

ADMINISTRATIVE POLICIES HANDBOOK

FOR

OSCEOLA COUNTY PUBLIC SCHOOL SYSTEM

OSCEOLA COUNTY SCHOOL BOARD

Donald S. Brown, Chairman

William C. Journigan, Vice-Chairman Craig T. Bell

Sam L. Lupfer III Tom S. Heyward Jr.

SUPERINTENDENT OF SCHOOLS

W. B. Stephens

FOREWORD

Policies which have been adopted by the Board of Public Instruction of Osceola County, Florida, relating to the proper administration of the public schools, have been compiled in this handbook to permit school and administrative personnel to have ready reference to applicable policies when occasion requires.

The format of the handbook is such as to permit additional or revised pages to be inserted quickly and easily. The handbook will be of maximum value only if its contents are kept up-to-date at all times, hence persons to whom handbooks are furnished are urged to insert new or revised pages immediately upon their receipt.

Detention, Student	166
Disability Leave	149
Dismissal of School	132
Driver Training	133
Duties: Principals	164
Superintendent (delegated duties)	197
Supervisors	175
Teachers	134
Employment, Non-Instructional Personnel	136
Enrollment, Out-of-State Students	135
Faculty Meetings	137
Field Trips	138
First Aid - First Aid Equipment	139
Florida Education Association	140
Florida High School Activities Association	141
Gambling	142
Garnishment (Credit Information)	143
Grading and Reporting	144
Graduation: Requirements	145
Accelerated	145-B
Jr. College Course Credits	145-C
Job Entry Studies Program	145-D
Grievance Procedures	129 and 129-A
Insurance: Payroll Deduction	146 and 146-A
Pupil	147
Internal Accounts	148
Jury Duty or Court Witness	191
Leave: Disability	149
Line of Duty	153
Maternity	150

Leave (Cont):	Personal	151
	Professional	152
	Sick Leave	154
Lesson Plans		155
Loyalty Oath		156
Married/Unmarried Students		157
Money Raising Drives		158
Pallbearers		159
Parking Lots		160
Philosophy of Education		109
Picnics		161
Photography		162
Principals:	Appointment	163
	Duties	164
Pupil Control		165
Registers, School		170
Release of Students' Names		170
Retirement:	Teacher	168
	Non-Instructional Personnel	169
Robberies - Vandalism		167
Safety, Leaving Grounds, etc.		171
Sale of School Supplies		172
School Activities		173
School Day, Week, and Year		174
School Lunch Pattern		192
Student Illnesses - Doctor's Recommendations		193
Summer School		181
Supervision of Instruction		175

Suspension:	Instructional Personnel	176
	Pupil	177
Teachers:	Appointment	178
	Duties	134
Termination of Services		179
Textbooks		180
Transportation		182
Transporting Students from Other Counties		195
Tutoring		183
Use of School Facilities		196
Vacation:	Non-Instructional Personnel	184
	12-Month Instructional Personnel	190
Visitation:	Inter-School and Intra-School	185
	Public	186
Wearing Apparel	187-A and	187
Work Permits		188
Workman's Compensation		189
X-rays for Personnel		194

1. Provide opportunities for all children to attain the basic skills of learning, the concepts, attitudes, and knowledge in the academic areas within an environment of democratic living and which contributes to health and safety of pupils, and where stress is placed on the dignity of the individual and the development of the ability of each student to think and reason.

2. Provide special instruction for persons with special needs to make equitable the opportunities for those who prefer pre-occupational and vocational training.

3. To provide a program of continuous experiences that will best develop the abilities, aptitude, and progress for the exceptional children to meet their present and future needs so that they may function in situations in ways conducive to their own and society's well being.

4. Provide for all boys and girls an opportunity to become familiar with cultural knowledge and social relations and experiences which will help students to identify and clarify their own values.

5. To provide continuing education for the adult population of Osceola County.

ADMISSION OF PUPILS

1. "Any child who has attained the age of five years and nine months on or before the first day of the month within which schools open in any county during any year shall be admitted at the beginning of the school term, or may be admitted at any time during the first month of the school year to the first grade of any school having annual promotions, but if any child is not so enrolled in the first month of the school year, except for illness as certified by a physician, he shall not be admitted to the first grade until the beginning of the following school year." (Fla. Statutes, Sec. 232.01). The Attorney General has ruled that a child who is six years of age on or before January 1 following the opening date in September may be enrolled.
2. The principal shall require, either prior to or at the time of enrollment, that the parent present a birth certificate or other legal document as evidence of the child's age. Failure to present such evidence shall bar the child from registration. The following are acceptable:
 - a. Birth Certificate.
 - b. Certificate of baptism showing date of birth and place of baptism, plus sworn affidavit by parent.
 - c. Bible record accompanied by parents' affidavit.
 - d. Passport or certificate of arrival showing age of child.
 - e. An insurance policy on child's life which has been in force two or more years.
 - f. A transcript of record of age in child's school record of at least four years prior to application.
 - g. If none of above is available, an affidavit by the parent accompanied by certificate of age signed by the public health officer or a physician.
3. CSHB 157 -- This Act amends Section 232.032, Florida Statutes, to require that each District School Board and the governing authority of each private school require each pupil, who is otherwise entitled to admittance to kindergarten or first grade, whichever is applicable, or any other initial entrance into a Florida public or private school, to present a certification of immunization for those communicable diseases for which immunization is required by the Division of Health.

Children with at least the following vaccines and doses are considered completely immunized for purposes of the law; and are thus certified. Others will need to complete the dosage schedules (or obtain medical or religious exemptions):

A child may be certified as fully immunized if he has received the following:

Diphtheria, Pertussis, Tetanus Vaccine
(Triple Vaccine, "DPT")

4 doses

Polio Vaccine

- a) At least 3 doses of Trivalent Oral Polio Vaccine, provided one dose was given at 15 months of age or later; or
- b) At least 3 doses of Monovalent Oral Polio Vaccine and one dose of Trivalent if the latter was given at 15 months of age or later; or
- c) At least 3 doses of Injected Polio Vaccine (Salk) and one dose of Trivalent

Oral Vaccine if the latter was given
at 15 months of age or later.

Rubella Vaccine	1 dose
Rubeola Vaccine	1 dose

4. Attendance and Pupil Assignment. A parent enrolling a child in a county school for the first time shall complete and file in triplicate a pupil assignment application. The principal may make temporary assignment, but permanent assignment to any school shall be made by the county superintendent or his delegated assistant. (Fla. Statutes)
5. Transfer of Pupils. The parent shall notify the school in advance of intention to withdraw a pupil from school. Parents are responsible for having the child return all textbooks, library books, etc. Before transcript of records are released all books or payment of books must be accounted for.
6. A parent who transfers a child within the county system shall complete and file a pupil reassignment application in triplicate. (Fla. Statutes)

110-A

ADMISSION OF PUPILS FROM OUT OF COUNTY

110-A

Out-of-county students enrolled in Osceola County schools on September 7, 1971, will be permitted to continue their education in Osceola County. Any students requesting admission after September 7, 1971, will be advised to enroll in the county in which they reside.

ADOPTED BY OSCEOLA COUNTY SCHOOL
BOARD - SEPTEMBER 7, 1971

- A. Schools are not to be used as agencies for the distribution of advertising materials for delivery to parents. No materials from outside of school sources should be distributed to homes through pupils without the prior approval of the Superintendent.
- B. Permitted advertising materials should be of the type teachers seek for classroom use.
- C. Schools may use films of educational materials which contain a minimum amount of commercial advertising.
- D. Free materials, meeting all of the following criteria, may be accepted for classroom and school purposes:
1. The material is not of a sectarian nature.
 2. The material fulfills a legitimate purpose of the school curriculum.
 3. The selfish or private purpose of the sponsor is not prominent or dominant in the material.
 4. The advertising feature of the material is not blatant.
 5. The material does not violate the attitudes which are recognized as ideals of the school system or of our society.

No agent, solicitor or salesman, who does not present written authorization from the Superintendent, shall be permitted to canvass, solicit or attempt to sell to teachers, students or school committees. This prohibition shall not necessarily apply to local civic, professional or P.T.A. organizations.

- A. Students should receive instruction in the principles of democracy, how to preserve and to advance democracy, and how they may contribute to the general welfare of the American way of life.
- B. Political parties being an integral part of the American system of government, it is fitting that pupils be given opportunity to know and understand, through study and classroom discussion, the origins, development and concepts of such parties, the methods of selection of candidates for public office, and the machinery by which they are elected.
- C. Teachers conducting classroom discussions relating to the democratic process have a serious responsibility for the exercise of sound discretion with respect to (a) selection of subjects for discussion, and (b) the nature and scope of the discussion.
- D. The following minimum standards are to be observed:
 1. The program should be instructional in nature.
 2. The planned objectives of the program should be pursued consistently.
 3. The objective is honest inquiry, not framed issues to manipulate the students into accepting a predetermined position.
 4. Discussion of personalities or personal characteristics of candidates should be avoided.
 5. Idealisms or political philosophies which are contrary to the democratic process should be discussed with the greatest caution to avoid the impression that such forms of government are, in any way, preferable to the American democratic process.

1. The Board does not feel obligated to release an employee from contractual obligations unless sufficient notice is given for appointment of a replacement. Moreover, such release will not be made if such would be to the detriment of the school and the educational welfare of the children.
2. A teacher who leaves the employment of the board, without securing a satisfactory release, will be reported to the State Board of Education for breaking his contractual agreement.
3. Effective as of July 7, 1964, the Board set a cut-off date of June 1st., for accepting resignations of instructional personnel.

Where possible, teachers with full certification should be used as substitute teachers. Salaries for substitutes are based on certificates held. The State will reimburse the county only for teachers holding Florida certificates.

- A. Varsity football games should be scheduled for Friday or Saturday nights unless the day following is a holiday. Exceptions may be made for games postponed due to weather or other emergencies.
- B. The Principal and coaches should provide group insurance for the protection of participants. Moreover, the principal shall require and keep on file in his office the parents' written consent and the doctor's approval for each participant.
- C. Pupil Insurance. It is not legally possible for the county board to offer group insurance to pupils while they are actually at school or participating in school activities. It is recommended, however, that principals make available to parents some plan of pupil group insurance.

- A. A student must complete the semester's work in order to be promoted or to receive credit for the semester's work. Students who complete the semester's work, except taking the final examinations, may, at the discretion of the principal, arrange to take the examinations prior to the opening of the succeeding school year.
- B. Students who enroll in school or class late but prior to the end of the first month of school may be allowed to make up the class work in order to receive full semester credit. If a student enrolls after the end of the first month of school, he shall present evidence of grades earned in another school during the time of attendance in the first month of school.
- C. Students who transfer from another school to an Osceola County school, shall enroll within 30 days from the date of withdrawal and comply with the provisions of paragraph "A" above, in order to earn full credit for the semester's work. However, in cases of illness or other instances of extreme nature, rendering the student's attendance impossible, the respective school may make an exception, subject to the approval of the principal.
- D. A student must have been enrolled in school as many as fifteen school days of a grading period to receive a report card. If a student withdraws and does not qualify for a report card under this provision, he shall be issued a statement of Academic Achievement.

- A. It is the responsibility of the principal and the teacher to encourage regularity and punctuality, and to check the attendance of the students twice daily. Cases of absence not handled by the school personnel should be referred to the Attendance Department.
- B. Students who have been absent excessively shall be reported in accordance with instructions issued by the Attendance Department.
 1. Any Osceola County student is allowed to miss only twenty (20) days of school per year to be eligible for promotion to the next higher grade.

Exceptions: Any prolonged illness (five days or more supported by a doctor's statement) shall not be counted in this number if work missed is made up.

Any student who has periodic illness (supported by a doctor's statement); such illness shall not be counted in this number if work missed is made up.

It is recommended that a review committee consisting of all principals, health workers, and social workers review all cases where students exceed 20 days' absence. The review committee shall meet on the 3rd day of post-school, 10:00 a.m., 401 Church Street, Kissimmee, Florida. Parents and students may meet with this committee to discuss whether or not a student is to be retained. Those students complying with present School Board regulations are not referred to this committee.

(Approved by Osceola County School Board
August 11, 1969)

2. . . The school shall notify the parent of a child that has reached fifteen (15) days absence. This notification shall be other than the child's report card.
- C. Absences may be excused for the following reasons:
 1. Illness of the student.
 2. Illness or death in the immediate family of the student.
 3. Financial inability.
 4. Distance exemption.

If there is a reasonable doubt concerning the illness claimed, the principal is authorized to require a statement from an accepted medical authority. Failure to comply with this requirement will result in the absence being "unexcused".
 - D. In cases of unexcused absences, the students must be allowed to make up the work and teachers of the students must give every reasonable assistance. Make-up work must be completed, under normal circumstances, during a period of time equal to at least twice the time for which the absence is excused.

- A. It is the responsibility of the principal and the teacher to encourage regularity and punctuality, and to check the attendance of the students twice daily. Cases of absence not handled by the school personnel should be referred to the Attendance Department.
- B. Students who have been absent excessively shall be reported in accordance with instructions issued by the Attendance Department.

1. Any Osceola County Student is allowed to miss no more than 20 class periods in any one course per year to be eligible for credit or promotion to the next higher grade.

Exceptions: Any prolonged illness (five days or more supported by doctor's statement) shall not be counted in this number if work missed is made up.

Any student who has periodic illness (supported by a doctor's statement); such illness shall not be counted in this number if work missed is made up.

2. The school shall notify the parent of a child that has reached fifteen (15) days' absence. This notification shall be other than the child's report card.

- C. Absences may be excused for the following reasons:

1. Illness of the student.
2. Illness or death in the immediate family of the student.
3. Financial inability.
4. Distance exemption.

If there is a reasonable doubt concerning the illness claimed, the principal is authorized to require a statement from an accepted medical authority. Failure to comply with this requirement will result in the absence being "unexcused".

