



MANAGEMENT  
GROWTH  
TECHNOLOGY, INC.

January 7, 1975

Mr. Stephen E. Sharpe  
Superintendent  
Osceola County Schools  
Post Office Box 370  
Kissimmee, Florida 32741

Dear Mr. Sharpe:

We have now completed the initial draft of the Board Policy Manual for Osceola County, and are enclosing a copy with this letter. In this effort, Mr. Al Galbraith has made numerous recommendations, most of which have been incorporated, and Jack has provided the oversight.

There are a number of areas to which the Board may wish to direct its attention, as follows:

- 1) We have generally provided a reference for Board policy where it initially complied closely to Florida statute or State Board of Education regulation. We did this basically because we felt it would provide quick and accurate reference to the particular regulation or statute, enabling the user to obtain immediate updated information as the statutes and regulations are revised.
- 2) In Chapter I (page 4), the Board may wish to make a decision as to how the Chairman is to be succeeded. The wording in the draft would permit either succession by confirmation of the former vice-chairman, or for election of a new chairman.
- 3) On page 5, the Board may wish to discuss the pros and cons of the March 1 calendar deadline. Included in that discussion, perhaps, should be collective bargaining considerations.
- 4) In Section E of Chapter I, the Teacher Education Center Council provisions have been incorporated. A decision will need to be made concerning the term of office for university and district staff in-service representatives. Jack also raised the question as to whether or not you might prefer to include other university or college representation, by not limiting yourself specifically to Florida Technical University.

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- 5) There are several references to forms in the manual. Does the Board wish to (1) prescribe the format for those which are not state forms, and (2) include a sample of each form referred to in an appendix to the manual?
- 6) The Board may or may not wish to increase the amount for which reimbursement without a receipt can be given for travel. We have suggested a \$5.00 figure to cover such items as taxis or parking fees, but receipts can usually be obtained even for these minor items.
- 7) Do you still require an annual inventory of textbooks and other instructional materials from each school? It is our understanding that this practice has been discontinued in some districts, but if you wish to continue it, a due date should perhaps be set by the Board and included in the manual.
- 8) Much of the material contained on pages 49-50 is suggested as guidelines intended to meet a requirement of the 1974 Legislature (Ch. 74-337, Laws of Florida).
- 9) Does the Board wish to continue requiring tuberculin tests for its employees? The law no longer requires this for teaching and administrative staff.
- 10) Should extreme or repeated tardiness be included in the definition of truancy contained in Chapter VI?
- 11) The additional language with regard to the dress code for students (page 138) is suggested only and not required by law. A comparison was made, however, with other policy manuals on the subject.
- 12) In Chapters V and VIII there are references to teacher involvement in co-curricular activities (page 107) and (originally in) cafeteria supervision. Some of this may be subject to collective bargaining agreements, or could perhaps be used as bargainable items. As far as cafeteria supervision is concerned, the word "adult" might be a good substitute.

Newly introduced policy reflecting recent legislative action includes statements concerning Advisory Councils and Annual Progress Reports (Chapter I), and the Instructional Materials





Council (Chapter III). As far as the Secretary of State's memoranda are concerned, we shall be forwarding a copy of an index in compliance with that request under separate cover.

There are a number of items you may wish to include in an appendix, such as: the Administrative Handbook, the Master In-Service Plan, the Guidance Manual, the Exceptional Child Handbook, the School Food Service Handbook and Bulletin 33-F on School Lunch Sanitation and Safety. There would be no difficulty in having three separate appendices, if you wish: Appendix A - the oath of office required of certain Board employees, Appendix B - the forms referred to throughout the manual, and Appendix C - the abovementioned handbooks.

Jack and I are planning to arrive on the early morning Southern flight and could spend two days with you in reviewing the manual, if you so desire. In the meantime we would welcome any suggestions you may have as to the revised contents of the manual, or if we can supply you with additional information, please do not hesitate to call or write.

I look forward to meeting you and to being of any further assistance.

Sincerely,

*Florence B. Robb*

(Mrs.) Florence B. Robb

Enclosure



OSCEOLA COUNTY  
SCHOOL BOARD POLICY MANUAL



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PROPOSED 1975-1976

STUDENTS RECORDS MAINTAINED BY THE OSCEOLA COUNTY SCHOOL DISTRICT

PURPOSE: Student Records are maintained by the Osceola County School District for the purpose of planning student instructional programs, for guidance and counseling, research, preparation of state and federal reports.

Student records are maintained for the educational benefit of the student and information recorded is with the best educational interest of the student.

DEFINITION: The term "student records" shall mean those records, files, documents and other materials which contain information directly related to a student which are maintained by an educational institution or by a person acting for such an institution.

LEGAL BASIS: The intent of these procedures is to comply with Public Law 93--380 entitled "Family Rights and Privacy Act of 1974 and Florida School Regulation 6A-1.955 Education Records of Students" - attached.

WHO HAS ACCESS TO STUDENT RECORDS? Persons having access to student records are:

- ... the School Board
- ... Superintendent and his staff
- ... Professional staff of the school
- ... Parent or Guardian of the student
- ... the Student (if 18 years of age or older)
- ... Court or competent jurisdiction
- ... other persons as the parent, guardian or student (if 18 years of age or older) may authorize in writing.

WHAT ARE THE RIGHTS OF PARENTS:

Parents have the right to review records maintained on their child, a right to copy the record (at a designated cost) and a right to contest information contained in the record. The transfer of a students records to a school outside of Osceola County or another agency or institution requires permission





of the parent or student if 18. Usually this is accomplished at time of entrance or withdrawal from school. A parent who wishes to review his child's record should make an appointment with the principal or school counselor. School personnel are available to interpret student record information and in the case of psychological reports, parents are encouraged to meet with a school psychologist for interpretation. All such requests will be honored by school officials as soon as possible. Parents shall have continued access to their dependent children's records regardless of age and shall have the right of signing for release of dependent children's records.

WHAT INFORMATION IS RELEASED WITHOUT PARENT PERMISSION:

Osceola County schools reserve the right to release the following "directory information" without prior permission of the parent.

Student name, address, telephone listing, date and place of birth, participation in school sponsored activities and sports, weight and height of members of athletic teams, dates of attendance, graduation date and awards received.

"Directory information" will be released by the principal or his designee to the Division of Youth Services, Division of Family Services, local law enforcement agencies and other agencies or persons having a legitimate interest. Lists of students will not be released except by school board action.

In preparation of cases for prosecution under the Florida Compulsory Attendance Law - Florida Statute 232 - Pupil Personnel Services is authorized to release pertinent school data in interpretive form to the States Attorney's office, to the Division of Youth Services, and to the Circuit Court without parent consent.



PERIODIC REVIEW OF MATERIAL:

The principal shall be responsible for establishing procedures for periodic review, correction or deletion of student information.

If in the opinion of the principal information needs to be removed he should contact Pupil Personnel Services for appropriate procedure.

CHALLENGE OF CONTENTS OF STUDENT RECORDS:

Efforts should be made by the principal and the individual challenging the content of the record to resolve the question. If the matter cannot be resolved Pupil Personnel Services should be contacted.

PLEASE CONTACT PUPIL PERSONNEL SERVICES IF YOU HAVE ANY QUESTIONS REGARDING STUDENTS RECORDS.



NOTIFICATION TO PARENTS:

At the beginning of each school year principals are to inform parents in writing of the rights afforded them by Public Law 93-380. A sample is below.

Dear Parent,

Public Law 93-380, known as the Family Rights and Privacy Act of 1974 grants parents the right to review records maintained on their child, a right to copy any record (at a designated cost) and a right to contest information contained in the record. These rights ascent to the student when he reaches 18 years of age.

Please contact me if you have any further questions regarding Student Records.

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I, \_\_\_\_\_, parent of

\_\_\_\_\_, date of birth \_\_\_\_\_,

do hereby authorize the Osceola County School System to release  
all academic, psychological, health records of \_\_\_\_\_

to: \_\_\_\_\_  
Name of person or School

\_\_\_\_\_ Address \_\_\_\_\_ Zip

\_\_\_\_\_ date

\_\_\_\_\_ Signature of Parent



**6A-1.955 Education records of students.**

(1) Purpose. Education records are maintained to facilitate the instruction, guidance, and educational progress of students.

(2) Definition. The term "education records" shall mean those records, files, documents and other materials which contain information directly related to a student, which are maintained by an educational institution or by a person acting for such institution, and which are accessible to other professional personnel for purposes listed in (1) of this section. Information contained in education records shall be classified as follows:

(a) Category A, permanent information: Verified information of clear educational importance which shall be retained indefinitely.

(b) Category B, temporary information: Verified information of clear educational importance which is subject to change.

(3) Content of category A records. The following information shall be maintained for each student. The records shall be under the control of the principal and shall be kept current.

(a) Student's full name and any known changes, such as by marriage or adoption.

(b) Authenticated birthdate, place of birth, race and sex.

(c) Last known address of student.

(d) Names of student's parents or guardian.

(e) Name and location of last school attended.

(f) Number of days present and absent; date enrolled, date withdrawn.

(g) Courses taken and record of achievement, such as grades, units, or certification of competence.

(h) Date of graduation or date of program completion.

(i) Content of category B records. These records shall be under the control of the principal. School districts shall establish procedures to assure accuracy of information maintained and to provide for periodic review and elimination of information no longer useful. Category B information may be destroyed five (5) years after the student or his class graduates. These records may include but not be limited to:

(a) Health information

(b) Family background data

(c) Standardized test scores

(d) Educational and vocational plans

(e) Personal attributes

(f) Honors and activities

(g) Work experience including employer ratings

(h) Teacher/counselor comments

(i) Reports of special services or exceptional student staffing committees including all information required by section 256.28(4)(m)5., Florida Statutes

(j) Correspondence from community agencies or private professionals

(k) Driver education certificate

(l) List of schools attended

(5) Procedures for transfer of education records.

(a) Upon request of officials of educational institutions for transfer of a student's records, the student's parents or guardian, or the student if he is eighteen (18) years of age or older, shall be notified of the transfer, that they are entitled to review the records, to a copy of the records upon request, and that they may be granted a hearing as is provided in the Family Educational Rights and Privacy Act of 1974 (PL 93-380, as amended).

(b) The principal shall transfer a copy of all category A and category B information, and shall retain a copy of category A information.

(c) The transfer of records shall be made immediately, upon request of parent or receiving school. Under no condition shall the transfer of a student's records be delayed or denied for failure to pay a fine or fee assessed by the school. All reasonable effort shall be made to collect for damaged or lost library books and textbooks.

(6) Privacy rights of parents and students. Each school district shall establish procedures which implement the Family Educational Rights and Privacy Act of 1974 (PL 93-380, as amended) which assures the privacy rights of parents and students.

General Authority 229.053(1), 232.23 FS. Law Implemented 232.23, 236.13(1)(a), FS. History—New 4-11-76, Reenacted 12-5-74, Revised 6-1-76.



# The School Board of Osceola County, Florida

STEPHEN E. SHARPE, SUPERINTENDENT  
401 CHURCH ST., P.O. BOX 370 • PH: 305/847-3147  
KISSIMMEE, FLORIDA 32741

August 13, 1975

M E M O R A N D U M # 95

Reply to the Attention of: William H. Vogel

SUBJECT: STUDENT RECORDS

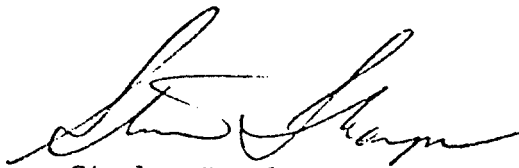
TO: TO ALL PRINCIPALS

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Attached is information regarding Student Records  
Maintained by the Osceola County School District.

Please observe these procedures for handling  
Student Records for the 1975-76 school year.

If you have any questions, please contact Pupil  
Personnel Services.



Stephen E. Sharpe  
Superintendent of Schools





STUDENT RECORDS PROCEDURES MAINTAINED BY THE OSCEOLA COUNTY SCHOOL DISTRICT

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STUDENT RECORDS PROCEDURES MAINTAINED BY THE OSCEOLA COUNTY SCHOOL DISTRICT (Continued)

outside of Osceola County or another agency or institution requires permission of the parent or student if 18. Usually this is accomplished at time of entrance or withdrawal from school. A parent who wishes to review his child's record should make an appointment with the principal or school counselor. School personnel are available to interpret student record information and in the case of psychological reports, parents are encouraged to meet with a school psychologist for interpretation. All such requests will be honored by school officials as soon as possible.

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(3) Content of category A records. The following information shall be maintained for each student. The records shall be under the control of the principal and shall be kept current.

(a) Student's full name and any known changes, such as by marriage or adoption.

(b) Authenticated birthdate, place of birth, race and sex.

(c) Last known address of student.

(d) Names of student's parents or guardian.

(e) Name and location of last school attended.

(f) Number of days present and absent; date enrolled, date withdrawn.

(g) Courses taken and record of achievement, such as grades, units, or certification of competence.

(h) Date of graduation or date of program completion.

(i) Content of category B records. These records shall be under the control of the principal. School districts shall establish procedures to assure accuracy of information maintained and to provide for periodic review and elimination of information no longer useful. Category B information may be destroyed five (5) years after the student or his class graduates. These records may include but not be limited to:

(a) Health information

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(c) Standardized test scores \*

(d) Educational and vocational plans

(e) Personal attributes

(f) Honors and activities

(g) Work experience including employer ratings

(h) Teacher/counselor comments

(i) Reports of special services or exceptional student staffing committees including all information required by section 236.23(4) (m)5., Florida Statutes

(j) Correspondence from community agencies or private professionals

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(l) List of schools attended

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General Authority 229.05(1), 232.23(1), Law Implemented 232.23, 236.23(4)(a), FS. History: New 4-11-70, Repealed 12-5-74, Revised 6-1-78



# The School Board of Osceola County, Florida

STEPHEN E. SHARPE, SUPERINTENDENT  
401 CHURCH ST., P.O. BOX 370 • PH: 305/847-3147  
KISSIMMEE, FLORIDA 32741

January 26, 1976

## CREDIT FOR WORK CO-OP PROGRAMS

Students enrolled in any Vocational Education Work Cooperative Program may earn credit toward graduation as follows:

1. A student must work a minimum of 288 hours on the job during the school year in order to receive one credit.
2. A student must work a minimum of 576 hours on the job during the school year in order to receive two credits.
3. Half credits may be earned at the completion of 144 hours on the job.
4. A maximum of two credits may be earned in this manner during the school year.
5. The school year may be thought of as including the summer months immediately following the closing of the regular school year.
6. All hours must be verified and documented by the student's employer.

WENFORD L. HOOD  
District No. 1-Kissimmee

CRAIG T. BELL  
Vice Chairman  
District No. 2-Kissimmee

LEE P. ELDRIDGE  
District No. 3-Kissimmee

WILLIAM C. JOURNIGAN  
Chairman  
District No. 4-St. Cloud

TOM S. HEYWARD, JR.  
District No. 5-St. Cloud

BOARD MEETS FIRST TUESDAY OF EACH MONTH  
*An Equal Opportunity Employer*



POLICY RECOMMENDATION

CREDIT TOWARD GRADUATION FOR JUNIOR ACHIEVEMENT

The Osceola County School Board authorizes the granting of credit toward graduation to students in grades 10-12 for participation in Junior Achievement, subject to the following conditions:

1. The student must successfully complete the planned program which entitles him to a Certificate of Achievement. A minimum of sixty (60) hours must be invested in the program by the student, forty-eight (48) of which must be spent in regular company meetings.
2. The student shall receive a Pass/Fail evaluation by his instructor.
3. At the close of the Junior Achievement term, the Completed Achiever Record Card, indicating the hours of participation required in (1) above, will be sent by the project director to the principal of each participant's school.
4. One-half credit toward graduation will be granted to the student who meets the conditions outlined above.
5. The maximum credit which may be accrued toward graduation by any student is one-half credit.



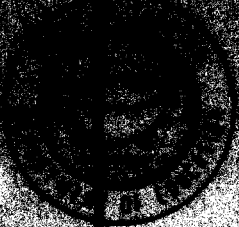












# Monday Report

RECEIVED  
JAN 26 1976  
SCHOOL DIVISION  
SCHOOL COUNTY

RALPH D. TURLINGTON, Commissioner



JANUARY 26, 1976

VOLUME X, NUMBER 15

## **BOND ISSUE TO FINANCE STUDENT LOANS**

A \$19 million bond issue to finance state loans for students at universities has been sold at an average interest rate of 6.1969 percent, well below the statutory ceiling of 7.5 percent, to a syndicate headed by White, Weld and Co. of New York City. Sale originally was scheduled last fall but sale -- and distribution of money to universities for student use -- was deferred because of poor bond market. In a related action, Department of Administration has approved increase in ceiling on student loans from \$11.4 million to \$19 million in an effort to fulfill the backlog of student loan applications. Funds from bond issue will be disbursed to students whose applications had previously been approved.

## **TURLINGTON TO SPEAK AT F.A.D.S.S. CONFERENCE IN TAMPA**

Commissioner Turlington will be luncheon speaker at Florida Association of District School Superintendents Conference Thursday (29th) in Tampa. Participating in the general session with the Commissioner will be president Ray Shelton (Hillsborough), Woodrow Darden, (DPS), and Joe Mills, (DVE). Conference will extend through Friday at Riverside Hilton.

## **S.B.E. APPROVES COUNCIL ON METRICATION**

State Board of Education has approved a resolution presented by Commissioner Turlington and Commissioner of Agriculture Doyle Conner for establishment of Florida Advisory Council on Metrication. Purpose of Council will be to develop a state plan for the orderly and efficient conversion to metric system of measurement.

## **COMMUNITY COLLEGES ADDS THREE NEW STAFF MEMBERS**

Division of Community Colleges has three new staff members at 310 Collins Building: Solomon Ryels, with B.S. from FAMU, former assistant to personnel director, City of Tallahassee, school services specialist, Fiscal Section, 8-7926; Rudolph Slaughter, with M.Ed. from University of Miami, former assistant dean of vo-tech programs, State Community College of East St. Louis, Ill., consultant, Program and Support Services, 8-0555; and Howard F. Devine, with Ph.D. from UF, formerly with Student Development Office, Santa Fe Community College, consultant, Program Section, 8-0555.

## **S.D.E. CREDIT UNION ELECTS NEW BOARD AND COMMITTEE MEMBERS**

SDE Credit Union met Tuesday, January 20, in Larson Building auditorium for annual meeting. Following were elected to Board of Directors: Jack Fountain, DOE Information Systems; James Davis, DOE Division of Vocational Education; and Ralph Venum, HRS Division of Vocational Rehabilitation. Elected to Credit Committee were: Virginia Christie, DOE Division of Community Colleges, and Gail Downing, DVR. Elected to Supervisory Committee were Jeanette Henshaw, DOE Student Financial Aid Section; Ken Jarrett, DCC, and Leon Simpkins DVR.

This public document was promulgated at an annual cost of \$7,969.75 or 10.9 cents per copy to inform Florida public school administrators of pertinent developments.

#### **D.O.E. EMPLOYEES RECEIVE \$1,266 FOR SUGGESTIONS**

During calendar year 1975, DOE employees made 133 suggestions under State Awards Program, with 17 of them being adopted. Employees received \$1,266 for their efforts, representing a first year's saving of state funds of \$9,306. Commissioner Turlington had urged DOE personnel to submit a minimum of 100 suggestions during the year. In 1974, only 93 suggestions were submitted. DOE totals represent 735 employees and do not include Division of Universities (Board of Regents), which is considered a separate entity for state awards purposes.

#### **FIVE ELECTED TO EXECUTIVE COMMITTEE OF PROFESSIONAL PRACTICES COUNCIL**

Rita E. Jones, registrar and dean, Tate Senior High School, Pensacola, has been elected chairman of Professional Practices Council for 1976. Thomas E. Benner Jr., Charlotte superintendent, was named vice chairman. Other executive committee members who will serve for one year are Mary Joe MacDonald, Dade speech and hearing therapist; Mary E. Crum, Broward elementary principal; and Lynn Guettler, St. Lucie elementary teacher.

#### **WHIGHAM ELECTED TO A.A.S.A. EXECUTIVE COMMITTEE**

Dade County School Supt. Ed Whigham has been elected to the executive committee of the American Association of School Administrators. Dana Whitmer, Pontiac, Mich., is new president-elect and Norman Hall, Andrews, Texas, is new vice president. Also elected to executive committee was William Stevenson, Seattle.

#### **DECARLO APPOINTED TO N.C.E.S. PROJECT**

Michael A. DeCarlo, chairman and director of Statewide Common Course Designation and Numbering System, has been appointed a member of National Planning Council for the National Center for Educational Statistics (NCES) project to develop a single subject matter classification for all levels of education. This system will eventually replace the Higher Education General Information System (HEGIS) and expand standard terminology for curriculum and instruction in state and local school systems to encompass upper division, graduate and professional schools.

#### **AGEE APPOINTED PROGRAM DIRECTOR, REGION III, DIVISION OF VO-ED**

Patsy Agee, veteran educator with over 17 years teaching and administrative service in Orange County, has been appointed regional program director of the Orlando Region III office, DVE. She was named to the position after L. Warren Harrell was transferred to Tallahassee to serve as director of Program Implementation Section of Bureau of Vocational Program and Staff Development.

#### **D.O.E WAREHOUSE MOVE POSTPONED**

Scheduled move of DOE Warehouse has been temporarily postponed pending further notice. This will cause delays in filling requisitions as supplies are already in boxes for the move. However, orders will be filled as soon as possible.

#### **MEETINGS: R&D BOARD OF ADVISORS, COMMUNITY COLLEGE PRESIDENTS COUNCIL**

Meeting of Educational Research and Development Board of Advisors previously scheduled for Tampa, has been shifted to Orlando and will be held at Howard Johnson's Motor Lodge West. Feb. 9 session will be held from 10 a.m. to 5 p.m. and Feb. 10 meeting will be from 8:30 a.m. to 4 p.m. . . . Community College President Council will meet Thursday (29th), 1:30 p.m. to 5 p.m., and Friday, 8 to 11 a.m. in 556 Knott Building, Tallahassee.

#### **200 POST-SECONDARY SCHOOLS LICENSED IN FLORIDA BY STATE BOARD**

State Board of Independent Post-Secondary Vocational, Technical, Trade and Business Schools has licensed 200 schools since January, 1975. At Board's last meeting, January 20 in Tampa, 29 licenses were granted -- 20 new licenses, and 9 from temporary status to full status. Several others were deferred for lack of information. Board meets next on February 17&18 in Jacksonville.

#### **TOLL FREE LINE INSTALLED TO ANSWER WORKMEN'S COMPENSATION QUESTIONS**

A toll-free telephone line has been instituted by Department of Commerce's Bureau of Workmen's Compensation to answer Floridians' questions about workmen's compensation. Number is 1-800-342-9278, and will operate from 8 a.m. to 5 p.m. on weekdays.

## EXTENDED SUSPENSION

The principal may recommend to the Superintendent that a student's suspension be extended by the Superintendent until the next School Board meeting at which time the Superintendent may recommend for School Board approval an additional suspension up to a maximum of thirty (30) days.

A student recommended for an extended suspension is entitled to a hearing before an impartial Review Board appointed by the Superintendent. This Review Board shall consist of a member of county staff and two (2) building administrators other than the school involved. The Review Board shall make a recommendation to the School Board regarding the incident.



## EXTENDED SUSPENSION

The principal may recommend to the Superintendent that a student's suspension be extended by the Superintendent until the next School Board meeting at which time the Superintendent may recommend for School Board approval an additional suspension up to a maximum of thirty (30) days.

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SUGGESTED POLICY<sup>5</sup>

1

STUDENTS WHO ARE NOT RESIDING WITH THEIR NATURAL PARENTS OR LEGAL GUARDIANS

Any student <sup>desiring</sup> ~~wishing~~ to enroll in school who is not residing with his/her natural parent or legal guardian shall sign an affidavit of responsibility form available through Pupil Personnel Services at the district office.

Initial Application For

STUDENTS 18 YEARS OR OLDER <sup>desiring</sup> ~~attempting~~ TO ENROLL IN OSCEOLA COUNTY SCHOOLS

2

~~Any A~~ student who desires to enroll in <sup>the</sup> ~~our~~ regular school program who <sup>is</sup> ~~is~~ 18 years or older, upon ~~request~~ of the principal involved, shall be reviewed by a Review Committee composed of a guidance counselor, Principal, <sup>and</sup> Pupil Personnel Services Coordinator in order to determine the most appropriate educational placement for <sup>him</sup> ~~him~~.

Osceola  
County



V2c.  
c. Non-Certificated Instructional Personnel (6A-1.502)

In each community there are persons who possess expert skill in or knowledge of a particular subject or talent, but do not hold a Florida teaching certificate. These persons constitute an invaluable community resource for the education of the pupils in that district. It is hoped that the principals and teachers of the district will utilize in an appropriate instructional capacity the services of such expert persons in the community. Such persons may serve as non-paid volunteers or as a paid members of the instructional staff to render instructional service in the individual's field of speciality, but shall not be required to hold a Florida teaching certificate. Qualifications for such noncertificated instructional personnel shall include, but shall not be limited to, the following:

- (1) Health and Age--Health and age requirements shall be the same as those required for certificated instructional personnel.
- (2) Employment Procedures--Employment procedures shall be the same as those followed for certificated instructional personnel, except that non-certificated instructional personnel shall not be entitled to a contract as prescribed by Section 6A-1.64, subsection (1), Florida Statutes.



- (3) Personnel Records--The district personnel records shall contain information considered necessary by the Board to establish the speciality of the individual, and a statement of the instructional duties assigned to and performed by each person.
- (4) Salary--The official salary schedule for instructional personnel shall include a salary schedule for full-time and part-time employed non-certificated instructional personnel.
- (5) Assignment, Suspension and Dismissal--Procedures for the assignment, suspension, and dismissal of non-certificated instructional personnel shall be adopted by the Board and provided in writing to each employee at the time of employment.
- (6) Assessment of Performance -- Procedures for assessing the performance of duties and responsibilities by all non-certificated instructional personnel shall be developed by the Superintendent to ensure that each person adequately performs the duties assigned.
- (7) Pupil Welfare --Each non-certificated instructional person who at any time is expected to assume responsibility for the health, safety, and welfare of pupils shall possess in advance of assuming the responsibility, a clear understanding of state and district rules, policies, and regulations relevant to instructional responsibilities. When assigned duties require knowledge of rules, regulations, or policies of a special nature, the person occupying a supervisory position is responsible to ascertain





that the instructor possesses, in advance of assuming the duties, the necessary knowledge to perform such duties in a proper and reasonable manner.

- (8) Instructional Practices and Policies--Each non-certificated instructional person who at any time is expected to assume responsibility for promoting pupil learning shall possess, in advance of assuming this responsibility, a clear understanding of all state and district instructional practices and policies relevant to instructional responsibilities.
- (9) The School Board may at any time adopt special policies for those part-time personnel who are employed to teach no more than 160 clock hours during a fiscal year.
- (10) A non-certificated person employed pursuant to this section shall be accorded the same protection of the laws as that accorded the certificated teacher.



# OSCEOLA COUNTY ADULT EDUCATION

POST OFFICE BOX 370

KISSIMMEE, FLORIDA 32741

LEON T. HOBBS, DIRECTOR

305-847-3147



## ADULT EDUCATION NON-CERTIFICATED PERSONNEL

- (1) Health requirements shall be the same as those required for certificated instructional personnel unless special demands necessitate the waiver of the age maximum in which case the Director of Adult Education shall be empowered to make said waiver.
- (2) Employment procedures shall be the same as those followed for certificated instructional personnel.
- (3) Salary Schedule.
  - (A) Persons possessing skills in a certain job or teaching area which could be considered equivalent to a Rank III degree shall be paid in accordance with the adopted Adult Education salary schedule and equal to a Rank III teacher with zero (0) years experience.
  - (B) Persons deemed Rank IV or less by the Director of Adult Education shall be paid at the Rank IV hourly rate as posted in the annual Adult Education Salary Schedule.
- (4) No non-certificated personnel may be employed to teach for more than 160 clock hours during any fiscal year.
- (5) All persons employed under terms of the Non-Certificated Personnel Policy shall have his/her personnel folder on file with the Director of Adult Education.

reference 6A - 1.502



\* VIP

to. SS-  
Pr. - CTB

Completed up to pg. 64 Mon. PM

### Further Rmks

- Pg. 65- Wouldn't hurt to repeat 16 yr. age limit again
- \* Pg. 69- 3, & 4 should be without pay.
- Pg. 71- 7- should the diseases be mentioned by name?
- Pg. 85- (b) 3 years of service for four successive years - don't understand.
- \* Pg. 90- 7-a. last line - the Board may not always want to accept a resignation.
- Pg. 92- 9 - don't we have a salary schedule for substitute teachers.
- Pg. 96- ~~the~~ b (1) we may want to vary this time schedule - do we have to be tied down to specific dates.
- \* Pg. 97- 4. I never have liked this - still favor a "leave bank".
- Pg. 98- 7. why can't a teacher tutor and why not use school facilities? not exp. not conf.
- Pg. 102- 5. mention diseases by name?
- \* Pg. 106- 10. how is sick leave earned or accumulated? also need sabbatical leave policy for teachers.
- ~~Pg. 109- 5 update this~~
- \* Pg. 113- 1. change shall. to may - we could get into a position where we didn't have \$ for elementary guidance.



- \* Pg. 126- leave off examples of permitted absences -  
The granting is the function of the principal  
and examples can be confusing.
- \* Pg. 127- C. - cross off class of 1975
- \* Pg. 139- 3<sup>rd</sup> paragraph - what are "shades"
- \* Pg. 154- this is the area for restrictions or  
rules pertaining to the choice of school ring,  
picture, etc. suppliers.
- \* Pg. 190- b. 5<sup>th</sup> sentence - change shall to may -  
if we lose federal funds, we may not be  
able to pay for this.

### Comments on Bd. Atty's Rules

Pg. 67- omit

Pg. 69- agree completely

Pg. 70- OK

Pg. 73- OK

Pg. 74- OK - I like the second paragraph of his  
recommendation.

Pg. 84- Can personnel offices live with Atty's recommendation?

Pg. 90- I agree on Paragraph C and d.  
I like B as it is.

don't understand his subs. on 7a

Pg. 91- b - Atty's subs. OK but policy should have  
some reference to asking the State Board  
to revoke certificate for a year.





\* Pg. 93 - disagree - leave it in - a contract  
would void this anyway - let's make em  
fight for a change

Pg. 97 - I agree

Pg. 100 - OK

Pg. 102-03 - OK

Pg. 114 - no opinion

Pg. 118 - I agree

Pg. 119 - Is the law isn't it?



*Bill [unclear]*

B. SCHOOL ATTENDANCE AND ADMISSION

1. School Attendance

a. General Requirements

All children who have attained the age of seven (7) years or who will be seven (7) years of age by February 1st of any school year, or who are older than seven (7) years of age but have not attained the age of sixteen (16) years, are required to attend school regularly during the entire school year except as provided in Section 232.01(1)(2), Florida Statutes.

b. Early Completion

A child who attains the age of 16 years during the school year shall not be required to attend school beyond his 16th birthday.

The School Board shall administer equivalency examinations upon request to any person above the age of sixteen, and may offer the examination to students between the ages of 14 and 16 with parental consent.

Each candidate who successfully passes the examination shall be awarded a high school equivalency diploma by the Department of Education. Any candidate under sixteen years of age awarded an equivalency diploma is automatically exempted from the compulsory attendance requirements of Section 232.01, Florida Statutes.



c. Certification of Exemptions

Children within the compulsory attendance age limits who hold valid certificates of exemptions issued by the Superintendent in accordance with Section 232.06, Florida Statutes, shall be exempt from attending school. A certificate of exemption shall cease to be valid at the end of the school year in which it is issued.

d. Responsibility for Attendance

Each parent of a child within the compulsory attendance age shall be responsible for such child's school attendance as required by Section 232.09, Florida Statutes.

Whenever a child of compulsory attendance age is absent without the permission of the person in charge of the school, the parent of the child shall report and explain the cause of such absence to the teacher or principal of the school, as provided in Section 232.10, Florida Statutes.

The Superintendent <sup>may</sup> ~~shall~~ delegate the enforcement of compulsory school attendance and child welfare, as provided in Section 232.16, Florida Statutes, to attendance assistants.

e. Place of Enrollment

Parents shall enroll their child in the appropriate grade level school within the attendance area as



established by the Board. Parents who wish to enroll their child in a school outside of their attendance area may request such assignment in writing to the Superintendent, giving reasons for the request.

f. Married Students

Students who are married, unmarried students who are pregnant, and students who have had children out of wedlock shall not be prohibited from regular school attendance and instruction as provided in Section 232.01, subsection (c) (2), Florida Statutes. The Superintendent may assign the individual student, upon the student's written expression of his or her desire to continue studying, to a school program recommended by a review committee of not less than three (3), nor more than five (5) appointed by the Superintendent. The Superintendent may, at his discretion, appoint a different committee for each case. Should further deliberations become necessary concerning the student's program, an appeal may be made by the student directly to the Board.

g. Out-of-County Admissions

Out-of-county students enrolled in Osceola County schools on September 7, 1971, shall be permitted to continue their education in Osceola County. Any student requesting admission thereafter shall be advised to enroll in the district in which he resides





unless admitted by Board action in which written agreements are made annually with the Board of the district in which the student resides, as provided in Section 230.23, subsection (4)(d), Florida Statutes.

h. Attendance for Credit

A student shall complete a 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 next succeeding school year.

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.

Students who transfer from another district to an Osceola County school shall enroll within thirty (30) days from the date of withdrawal and comply with provisions of the above paragraph in order to earn full credit for the semester's work. However,



in cases of illness or other instances of extreme circumstances rendering the student's attendance impossible, the school may make exception to the 30-day enrollment limitation with the approval of the principal.

A student shall have been enrolled in school at least one-half ( $\frac{1}{2}$ ) 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.

i. Reporting Procedures

It shall be the responsibility of the principal and the teacher to encourage regularity of attendance and punctuality, and to check student attendance as prescribed below.

The principal shall be responsible for the administration of attendance policies and procedures and for the accurate reporting of attendance in the school under his direction.

All officials, teachers and other employees shall keep records and shall prepare and submit all reports that may be required by law and State Board Regulation 6A-1.44. The enrollment register shall be open for inspection of the Superintendent or



b. Early Admission to First Grade

Any child who will attain the age of 6 years subsequent to January 1 and during the school fiscal year of any school having annual promotions shall be admitted at the beginning of that school year or at any time during the first month of the school year to the first grade, provided the child has demonstrated a readiness to enter the first grade in accordance with uniform criteria as established by the State Board of Education. (232.01(g))

Procedures for kindergarten enrollment shall be followed prior to requesting early admission to first grade.

c. Initial Admission to First Grade 232.01(d)

Any child who has attained the age of 6 years on or before January 1 of the school year of any school having annual promotions shall be admitted to the first grade at any time during the school year.

d. Requirements for Initial Admission to Kindergarten and First Grade

1. Date of Birth

Evidence of date of birth shall be presented to the principal to satisfy the requirements of 2(a) or 2(b) or 2(c) above, whichever is applicable to grade placement.



District attendance officer and shall show the absence or attendance of each child enrolled for each school day. Violation of this provision is a misdemeanor as prescribed in 232.021, Florida Statutes.

Attendance checks shall be made as early in the day as practicable. All absences, whether "excused", "permitted", or "unexcused", shall be entered upon the attendance register as "absent".

Attendance services shall be provided where deemed necessary by school personnel in accordance with Policy VIA3.

j. FTE Reporting

Reporting of attendance for the purpose of determining full time equivalent students shall be made in accordance with the provisions of Section 236.013, Florida Statutes, and State Board Regulation 6A-1.451.

k. Excused Absences

Absences shall be excused for the following reasons:

- (1) Illness or injury of the student.
- (2) Illness, injury or death in the immediate family of the student.
- (3) Financial inability, as described in Section 232.09, subsection (3), Florida Statutes.

If there is a reasonable doubt concerning the illness





claimed, the principal shall be authorized to require a statement from an accepted medical authority. Failure to comply with this requirement shall result in the absence being "unexcused".

In cases of excused absences, the students shall be allowed to make up the work and teachers of the students shall give every reasonable assistance.

Make-up work shall be completed during a period of time equal to at least twice the time for which the absence is excused, unless otherwise authorized by the teacher.

1. Permitted Absences

"Permitted" absences may be granted. Such absences shall be the direct responsibility of the principal only, who shall determine each individual case.

"Permitted" absences shall be treated in the same manner as "excused" absences except that the student shall assume complete responsibility for the make-up work. The teachers shall cooperate by making assignments, grading materials, and recording grades. Examples of situations warranting "permitted" absences include:

- (1) Attendance of an important public function.
- (2) Attendance of church meetings or to observe religious holidays.
- (3) Travel with parents in urgent circumstances.



(4) Attendance of conventions or conferences.

m. Unexcused Absences

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

Except that -- Students who are suspended from school during grade period exams or semester exams shall be allowed to make up these exams.

n. Grading of Make-up Work

Students whose absences have been approved as "excused" or "permitted" and who complete the make-up assignments as required by school policy shall receive grades for the periods of such absences in the same manner as if not absent from school. Each school shall establish procedures to ensure good attendance in each grading period; however, a student who misses fifteen (15) days or more within a semester and whose absences are unexcused shall not receive credit for the course except as approved by a review committee composed of the teacher, a counselor, and the principal.

2. School Admission

a. Admission to Kindergarten 232.04

Children attaining the age of five (5) years on or before January 1st of the school year shall be eligible for admission to kindergarten during that school year.



Evidence shall be one of the following (232.03 FS):

- (1) Birth certificate, or
- (2) Certificate of baptism with sworn affidavit, or
- (3) 2-year old life insurance policy on child, or
- (4) Bible record with sworn affidavit, or
- (5) Passport showing age, or
- (6) 4-year old school transcript stating date of birth, or
- (7) Affidavit of age sworn to by parent and a certificate of age signed by health officer, school physician or licensed physician.

2. Health Certificate (232.031FS)

Such certificate shall be signed by the county health officer or a licensed practicing physician certifying that the pupil has no contagious or communicable disease which would warrant the pupil's exclusion from the public schools.

Exceptions:

- a) Pupil has previously been enrolled in a public kindergarten in a district within the state;
- b) <sup>parental</sup> ~~Objects~~ <sup>in writing</sup> in writing on religious grounds.

The following requirements must also be met for initial admission to kindergarten or first grade.



e. Requirements for Initial Admission to Grades K-12

1. Immunization (232.032FS)

Each pupil who is otherwise entitled to admittance to kindergarten or first grade, whichever is applicable, or any other initial entrance into a Florida school, shall be required to present a certification of immunization for the prevention of those communicable diseases for which immunization is required by the Division of Health.

Immunizations shall be required for poliomyelitis, smallpox, diphtheria, rubeola, rubella, pertussis, and tetnus.

*HPD says  
smallpox  
not req*

*plum's next  
yes*

Exceptions:

- a) ~~Objects~~<sup>in writing</sup> on religious grounds;
- b) Written certification for exemption for medical reasons by a competent medical authority or the division of health.

2  
a  
b  
c  
Div of FOS  
Drivers Licenses  
tag

2. Non-Residents of Florida

- a. For the purpose of this section, a non-resident is defined as a person who has lived in Florida less than one year, has not purchased a home which is occupied by him as his residence prior to the enrollment of his child or children in school, and has not filed a manifestation of domicile in the county where the child is enrolled. (228.121(2)) (6A-1.98(2))





- b. Tuition -- Pupils in grades K through 12 whose parent, parents, or guardians are non-residents of Florida shall be charged a tuition fee of \$50.00 payable at the time the pupil is enrolled. (228.121(1)FS)

Pre-numbered receipts shall be issued upon payment of fee, and each receipt shall show name of pupil, name of parent, date, purpose, name of district, and signature of individuals receiving payment.

Such funds collected by the school shall be remitted to the District School Board. (228.121(4)FS)

Exceptions:

1. The student was previously enrolled in a public school of Florida, or
  2. Student is in certified exchange program, or
  3. Parents own Florida real estate, or
  4. Parent is registered voter in Osceola County, or
  5. Parent presents a declaration of domicile,
  6. Parent is in Federal Military Service,
  7. Parent is migratory agriculture worker.
- c. Obtain a Florida license tag ~~for his automobile~~ <sup>within 10 days of enrollment</sup> ~~prior to enrollment.~~ <sup>motor vehicle</sup> (320.38(1)FS)
- d. ~~obtain a Florida driver's license prior to enrollment.~~ <sup>Apply for</sup> (322.031(1)FS) <sup>within 30 days after enrollment.</sup>



Exceptions to 2(c) and 2(d) are provided for children whose parent, parents, or guardians are migratory agriculture workers. (6A-1.98) (316.003(62)FS)

e. Adult Education

Adults who are not bona fide residents of the State of Florida, who own and operate a motor vehicle in Florida, and who apply for admission to Adult Education classes must present evidence of purchase of a Florida license tag at the time of registration in the class.

f. Students Who Are Not Residing With Their Natural Parents or Legal Guardians

Any student wishing to enroll in school who is not residing with his/her natural parent or legal guardian shall sign an affidavit of responsibility form available through Pupil Personnel Services at the district office.

g. Students 18 Years or Older Attempting to Enroll in Osceola County Schools

A student who desires to enroll in our regular school program who is 18 years or older, ~~upon request of the principal involved,~~ shall be reviewed by a Review Committee composed of a guidance counselor, principal, Pupil Personnel Services Coordinator, in order to determine the most appropriate educational placement for him.



h. Exceptional Child Program

Enrollment of students in the Exceptional Child Program shall be prescribed by the Board in accordance with State Board Regulations 6A-6.331 and 6A-6.341.

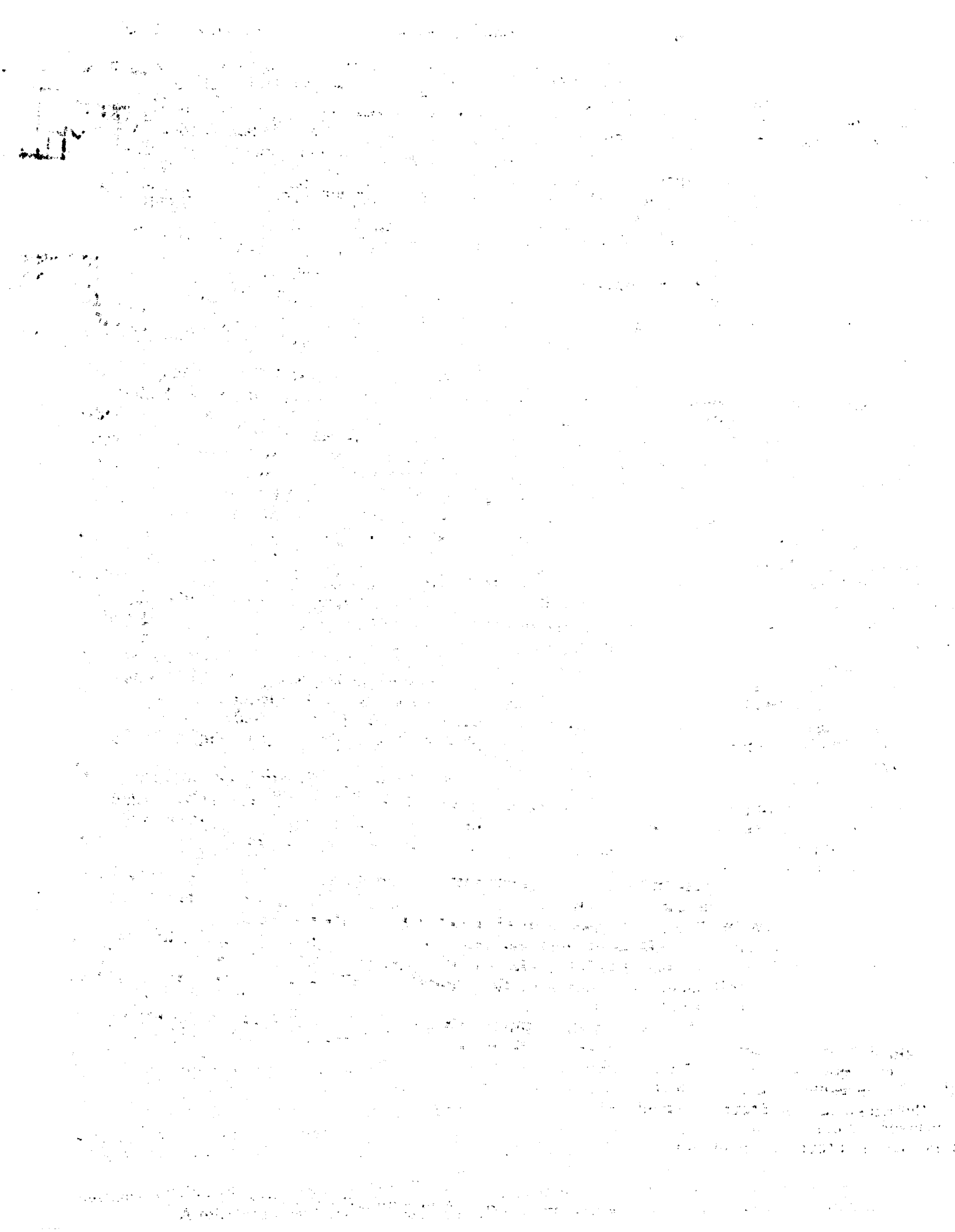
No student shall be given special instruction or services until he is properly classified as an exceptional student by written notice to the parent or guardian of the proposed assignment or placement, including:

- (1) Reasons for which the action is proposed or on which the decision is based, and
- (2) Procedures to be followed by the parent or guardian in requesting a review conference. A review of the individual case shall be held, if requested, at which time the parent or guardian may present any factual information related to the assignment, placement, or denial of assignment or placement, and may question school personnel regarding the reasons for their action or proposed action.

A decision, in writing, shall be provided the parent or guardian within a reasonable period of time following the review conference.



A final review shall be made by the School Board of any decision contrary to the wishes of the parent or guardian, if so requested.





I should like to recommend the following rearrangement of the first chapter of the Policy Manual:

1.1 District Unit

1.2 Control - Organization - Administration

1.2.1 School Board

- A. Responsibility - Qualifications
- B. Organization
- C. Duties of the Chairman
- D. General Powers and Duties of the Board
- E. Meetings (incl. para. re emergency meetings)
- F. Agenda (incl. para. re agenda for emergency meetings)
- G. Rules Procedure (new)
- H. Official Minutes
- I. Legal Counsel
- J. Appointment and Reappointment of Personnel
- K. Personnel Records
- L. Board Salary - Expenses
- M. Retirement

1.2.2 Superintendent

- A. Child Welfare
- B. Transportation of Pupils
- C. Courses of Study and Other Instructional Aids
- D. Finance
- E. Personnel
- F. Records and Reports
- G. School Plants
- H. Miscellaneous
- I. Superintendent's Salary and Expenses
- J. Specific Duties Delegated to the Superintendent

1.3 School Advisory Committees



1.0. THE DISTRICT SCHOOL SYSTEM

1.1. DISTRICT UNIT

Osceola County shall constitute a school district which shall be known as The School District of Osceola County, Florida. It shall include all public schools, classes, and courses of instruction and all services and activities directly related to education in the district which are under the direction of the district school officials.

(Sections 230.01, and 230.02, F.S.)

1.2. CONTROL - ORGANIZATION - ADMINISTRATION

1.2.1. School Board

A. Responsibility - Qualifications

The governing body of the School District of Osceola County shall be known as The School Board of Osceola County, Florida, which shall be composed of five members as provided by law. (Section 230.04, F.S.)

School Board member residence areas for the purpose of nominating and electing Board members are established by the Board according to Section 230.061, Florida Statutes.

B. Organization

On the third Tuesday after the first Monday in November of each year, the Board shall organize by electing a chairman and a vice-chairman. The Superintendent shall act as the ex-officio secretary. If a vacancy



should occur in the chairmanship, the Board shall confirm the succession of the vice-chairman to the chairmanship or elect a new chairman at the next regular or special meeting.

The organizational meeting shall be conducted pursuant to Section 230.15, Florida Statutes.

C. Duties of the Chairman

The Chairman shall be the presiding officer of the Board, and shall preserve order at the meetings. His signature, or his facsimile signature, when authorized for use in the manner prescribed by law, shall appear on all warrants for authorized payments by the Board, and on contracts and other papers pertaining to the business of the Board, when directed by the Board. The vice-chairman shall act for the chairman in his absence or disability. (Section 116.34, subsection (3), F.S.)

D. Meetings

The Board shall publish and hold not less than one (1) regular meeting each month as prescribed by Sections 230.16 and 230.17, Florida Statutes, and shall establish the calendar of regular meetings annually in accordance with Section 230.15, Florida Statutes.



Special meetings may be advertised and held in compliance with Sections 230.16 and 230.17, Florida Statutes.

In the event of a national disaster, a civil emergency, epidemic, or act of God which might necessitate immediate action by the Board, an emergency meeting may be called by the Superintendent without prior advertisement or notice.

E. General Powers and Duties

In addition to the general powers and duties of the Board as provided by law, including but not limited to Sections 230.22 and 230.23, Florida Statutes, the Board shall:

- (1) Establish the school calendar required by Section 230.23, subsection (4)(f), Florida Statutes, not later than March 1 each year.
- (2) Adopt plans and regulations for teacher lunch time and planning time as authorized by Section 230.23, subsection (4)(k), Florida Statutes.
- (3) Establish and maintain public evening schools as authorized by Section 230.23, subsection (4)(i), Florida Statutes.
- (4) Appoint members of the Teacher Education Center Council, as provided in Section 231.606, subsection (1), Florida Statutes, and perform other duties and responsibilities as described in subsection (2) of that Section, and Board Policy 1.4.





- (5) Establish a School Advisory Committee or Committees as provided in Section 230.22, subsection (1)(b), Florida Statutes, including an evaluation of such committee or committees, and provide for their participation in the preparation of the Annual Report of School Progress in accordance with Section 228.165, Florida Statutes.
- (6) <sup>have the continuing authority to</sup> Establish ~~a~~ District Materials Selection Committees to evaluate instructional materials not previously used within the District, in accordance with Section 233.34, subsection (3) and Section 233.43, Florida Statutes. The functions of this committee are further described in Board Policy 1.5.
- (7) Annually prepare and submit to the Commissioner of Education a District Comprehensive Plan, as prescribed by State Board Regulation 6A-1.411.
- (8) Annually prepare and submit to the Department of Education a Master Plan for In-Service Training.

F. Legal Counsel

Should legal services be needed, the Board may employ or retain a competent attorney to render such services. A formal opinion or an informal interpretation of law from



the general counsel for the Department of Education for administrative purposes may be requested when necessary by the Superintendent or a Board member through the director of the Division of Public Schools. (SBE Regulation 6A-1.42, and Section 230.22, subsection (5), F.S.)

G. Appointment and Reappointment of Personnel

The Board shall act in compliance with Section 230.23, subsection (5), Florida Statutes, with regard to the appointment of instructional and non-instructional personnel.

In emergency cases, the Superintendent may make temporary appointments to approved positions pending action by the School Board at the next meeting.

The School Board may reject for good cause any supervisor, principal or other employee nominated in accordance with Section 230.23, subsection (5)(b), Florida Statutes. In the event the third nomination by the Superintendent for any position is rejected, the School Board shall then proceed on its own motion to fill such position.



H. Agenda

An agenda for each Board meeting shall be prepared by the Superintendent, delivered to each Board member at least seven (7) days prior to each regular meeting. Supporting material and information for each item on the agenda shall be included whenever possible.

An agenda shall be made available to the press, radio stations, principals, and others interested at least seven (7) days prior to each regular meeting. Agenda and minutes shall be posted in each school in a place accessible to all personnel.

Any person desiring to have an item placed on an agenda shall submit a request in writing to the Superintendent no later than eight (8) days prior to the meeting date.

The agenda shall contain the items to be considered in the order of presentation. After the agenda has been made available, change shall be only for good cause, as determined by the Chairman and stated in the official minutes.



Board members shall be furnished a copy of the minutes of the previous meeting prior to each meeting.

The agenda for any special meeting of the Board shall be prepared upon the calling of the meeting, but not less than 48 hours prior to such meeting. (Section 120.53, subsection (1)(d), F.S.)

The agenda for emergency meetings shall be kept to a minimum and shall deal only with those criteria that are necessary to the immediate welfare of students and staff, and for the protection and other necessary use of school buildings, grounds, equipment and supplies. The Board shall cooperate with such other civic, state and national groups as may be necessary to alleviate whatever suffering or harmful conditions exist.





## I. Rules Procedure

### (1) Content of Proposed Change

Prior to the adoption, amendment or repeal of any rule, the Board or any employee of the Board shall give notice of the intended action, setting forth a short and plain explanation of the purpose and effect of the rule or amendment and the specific legal reference of its authorization. In addition, an estimate of the economic impact of the proposed rule, amendment or repeal on all persons affected shall be given. If such an estimate is not possible, a reason shall be provided as to why such an estimate cannot be made.

### (2) Notice of Intent

Notice of intent by the Board to adopt, amend, or repeal any rule shall be made 14 days prior to the intended action by publication in a newspaper of general circulation within the District, by mail to all persons who have asked for advance notice of Board proceedings, and by posting the notice in appropriate places so that persons or classes of persons to whom the intended action is directed shall be duly notified.



(3) Determination of Validity

Any substantially affected person may seek an administrative determination of the validity of any proposed rule which contains any provision not relating exclusively to organization, practice or procedures, as specified in Section 120.54, subsection (3), Florida Statutes. No rule shall be adopted until 21 days after the notice required by Section 120.54, subsection (1) or until the hearing officer specified in Section 120.54, subsection (3) has rendered his decision.

In the event part of a proposed rule is declared invalid, the Board may, in its sole discretion, withdraw the proposed rule in its entirety. Hearings held under the provisions of Section 120.54, subsection (3) shall be conducted in the same manner as provided in Section 120.57, Florida Statutes, except that the hearing officer's order shall constitute the final legal action of the Board.

Upon the conclusion of such determination of validity, a declaratory statement shall be issued by the Board and distributed to the same individuals, groups and organizations as are described in Policy 1.2.1.I(2) with regard to the Notice of Intent by the Board to adopt, amend or repeal any rule.



(4) Emergency Rules

If the Board finds that an immediate danger to the public health, safety, or welfare requires emergency action, it may adopt any rule necessitated by the immediate danger by any procedure which is fair under the circumstances and necessary to protect the public interest, provided that:

- (a) The procedure shall provide at least the procedural protection given by other statutes, the Florida Constitution, or the United States Constitution.
- (b) The Board shall take only that action necessary to protect the public interest under the emergency procedure.
- (c) The Board shall publish in writing at the time of, or prior to, its action the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that the procedure used is fair under the circumstances. Notice of emergency rules shall be published in the first available issue of the Florida Administrative Weekly, and a copy of emergency rules shall be filed with the Administrative Procedures Committee of the State.



J. Board Salary - Expenses

The salary for the Board members is established by law.

In addition to the salary provided, each Member of the Board shall be allowed, from District School Funds, reimbursement for travel and per diem expense at the maximum rate authorized by Section 112.061, Florida Statutes. For conferences, the per diem rate shall be the maximum authorized by said statute.

K. Official Minutes

The minutes, when approved by the Board, shall be signed by the Board Chairman and the Superintendent. They shall then be kept as a part of the public record in the office of the Superintendent. (Section 230.23(1)(a), F.S.)

L. Personnel Records

Adequate personnel records shall be established and maintained for all employees. The authentication of the service and leave records of instructional personnel for administrative and auditing purposes shall be in accordance with State Board Regulation 6A-1.69.

All filing equipment for personnel records maintained in the district school offices shall have a locking device and shall bear a certified fire protection label so as to insure preservation of records against heat and smoke damage in case of fire, for at least one hour.





M. Retirement

School Board Members shall participate in the Florida Retirement System and are eligible for social security through regular deductions from their salaries.

In the event a School Board member is a former member of a State retirement system, that member shall have the option of continuing to receive his retirement benefits and his salary as a Board member (in which event only social security will be deducted once he has paid \$500.), or he may make immediate application to the Division of Retirement ~~at the Carlton Building~~ in Tallahassee, 32304, upon his re-employment, to suspend his retirement benefits, have his service as a Board member counted as retirement service and have his retirement recomputed at a later date. Written application to the Division of Retirement should include his social security number. (Rules and Regulations of the Florida Retirement System, 22B-4.12, paragraphs E and F.)

1.2.2. Superintendent

The Superintendent, as secretary and executive officer of the School Board, shall be elected and serve for a term of four (4) years in accordance with Sections 230.24 and 230.31, Florida Statutes.

The Office of the Superintendent shall be located ~~in~~ <sup>at the county seat</sup> ~~Emma Yowell Building at 401 Church Street, Kissimmee,~~



Florida, 32741. It shall be maintained and furnished by the School Board of Osceola County in accordance with Section 230.29, Florida Statutes.

The Superintendent shall have the authority and exercise when necessary the powers granted him in Section 230.32, Florida Statutes, and other applicable laws and regulations.

The Superintendent shall perform the duties and responsibilities prescribed by Section 230.33, Florida Statutes, and other applicable laws and regulations, provided that in so doing he shall advise and counsel with the School Board.

In addition to the general powers and duties of the Superintendent as provided by law, the Superintendent shall be the chief bargaining agent for the School Board in matters of collective bargaining.

A. Superintendent's Salary - Expenses

The Superintendent's salary is set by law.

In addition to the salary provided, the Superintendent shall be allowed reimbursement from District School Funds for travel and per diem expenses at the maximum rates authorized by Section 112.061, Florida Statutes. For conferences, the per diem rate shall be the maximum authorized by said statute.

B. Personnel

In matters of personnel the Superintendent shall



be governed by Section 230.33, subsection (7), Florida Statutes. He shall not recommend to the Board for employment in other than a school-related work program, any individual who is not at least sixteen (16) years of age.

C. Child Welfare

Recommended plans for child welfare shall be made in accordance with Section 230.33, subsection (8), Florida Statutes, and shall be supplemented by the requirements of Chapter VI of these Board policies.

D. Courses of Study and Other Instructional Aids

Recommendations for improving, providing, distributing, accounting and caring for textbooks and other instructional materials shall be made in compliance with Section 230.33, subsection (9), Florida Statutes, and shall be supplemented by Board Policy III-B.

E. Transportation of Pupils

Transportation needs shall be ascertained and recommendations for safe transport made as specified in Section 230.33, subsection (10), Florida Statutes, and shall be supplemented by Board Policy III-A.

F. School Plants

Recommendations concerning school plants shall be made in accordance with Section 230.33, subsection (11), Florida Statutes.



G. Finance

Recommendations governing matters of finance for educational facilities throughout the District shall be made in compliance with Section 230.33, subsection (12), Florida Statutes, and shall be supplemented by Chapter II of these Board policies.

H. Records and Reports

The Superintendent shall recommend that records be kept, and shall have such reports made as are called for in Section 230.33, subsection (13), Florida Statutes.

I. Miscellaneous

The Superintendent shall cooperate with individuals and agencies specified in Section 230.33, subsections (14) through (23), Florida Statutes, in the manner prescribed therein.

J. Specific Duties Delegated to the Superintendent

The following duties are specifically 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 requests for zone changes by students.
- (2) Appoint teachers under emergency replacements, such appointments to be subject to Board approval at the next meeting for which the item can be placed on the agenda.
- (3) Act on maternity, professional, illness-in-line-of-duty or personal leave requests. Such leave requests shall then be subject to final approval by the School Board.





- (4) Approve or deny requests for the use of school buses in accordance with Board policies.
- (5) Act on vacation leave requests.
- (6) Approve or deny requests of teachers to leave school early in order to attend college classes.
- (7) Authorize the removal of property from inventory records.

### 1.3 SCHOOL ADVISORY COMMITTEES

The School Board shall establish a School Advisory Committee or Committees. Such committees may be established at the district, area and school level. The Board shall provide a plan for establishing each School Advisory Committee which shall include in its membership parents and students and which shall be broadly representative of the community. The functions of the School Advisory Committees shall be prescribed by the Board; however, each school level committee shall participate in the preparation of the Annual Report of School Progress as provided in Section 2338.165, Florida Statutes.

The Board shall annually evaluate the effectiveness of the committees and submit a report of their evaluation to the State Department of Education in accordance with Section 230.22, subsection (1)(b), Florida Statutes.

### 1.4 TEACHER EDUCATION CENTER COUNCIL

#### 1.4.1 Membership

There is hereby created a Council of the Osceola Teacher Education Center which shall consist of 12 members appointed by the Superintendent, as follows:



- (a) Three elementary school teachers
- (b) Two middle school teachers
- (c) Two high school teachers (one from each school)
- (d) One principal
- (e) One district staff member
- (f) One representative of the Florida Technical University
- (g) Two lay members (one from the Kissimmee area and one from the St. Cloud area).

(Sections 231.606, subsections (1) and 2(a), F.S.)

#### 1.4.2 Voting Authority of the Center Director

The Center Director shall be entitled to vote only when a tie occurs in voting by the Center Council.

(Section 231.606, subsection 2(b), F.S.)

#### 1.4.3. Term of Office for Classroom Teachers

The term of office of a Council Member who is a classroom teacher shall be two (2) years. No member may succeed himself. Elementary and middle schools from which representatives are appointed will have representation for no more than two (2) successive years. No school shall be without representation for longer than a two (2) year period after initial representation. An unexpired term of a member will be filled by a representative from the same school.

Teacher representation from the elementary schools shall be in the following order: (1) Mary Bryan, (2) R. E. Jeffries, (3) Thacker Avenue, (4) Central Avenue, (5) Michigan Avenue, and (6) Highlands.



The order for middle school representation shall be: (1) Beaumont, (2) St. Cloud, and (3) Denn John. (Section 231.606, subsection 2 (b), F.S.)

1.4.4. Term of Office for Non-Classroom Teachers

The term of office for Council Members who are not classroom teachers shall be two (2) years, with the exception of the university and district staff in-service representatives, who shall be appointed annually. (Section 231.606, subsection 2(b), F.S.)

1.4.5. Recommendations for Appointment

In making recommendations for appointments to the Council, the Superintendent shall consider all nominations received. Non-teaching members of the Council may be nominated by any interested individual or group. Council Members who are classroom teachers may be nominated by the Teacher's Association or by any interested individual or group. The principal representative to the Council may be nominated by an interested individual or group. All appointments to the Council shall be made by the Board. (Sections 231.606, subsections (1) and 2(a), F.S.)

1.4.6. The Center Staff

The Center Staff shall consist of the Center Director and all other groups or persons contracted for to provide staff development of educational personnel. The Center Council shall recommend to the Superintendent an individual to serve as Director of the Teacher Education Center.



The Board shall appoint the Director and staff of the Center, in accordance with Section 231.606, Subsection (2)(d), Florida Statutes. Removal of the Center Director or other personnel shall be for cause or upon recommendation of the Superintendent, with the approval of the Board.

1.4.7. Center Staffing and Program

In developing Center staffing and program:

- (a) The Master In-Service Plan Committee shall submit to the Council a prioritized list of in-service needs with suggested methods of implementation.
- (b) The Council shall evaluate the needs in terms of available resources and recommend to the In-Service Director or the Center Director programs for implementation.
- (c) The Center Director shall collaborate with with university representative for personnel to implement the programs needed. The Council shall confirm university appointments.
- (d) Priority needs not staffed by university personnel may be contracted for by the Director of In-Service Training if confirmed by the Center Council.
- (e) All programs shall be evaluated to determine the value to the participant and to aid the Center Council in determining future Center activities. (Section 231.606, subsection (1)(b), F.S.)





#### 1.4.8. Goals and Objectives

The Center Council shall develop goals and objectives for the Teacher Education Center which shall include:

- (a) Augmentation of present college and university teacher education programs.
- (b) Augmentation of present school district in-service education programs.
- (c) Provision of time and opportunity for pre-service and in-service teachers to interact with faculty and staff of the colleges and universities, as well as other school districts, in their common search for the most beneficial educational experiences for students.

(Section 231.606, subsection (1)(b) 2, F.S.)

#### 1.5. District Materials Selection Committee

The Superintendent <sup>may</sup> ~~shall~~ recommend to the Board for its approval members of a District Materials Selection Committee, which <sup>may</sup> ~~shall~~ include:

- (a) Two (2) teachers
- (b) Two (2) administrative staff members
- (c) Three (3) lay members, one of whom shall be appointed as Chairman of the Committee by the Superintendent.

The Committee shall meet at the request of the Superintendent.

The purpose of the Committee shall be to evaluate any instructional materials which have not been used previously within the District. Such evaluation



<sup>may</sup>~~shall~~ include all equipment, books, supplies, audio-visual aids and other instructional tools to ensure maximum use by students and staff, and the results of this evaluation shall then be made available to all persons within the District who are responsible for the requisitioning of instructional materials.

The normal procedure for evaluations by the Committee shall be as follows.

- (1) The Committee shall establish the criteria desired for those items which they have been asked to evaluate.
- (2) Manufacturers or publishers, or their representatives, shall be invited to introduce their products in such a way as to provide effective analysis of the item under consideration.
- (3) The Committee shall determine the strengths and weaknesses of those materials which have been given consideration and may provide a qualitative catalog of comparison between items of a similar nature.
- (4) The Committee shall also provide guidelines containing its recommendation concerning curricula goals and appropriateness for use within subject matter and age or grade level categories.

The Council may also serve in an advisory capacity to the District purchasing agent to assist in the drafting of descriptive specifications needed for bidding purposes.



The Committee may also make recommendations to the Superintendent with regard to materials already on the state-approved Instructional Materials list.

(Section 233.43, subsection (3), and Section 233.43, F.S.)



**1.6 DISTRICT COMPREHENSIVE PLAN**

The School Board, on a continuing basis, shall maintain a systematic evaluation of the education program needs within the District and shall develop annually and on a long-range basis, a plan for meeting those needs as prescribed by subsections 230.33(5) and 230.23(3), Florida Statutes. The plan, to be submitted to the Department of Education, shall reflect a structured program of actions for not less than five (5) years and shall be developed as provided in State Board Regulation 6A-1.411.

The Board shall also provide for evaluation of the Comprehensive Plan, in accordance with the provisions of subsections 236.02(7)(c) and (d).

1.6 Philosophy of Evaluation





1.6  
1.7 IN-SERVICE EDUCATION

A Master Plan for In-Service Education shall be prepared by the Board annually before submission to the State Department of Education for approval. In this regard the Board shall seek to:

- A. Develop a systematic procedure for identification of personnel improvement and performance needs.
- B. Develop a comprehensive plan with long and short range objectives, consistent with the established needs.
- C. Improve the level of performance of all personnel through programs or activities conducive to obtaining the desired level of performance.
- D. Increase competencies, skills and knowledge of personnel for more efficient and effective personnel utilization.
- E. Develop a systematic procedure for evaluating the effectiveness of staff development activities.

A copy of the Master plan shall be filed in the library of each school. (Section 231.603, subsection (3), F. S.)



## 2.0 DISTRICT FINANCIAL ADMINISTRATION

### 2.1 GOALS

The Board shall:

- 2.1.1. Provide professionally trained personnel to assist the Superintendent and Board in administering the fiscal aspects of the district and local school program.
- 2.1.2. Utilize a uniform system of financial accounting as prescribed by the Florida Statutes, State Board Regulations, the Auditor General's office and the Board's policies.
- 2.1.3. Implement a long-range plan of programming, planning and budgeting, including cost analysis, at time intervals consistent with statewide schedule of adoption.
- 2.1.4. Develop district-wide administrative services which promote greater operational efficiency and financial economy.

### 2.2 BUSINESS OPERATIONS

#### 2.2.1. District Financial Records

The Superintendent shall be responsible for keeping adequate records and accounts of all financial transactions as prescribed by the Commissioner of Education. (SBE Reg. 6A-<sup>h</sup>101)

The Superintendent is authorized to develop internal forms, establish subsidiary records, establish cut-off dates and develop any other operational procedure that he deems necessary to insure sufficient control



and effectiveness, except that such procedures shall not be contrary to State Board Regulations. These actions must be published and distributed in sufficient time prior to the effective date to ensure an orderly transition.

2.2.2. District School Budgets

A. Annual Budget

The annual budget shall be prepared, advertised, presented at a public hearing, adopted by the Board, and submitted to the Commissioner of Education in accordance with State Board Regulation 6A-1.02 and Chapter 237, Florida Statutes. It shall become official when certified as provided in State Board Regulation 6A-1.03.

B. Budget Amendments

Budget Amendments shall be proposed and submitted in the manner prescribed in State Board Regulation 6A-1.06.

C. Financial Statements

In addition to other financial reports required by law or by State Board Regulations, the Superintendent shall submit to ~~each member of~~ the Board a monthly financial statement, as prescribed by the Board.

(SBE Regulation 6A-1.08)

D. Capital Improvement Fund

The Board shall establish a depository account entitled district capital improvement fund as required by State Board Regulation 6A-1.09.

Separate project accounts or construction accounts shall be kept for all capital outlay projects costing in excess of \$7,500.00; expenditures on projects costing less than \$7,500.00 shall be recorded as either



separate accounts or in miscellaneous accounts.

E. Execution of Budget

It shall be the duty of the Superintendent and the School Board to take whatever action is necessary during the fiscal year to keep expenditures and obligations within the budgeted income in accordance with State Board Regulation 6A-1.07.

F. Purchasing Policies

The Superintendent is authorized to centralize the purchasing activities of the District within the guidelines and requirements of State Board Regulation 6A-1.12.

The Superintendent is authorized to publish a Purchasing Manual defining guidelines and procedures for conducting the function of purchasing in accordance with the following stated policy:

(1) Requisitions

All purchases except petty cash purchases will be based on requisitions. The Superintendent is authorized to approve requisitions to a limit of \$1,000.00, provided he shall certify that such funds to cover the expenditure are authorized by the budget and have not been encumbered.

The Superintendent may authorize a designee to make purchases not to exceed \$500.00.

Any purchase exceeding \$1,000.00 but not more than \$2,000.00 shall require Board approval. Price quotations to accompany the requests for Board approval shall be included.





As required by Section 230.23, subsection (10)(j), Florida Statutes, consideration shall be given to price agreements and state contracts available under regulations of the Department of General Services, Division of Purchasing.

(2) Bids

Bids <sup>may</sup> shall be requested from three (3) or more sources for all authorized purchases, except for food items exempted by State Board Regulation 6A-7.42 (2)(g). Bids for all authorized purchases which exceed \$2,000 shall be opened and tabulated at a previously announced time and place prior to the Board meeting, so that recommendations can be made to the Board at that time.

The Board shall have the authority to reject any or all bids and request new ones. In acceptance of bids, the Board shall act in compliance with State Board Regulation 6A-1.12.

The requirements for requesting bids from three (3) or more sources may be waived as provided by law for the purchase of: (a) Tests; (b) Textbooks and printed instructional materials; (c) Film, filmstrips, video tapes, disc and tape recordings or similar audio-visual materials; (d) Library and reference books, library cards purchased from publishers, the owners of the copyrights, or exclusive agents or a recognized educational institution; and (e) Disposable plastics, produce, and other food products except milk. (SBE Regulations 6A-1.12(6) and 6A-7.42(2)(g).)

(3) Proposals

Bids <sup>may</sup> shall not be required for the purchase of professional or contractual services; however, proposals in writing shall be requested for the purchase of fuels, insurance, and for such other



items as are deemed necessary by the Superintendent and the Board, including those instructional and guidance materials, and food and container products listed in the above paragraph. Proposals shall also be requested for contract services to students, including those for school pictures, graduation supplies and such items as class rings.

(4) Pool Purchases

Pool Purchases with other districts, the State Department of Education, or other governmental agencies are authorized if such purchasing is an advantage to the district. Pool purchases shall require agreements as stated in State Board Regulation 6A-1.13.

G. Capital Outlay

The Capital Outlay Fund will be administered in accordance with State Board Regulation 6A-1.15 and any other regulations governing capital outlay funds and expenditures.

(1) School Plant Survey

If at any time there is reason to believe that conditions in the District have changed so that the conditions of the most recent survey have become obsolete and invalid, the Board may arrange for a new survey and prepare a new priority list in accordance with the provisions of Regulations 6A-1.29 and 6A-1.30.

(2) Issuance of Local Bonds Pledging Capital Outlay and Debt Service Forestry Funds for Debt Service

If the Board proposes to issue revenue bonds under the provisions of Section 236.612, Florida Statutes, the Board shall submit to the Commissioner of Education a resolution proposing issuance of bonds showing proposed project or projects and



estimating the annual debt service thereon computed not to exceed the maximum interest provided by law. Such proposal shall then be subject to the recommendation of the Commissioner of Education and approval by the State Board of Education as specified in State Board Regulation 6A-1.301.

The School Board shall invest State Board of Education bond proceeds as stipulated in State Board Regulation 6A-1.34.

H. District Petty Cash Fund

The Superintendent is authorized to maintain a Petty Cash fund not to exceed fifty dollars (\$50.00) for the purpose of making small expenditures for the operation of his office. This petty cash fund shall be kept separate from all other funds.

The Board may reimburse the petty cash fund as often as necessary upon the presentation of receipts equal to the amount of the requested reimbursement. These funds shall never be used as a loan or advancement to anyone and shall not be used to cash a personal check.

The petty cash fund shall be replenished at the close of business on the last working day of the fiscal year.

I. Fidelity Bonds

Each and every official or other person responsible for handling or expending school funds or property shall be adequately bonded at all times in the amount specified and in accordance with State Board Regulation 6A-1.692.



## J. Internal Accounting

### (1) State Requirements

Monies collected and expended within a school by pupils and school personnel shall be used for financing the normal program of student activities not otherwise financed, for providing necessary and proper services and materials for pupils and personnel, and for other purposes consistent with the school program as established and approved by the Board. Control of such funds is the responsibility of the Board and it shall be the duty of the Board to see that they are properly administered and accounted for. The collection of monies by teachers must be kept to a minimum so the teachers can devote the maximum of time to assigned instructional duties.

All monies collected and disbursed by school personnel within a school or in connection with the school program, for the benefit of a school or a school-sponsored activity, and also property and other benefits accruing to the school from other than tax sources and not accounted for in the regular inventory of Board property, shall be received, administered and accounted for as prescribed in Chapters 230, 235, and 274, Florida Statutes, including school funds, funds collected in connection with summer program activities, funds derived from school athletic events, gifts and contributions made by band or athletic booster clubs, civic organizations, parent-teacher organizations and commercial agencies and all other similar monies, properties or benefits.

The Board shall provide for an annual audit of all internal accounts by a qualified auditor. The auditor shall submit a separate, signed, written report to the Board covering internal funds, which shall include any notations of any failure to





comply with requirements of Florida Statutes, State Board of Education regulations and policies of the Board, and commentary as to financial management and irregularities. Such audit shall be presented to the Board while in session and filed as a part of the public record as provided in State Board Regulation 6A-1.87.

Reporting Internal Funds--The Superintendent's annual financial report to the Director of the Division of Public Schools shall contain evidence in such form as may be prescribed by the Commissioner of Education that internal funds in all schools of the district have been administered in compliance with laws, regulations of the State Board of Education and policies of the Board.

School Petty Cash Fund--The principal of each school is authorized to maintain a petty cash fund out of internal accounts not to exceed fifty dollars (\$50.00) for the purpose of making small expenditures for operation of that school.

Such petty cash fund shall be separate from all other funds.

Each petty cash fund shall be replenished at the close of business on the last working day of the fiscal year. No district funds may be used at schools for petty cash purposes.

(2) Local Policies

In addition to the requirements of state law and State Board regulation 6A-1.85, the following policies shall apply to internal accounts:

Each principal is required to maintain adequate and accurate records of internal accounts as prescribed by law. All persons involved with internal accounting procedures shall be governed by the current and periodic directives issued by the Board through the office of the



Superintendent concerning internal accounts.

All internal checking accounts of each school shall be in one bank account.

Internal account funds, when not currently needed, and funds earmarked by the raiser or donee of such funds which are not currently needed, may be invested in a legal savings account insured by a federal agency.

Each principal is responsible for the collection, accounting, and expenditure of all internal account funds raised by means other than taxation.

(Section 237.02, subsection (4), F.S.)

(3) Collection of Money for Instructional Supplies

No teacher shall collect money for instructional materials, newspapers, books, magazines, or other materials or supplies without receiving prior approval from the principal upon written application for permission to make such collections.

It is the responsibility of the principal and staff to see that all monies collected are properly deposited daily in the bank and that no money is left in classrooms overnight.

K. Workmen's Compensation

All employees of the Osceola County School Board are entitled by law to the benefits of Workmen's Compensation, as provided in Section 215.19, Florida Statutes.

In the event of accidental injury, an Employer's First Report of Injury, prepared in accordance with directions from the District Office, on forms provided by that office, shall be filed promptly by the principal or department head.



## 2.3 BUDGETING CONCEPTS AND PROCEDURES

### 2.3.1. Concept

Sound business management requires careful planning. The preparation and maintenance of the annual budget is a year round job. To ensure economy and efficiency of the financial operations and to keep expenditures within anticipated receipts, a budget system has been established by Florida Statutes for the control of finances. To be effective and to produce budgetary control that is required and necessary will require the cooperation of all School Board employees.

A good school budget is essentially the financial plans developed to meet the educational needs. These plans should include expenditures for the next fiscal year and long-range programs. Budget requirements include both instructional and non-instructional programs.

In formulating the school budget, the principal shall involve the teachers and staff in curriculum development and in instructional procedures so as to adequately estimate supply expense, equipment and utility requirements. Plans shall be supported by statement of purpose, reason for change and summaries of research and experience. Requests from department heads shall be based on an inventory of school equipment and supplies, plans and needs for the coming year, and projected long-term plans.



2.3.2. Budget Review Board *page 33*

The Budget Review Board shall be appointed by the Superintendent to develop an allocation formula for allocating funds to the schools and departments for development of their operational budgets. The formula and allocations shall be approved by the Superintendent prior to being released to school and department heads.

In the event the fund balance of district operational fund is sufficient to insure an adequate budget for the succeeding year, the Superintendent may recommend to the Board an additional allocation to school and department budgets, any portion of the school or department's unencumbered balance for the prior year's operation, not to exceed 10 percent of their total budget, excluding salaries and benefits in the 5,000 and 6,000 functions.

*Paragraph 2 of page 30 of the first draft.*





2.3.3. Determining Principal's Budget

*delete substitute 2.3.2*

The amount of each principal's budget shall be determined by tabulating an estimated beginning enrollment for each school and allocating a dollar amount as set by the Board. Each principal shall be permitted to add to his dollar allocation any unspent portion of his last year's budget, which shall not exceed ten percent (10%) of that previous year's total budget.

2.3.4. Budget Schedule

Upon recommendation of the Superintendent, the School Board shall establish a budget schedule at its first meeting in January.

2.4 SALARY SCHEDULE POLICIES

2.4.1. Salary Schedule

The Board shall, prior to the beginning of the new employment period for each school fiscal year, adopt and spread on its minutes a salary schedule for employees of the District in accordance with State Board Regulation 6A-1.52. If thereafter the Board should enter into any contract with any of its employees pursuant to Chapter 447 of the Florida Statutes, which contract provides for salaries different from such adopted schedule, then the adopted schedule shall be deemed automatically amended to conform to the terms of such contract.



#### 2.4.2. Payroll Periods

Payroll period schedules shall be adopted by the Board at the <sup>pre-planning</sup> end of each school year. In the case of <sup>of instructional personnel</sup> ~~ten (10) or twelve (12) payments~~, the first payment shall be made approximately one (1) month after teachers report for pre-school work, and payments made monthly thereafter at approximately the same date. For those who select twelve (12) payments, the June payment includes the 10th, 11th and 12th payments. The method of ten (10) or twelve (12) payments is made at the request of teachers in writing on a form provided by the District office by the end of the pre-planning period of each school term, or payments shall automatically become ten (10) month. All other personnel shall be paid monthly on the payroll period established by the Board.

#### 2.4.3. Teacher Salaries and Benefits

Teachers shall be paid at the appropriate level of experience and rank, and shall accrue benefits under the provisions of employment set forth in subsections 230.33 (7)(e), 230.23(5)(e), 231.02, and 236.0711, Florida Statutes, and in accordance with State Board Regulation 6A-1.52. As prescribed in State Board Regulation 6A-4.02, the certificate shall bear an effective date of July 1 of the school fiscal year for which it is issued and shall be valid for that period of time designated on the face of the certificate.

The effective date of the rank of the certificate shall be determined by the date of completion of all courses and all requirements for the degree, and in accordance with sections 6A-4.03 and 6A-4.04. The effective date of the rank shall



coincide with the beginning date of the validity of the certificate, except that if certification is requested to be valid for a current school fiscal year which began July 1 immediately preceding the date the requirements for the rank of the certificate were completed, the effective date of the rank of the certificate shall be specifically designated on the face of the certificate. (SBE Regulation 6A-4.02(17)).

The salary schedule is based on a full day schedule of assigned responsibilities.

A. Teaching Experience

Experience may be allowed up to a maximum of twenty (20) years.

OUT OF STATE experience may be allowed, upon verification, for a maximum of twelve (12) years, provided that the experience was gained in one or a combination of the following:

- (1) Public school of other states of the United States;
- (2) Private and parochial schools if the teacher was certified with a four (4) year degree at the time of teaching and if the school was accredited by a state or regional accrediting agency;
- (3) Higher educational institutions which were accredited by state or regional institutions. No credit is allowed for student teaching, practice teaching or graduate assistant teaching;
- (4) Outside the United States teaching will be granted only to those who taught in a regular school operated for dependent children of American citizens or those who taught on an exchange teacher basis.

Experience verification adjustments shall be made within sixty (60) days of employment and shall be retroactive to the beginning of the contract period of employment.



VOCATIONAL EXPERIENCE (not teaching experience) may be allowed on a year-to-year basis to vocational education teachers for the type occupational experience approved by the Department of Education for certification in Rank III, or above, to a maximum of five (5) years for all vocational teachers contracted after January 1, 1973.

Fractional parts of different school years will not be added together for teaching experience purposes.

B. Substitute Teachers

The Superintendent is authorized to act on behalf of the Board in appointing emergency teachers in accordance with the provisions of State Board Regulation 6A-1.54 and Board Policy 5.

C. Annual Contracts

Any certificated, full-time instructional employee who does not meet the requirements for a continuing contract as provided by law and State Board of Education regulations shall be placed on an annual contract status. (Section 231.351, F.S.)

D. Continuing Contracts

A continuing contract shall be issued by the School Board to any member of the instructional and administrative staff who meets the requirements of Board Policy 5.1.5B as prescribed by Section 231.36, subsections 3(a) and 7(a), Florida Statutes).





E. Personnel Employed Beyond Ten Months

In order to be eligible for summer employment, instructional personnel shall have been employed by the School Board in the preceding regular ten (10) month term.

F. Year's Service

The minimum time which may be recognized as a year of service shall be full-time actual service, excluding all types of leave except paid sick leave and approved sabbatical leave, for a total of more than half the number of days required for the normal contractual period of service which is 196 days or longer, and provided that any leave taken shall have been authorized. (Section 228.041, subsection (21), F.S.)

*OK*  
~~★~~ G. Accumulated Sick Leave *delete and add*

Instructional personnel eligible to retire, as provided in the laws of the State of Florida, shall be entitled to fifty percent (50%) of their accumulated 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 current rate of pay for the rank the employee held prior to retirement.

2.4.4. