Six-hour periods
12 starting at midnight for Class A travel and time
13 departure for Class B travel shall count as quarter
14 days.

15 d. For travel period overnight to a convention or
16 conference or out of State:
17
18 On official school business, the authorized traveler
19 may be allowed actual expenses for lodging at single
20 occupancy rates, substantiated by a lodging receipt,
21 plus the maximum amount provided by law for each
22 day for meal allowances. Total reimbursement shall
23 not exceed Board approved maximum.

24 2. Class C Travel
25
26 Travel for short or day trips where the traveler is not away
27 from official headquarters overnight, for which expenses for
28 meals are allowed, shall be reimbursed at the maximum
29 amount provided by law.

30 3. Meal Allowances
31
32 Meal allowances are governed by Florida statute. The Payroll
33 Department will publish the current allowable amount
34 annually, or as deemed necessary.

35
36 Breakfast allowance is when travel begins before 6 a.m. and
37 extends beyond 8 a.m.

38
39 Lunch allowance is when travel begins before 12 noon and

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- 1 extends beyond 2 p.m.
2
3 Dinner allowance is when travel begins before 6 p.m. and
4 extends beyond 8 p.m., or when travel occurs during
5 nighttime hours due to special assignment.
6
7 Meal reimbursements for non-overnight, out-of-county travel
8 (use Voucher for Reimbursement of Meals for Travel Not
9 Requiring an Overnight Stay - FM- 4557), are considered
10 taxable compensation to the employee or other authorized
11 traveler.
- 12 4. Reimbursement by a State or Local Institution
13
14 When meals or lodging are to be reimbursed by a state or
15 local institution, the traveler shall be reimbursed the actual
16 costs of such items, not to exceed the maximum amounts
17 otherwise permitted.
- 18 5. Registration Fee
19
20 Where a registration fee is charged for attending a conference,
21 convention, seminar, or similar type meeting, the expense of
22 such fee shall be allowed and shall be excluded from the
23 computation of the maximum allowable travel expense.
24
25 If the cost of any meals is included as part of the registration
26 fee the allowance for meals must not be claimed or must be
27 deducted if the per diem method for meals and lodging is
28 used.
29
30 When attending a conference, convention, seminar, or similar
31 type of meeting, an agenda must be included with the
32 reimbursement request.
- 33 6. Communications
34
35 Reasonable and necessary communication expenses for
36 official business while on authorized travel status, such as
37 telephone, fax, mail, and other similar items, shall be
38 reimbursed when properly documented and supported by
39 paid receipt.

NEW POLICY

HUMAN TRAFFICKING AND DOMESTIC VIOLENCE

Human trafficking and domestic violence are major problems in the United States. In fact, Florida ranks third in the nation for human trafficking. Human trafficking is defined as the transporting, soliciting, recruiting, harboring, providing or obtaining of another person for transport; for the purposes of forced labor, domestic servitude or sexual exploitation using force, fraud and/or coercion. As described in Section 787.06, F.S., human trafficking is a form of modern-day slavery, and it is often accompanied by domestic violence.

Addressing and preventing human trafficking and domestic violence in school communities requires the collective efforts of trained individuals and entities inside and outside schools. Prevention begins with training and awareness of how to identify at-risk minors and warning signs of relevant behavior. In addition, student safety and the risk of abuse affect students' ability to be successful in school.

The School Board authorizes the Superintendent to:

- (1) educate district employees and students about (a) the risks associated with human trafficking and domestic violence and how they affect student learning and (b) the importance of identifying and reporting suspected instances of human trafficking and domestic violence;
- (2) provide information to raise awareness about these issues to all members of the District, including employees, students, and parents; and
- (3) make student support services available to victims, including counseling, health services, psychological services, and referrals to available assistance with partner organizations that offer support services outside the school day.

The Superintendent may develop administrative procedures if necessary to implement this policy.