- D. In cases of excused absences, the students must be allowed to make up the work and teachers of the students must give every reasonable assistance. Make-up work must be completed, under normal circumstances, during a period of time equal to at least twice the time for which the absence is excused.

- E. "Permitted" absences may be granted. Such absences are the direct responsibility of the principal only who shall determine the merits of each individual case. "Permitted" absences should be treated in the same manner as "excused" absences except that the student shall assume complete responsibility for the make-up work. The teachers should cooperate by making assignments, grading materials, and recording grades. Examples of situations warranting "permitted" absences include:
1. To attend an important public function.
 2. To attend church meetings or to observe religious holidays.
 3. To travel with parents in urgent circumstances.
 4. To attend conventions or conferences.
- F. All absences other than "excused" or "permitted" shall be deemed "unexcused" and a failing grade shall be recorded for the period of the "unexcused" absence.
- (a) EXCEPTION -- Students who are suspended from school during six weeks' or semester exams will be allowed to make up these exams, retroactive to January 3, 1972, as required by County policies.
- G. Students whose absences have been approved as "excused" or "permitted" and who complete the make-up assignments as required by school policies, shall receive grades for the periods of such absences in the same manner as if not absent from school.
- H. All absences, whether "excused", "permitted", or "unexcused", shall be entered upon the Attendance Register as "absent".

REVISED BY THE OSCEOLA COUNTY SCHOOL

BOARD 1-25-72

- A. Band instructors may be permitted to give private lessons to their individual students who exhibit special ability providing such instruction does not conflict with the assigned responsibilities as an employee of the Board of Public Instruction.
- B. Public school facilities may not be used for such instruction.

- A. School bands may participate in civic and non-school functions with the approval of the principal, provided such functions are not partisan or political.
- B. Participation outside the county and actually not under the sponsorship of the Florida High School Activities Association will require prior approval from the county board.
- C. School bus insurance coverage covers school activities and programs as a part of the curricular program. If the function is considered educational, insurance coverage would apply. Where insurance is questionable, the trip should be cleared with the carrier.

130-1.02 ANNUAL SCHOOL BUDGETS shall be prepared, advertised, and submitted to the State Commissioner of Education by August 1st of each year on the format as prescribed by the State Department of Education.

The Budget shall be prepared by the County Superintendent and his staff, following prescribed laws and State Board Regulations, and the wishes of the County School Board.

An Operating Budget shall be prepared by each Principal for his school from the Dollar amount formulated from the next three paragraphs.

The Amount of each Principal's Budget will be determined by tabulating an Estimated Beginning Enrollment for each school and taking 95% thereof for an Average Daily Attendance, and allocating a Dollar Amount for each A.D.A.

A.D.A. Dollar Amounts will be set by the County School Board for Elementary School Students, Junior High School Students, and Senior High School Students.

Each Principal shall be permitted to add to his Dollar Allocation any unspent portion of his last year's budget.

Each Principal shall keep accurate records of purchases and expenditures against his school's budget, and see that these purchases and expenditures are charged against the proper budget account numbers.

Adopted by Board - June 3, 1969

REQUISITIONS AND PURCHASE ORDERS: To eliminate the necessity of the preparation of both a Requisition and upon its approval a Purchase Order, the forms furnished by the County Office are a combination, being a Requisition when submitted to the County Superintendent, and becoming a Purchase Order when his signature is placed thereon.

<u>BUDGET NUMBER AND NAME</u>	<u>BASIS</u>	<u>ORDERS REQUIRED</u>	<u>COLOR OF ORDER</u>
I - OPERATING	CASH	\$25 OR MORE	WHITE
III - CAPITAL OUTLAY	ENCUMBERING	ANY AMOUNT	PINK
IV - FEDERAL PROGRAMS	ENCUMBERING	ANY AMOUNT	YELLOW

Requisitions shall be submitted in quadruplicate and BEFORE purchases are made. When purchases are authorized by the County Superintendent, numbers will be assigned to these orders, and the original and one copy returned to the Principal.

BIDS: When Price Quotations or Bids are called for, the Description, f.o.b. Point, and Terms should be uniform. Bid Calls or Quotations should be requested from a minimum of three suppliers. If the total to be purchased under Bids is expected to be less than \$300, copies of bids and letters to non-bidders should accompany the Requisition for the Superintendent's approval. When the total purchase is anticipated to be \$300 or more, permission from the Superintendent is required before calling for bids. Evidence of bids from three or more prospective suppliers should accompany a Requisition of \$300 or more for County Office Files.

No purchase shall be made without the consent of the Principal of that School.

Invoices covering purchases shall be: Checked against the merchandise received, accuracy of prices, extension accuracy, assignment of correct budget account number, and signed by the Principal. Only then shall it be presented to the County Office for payment.

To eliminate the possibility of duplicate payment, ONLY the ORIGINAL INVOICE should be submitted to the County Office.

Payments from Internal Accounts for later reimbursement from the County Office shall be held to a minimum, and should consist mainly of CASH purchases from U. S. Post Offices.

Purchases must not be made during a fiscal year for payment in the next fiscal year.

Exceptions: Carry-Over Federal Projects in Part IV Budget.

Uncompleted Purchase Orders and Building Contracts in Part III Budget with sufficient fund carry-over in Bank and/or Treasury Bills for complete payment.

Installment Purchases shall not be made against any School Account where payments are to be carried over for payment in the next year or years without prior approval of the County Board and the State Department of Education.

- A. The principal of each school shall (a) be responsible for the care and maintenance of the buildings and grounds, and (b) supervise the custodial staff of the school in maintaining an adequate program for such care and maintenance.
- B. Maintenance or repairs which cannot be handled by the school custodial staff shall be reported to the Superintendent and become the responsibility of the Maintenance Crew. Material for minor maintenance jobs shall be paid from the individual school's budget whereas the building crew payroll will be paid from county wide budget.
- C. The principal shall make recommendations regarding needed repairs to or renovations of school buildings to the Superintendent at such time as they are needed.

- A. School buses. The principal of the school may apply to the Superintendent for the use of school buses, under the following conditions:
1. Buses may be used for school activity trips, upon prior approval by the Superintendent.
 2. Buses may be used for instructional field trips, which will end not later than 2:00p.m., upon prior approval by the Superintendent.
 3. Use of school buses shall be confined to the counties adjoining Osceola County and/or a maximum distance of 100 miles.
 4. Expenses for use of school buses for such activities or trips shall be paid by the sponsoring organizations; rates are determined by the Transportation Supervisor and Superintendent.
 5. Sponsoring organizations shall be responsible for the general conduct of students while riding on school buses.
 6. Application for use of school buses for the above purposes must be made to the Superintendent **not** later than three (3) days prior to the date for the anticipated trip.
- B. Vehicles other than School Buses. Principals shall not permit school activity trips, instructional field trips, or school-sponsored trips of any kind, in vehicles which are not in proper operating condition, safety-inspected, properly licensed, and insured for bodily injury liability and for property damage.

1. It is the responsibility of the teacher to secure and to maintain a valid Florida certificate.
2. A valid Florida certificate or evidence that application has been made shall be filed with the Superintendent. Salary checks may be withheld unless the required evidence is filed in the Superintendent's office within twenty (20) working days after reporting date.
3. It is the responsibility of the teacher to keep a certificate in force and registered.
4. The teacher shall file her certificate with the county superintendent immediately upon receipt thereof. A thermofax copy will be made and the original will be returned to the teacher.
5. All credit made subsequent to original certificate shall be recorded in the County Office immediately upon receipt of said credit.
6. According to state law, all work toward certification must have been completed by September 1, and application for a certificate filed by October 1, with the State Department of Education.
7. Teachers teaching out of field must be able to meet teacher certification requirements by securing permits to teach subjects not listed on face of certificate.

"Permits to Teach Subjects Not Listed on the Face of a Certificate. In those cases where it is necessary to secure a special permit for a teacher to teach out of her field of certification, the principal shall be responsible for making the application on the basic accreditation report. For all permits after the first, the teacher shall have earned 6 semester hours in residence or extension classes (correspondence credits not applicable) in an approved institution. These credits shall be toward proper certification and shall have been earned prior to the beginning of the school year for which the permit is needed and subsequent to granting of the previous permit. No more than five permits may be granted to any one teacher." (P. 8, Florida Teachers Certification Requirements. Adopted by State Board of Education, April 12, 1960)

1. It is the responsibility of the teacher to see that her classroom is clean, attractive and properly ventilated.
2. It is the responsibility of the teacher to see that pupils exercise the proper use and care of school property. The destruction and defacing of property within the classroom will be charged to the neglect of the teacher.
3. Teachers are expected to care for school property with utmost sincerity.

Each member of the instructional staff of the school, no matter what his or her class load assignment may be, shall, under leadership of the principal, carry his or her fair part in the total concerns of the schools, including in-service training, administrative faculty meetings, policy making, noon duty, bus duty, pre and post-school conferences, committee assignments and the entire category of duties and responsibilities necessary to making the school function as a total organization.

- A. Parents, teachers, and principals are aware of the expense involved in sending a child to public schools. The portion of the cost of operating the instructional program, over and above the funds provided through public support, has constantly increased, making it essential that all principals review their program of fees.
- B. No teacher shall collect money for instructional materials, newspapers, magazines, etc., without receiving prior approval from the principal upon written application for permission to make such collection.
- C. Principals shall be responsible for any money over \$20.00 left in the school building overnight, and teachers shall be responsible for any money left in the classrooms overnight.
(County Board, May 22, 1962)

- A. A teacher's contract cannot be issued until a valid Florida certificate is received and filed with the county superintendent. The rank of the certificate will, in part, determine the base salary.
- B. A continuing contract is a contract for teaching service (as defined below), issued under the provisions of Sec. 231.36 Florida Statutes, entitling the holder to continuing employment without annual appointment.
- C. In accordance with the provisions of Sec. 231.36 Florida Statutes, each member of the instructional or supervisory staff who is properly certificated, who has completed three years of service in Osceola County, who has been reappointed in Osceola County for the fourth successive year, and who has met the requirements of Sec. 231.16(2) relating to comprehensive examination and score thereon, shall be entitled to and shall be issued a continuing contract; provided:

If the Board of Public Instruction prescribes that the period of probationary service shall be extended to four years, and if such extension is agreed to in writing by the employee, such employee shall be entitled to a continuing contract following reappointment in Osceola County for the fifth successive year.

- D. Continuing contracts for certificated personnel shall be issued in only the following classifications:
 - 1. Instructional
 - (a) Supervisors
 - (b) Principals
 - (c) Teachers
 - (d) Librarians
- E. With respect to continuous service for purposes of continuing contracts and ten years' continuous service in Florida (but not with respect to annual increments), service for a fractional part of a year shall be recognized as a year continuous with immediately preceding and succeeding years, provided teaching service (as defined below) was actually performed for more than half of the normal contractual period of service for the position held, which period shall be ten months or longer, and providing that absence from duty after the date of beginning service that year was covered by leave duly authorized and granted. No more, or no less, than one year of teaching service may be recognized on the basis of service rendered during a single fiscal year.
- F. In the event the continuous service is performed in more than one position or capacity, the continuing contract to be granted following reappointment, as above provided, shall be in the position or capacity held at the beginning of such three-year period.

GRIEVANCE PROCEDURE

The Osceola County School Board recognizes that problems develop from time to time within the Public School System of Osceola County.

Whenever an employee feels that he has a grievance, every effort should be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, resort should be to the more formal procedures stated herein in an effort to resolve grievances and preserve good morale. No grievance shall be processed anonymously.

DEFINITIONS

GRIEVANCE - Any professional problem dealing with treatment of personnel and/or alleged improper or unfair application of existing rules or policies.

REPRESENTATIVE - Any person, group of persons, association or legal counsel designated by the aggrieved.

INDIVIDUAL - Any person or group of persons who have a grievance they are unable to resolve in an informal manner.

SUPERINTENDENT - The Superintendent of Education as duly elected and holding office in Osceola County.

SCHOOL BOARD - The elected Osceola County School Board.

ADMINISTRATIVE CHANNEL - The normal chain of command of administration responsibility of the Osceola County Public School System.

DAYS - Actual working days.

RIGHTS - The rights of educators to:

1. Call upon any representative to aid and assist him in any level of the Grievance Procedure.
2. Request and receive for his representative a copy of all information pertaining to the grievance.
3. To have all documents, communication and records dealing with the processing of the grievance kept confidential and separately from the assessment file of the participants.
4. No reprisals of any kind shall be taken against any participant in the grievance procedures by reason of such participation.

5. Sample forms shall be made available to all persons by the Superintendent.
6. The number of days of each level shall be considered a maximum except when extended in writing by mutual consent.
7. If an individual does not file a grievance within fifteen (15) days after he knew, or should have known, of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
8. Failure of the individual to appeal the grievance to the next level within three (3) days shall be deemed to be acceptance of the decision rendered at that level.
9. The individual and/or his representative shall have the right to be present at any and all levels.

NORMAL PROCEDURE FOR RESOLVING GRIEVANCES

LEVEL 1. The individual should, if it is practical, discuss the grievance with the person who caused the grievance for the purpose of resolving the grievance. If satisfactory results are not obtained within five (5) days then,

LEVEL 2. The individual may file the grievance in writing with the person who caused the grievance with a copy to any representative of his choice. The person who caused the grievance shall within five (5) days file his reply in writing to the individual, with a copy to any representative designated by the aggrieved. If satisfactory results are not obtained, then,

LEVEL 3. The individual may file the written grievance directly to the person in the next highest administrative position, with copies to the person who caused the grievance and any other representative of his choice. The next highest administrative authority shall within five (5) days file his reply in writing to the individual, with copies to the person who caused the grievance and the aggrieved's representative. This level may be repeated with the next higher administrative level. If satisfactory results are not obtained at the highest administrative level, then,

LEVEL 4. The individual or his representative may within five (5) days refer the grievance in writing to the County School Board, with copies to all concerned. Within fifteen (15) days after receipt of the grievance, the School Board Chairman shall call a meeting for the purpose of resolving the grievance. The School Board, at the discretion of the Chairman, may appoint an independent committee of his choosing to investigate the grievance and report to the Board at the time of the hearing at the pleasure of the Board.

APPROVED BY THE OSCEOLA COUNTY SCHOOL
BOARD February 15, 1972

Teachers may not inflict corporal punishment before consulting the principal or teacher in charge of the school, and in no case shall punishment be degrading or unduly severe in its nature. (Fla. Statutes, Sec. 232.27)

Corporal punishment shall not be administered with malice or in a time of anger, nor shall the punishment be unreasonable. At least one adult witness shall be present at the time the punishment is administered.

Revised by Osceola County School Board

March 22, 1971

The custodian is directly responsible to the principal. His duties shall be as follows:

1. Keep the janitorial supplies neat and orderly.
2. Keep the grounds free of paper and trash.
3. Keep shrubbery trimmed and properly fertilized and cared for.
4. Keep windows clean.
5. Maintain a regular schedule of cleaning chalkboards.
6. Keep toilets clean, properly disinfected and free from objectionable odors.
7. See that drinking fountains are clean and sanitary.
8. Make minor repairs to plant and equipment.
9. Keep principal informed as to supplies needed.
10. See that windows and doors are properly locked before leaving.
11. Report immediately any damage to equipment or to the building. He should report persons responsible for damage, if known.
12. Report any safety hazards immediately.
13. See that fire extinguishers are kept properly charged.
14. See that buildings are properly heated on cold mornings.
15. Classrooms and halls to be kept clean and neat.
16. Periodic dusting of lockers.
17. Clean auditorium and stage
18. The janitor shall not leave the school premises without the permission of the principal.
19. There shall be a regular schedule of not less than eight (8) working hours daily.

1. All schools shall maintain a regular schedule. No school shall dismiss prior to the regularly scheduled hour without permission of the county superintendent, except when in case of an extreme emergency the welfare of children requires immediate dismissal.
2. A regular schedule shall be interpreted as attendance in accordance with the daily schedule of classes or participation in a regularly scheduled field trip. Planned room parties within the classroom or school area will be recognized, but should be limited to a few special occasions and restricted as to length. The following will not be regarded as a part of the regular schedule:
 - a. School parties and picnics outside the school area.
 - b. Attendance at athletic events during class hours.

- A. The Driver Training automobile, loaned to the school by an automobile dealer, shall not be used other than for the purposes of the actual driving program, except to transport the car between the school and the place of storage. It shall be the responsibility of the driver training instructor to see that keys are removed from the driver training automobile at all times when not in use.
- B. The Board of Public Instruction carries liability insurance with respect to the Driver Training automobile. When the automobile is operated in the heavily-congested areas, the driver should be aware of responsibility in case of accident. Standard accident report forms should be available in the automobile at all times.
- C. In case of accident, the driver shall:
 - 1. Call the City Police Department, the Sheriff's Department or the Highway Patrol, whichever seems advisable under the circumstances. Also call Principal of school.
 - 2. Complete an accident report form in the presence of the first law enforcement official or school official to arrive at the scene of the accident.
- D. Approval for new programs must be obtained from the Superintendent after the details have been approved by the Supervisor of Instruction. Planning for a new program should begin several months prior to the opening of school.
- E. The principal shall make provisions for funds sufficient for the operation of the automobile and for the purchase of instructional supplies. The amount of the fund is to be determined by consultation with the director of the budget.
- F. A form of agreement between the automobile dealer and the Board of Public Instruction, regarding the loan and use of the automobile in the program, shall incorporate the respective responsibilities of each party.
- G. All teachers assigned to the Driver Education Program must be certified in accordance with the State Department Regulations. The program of study shall comply with one of the recommended plans set forth by the State Department of Education. The selection of the plan must be made prior to the beginning of the school year, and must be approved by the Superintendent.
- H. Any student who has attained the age of 14 years and who has completed the eighth grade, upon the approval of the principal, shall be eligible to enroll in the Driver Education course.
- I. All students enrolled in the Driver Education Program shall assume the responsibility of obtaining a "Drivers Learners Permit". Students completing the course should be given such assistance as the instructor may see fit toward obtaining a Florida Driver's License.

1. Teachers shall teach efficiently using the books and materials required.....the following:
 - a. The essentials of the United States Constitution
 - b. Flag education including proper display and salute
 - c. The elements of civil government
 - d. The elementary principles of agriculture
 - e. The true effects of alcohol and intoxicating liquors and beverages and narcotics upon the human body.
 - f. The history of Florida
 - g. Conservation of natural resources
 - h. The basic materials and subjects according to grade classification.
 - i. Americanism versus Communism.
2. Read from the Holy Bible in the presence of pupils at least once each day without sectarian comment.
3. "Labor faithfully and earnestly for the advancement of pupils in their studies, deportment and morals...and to inculcate by precept and example the principles of truth, honesty and patriotism and the practice of every Christian virtue." (Fla. Statutes, Sec. 231.09)
4. Treat pupils....kindly, considerately and humanely in the administration of discipline. (See corporal punishment, Sec. 130)
5. "Require pupils to observe personal cleanliness, neatness, order, promptness, gentility of manners, avoid vulgarity and profanity, a regard for the rights and feelings of others, and their own responsibilities and duties as a citizen."
6. Attend such conferences as may be required by law, the State Superintendent or County Superintendent.
7. Cooperate in the enforcement of school laws and state and county board regulations.
8. Keep such records and make such reports as may be required by law.
9. Conform to all rules and regulations as may be required by the state board or the county board.
10. See that the school building and furniture are not unnecessarily defaced or destroyed.
11. Follow instruction for fire or emergency drills.
12. Delivery keys, records and reports at the close of school as directed by the principal.
13. Follow a regular and effective system of daily lesson planning.
14. Fulfill the terms of the written contract unless released from the contract by the county board as prescribed in Section 230.33 of the Florida Statutes.

The following persons must present Florida Motor Vehicle Registration as a prerequisite to enrollment:

1. Parents who are not bonafide residents of the State of Florida, who own and operate a motor vehicle in Florida and who seek to enroll a child or children in the public schools.
2. Adults who are not bonafide residents of the State of Florida, who own and operate a motor vehicle in Florida and who apply for admission to classes in the Adult Education or Vocational Education program.

A. School Secretaries

School secretaries will be employed upon recommendation of the principals.

B. Custodial Staff

1. The principal shall recommend to the county superintendent personnel for the custodial staff. He shall be responsible for their guidance and direction. Moreover, the principal should secure the cooperation of teachers and pupils in caring for the school plant and the grounds.
2. The principal shall dismiss any member of the janitorial staff for failure to perform his duties or for lack of cooperation, and shall notify the county office in writing.

C. Lunchroom Staff

1. The principal shall appoint members of the lunchroom staff. He should consider age, health, training, experience and personal traits in making his selection. The lunchroom workers are under the supervision of the lunchroom manager who is directly responsible to the principal.
2. A member of the lunchroom staff may be dismissed by the principal. The following will be cause for dismissal:
 - a. Lack of personal cleanliness
 - b. Failure to keep lunchroom policies and regulations
 - c. Lack of health
 - d. Failure to attend training schools
 - e. Inability to work harmoniously with others.
3. The lunch service must be recognized as a significant part of the total school program. The necessity of well planned, nutritious meals cannot be overemphasized.

Each principal should hold regular and such special faculty meetings as he may consider necessary. In the problem of guiding youth, it is imperative that teachers plan together. Furthermore, school faculties need to meet and plan together for the sake of unity. Faculties will find it profitable to consider together matters such as:

1. Administrative problems and procedures
2. School policies
3. Professional study for improvement

No teacher should take the prerogative of being absent from a faculty meeting without the principal's approval. Absence should be approved in advance.

- A. Teachers planning field trips should:
1. Schedule each trip with the school principal, specifying the destination, the method of transportation, and the period of absence from school.
 2. Complete all necessary arrangements with the organization, firm and/or owner of the property to be visited.
 3. Obtain from parents of all pupils who are to participate in a field trip, written permission, on county-approved forms, for their children to be away from school during the time required for the trip.
- B. School buses may be used for school activity trips for which approval has been obtained from the Superintendent.

- A. Each school shall be equipped with a complete first aid cabinet or kit approved by the Health Department and available for use at all times.
- B. Separate and complete first aid kits shall be maintained in special areas, such as: separate buildings, shops, school lunch kitchens, and physical education areas.

1. Membership in a professional organization is an index to one's professional interest and attitude. Our state professional organization is the Florida Education Association. Dues may be paid directly to the F.E.A. office in Tallahassee or through the principal's office.
2. Schools of the county will be dismissed in order that teachers may attend the district meeting of FEA. This will be one of the 196 days required service; therefore, attendance will be required.
3. The respective schools will be permitted to send delegates to the annual meeting of FEA. The number of delegates will be allocated by the executive secretary on the basis of paid membership.

Principals of the high schools within the county who qualify are authorized to secure and maintain continuous membership in the Florida High School Activities Association, Inc., a non-profit corporation, for the benefit of their respective high schools and to abide by the rules and regulations promulgated in the past and to be promulgated in the future by them and other Florida high school principals. (County Resolution, July 25, 1962)

- A. Gambling of any kind, including raffles, games of chance such as bingo, etc., by any person or group using school facilities, is prohibited.
- B. Organized school groups shall not sponsor or engage in any form of games of chance.

GARNISHMENT
(Credit Information)

- A. In every case in which an attempt is made to join the Board of Public Instruction as garnishee, the Board shall interpose its right of exemption as an agency of the State.
- B. It shall be the responsibility of the principal to inform the Superintendent of cases in which an employee refuses or fails to assume responsibility toward his creditors and to pay just debts. Such reports shall become a part of employee's permanent personnel file.
- C. When, in the opinion of the principal and superintendent, continued failure of an employee to meet his obligations affects his work and efficiency to such an extent as to be detrimental to the interests of the Board of Public Instruction, the Superintendent, after accumulating essential information, shall make written report of findings to the Board of Public Instruction which shall dispose of the matter as it sees fit.
- D. The Superintendent, in response to a proper request by an appropriate recognized lending institution or credit bureau for credit purposes, is authorized to give the following information:
 1. Length of employment;
 2. Status of employment;
 3. Salary.

In no case shall the Superintendent give, in response to such requests, any opinion as to the character of the individual concerning whom the inquiry is made, or reveal anything of a confidential nature.

The following requirements are based on Florida State Board of Education Regulations, Section 6A-1.95 and State Department of Education Accreditation Standards, Section 9.923.

1. A minimum of fifteen (15) credits shall be earned in grades 10-12. No student is permitted to graduate in less than three (3) school years in grades 10-12 except as provided in the accelerated graduation program or such other program which may be provided by the School Board.
2. Every student will earn, in grades 10-12, the indicated credits in the following subject areas:

Language Arts	2 credits
Mathematics	1 credit
Science	1 credit
Social Studies	2 credits

UNLESS 3 full years of social studies have been completed in grades 7-9, in which case one (1) credit is required.

(One (1) credit in American History, or American history and government, is required. The thirty (30) hour course in Americanism vs. Communism shall be taught during the first six (6) weeks of the American history for all students who are scheduled to graduate in 1973 or thereafter. The Americanism vs. Communism unit shall be taught during the first six weeks of the twelfth (12) grade social studies course for 1972 graduates.)

Physical Education	1 credit
--------------------	----------

Any student who files a signed statement from a licensed, practicing physician certifying that participation in physical education will be physically harmful to him will be permitted to substitute one (1) credit in any other subject, grades 10-12, toward graduation.

3. Transfer of credits earned at another school shall be accepted at face value upon receipt of an official transcript. However, the number of credits transferred shall not exceed the number which may be earned under Florida accreditation standards in a comparable period of time. One year's high school work satisfactorily completed in another state shall count as the equivalent of five (5) credits in the 10th and 11th grades. Under no circumstances shall the basic requirements of item two (2) above be waived.
4. No student shall be permitted to engage in the final graduation exercises until all graduation requirements have been met in full.
5. Promotion from grade 9 to grade 10 will be made upon successful completion of four (4) subjects; or upon recommendation of all the student's teachers.
6. Amendments to the requirements and procedures for graduation may be added by the School Board at any time upon recommendation of the Superintendent.

APPROVED BY OSCEOLA COUNTY SCHOOL
BOARD - July 20, 1971

Students who meet the conditions of an early admission and advanced studies program may be graduated in less than three (3) years in grades 10-12. Such programs shall meet the following conditions:

- (a) Approval of the School Board.
- (b) Student is accepted by an accredited college after completion of two (2) full senior high school years and a minimum of ten (10) credits earned above grade 9.
- (c) The student may be excused from attendance for the third senior high school year.
- (d) The student may be awarded a diploma of graduation with his regular class or at a time convenient to the principal based on the following:
 - 1. Student has completed two (2) college semesters or equivalent with a normal class load and maintained at least a C average or equivalent.
 - 2. The student's cumulative folder shall show adequate notations covering the work accomplished while in college.
 - 3. A course in Americanism vs. Communism must be taken as prescribed by Florida Statutes.

APPROVED BY OSCEOLA COUNTY SCHOOL
BOARD - July 20, 1971

1. Any senior enrolled in courses at Valencia Junior College may re-enter Osceola High School or St. Cloud High School as a full time student at the end of the semester.
2. Any grade received in courses from Valencia Junior College, except failure grades, will be accepted for graduation from Osceola High School or St. Cloud High School.
3. Seniors, in order to be given credit for full time attendance, must be enrolled in 15 semester hours with each high school course being considered as equivalent of 3 semester hours.
4. In accordance with House Bill 11-49 any senior needing three or fewer credits for graduation will be given permission to enroll in three courses at Osceola High School or St. Cloud High School and graduate with his/her class.

ADOPTED BY THE OSCEOLA COUNTY

SCHOOL BOARD - AUGUST 31, 1971

Graduation from high school under job entry studies program -- Schools may accept the following procedure, as listed in the following requirements for graduation of students:

- (a) Approval by the School Board of the individual student plan and the occupational goal prior to entry into the program.
- (b) The student successfully meets the following job entry criteria:
 - 1. He is 16 years of age or older.
 - 2. He has completed two (2) full school years of the requirements as stated in 9.923(4) and a minimum of 10 credits earned above grade nine (9), including at least 1 credit in a vocational course identified occupational in the Accreditor No. 3 or demonstrated job proficiency.
 - 3. He is a party to a written cooperative agreement between himself, the parent or guardian, the designated teacher-coordinator who represents the school, and the employer, stipulating that:
 - a. He shall receive 1 credit toward graduation for each 288 hours of satisfactory work on the job.
 - b. He may substitute one hour of formal education directly related to the job for two hours of work on the job. (Substitution to be limited to one-half of the total work requirements).
 - c. He may resume his formal education at any time the cooperative agreement is canceled by any of the parties thereto.
- (c) The student may be excused from attendance for the third year of the requirement in 9.923(2).
- (d) The student may be awarded a diploma of graduation with his regular class or at a later time convenient to the principal, based on the following:
 - 1. The student has completed the credit required for graduation through work on the job, direct job related education or regular high school courses or an approved combination. A course(s) in AVC must be taken as prescribed by Florida Statutes.
 - 2. The student's cumulative folder shall show adequate notations covering the hours of work accomplished and the hours of job related education which are being substituted for the regularly required high school credits.

(From Section Five, State Accreditation Standards, Page 190)

The county board will make deductions for group hospital insurance for employees upon request. Deductions will be limited to three (3) group insurance companies.

A New York Life policy holder leaving or cancelling their insurance plan will not be allowed to re-enter until the following September, and a person retaining or entering into the New York Life plan will not be allowed to cancel for a three months' period.

(Adopted by the Osceola County School Board on February 10, 1970)

- A. Contracts Policies affording insurance coverage with respect to injuries sustained by students as result of accidents, are private contracts between the insurance company and the respective parents. The Board of Public Instruction has no obligation for placing the insurance, collection and delivery of insurance premiums, or enforcement of the terms of the policy.
- B. Solicitation Insurance companies which have obtained the permission of the Superintendent, may deliver to the schools prior to the first day of the school year, for delivery by students to their parents, all material needed for the sale of policies and the collection of premiums.
- C. Football Insurance. Before any public school student is permitted to participate in football practice or contests, as a school activity, written proof that accident insurance protection has been provided for such student shall be furnished to the Superintendent.

1. Each principal is required to maintain adequate and accurate records including a system of internal accounts as prescribed by law---on forms prescribed by the State Department of Education. (Florida Statutes, Sec. 236.02 (1).)
2. There should be separate accounting, with a separate bank account, for lunchroom funds. All other internal accounts shall be in one bank account. (Regulation State Board, June 1, 1948)
3. Surplus internal account funds, when not currently needed, may be invested in a bank or savings and loan company. (County Board Regulation, Dec. 19, 1961)
4. Each principal is responsible for the disposal of internal account funds raised by means other than taxation.
5. Refer to Internal Account Manual adopted by the Board June 28, 1960 for more comprehensive coverage of this title.

A. Any permanent employee of the Board of Public Instruction shall be entitled to disability leave in the event of absence from duty by reason of:

1. Bodily injury as result of an accident occurring in the line of duty.

Note: A permanent employee is one (1) employed under written contract, or (2) with the understanding that the employment is to be permanent, subject to a probationary period of service.

When there is mutual agreement and understanding, at the time of hiring, that the employment is for a limited period of days, weeks, or months, the persons hired are "temporary" employees.

Substitute teachers are not entitled to Disability Leave.

B. Disability leave shall be in addition to any other leave which the employee may become entitled.

C. Disability leave shall not be cumulative.

D. Paid holidays, occurring during a period of absence from duty, shall not be included in the computation of the number of days with respect to which Disability Leave is applicable.

E. The amount of Disability Leave available to employees shall be as follows:

1. Members of the instructional staff - Ten (10) days during any school year. (Sec. 231.41 Florida Statutes)

"School Year" shall mean the number of months for which the respective individuals are employed during a school fiscal year.

2. Non-instructional personnel - Ten (10) days during any school fiscal year; provided, if at the time of the occurrence of the accident, the employee has been employed for less than ten (10) months one (1) day for each month of completed employment.

F. Unused Disability Leave shall be forfeited upon separation from employment.

G. In the event of absence from duty as specified in "A" above, earned leave to which the employee is entitled, shall be applied in the following sequence:

G. Cont'd.

1. Disability Leave.

2. If the absence from duty extends beyond the number of days of disability leave to which the employee is entitled at the beginning of such absence, available sick leave shall next apply.
3. If the absence from duty extends beyond the number of days of (a) disability leave and (b) sick leave, to which the employee is entitled, available vacation leave shall next apply.

H. An employee absent from duty as specified in "A" above, shall give written expression of his preference for compensation as follows:

I elect to have:

- Plan 1. The amount of Workmen's Compensation deducted by the school board from my regular salary check as the need arises, using in continuity of order Disability Leave, Sick Leave, and Vacation earned.
- Plan 2. To reimburse the school board in amounts equal to any Workmen's Compensation checks received by me while receiving full pay during disability leave, sick leave and vacation earned.
- Plan 3. To accept workmen's compensation in lieu of sick leave or vacation pay while disabled in contemplation of saving my earned sick leave and vacation for later usage.

I hereby authorize the Board of Public Instruction to follow Plan _____ for my compensation.

(Signed)

(Notary)

- A. A member of the professional, administrative or instructional staff who becomes pregnant shall notify the principal or superintendent and submit a request for maternity leave and shall withdraw from employment at least four months prior to the anticipated birth of the child, or earlier, at the discretion of the principal or at her own request. This type leave breaks continuity for a continuing contract under Florida law but holds previous continuous service which counts on the ten-year Florida service period.
- B. The Board of Public Instruction may grant maternity leave to such employees for such periods as it may determine, but such leave normally shall be granted for twelve (12) calendar months. A teacher while on maternity leave is not eligible to substitute prior to the birth of the child nor earlier than three months thereafter.
- C. A person on continuing contract, to whom maternity leave is duly authorized and granted, shall, following termination of leave, and based upon a medical statement, be reassigned to the position held at the time of withdrawal, if available, or to a similar position, provided any are available, provided that reassignment to an instructional position shall be made effective only at the beginning of a school year.
- Reassignment at a time other than the beginning of a school year may be permitted, upon the recommendation of the Superintendent based upon:
1. Medical evidence of satisfactory physical condition.
 2. Recommendation to a specific vacancy by a principal.
 3. Return to permanent employment not earlier than six (6) months following the birth of the child.
- D. A person on annual contract, to whom maternity leave is duly authorized and granted, shall, following termination of leave, and based upon a medical statement, be reinstated to a teaching position under the terms outlined in C above when a vacancy occurs for which the teacher is qualified.
- E. A teacher who is pregnant shall not accept or enter upon a teaching assignment, except that on recommendation of the principal she may substitute until the end of the fifth month of pregnancy.
- F. Any employee of the Board of Public Instruction, other than professional, administrative, or instructional personnel, who becomes pregnant shall notify the Superintendent in writing. Such employee shall be released from employment at least four months prior to the anticipated birth date of the child.

- G. Persons who have resigned because of pregnancy or have withdrawn from employment on maternity leave in compliance with "A" of this Section 150, if instructional personnel, or with "F" hereof, if non-instructional, may be re-employed not sooner than 3 months following birth of the child as substitutes or not sooner than 6 months following birth of the child as permanent employees upon submission to the Superintendent of medical evidence of satisfactory physical condition.

Persons unable to meet the requirements of the foregoing paragraph shall not be eligible for re-employment during a period of twelve (12) months following the date last previously employed.

- H. The Superintendent may recommend reassignment at dates earlier than above provided, in cases of special hardship or for the benefit of the school system.

Any member of the instructional staff who is wilfully absent from duty without leave shall forfeit compensation for the time of such absence, and his contract shall be subject to cancellation by the County Board. (Fla. Statutes, Sec. 231.44)

There are circumstances under which the teacher will find it necessary to take personal leave. The approval of the principal and Superintendent should be secured prior to leave. Each teacher is authorized two days' personal leave (non-cumulative) during the school year without giving reasons for his/her request. This leave, as well as all personal leave, should be requested in advance. Any member of the instructional staff who is absent for personal reasons shall not be entitled to pay while absent. (Fla. Statutes, Sec. 231.43)

Revised by Osceola County School Board

March 22, 1971

The Board of Public Instruction and the Superintendent desire that all schools under their care and direction be the best schools that available funds and the efforts of all concerned can provide. Attendance at professional meetings, work shops, summer school, and other such meetings that provide new ideas for the development of a better school program are recognized by the school authorities as desirable and worthwhile. However, it is recognized that there must be a definite limit to which the Board of Public Instruction can grant leave of absence and travel expenses for such attendance.

PROFESSIONAL LEAVE

State Board Regulation Section 181: Professional Leave and Extended Professional Leave; Definition. "Professional leave is defined as leave granted to a member of the instructional or administrative staff to engage in activities which will result in his professional benefit or advancement, including earning of college credits and degrees, or that will contribute to the profession of teaching. Extended professional leave is such leave extending for more than thirty consecutive days. Professional leave or extended professional leave ordinarily will be initiated by the employee and will be primarily for his benefit, or that of the teaching profession, and only incidentally for the benefit of the school board. Compensation during professional leave, or extended professional leave, may be allowed as provided by law, state board regulations, and policies of the county board. County board may grant any member of the instructional or administrative staff three consecutive weeks professional leave during any fiscal year with compensation when school is not in session; such leave shall be cumulative for not more than two years."

A. Professional Leave During Pre- and Post-School Periods

1. Professional leave may be granted to teachers, under contract for the ensuing year during the post-school period, who find it necessary to report to summer school prior to the close of the current contract period in order to meet certification requirements or to work on an advanced degree.
2. Professional leave may be granted during the pre-school conference with prior Board approval.

B. Professional Leave for 12-Month Personnel.

1. Administrative and Supervisory Personnel, under continuing contract or who have served in the school system for three years and are under contract for the ensuing year, may be granted three weeks professional leave during any fiscal year with compensation when school is not in session, but not during the pre-school period; provided that such leave shall be cumulative for not more than two years. Such leave must have prior approval of Superintendent and be confirmed by Board.
2. Members of the school personnel who take three weeks professional leave during any year under paragraph 1 above will not be entitled to more than three weeks for accumulated professional leave or three weeks for any combination of military and vacation leave. In other words, if six weeks professional leave are taken during any school year, there can be no military leave or vacation taken during that year.
3. Professional leave will be granted to staff members who are awarded scholarships by the state or by private corporations or foundations who are requested by the State Department of Education to participate in workshops or some other form of activity which would lead to professional growth of the teacher, as well as performing a service for the department; provided that the leave does not come during the period in which school is in session or during the pre-school conference. Professional leave with pay may be granted by the Board.

State Board Regulation Section 184. Assignment of Employees for Temporary Duty. "A county board shall have authority to adopt policies whereby, when mutually agreed upon, employees may be assigned to be temporarily absent from their regular duties and places of employment for the purpose of performing other educational services, including participation in school surveys, professional meetings, study courses, work shops, etc. Such assignment to temporary duty will ordinarily be initiated by the county school administration. Employees will receive their regular pay, and may be allowed expenses as provided by law and regulations of the state and county boards. Such temporary duty shall be considered equal to the regular duties of the individual, and employees performing such assigned temporary duties shall not be considered to be on leave. Employees may not be assigned for temporary duty for the purpose of earning college credits, improving rank, or renewing certificates."

The county superintendent shall have authority to grant absence in line of duty as follows:

- A. The request in writing shall be submitted to the principal not later than three (3) days before the leave becomes effective.
- B. Such leave shall not be excessive in length and shall not be granted except for benefit of the school program.
- C. The board may pay reimbursement for travel and per diem and when necessary, pay for a substitute provided one or more of the following conditions prevail:
 1. Principals of schools which are members of the Southern Association of Colleges and Secondary Schools may attend meetings called by the chairman of the Florida Committee.
 2. Principals and Supervisory Personnel who are members of their respective state organizations may attend meeting called by such organizations to consider school problems. This does not include annual meetings held during F.E.A. or C.T.A. annual conventions. Expenses for such meetings will be on travel and per diem basis. Mileage will be paid on the basis of one car per each five persons.
 3. Teachers of Vocational Agriculture, Vocational Home Economics, D.C.T., and other personnel in special fields where funds are provided at state level for travel may attend meetings and other functions prescribed by the State. Under the above conditions, and in addition thereto, persons may be reimbursed for expenses in accordance with state regulations governing their respective fields.

- C. 4. Instructional personnel may be granted leave with pay to attend one annual clinic, conference or workshop at the state level, not to exceed two school days. Mileage and per diem will be paid. Mileage will be paid on a basis of one car per each five persons.

- D. Board may pay for a substitute when necessary if one or more of the following conditions prevail. No mileage or per diem will be paid.
 - 1. The person is accompanying one or more students as representatives of the school county, or state. When applicable, all such meetings must be approved by the Florida High School Activities Association. The expenses for such travel are to be borne by the school organization involved.

 - 2. The person is attending a meeting as an officer of, or an official delegate of one of the following educational organizations: Florida Educational Association, Florida State Teachers' Association, and Classroom Teachers' Association.

 - 3. The person is serving as a member of an evaluating committee to evaluate a school, when such school is being evaluated by the Southern Association of Colleges and Secondary Schools.

 - 4. The person has been requested by the State Department to act as a member of a school plant survey team.

A. Instructional Personnel

Any member of the instructional staff who is unable to perform his duty in school because of illness or because of the illness or death of father, mother, brother, sister, husband, wife or child or other close relative or member of his household, and consequently has to be absent from duty, shall claim sick leave.

Sick leave shall be for not more than ten (10) days per year, cumulative to 120 days. Sick leave may be transferred from another county in Florida; however, one-half of the cumulative sick leave must be established within the county.

Sick leave must be taken only when necessary and must be certified by an application signed by the teacher and the principal. (Fla. Statutes 231.40)

231.40 Sick Leave

Any member of the instructional staff employed in the public schools of the state who is unable to perform his duty in the school because of illness or because of illness or death of father, mother, brother, sister, husband, wife, child or other close relative, or member of his own household, and consequently has to be absent from his work shall be granted leave of absence for sickness by the county superintendent, or by someone designated in writing by him to do so. The following provisions shall govern sick leave

(1) Extent of Leave.--Each member of the instructional staff employed on a full-time basis shall be entitled to ten (10) days of sick leave at the beginning date of employment or at any time during any school year; provided, that such leave shall be taken only when necessary because of sickness as herein prescribed. Such sick leave shall be cumulative from year to year; provided, that no more than one hundred twenty (120) days of sick leave may be accumulated including sick leave for the current year; (~~provided further that not more than 80 school days may be claimed for sick leave in any one school year;~~) Deleted(231.40)(1) 1967; provided further that at least half of this cumulative leave must be established within the county granting such leave. County school boards of the several counties may establish policies which will allow a teacher two (2) days for religious holidays and two days for emergency leave to cover extenuating circumstances each year; provided that the use by the teacher of such days for religious holidays and emergency leave shall be charged to the sick leave provided for herein; and provided further that leave for religious holidays and emergency leave shall be cumulative.

Accumulative Sick Leave

Instructional personnel eligible to retire with full benefits as set forth in the laws of the State of Florida shall be entitled to 50% of their accumulative sick leave (not to exceed 120 days), based upon the highest rank of their certificate at the time of retirement. The amount per day will be based upon the substitute pay for the rank the teacher holds. Teachers who have been paid unused sick leave supplement, beginning 1964-65 school year, will have this deducted from their final allocation.

This policy is retroactive to the 1969-70 school year.

Adopted by Osceola County School Board
November 17, 1970

Revised: February 10, 1971

B. Non-Instructional Personnel

Any member of the non-instructional staff who is unable to perform his daily duties because of illness or because of the illness or death of father, mother, brother, sister, husband, wife or child, or other close relative, or member of his household, and consequently has to be absent from duty, shall claim sick leave. Sick leave must be taken only when necessary and must be certified by an application signed by the applicant and approved by the principal or supervisor.

Sick leave for non-instructional personnel shall amount to six (6) days each year, cumulative to eighteen (18) days, including the leave which is earned within the current year.

Those persons whose jobs cover two types of work with the Osceola County School System shall be allowed sick leave in both areas of work for a total of 6 days per year when the combined jobs cover at least a 40-hour week, retroactive to July 1, 1969.

Revised by Osceola County School Board
March 16, 1970

The Board requires that each teacher follow a regular system of lesson planning. The common practice of merely giving textbook and workbook pages will be considered inadequate. The principal working with the Supervisor of Instruction shall assist his teachers in the development of satisfactory lesson plans. (Also see duties of principal and Supervisor of Instruction).

156

LOYALTY OATH

156

All school employees, instructional and non-instructional, are required to execute the loyalth oath. (Fla. Statutes, Sec. 876.05)

SENATE BILL NO. 124. Students who become or have become married, unmarried students who are pregnant and students who have already had a child outside of wedlock shall not be prohibited from attending school, and these students shall be entitled to the same educational instruction or its equivalent as other students, but may be assigned to a special class or program better suited to their special needs.

Students coming under the jurisdiction of Senate Bill 124 shall be assigned to a school program according to the recommendation of a review committee of not less than 3, nor more than 5, with the Superintendent having the discretion to appoint the committee with the understanding that a different committee can be appointed for each case, if necessary.

APPROVED BY OSCEOLA COUNTY SCHOOL

BOARD - AUGUST 31, 1971

- A. Money-raising drives, such as March of Dimes, Red Cross, Tuberculosis or United Fund, shall not be conducted among students by or in Osceola County Schools.
- B. Vending machines which are not owned and fully controlled by the public school system shall not be installed or operated on school property without specific authorization by the Board of Public Instruction.

No vending machine of any kind shall be installed at a location on school property where it will be accessible to students, without specific authorization by the Board of Public Instruction.

- C. School buildings shall not be used, during regular school hours, for profit-making shows or entertainment sponsored or produced by a person, group or organization outside of the school system.
- D. Student organizations shall not participate in money-raising activities of any kind conducted on Sunday.
- E. Elementary and junior high school solicitation of advertising from the public shall be limited to the support of one publication.
- F. Senior high school solicitation of advertising from the public shall be limited to the support of three publications, e.g., newspapers, football programs and yearbooks, etc.
- G. Solicitation of any other advertising by members of the elementary and secondary schools shall be limited to solicitations from members of the sponsoring group only and must have prior approval from the principals and Superintendent.
- H. The sale of commercial items by students on a door-to-door basis, under the supervision of the school, will be limited to one project per year per school. Any deviation from this policy must have prior approval of the Superintendent.

159

PALLBEARER

159

The head of a department or a principal has authority to allow a man to act as a pallbearer and permit the employee to make up the time to avoid a loss of pay. (County board, March 22, 1956)

The Board of Public Instruction shall not be responsible for damage to automobiles or other vehicles while parked or operated on school property. Principals shall publicize this regulation through the teachers' handbook, student publications, or other methods designed to reach teachers, students, and other personnel.

1. It is recognized that school parties can have educational value. Such activities should be limited, however, to special occasions such as Christmas and Easter. Elementary classroom activities should be limited to the school area and restricted to certain hours near the close of the school day and should be uniform in a given building. Florida school law does not define a school picnic as an instructional day activity.
2. Other classes and organizations shall hold picnics outside school hours.
3. Principals shall make provisions for supervision and safety of all pupils on outings. Particular attention to safety should be given to an outing in which swimming is involved.
4. School parties and picnics will not be conducted during the closing days of the school session. It is expected that these days be devoted to testing and evaluating.

- A. The practice of taking school pictures shall be continued where desirable; this decision and decisions as to how best to organize this program shall be left to the discretion of the individual principals.
- B. In all cases, notices should be sent to the parents prior to the time of picture-taking appointments, and parents' approval should be considered but not necessarily required.
- C. Time involving school personnel should be kept at a minimum.
- D. To prevent the exchange of pictures before parents have had opportunity to consider their purchases, the pictures should be placed in sealed envelopes for delivery to the parents by pupils.

By message on the envelope, or by other written notices, parents should be clearly informed that the purchase of pictures is optional and in no way compulsory. In no case should any pressure be brought upon the students or parents to purchase pictures.

- A. Appointment of New Principals. The county superintendent shall recommend a qualified person at a reasonable time prior to trustee action. The trustees as a board shall nominate to the county board. The superintendent's recommendation can be rejected only for a legal cause provable in Court. The county board elects the nominated principal; however, nominations may be rejected for legal provable cause. (Fla. Statutes, Sec. 230.23, 230.33, 230.43 and 231.35)
- B. Reappointment of Principals. Principals shall be recommended for reappointment by the county superintendent to the trustees at a reasonable period prior to action.

The trustees as a board shall nominate to the county board at least eight (8) weeks and not more than twelve (12) weeks prior to the close of the school term. The trustees may reject the superintendent's nomination for legal cause.

The county board shall elect renominated principals at least six (6) weeks prior to the close of the school term. A nomination may be rejected for legal cause provable in court.

- C. Transfer or Promotion with Tenure. A teacher or principal may be transferred with tenure in the position from which transferred or promoted; however, tenure must be earned in the new position.
- D. Failure to Re-appoint. In the event the county superintendent fails to recommend the reappointment of a principal, he shall submit his recommendation of dismissal to the trustees at a reasonable time prior to action. The trustees as a board shall certify the recommendation no later than eight (8) weeks prior to close of the school term. The county board shall take final action on dismissal not later than six (6) weeks prior to the close of the school term. The party dismissed shall be notified in writing of his failure to gain reappointment.

In order that the instructional program may be carried out in accordance with Board of Education policies and sound educational practices, principal shall be responsible to the Superintendent of Public Instruction for the effective performance of their school centers. The general responsibilities of principals shall be as follows:

1. Organization and operation of the school.
2. Recommendation of personnel.
3. Cleanliness and care of school property. "Any student who is found guilty of damaging, defacing, taking or destroying school property, either during school hours or at any other time shall be required to repay the cost of repairing the damage done, and shall be subject to a penalty of suspension from school for a period of not less than ten (10) days up to permanent expulsion from school, in the discretion of the principal and the Board of Public Instruction." (County Board Policy, Dec. 3, 1957)
4. The principal as custodian of his school's property shall observe the requirements in the property record manual adopted by the County Board June 7, 1960.
5. Enforcement of school law and regulations.
6. Supervision of interschool activities.
7. Preparation and submission of reports with promptness and accuracy.
8. Preparation of cumulative and permanent file folders for each child, including a health record.
9. Supervision of school purchases and submission of proper requisitions and bid data prior to purchase.
10. Maintain proper pupil control, provide adequate pupil supervision, take prompt and adequate disciplinary action if necessary and provide for the general welfare of students.
11. He shall require that teachers make regular and adequate lesson plans.
12. Each teacher shall be visited during actual classroom instruction. A simple visitation record shall be kept and made available to the Superintendent of Public Instruction.
13. He shall work in close harmony and cooperation with the Supervisor of Instruction.

"Subject to law and rules and regulations of the State Board and of the County Board, each pupil enrolled in a school shall, during the time he is being transported to or from school at public expense, during the time he is otherwise enroute to or from school, during the time he is attending or is presumed by law to be attending school, and during the time he is on school premises, be under the control and direction of the principal or teacher in charge of the school." (Fla. Statutes, Sec. 232.25)

Authority is granted each principal to retain students after regular school hours for detention purposes, provided the parents are notified one day in advance and given the option of having some other punishment administered such as, but not limited to, suspension or corporal punishment, as the principal may choose, in lieu of after-school detention.

Adopted by the Osceola County School Board

March 22, 1971

- A. Destruction of or damage to school property, due to robbery or vandalism, shall be reported immediately to the police or Sheriff's Department, and to the Superintendent. The immediate area of the loss or damage should be kept clear of personnel, and nothing should be moved or touched until the police or deputy sheriffs have made an investigation.
- B. A full and complete report of loss or damage shall be made to the Superintendent as soon as possible following the investigation.
- C. Any student who is found guilty of damaging, defacing, taking or destroying school property, either during school hours or at any other time, shall be required to repay the cost of repairing the damage done, and may be subject to a penalty of suspension from school for a period of up to ten (10) days up to permanent expulsion from school in the discretion of the Principal and the Board of Public Instruction.

Adopted by the Board of Public Instruction, Osceola County, December 3, 1957.

Revised by the Board of Public Instruction, Osceola County, October 3, 1967.

(INSTRUCTIONAL PERSONNEL)

All teachers entering the Florida school system for the first time after December 1, 1970, must become members of the Florida Retirement System. At present only one plan (Plan F) is offered to incoming teachers. Some information may be obtained from the principal of the school. All final decisions and commitments are made by the executive secretary of the Florida Retirement System. Decisions of major importance should be made only after being advised by the executive secretary.

Retirement for Non-Instructional Personnel. "A compulsory retirement system for state and county officers and employees of the counties of the State of Florida, to be known as 'State and County Officers and Employees Retirement System', is hereby established and placed under the supervision of the State Comptroller." (Florida Statutes)

All non-instructional personnel will be retired at age 70.

It is the responsibility of the principal and teachers to keep accurate and neat records in the teachers' registers. These shall be submitted to the county office at the close of each school year.

Supplement approved by Osceola County School Board,
April 7, 1970:

No names or addresses of students shall be released to any company, corporation, or individual without written approval by the County Board of Public Instruction. This policy does not include releasing names and addresses of students from school to school or from school to colleges or other institutions of education, public or private.

- A. Pupils shall be required to remain on the school grounds from morning bell until dismissal bell in the afternoon. Only authorized excuses from the principal or someone assigned by the principal will be excuse for being off the campus. (County Regulation, June 20, 1961)
- B. Every member of the staff is responsible for the safety of pupils. The principal shall be responsible for eliminating all hazards insofar as possible.
- C. Teachers shall be assigned to supervise pupils on the school grounds before and after school. Principals are responsible for seeing that all activities are properly supervised and that all precautions are taken by teachers and pupils. A seriously injured student should either be taken home or to the doctor of his choice as quickly as possible. The parents of the child should be notified immediately. In case of a serious accident, the county superintendent should be notified as to the nature of the accident and steps taken in relation to the child and his parents. However, no action should be taken by word or act by the principal or any other official or employee which would tend to incur any liability on the part of the school.
- D. There shall be a teacher responsible for supervising pupils as they load and unload on buses. The person should be charged with doing more than merely being present. He should be on the alert for any safety hazard and should require orderly procedure on the part of the pupils.

- A. Sale of school supplies within a school is not consistent with the purpose and function of the public school system. Therefore, the practice may continue only in the following situations:
 1. Where a principal determines that the continuation of such sales is advantageous for the convenience of the students and is consistent with organizational policies for efficient operation.
- B. Sale of school supplies shall be restricted to common, essential supplies required by students in their regular school studies. With the exception of special materials (supplementary text-work-books, locks and school insignias; items not ordinarily stocked in local retail stores), no item sold shall exceed a retail price of seventy-five cents.

- A. All social functions sponsored by a school shall be properly chaperoned by the school faculty. Parents should be invited to assist with chaperoning. In the case of swimming parties, a qualified lifeguard shall be on duty.
- B. Not more than three class parties shall be held in elementary classrooms during the school year. Plans for additional parties must be cleared with the principal. In any case, the loss of class instruction time shall be held to a minimum.

- A. The teacher is required, by law, to work 196 days, 180 of which must be devoted to full time instruction. A teacher must be on duty a minimum of seven and one-half hours.
- B. It is also recommended that school working days should normally begin at 8:00 a.m. and close at 3:30 p.m. in secondary schools, and that the total number of hours, together with extra-curricular activities, should equal at least 40 hours per week. All members of the faculty are responsible for the supervision of the students during school hours regardless of specific scheduled assignments. Teachers desiring to leave the campus between the time school starts and the end of the school day for students shall obtain permission from the principal.
- It is the intent of this section to authorize each principal to release a member of his staff for less than one-half day for temporary absence without requesting approval of the Superintendent or Board. That these temporary absences should be kept to a minimum and that the principal assumes responsibility for such absences. In cases where other staff members are able to conduct the class of the excused teacher and a substitute is not required, it would not be necessary to charge the excused teacher with personal or sick leave; however if personal leave is charged, the Superintendent should be consulted. Each principal should keep a record of such absences for future reference.
- C. All schools will maintain regular scheduled school hours. In no case shall school be dismissed for a sports event or any other activity at an hour other than the scheduled time for dismissal without prior approval of the Superintendent. Exceptions may be made by the principal in case of emergencies where the safety and welfare of the students are in jeopardy.
- D. Principals of each individual school shall design a working schedule which will best serve the need of the community and should be approved by the Superintendent and be coordinated with operation of the transportation system.
- E. The hours of the principal and his office staff should be equal in length to those of the County School office, and should remain open on the same days. On non-school days, the office should be open at 8:30 a.m. and close at 5:00 p.m., except by special arrangement with the County Office.

Revised by the Osceola County School Board

March 22, 1971

The Supervisor of Instruction is directly responsible to the Superintendent of Schools. The scope of this responsibility includes the direction, the over-all planning, the over-all coordination and the improvement of each major division of instruction, and all supporting instructional services offered to the individual child, the individual school center, all areas, and adults.

A. Specific Duties. (Approved and adopted by board, June 10, 1958)

1. Teachers' Daily Schedules. The Board of Public Instruction hereby directs that the school principal file with the Supervisor of Instruction a copy of each teacher's daily schedule not later than two weeks following the opening of school. The Supervisor of Instruction should be prepared to discuss this matter with the Board by the regular meeting in October.
2. Accreditation Standards. The Supervisor shall receive and check all accreditation reports prior to their submission to the County Superintendent. He shall be charged with the responsibility of determining that all requirements of the State Department and Southern Association are met as reported in the accreditation reports. Any discrepancies or deviations between actual practices and the report shall be reported to the County Superintendent and Board.
3. Instructional Materials. The Board of Public Instruction hereby requires that State adopted materials be used as basic texts. It will be the duty of the Supervisor of Instruction, working through the principal of the school, to see that this requirement is carried out. This shall not exclude or prohibit the use of supplementary or enriching materials not on the state adopted list. It is intended to mean that teachers should not replace state adopted text books with workbooks or other such materials.
4. Visitations. The Supervisor of Instruction will be required to visit the classrooms of individual teachers. The visits will be made in order that he may assist the teacher in any way possible. He shall be responsible for helping the teacher develop lesson plans, instructional units and instructional materials.
5. Lesson Plans. The Supervisor of Instruction shall examine the daily planning of the teacher and make suggestions, criticisms or commendations as the circumstances justify. In the event there is little or no planning, he shall report the matter to the principal in writing. The principal shall take immediate steps to correct the situation and he shall advise the Supervisor in writing as to the action which he has taken, with the Superintendent receiving a copy.

6. Records and Reports of Visitations. The Supervisor shall be required to keep a record of all visitations and reports. These records may become available to the County Board and Trustees in official meetings. Such information will not be circulated to board members or trustees as individuals.

7. Poor Instruction. If a teacher or principal is found to be doing an inadequate job, the Supervisor shall hold a conference with the person concerned and shall give him or her a copy of written suggestions for improvement. A copy of the same shall be filed with the principal and Superintendent, or with the Superintendent in case the matter concerns a principal.

The principal shall advise the Supervisor within ten (10) days in writing as to any action taken to insure that the teacher improves his or her instruction. A copy of this report is to be sent to the Superintendent.

8. Teacher Applications. Applications for teaching positions which are received at the county level shall be referred to the Supervisor for screening. The Supervisor will in turn refer by special bulletin to the several principals those applicants who seem to be desirable prospects.

9. Group or Faculty Meetings. The Supervisor shall meet with special faculty groups upon request to assist in developing the instructional program. Principals shall feel free to utilize his time in this capacity and will be expected to take an active interest in this phase of the program.

B. Services of the Supervisor to the Individual Teacher:

1. Acquainting new teachers with county policies and total county educational program.
2. Assisting in securing materials of instruction.
3. Conferring with the teacher on problems concerning improvement of teaching techniques.
4. Helping build better working relationships with fellow teachers.
5. Assisting in planning teaching and resource units.
6. Arranging with the principal, for visitation to other schools for the purpose of observing excellent teaching practices.
7. Bringing teacher problems to the attention of the principal and county superintendent.

8. Acquainting teachers with good practices and new teaching trends observed elsewhere.
9. Assisting in securing consultants in special fields.
10. Advising the teacher of teacher retirement plans and policies.
11. Assisting teachers with teaching certificate problems.
12. Assisting with administering and interpreting standardized tests.
13. Assisting in planning for homeroom programs and other phases of pupil guidance.
14. Planning for organization of extension classes.
15. Acquainting teachers with the services offered by the Orange-Osceola Counties Material Center.
16. Bring friend and resource person to the teacher.
17. Organizing study groups for educational improvement.
18. Assist teachers with N.D.E.A. projects.
19. Assist teachers with applications for summer institutes and teacher scholarships.

C. Services of the Supervisor to the School Principal.

1. Planning with the school principal for classroom visitations.
2. Serve as resource person for faculty meetings.
3. Serve as resource person for curriculum improvement and development.
4. Assist principal in fulfilling his responsibilities for discovering ways of improving teaching procedures of his teachers.
5. Assist principal in bringing to the attention of his faculty the new trends in education and the encouraging of teachers to take part in same.
6. Assist principal to fill teacher vacancies.
7. Work with teacher groups in correlating work in various subject areas.
8. Acquaint principals with new textbook adoptions.
9. Assist in securing instructional materials.

10. Assist principals with planning programs of in-service education for the faculty.
11. Bringing to the attention of the superintendent and school board the needs of the principal.
12. Help develop better working relationships between schools.
13. Assist in formulating school policies.
14. Secure consultants for special work with teachers.
15. Assist in special faculty studies.
16. Assist in planning schedules of classes and adjusting teacher-pupil loads.
17. Assist in preparing for school evaluations and accreditation.
18. Planning with principal for teacher visitations.
19. Assist with local public relations program.
20. Assist in placing of intern teachers.
21. Keeping principals informed of State Department of Education news.
22. Advise and assist principal with testing program.
23. Advise with principal for improvement of education in his school.
24. Assist with N.D.E.A. projects.

D. Services of the Supervisor to the County Superintendent.

1. Assist in planning a total education program for the county.
2. Act as technical assistant for purposes of improving long-time educational program of the county.
3. Work with principals and teachers in the formulation of county policies needed.
4. Call staff meetings of principals to meet with the superintendent.
5. Work with groups or schools in developing curriculum guides and programs of study.
6. Acquaint superintendent and schools with good practices and teaching procedures.

7. Assist in securing consultants for small groups and/or county-wide study groups.
8. Work closely with the State Department of Education and colleges on educational programs.
9. Work closely with the State Department of Education and colleges in the field of teacher education.
10. Work closely with the neighboring counties in projects which lead to better educational advantages for our children.
11. Assist in organizing extension classes and study groups whereby teachers and principals may improve their professional qualifications.
12. Assist in public relations program.
13. Compile materials for instructional and public relations use.
14. Assist in securing teachers.
15. Acquaint teachers with county policies and total county program.
16. Assist textbook manager in efficient requisitioning of state textbooks.
17. Organize county professional library.
18. Assist in checking all school attendance and accreditation reports.
19. Assist in coordinating county educational programs with total school program.
20. Represent the county at state and regional educational conferences and bring back new ideas and materials for the improvement of local schools.
21. Coordinate N.D.E.A.
22. Coordinate Public Law 874 survey.
23. Perform and assist superintendent at his request.

- A. County School Board. The county school board, acting as a board, shall: "Suspend or dismiss members of the instructional staff and other school employees, provided, that no administrative assistant, supervisor, principal, teacher or other member of the instructional staff may be discharged or removed during the term for which he is employed without opportunity to be heard at a public hearing. After at least ten (10) days' written notice of the charges against him and of the time and place of hearing, and provided further, that the charges must be based on immorality, misconduct in office, incompetency, gross insubordination, wilful neglect of duty, drunkenness, or conviction of any crime involving moral turpitude. Whenever such charges are made against any such employee of the county board, the county board may suspend such person without pay, pending a speedy hearing of such charges, but if the charges are sustained, he shall immediately be reinstated and his back salary shall be paid. In cases of suspension by the county board or by the county superintendent, the county board shall hold a public hearing, after notice as above provided, to determine upon the evidence submitted whether the charges have been sustained, and, if said charges are sustained, either to dismiss said employee or fix the terms under which said employee may be reinstated. If such charges are sustained and such employee is discharged, his contract of employment is thereby cancelled." (Fla. Statutes, Sec. 230.23(7)(i).)
- B. County Superintendent. The county superintendent shall: "Suspend members of the instructional staff and other school employees during emergencies for a period of not to exceed ten (10) school days, notify the county board immediately of such suspension, and when authorized to do so, serve notice of suspended member of the instructional staff of the charges made against him and of the date of hearing; recommend employees for dismissal under terms prescribed herein." (Fla. Statutes, Sec. 230.33(7)(h).)

- A. The school bus driver shall preserve good order and good behavior on the part of all persons being transported to or from school or school functions at public expense. Any pupil who persists in disorderly conduct on the bus shall be reported to the principal of the school he attends, but no person shall be suspended from being transported or be given physical punishment by the bus driver, or be put off the bus at other than the regular stop for that pupil except on permission of the principal or parent. (Fla. Statutes, Sec. 232.28)

The principal may suspend any pupil transported to or from school at public expense from the privilege of riding on a school bus for a period of ten days, or until such suspension is modified or made a dismissal by the County Board. In such cases, the County Superintendent and parents shall be given immediate notice in writing. (Fla. Statutes, Sec. 232.26)

- B. Suspension from Classes. Under no circumstances may a teacher (except a one-teacher school) suspend a pupil from a school or a class. (Fla. Statutes, Sec. 232.27)
- C. The principal may suspend a pupil for wilful disobedience, open defiance of authority of a member of his staff, for the use of profane language, or for other misconduct when other means of correction have failed to bring about proper conduct; provided that each suspension, with the reasons therefor, shall be reported immediately in writing to the parent and to the County Superintendent; and provided, further, that no one suspension shall be for more than ten days and that no suspension shall be made a dismissal unless so ordered by the County Board in a resolution adopted and spread upon its minutes. (Fla. Statutes, Sec. 232.26)
- D. Disturbing teachers and/or their homes, and insulting in public. The principal shall have the authority to suspend or to recommend dismissal, or restrict a pupil's attendance for as much as 10 days as recognized under other provisions of the law, any student for the following reasons:
- a. Disturbing or attacking the home of a teacher, and/or
 - b. Insulting the dignity of a teacher in a public place.

- E. Students in Osceola County Public Schools, Grades 1-12, will not be allowed to carry any instrument, including pocket knives, that might endanger the welfare of fellow students.

Students suspected by a teacher or principal of carrying such an instrument, will be requested to prove to the principal that they do not have same on their person, or in their possession. A refusal to comply with request will mean automatic suspension of three (3) days for the first offense, five (5) days for the second offense, and ten (10) days for the third offense.

Students found carrying such an instrument will automatically receive a three (3) day suspension for the first offense, five (5) days for the second offense, and ten (10) days for the third offense.

Parents will be required to meet with the principal before the student may re-enter school.

Parents may pick up item or items having been confiscated at principal's office.

- F. No one suspension from school or class shall be for more than ten days. The County Superintendent and the parents should be notified of each suspension in writing.
- G. Expulsion from school Expulsion from school shall be authorized only by the Board of Public Instruction. Should a principal request expulsion from school of a student, a written request should be sent to the Superintendent, who in turn should notify the parents in writing of the date and time of the Board meeting when the expulsion will be considered. Seven (7) days' notice should be given the parents. (Fla. Statutes, Sec. 232.26)

Revised by the Osceola County School Board

March 22, 1971

A. Appointment of New Teachers

1. The responsibility of securing credentials and investigating the professional fitness of new teachers is charged to the principal. He should not consider an applicant with less than a four year degree (Rank III certificate or above), and should be cautious in recommending candidates who have attained or are approaching retirement age. The practice of appointing teachers near retirement age might result in a faculty being over balanced with older teachers.
2. After conferring with the county superintendent, the principal shall submit his recommendations to the trustees.
3. The trustees, as a board, shall nominate teachers as recommended by the principal. A recommendation may be rejected for legal cause.
4. The county board shall elect teachers nominated by the trustees. a nomination may be rejected for legal cause.

B. Re-appointment of Teachers

1. The principal and the county superintendent shall submit faculty recommendations to trustees at a reasonable period prior to trustee action.
2. The trustees as a board shall re-nominate to the county board not less than six (6) weeks and not more than ten (10) weeks prior to the close of the school term. They may reject a recommendation with legal cause.
3. The county board shall elect re-nominated teachers at least four (4) weeks prior to the close of the school term. The board may reject a nomination for legal cause. (Fla. Statutes 230.23, 230.33, 230.43 and 231.35)

C. Failure to Re-appoint.

A teacher who fails to gain reappointment shall be duly notified by the county superintendent as to the board's action.

D. Acceptance of Appointment.

Teachers shall have fifteen (15) days in which to accept or reject appointment. (County Board Regulation, May 3, 1955)

E. Tenure

1. A teacher shall be issued an annual contract on the basis of a valid Florida certificate. All contracts are for a one year period for the first three years.
2. After three years of satisfactory service in the county, having been reappointed in such county for the fourth successive year, and met the requirements of Sec. 231.16(2) relating to comprehensive examination and score thereon, the teacher shall be entitled to and shall be issued a continuing contract in such form as may be prescribed by regulations of the state board. (Fla. Statutes, Sec. 231.36)

In the event a teacher elects to leave the employment of the county board, a letter of resignation should be filed with the principal. This is an important item for the teacher's personnel record.

1. The principal shall submit an annual inventory and requisition of textbooks for his school. (Fla. Statutes, Sec. 233.46)
2. Textbooks shall be stored in a dry room and shall be neatly arranged by title, subject or grade. (Fla. Statutes, Sec. 233.26)
3. The principal shall collect or cause to be collected from each pupil or his parent the purchase price of each book the pupil has lost, destroyed or unnecessarily damaged, and shall report and transmit such amounts so collected to the county superintendent for transmission to the state superintendent, provided that if such textbook so lost, destroyed or damaged has been in school use for more than one year, a sum ranging between fifty and seventy-five percent of the purchase price of the book shall be collected, such sum to be determined by the physical condition of the book. (Fla. Statutes, Sec. 233.46)

1. The principal shall submit an annual inventory and requisition of textbooks for his school. (Fla. Statutes, Sec. 233.46)
2. Textbooks shall be stored in a dry room and shall be neatly arranged by title, subject or grade. (Fla. Statutes, Sec. 233.26)
3. The principal shall collect or cause to be collected from each pupil or his parent the purchase price of each book the pupil has lost, destroyed or unnecessarily damaged, and shall report and transmit such amounts so collected to the county superintendent for transmission to the state superintendent, provided that if such textbook so lost, destroyed or damaged has been in school use for more than one year, a sum ranging between fifty and seventy-five percent of the purchase price of the book shall be collected, such sum to be determined by the physical condition of the book. (Fla. Statutes, Sec. 233.46)
4. The principal of each school shall have the authority to determine where there are extenuating circumstances to grant exceptions.
5. The principal has the authority to delay the transfer of a student's record for failure to pay for damaged or lost textbooks or library books. However, where there are extenuating conditions or where a severe injustice will be inflicted upon the child, the principal shall have the authority to forward such records without payment by students. The principal shall have the authority to determine any extenuating circumstances. (Fla. Statutes 6A-1.955)

REVISED BY OSCEOLA COUNTY SCHOOL BOARD

March 21, 1972

The Osceola County Board of Public Instruction, by authority of Florida Statutes 230.23 and according to State Board Regulations-Standards of accreditation Section V, G, page 32, establishes the following policies governing the Tuition Summer School Program.

- A. Authorization - The tuition summer school, as authorized herein, shall be operated under this Sec. 181 and such other applicable policies as have been or may be established by the Board of Public Instruction.
- B. Location - The location of tuition summer school centers shall be determined by the Board of Public Instruction.
- C. Term - The minimum term for tuition summer school shall be six weeks of five days per week, four hours per day, or the equivalent thereof.
- D. Credit - Summer school work accepted in grades 7 - 12 shall be limited to one credit, whether new or make up. A minimum of 120 hours is required for one credit or 60 hours for one-half credit.
- E. Personnel - State certification requirements shall apply to all personnel employed.
 1. The Superintendent shall recommend to the Board of Public Instruction the appointment of the principals for the tuition summer school centers.
 2. Each tuition summer school principal shall submit a personnel list to the Superintendent for his consideration and recommendation to the Board of Public Instruction.
- ~~F. Salaries - All salaries shall be governed by duly adopted schedule, shall be paid by the Osceola County Board of Public Instruction, and shall be subject to all Federal, State and County payroll requirements.~~
- G. Administration - Principals appointed for tuition summer school centers shall be responsible for the administration and supervision of the operation of the tuition summer school program at their centers, including the maintenance and submission of all required records and reports which may be prescribed by law, by the State Department of Education, or by policy of the Osceola County Board of Public Instruction.
 1. State required personnel reports shall be filled in and submitted to the Superintendent not later than the end of the second week of tuition summer school.
 2. The tuition summer school program shall be financially self-supporting so far as possible. Principals shall be responsible for the operation of the program at their respective centers within the limitations of available funds.

- H. Fees - All fees shall be due and payable at the time of registration; provided, however, that the principal may approve the payment of certain portions of the tuition fee over a period of time not to exceed the first four weeks of instruction. In no case shall the prorated amount of tuition be in arrears for the period of instruction received.
1. The fee for one unit of work shall be a total of \$28.00, of which \$25.00 shall be tuition and \$3.00 shall be allocated as a registration fee.
 2. The fee for one-half unit of work shall be a total of \$18.00, of which \$15.00 shall be tuition and \$3.00 shall be allocated as a registration fee.
 3. Other nominal fees may be charged for consumable supplies to be used in the various subject areas, such as science, typing, etc.
 4. No refund shall be made of any fee after the close of the first week of instruction.
 5. All monies collected from participants in the tuition summer school program shall be processed through the Internal Accounts of the respective schools and in accordance with procedures established in the Handbook of Internal Accounts.
 - (a) Receipts on approved forms shall be issued for fees collected.
 - (b) All fees shall be deposited in the school's activity fund and handled as a department account entitled, "Tuition Summer School".
 - (c) Monies collected as tuition shall be remitted to the Board of Public Instruction at such times and in such manner prescribed by the superintendent.
 - (d) Registration and supply fees shall be retained by the school as source of disbursements to defray administrative costs in the center.
 6. Balances existing in the Board of Public Instruction and school internal accounts at the end of the course shall remain in such accounts to be used in the next succeeding Tuition Summer School Program.

- A. Accident Reports. Drivers shall prepare an accident report, Form TR-3, immediately after every accident involving a school bus or a bus passenger. The report shall be filed in duplicate with the county superintendent.
- B. Bus Insurance. The county board shall provide insurance for bodily injury for transported pupils and for property damage in an amount determined by the county board.
- C. Bus Operation.
1. The mechanical stop arm or traffic light signal shall be operated to notify traffic when the bus is approximately 100 feet from the stopping point. The stop signal shall remain extended or in operation at all times during which pupils are entering or leaving the bus. The stop signal should not be used except to protect children from traffic hazards.
 2. The bus shall be brought to a full stop before entering or crossing an arterial highway or dangerous thoroughfare not safeguarded by a traffic control signal and shall proceed only when safety is assured.
 3. The bus shall be brought to a full stop a safe distance from the tracks when approaching a railroad crossing. The driver shall not proceed until he has looked in both directions and has opened the door and listened for the sound of an approaching train. He shall proceed when complete safety is assured.
 4. The bus shall be driven at a safe speed never to exceed 40 miles per hour. Driving conditions will be the governing factor as to speed.
 5. In case of rain or fog conditions which reduce visibility to the danger point, the driver shall at the first opportunity pull the bus completely off the highway and remain parked with the running lights burning until the hazard has lifted.
 6. Any defect in the operation of the bus shall be reported immediately to the supervisor of transportation.
 7. The driver shall keep the bus clean at all times. The bus shall be swept daily.
 8. The driver shall report without delay to the school principal:
 - a. Pupil misconduct
 - b. An accident involving a bus passenger
 - c. License number of vehicle which passes illegally
 - d. Reason for failure to maintain schedule. The driver will report to the principal's office with this explanation.

D. Responsibilities of Drivers.

1. To know and observe local and state traffic laws.
2. To pass an annual physical examination and meet the requirements of the state and local board.
3. To be neat and clean in personal appearance, to refrain from the use of tobacco while on duty, and to use no profane or vulgar language in the presence of pupils.
4. To practice TOTAL ABSTINENCE in the use of alcoholic beverages.
5. The driver shall not attempt to handle disciplinary problems with parents, but shall report all cases of misconduct to the principal.
6. The driver shall not change a route or bus stop without specific authorization of the county superintendent. Such information may be distributed by the supervisor of transportation for the county superintendent.
7. The driver shall not question the authority of the principal to assign a pupil to a bus or in the handling of a disciplinary case.
8. The driver shall master the principles of first aid for use in case of an emergency.
9. Order and discipline shall be maintained on the bus at all times.
10. Pupils shall be required to observe all regulations of the state and county.
11. A child will be permitted to leave the bus only at the regular stop except upon written request of the parent or at the discretion of the principal.
12. The driver shall supervise pupils as they leave the bus and until they cross the highway.
13. Children who leave the bus and cross the highway shall be required to cross in front of the bus under the direction of the driver only after all approaching traffic has stopped. If an unusual hazard exists, he shall conduct the child across the highway.
14. Pupils shall be required to move away from the bus immediately upon being discharged and shall move away in view of the driver.
15. The driver shall submit prompt and accurate reports and such additional information as requested by the principal for the effective operation of the school.

D. Responsibilities of Drivers - Cont'd.

182

16. Pupils shall ride the buses to which assigned. The driver will not permit occasional adult riders.
17. Rules governing the conduct of pupils and the daily schedule shall be posted in the front of the bus.

E. Responsibilities of the student.

1. To occupy the seat assigned by the driver and to refrain from leaving the seat while the bus is in motion.
2. Observe classroom conduct except for ordinary classroom conversation.
3. Obey the driver promptly and without comment and report to the principal when directed to do so.
4. Warn the driver of any danger of which the student feels the driver is not aware.
5. Stay off the highway while waiting for the bus.
6. Enter and leave the bus as directed by the driver.
7. Be at the stop on time both morning and afternoon. The driver is not authorized to wait for tardy pupils.
8. Wait until the bus comes to a full stop before entering or leaving the bus.
9. Pupils shall not eat, drink soft drinks, or use chewing gum on the bus.
10. Nuisance toys will not be permitted on the bus.

F. Use of School Buses

1. Buses shall be used for the transportation of school children and members of school groups only, except as hereinafter provided. School groups shall include school board members, trustees, chaperones and employees of the school board.
2. At least three days' advance notice shall be given for any trip outside the county.
3. Buses shall not be requested for any occasion unless the trip is carefully planned by the principal. All trips shall be properly supervised by at least one chaperone for each bus.
4. Principals shall instruct teachers and chaperones as to transportation regulations concerning pupil conduct.

- F. 5. The supervisor of transportation shall select the driver to transport 4-H Clum groups to summer camp. The cost of transportation (driver and gas) will be paid by the Board of County Commissioners of Osceola County.
6. The cost of operating buses during the summer recreation program shall be paid by the principal of the school concerned.
7. Buses will not be used for any trips, other than on regular routes without the approval of the supervisor of transportation or the county superintendent.
8. Drivers making special school trips shall be assigned by the supervisor of transportation and will be paid by the principal of the school concerned. The rate of pay for drivers on special trips shall be fixed by the county board.

G. Transportation Grants;

Transportation grants will be paid at rate of 15¢ a mile for each mile or fraction thereof in excess of ¼ miles calculated on one round trip daily. (adopted by County Board 12/4/62 and revised by county Board 8/26/65)

Transportation grants are paid monthly based on actual number of days attended certified by principal.

- A. No teacher shall receive compensation for tutoring any pupil in the same class in a school in which the teacher is working.
- B. Teachers who receive compensation for tutoring shall not use public school facilities for such purpose.
- C. Private instruction by band directors is an exception to the above policy. (See Sec. 120)

Non-instructional personnel shall be allowed two weeks vacation per year after one year of service in the Osceola County school system. A leave application shall be filed showing the vacation dates.

INTER-SCHOOL AND INTRA-SCHOOL
VISITATION

Each member of the instructional staff shall be allowed two (2) days per year for professional visitation upon recommendation of principal and supervisor. The principal should make all arrangements with the principal of the school to be visited. Under no condition should a teacher visit another school unless the visit has been prearranged. Moreover, the teacher should upon arrival report first to the principal of the host school. There is no provision for per diem or travel for these visits. Teachers are urged to avail themselves of possible enriching experiences by making such visitation trips.

- A. An individual or group desiring to tour a school shall receive permission from the Superintendent and/or the school principal.
- B. Members of the public wishing to contact teachers or pupils during the school day must receive permission to do so from the principal.
- C. Loitering on school premises during school hours, by individuals not associated with the school, shall not be tolerated. When it occurs, the police or sheriff's department should be notified.

A. The school, as a center of learning, provides for the development of habits and attitude conducive to acceptable practices of the school community, including good manners, appropriate wearing apparel and good grooming.

B. Kindergarten through Grade 5

Girls may wear: Bermuda shorts with blouses or tee shirts, shorts with blouses or tee shirts, dress or skirt and blouse, culottes with blouses or tee shirts, skirts with blouses or sweaters. In addition, during cool weather girls may wear: Slacks, jeans, or leotards under dress.

Girls may not wear: Short shorts or playsuits.

Boys may wear: Bermuda shorts, slacks, jeans, dress shirts, tee shirts, or sport shirts.

Grades 6 through 12

Students must wear: Shirts or blouses
Pants or dresses
Shoes

Clothing shall be not disruptive. This shall be determined by the school administration.

Students may wear: Shorts with no split seams. Only up to mid-thigh
Sweatshirts outside clothing, buttoned
Head bands

Students may not wear: See-through clothing
Arm bands
Mid-riffs
Bathing suits
Tank tops
Smocks
Short shorts

Hair, natural sideburns, beards and moustaches may be worn at any length. For health reasons, hair must be kept clean.

Continued violation of this dress code may result in suspension of from one to three days. This suspension shall be brought to the attention of the School Board.

187-A

WEARING APPAREL

187-A

INSTRUCTIONAL

Teachers' dress should be dignified, non-disruptive, and in good taste. No other criteria is necessary.

If a principal is dissatisfied with teachers' dress, he should consult the Superintendent.

Approved by Osceola County School Board

January 20, 1971

- A. The school, as a center of learning, provides for the development of habits and attitudes conducive to acceptable practices of the school community, including good manners, appropriate wearing apparel and good grooming.
- B. Normally, students will be expected to dress in traditional attire, appropriate for school - girls will wear dresses, boys will wear long trousers.
- C. Principals shall decide whether deviations from the foregoing requirements are not in keeping with the standard of educational and moral aspects of the instructional program.

The principal of each school may have the delegated authority to issue work permits in accordance with the laws of Florida.

- A. All employees of the Board of Public Instruction are entitled to the benefits of the Workmen's Compensation Law. (Chapter 440, Florida Statutes)
- B. Any employee who is injured as the result of an accident while on duty, and subsequently is absent from duty as result of such accident, shall be entitled to Disability Leave, as provided in Sec. 449 of the Policy Handbook.
- C. No Workmen's Compensation is payable for the first seven (7) days of absence from duty on account of accident, provided, if the disability extends beyond 21 days, compensation payments are allowed from the commencement of the disability.
- D. Workmen's Compensation payments are at the rate of 60% of the average weekly wage, not to exceed \$42.00 per week.
- E. In the event of accidental injury, an Employer's First Report of Injury, prepared in accordance with directions from the county office, on forms provided by that office, shall be filed promptly by the principal or department head.
- F. A certificate of absence showing the absence under "personal illness" but identified by the initials "DL" in the right margin, approved by the principal or department head, shall be presented with the payroll covering the period during which the absence occurred.

(12-Mo. Instructional Personnel)

Members of the instructional, professional, or administrative staff, other than principals, who are employed on a 12-month basis may accumulate vacation at the rate of one day for each month of service for a maximum of 20 working days, including the vacation earned in the current year. Accumulation of vacation is to start after 3 years of continuous service in the county school system. Vacation is not to be taken until after it is earned, and no more than 20 days is to be used in any one school year.

The Christmas vacation period, other than legal holidays during this period, shall be a part of the vacation period, unless the employee is actually on duty.

Vacation time shall be so scheduled that there be a minimum of disruption in the operation of the school system.

Principals shall be granted 15 days' vacation annually, accumulative to 20 days, such vacation period to be subject to the approval of the Superintendent.

Last paragraph of the above policy

ADOPTED BY THE OSCEOLA COUNTY SCHOOL

BOARD August 31, 1971

- A. An employee of The Board of Public Instruction shall receive their regular salary less court fees while serving as a witness in any court case under the following conditions:
1. That the person has been subpoenaed by the court as a witness and not a principal in the case.
 2. That the employee shall submit a copy of the subpoena or letter from either attorney in the case to the superintendent.
- B. Any male non-instructional employee of The Board of Public Instruction shall be authorized to be absent from assigned duties and shall receive his regular salary less any court fees, while serving as a juror in any court case.
- C. Instructional personnel shall be excused from Jury Duty (Florida Statutes Sec. 231.05). If notice of jury assignment is received the principal or Superintendent should be immediately notified. He will then contact the presiding judge and request release from duty by the instructional person involved.

No member of the instructional staff shall receive any salary from the Board of Public Instruction for days absent on jury duty.

School Lunch Departments shall make it possible for every child to receive an adequate lunch which will provide at least one-third of his nutritive requirements for the day. Lunches are patterned after the requirements established and recommended by the United States Department of Agriculture for a type "A" Lunch:

1. $\frac{1}{2}$ pint of fresh whole milk as a beverage.
2. 2 ounces cooked lean meat, fish, poultry or cheese; or 1 egg; or $\frac{1}{2}$ cup of cooked dried peas or beans; or $\frac{1}{4}$ tablespoons of peanut butter.
(It is recommended that secondary school lunch departments provide larger servings of cooked lean meat than above requirements.)
3. $\frac{3}{4}$ cup of vegetable and/or fruit, either cooked or raw from at least 2 items on the menu. Vitamin C should be provided every day and Vitamin A at least twice a week.
4. 1 or more servings of bread, muffins, biscuits or rolls made of enriched or whole grain flour.
5. 2 teaspoons of fortified margarine used as a spread or as a seasoning.

Although desserts are not a required part of the type "A" platter, it is suggested that a simple dessert be added to satisfy the child's natural craving for sweets. Students are encouraged to eat a well-balanced meal and to eat a variety of foods.

APPOINTMENT OF MANAGER

School lunch managers shall be appointed upon recommendation of the school principal and approval of the County School Lunch Supervisor.

School lunch managers shall be notified by the principal two weeks before the close of school in the spring in regard to their employment for the following year.

APPOINTMENT OF OTHER SCHOOL LUNCH EMPLOYEES

The school lunch manager shall have the responsibility of employing school lunch personnel with the approval of the principal. All persons desiring employment shall file an application with the school lunch manager or principal on a regular application form.

School lunch personnel shall be notified by the managers as to employment for the following year.

QUALIFICATIONS OF MANAGERS

1. Education

- A. Managers of school lunch departments serving more than 750 lunches per day shall have completed at least two years of college work or be carrying out a planned program for completing Junior College graduation requirements.
- B. Managers of school lunch departments serving less than 750 lunches per day shall be high school graduates.
- C. All managers shall be capable of making necessary reports.

2. Experience

- A. Managers shall have had three years' experience in food service.

DUTIES AND RESPONSIBILITIES OF SCHOOL MANAGERS

1. Cooperate with the principal, supervisor and other faculty members in planning and developing the school lunch program as an educational asset to the school.
2. Select employees with approval of principal.
3. Outline specific duties and work schedules for all employees.
4. Instruct and acquaint employees with policies and practices of the school.
5. Planning menus. Checking menus for nutritional adequacy, form, color, texture and flavor. Post menus one week in advance.
6. Purchase foods wisely. Check on delivery for weight, quantity and condition.
7. Supervise proper storage and care of food.
8. Supervise and assist employees in food production and service. Check left-overs and plan for their use.
9. Supervise and instruct employees in correct use and maintenance of equipment.
10. Keep all necessary records and reports.
11. Maintain monthly inventories on commodities in storage and at school, purchased food and non-food items.
12. Report accidents to the County Office at once.

DUTIES AND RESPONSIBILITIES OF OTHER SCHOOL LUNCH PERSONNEL

1. Follow manager's instructions. All employees work directly under the supervision of the school lunch manager.
2. Follow work schedules.
3. Practice desirable work and health habits.
4. Report promptly for work.
5. Observe safety rules.
6. Guard against waste.
7. Take proper care of equipment.
8. Participate in in-service training and attend training courses provided by the County.
9. Participate in school activities related to school lunch program.
10. Maintain membership in professional organization and attend County, Regional and State meetings.
11. Cooperate with faculty, students, manager and other employees.

SICK LEAVE

All school lunch employees shall be entitled to six days sick leave per year. Sick leave may be accumulated up to eighteen days. Absence due to illness or death in the immediate family, as outlined by teacher sick leave laws, may be counted.

Proper records regarding sick leave must be kept on all school lunch employees by the school lunch manager.

WORKMEN'S COMPENSATION

All school lunch employees of Osceola County are insured against injury while in the course of employment.

In case of injury, the injured shall be sent at once for medical attention and a report of the injury made to the County Office.

HOSPITALIZATION INSURANCE

All school lunch employees may participate in any county group insurance plan.

RETIREMENT AND SOCIAL SECURITY

All school lunch employees, upon regular employment, contribute both to the State and County Officers and Employees Retirement System and to Social Security. Upon leaving the system, workers may elect to withdraw their retirement contribution or leave them on deposit.

AGE OF EMPLOYMENT

For initial employment, personnel should not be over age fifty-five.

AGE OF RETIREMENT FROM SYSTEM

School lunch personnel who have reached the age of sixty-five years during the school year should retire from the system at the close of that school term.

USE OF SCHOOL LUNCH DEPARTMENTS

School organizations may use the school lunch department upon making application to the school principal. If the kitchen is to be used, a lunchroom worker should be on duty to supervise the use of kitchen equipment.

If the school lunch department is needed by Red Cross or Civil Defense for disaster purposes, these groups shall furnish all food items to be prepared and to replace any foods to the department if used.

If an organization outside desires to use the school lunch department, arrangements shall be made through the principal's office in accordance with Board Instruction policy.

FREE LUNCHES

The principal of the school has the responsibility of placing students on the free lunch program. Written application from the needy student's parents should be filed in the principal's office. Students receiving free lunches shall not be discriminated against or embarrassed in any way.

POLICY REGARDING SALE OF OTHER FOODS

(Ice cream, orange juice, or soft drinks)

Only those foods or drinks which meet the nutritional needs of the pupils shall be sold during the regular school day. Permissible items include: ice cream, frozen orange juice sticks, orange juice (vitamin C added sherbet) and milk.

Hours these items are sold should be such that they do not interfere with the school lunch program.

POLICY REGARDING COMMODITIES

Commodities may not be sold, traded, or otherwise disposed of. Commodities must be used in the plate lunch program only.

Accurate records must be maintained on commodities at all times.

PURCHASING

A well-organized plan of buying is necessary to operate a successful program. Menus should be made in advance to insure time for making market orders.

Prices shall be compared carefully and selection of specific grades for use needed.

Wholesale purchasing is required.

RECORDS

1. Daily
 - A. Daily record of lunches served to children and adults with and without milk, extra milk sold to children and adults.
 - B. Daily receipts.
 - C. Time sheets for personnel.
 - D. Menus with quantities of food purchased and used.
 - E. Commodities received, used, and on hand.

2. Monthly

- A. Inventories of purchased foods, commodities and non-food products.
- B. Payroll records showing gross, net, and deductions of workers.
- C. Vendors' statements.

3. Annual

- A. Inventory of equipment (large and small).
- B. Inventory of purchased foods, commodities, and non-food products.

REPORTS

- 1. Monthly reports (two copies signed by principal and manager) due in County office by 10th and not later than 12th of the following month.
- 2. Personnel reports (two copies signed by principal and manager) due early in school year.
- 3. Periodic commodity inventories as necessary.

Forms for these reports will be provided by State Department of Education and the County Board of Public Instruction.

Assistance for making these reports will be provided by the County Board of Public Instruction.

School Lunch Policies adopted by the Board of Public Instruction, Osceola County April 9, 1963. Minutes Book #5, Page #103.

Any student observed as having seizures, including epileptic seizures, emotional problems, and other illnesses resulting in the student becoming incoherent, spastic and/or unconscious not be permitted to continue in regular school until a written statement from a doctor is received by the school stating that readmittance to regular classes is recommended and with any recommendations to the school as to what should be done in case the student has another occurrence.

Approved by Osceola County School Board - April 7, 1970

TRANSPORTING STUDENTS FROM
OTHER COUNTIES

Osceola County will continue cooperating with other counties in transporting students in fringe areas into our school system, but out-of-county students shall obtain yearly permission from the Board to come to our schools.

Osceola County School Board

September 1, 1970

The following shall apply to the use of school facilities:

1. Civic and charitable non-profit organizations, veterans' groups and Governmental agencies will be permitted to use school facilities.
2. No individual, group, or organization may use indoor facilities for private profit.
3. No charge shall be made for the use of facilities, except that, when the use necessitates extra or overtime services of custodial personnel, the user will pay the school \$3.00 per hour for the use of classrooms, or \$5.00 per hour for the use of cafeterias and auditoriums. Groups sponsored by either the City of St. Cloud or Kissimmee shall be allowed to use the gymnasiums for only the actual expense in maintenance costs. All such use to be under the supervision of the Principal. Payment must be made within ten (10) days of the date of use.
4. Organizations and groups using school facilities must take proper and ordinary care of the facilities and will be held responsible for any damage or vandalism incurred as a direct result of their use.
5. School related organizations and activities are exempt from the provisions of #3 above.
6. All organizations or groups desiring to use school facilities must schedule their use in advance with the school principal.
7. Alcoholic beverages and gambling are forbidden on school premises.
8. Smoking is forbidden if school-age children are present, and no smoking is permitted in gymnasiums or auditoriums.
9. Students are not to be in the school building without faculty supervision, except for attendance at public gatherings, or by special permission of the school principal.

ADOPTED BY THE OSCEOLA COUNTY SCHOOL
BOARD JUNE 1, 1971

AMENDED OCTOBER 26, 1971

DUTIES DELEGATED TO SUPERINTENDENT

The following duties are delegated to the Superintendent, and any action taken by him in any of these matters shall appear as a part of the Board Minutes:

- (1) Approve or deny request for zone change by students.
- (2) Authority to appoint new teaching units when overcrowding in the classroom occurs, such appointment to be subject to Board approval at a subsequent meeting.
- (3) Authority to appoint teachers under emergency replacements, such appointment to be subject to Board approval at a subsequent meeting.
- (4) Act on maternity, professional, duty, and personal leave requests.
- (5) Approve or deny requests for the use of school buses.
- (6) Act on vacation leave requests by 12-month personnel.
- (7) Authority to remove property from inventory records.
- (8) Authority to approve requests of teachers to leave school early in order to attend college classes.

APPROVED BY THE OSCEOLA COUNTY SCHOOL
BOARD 1-18-72

REVISED 2-01-72

REVISED 2-08-72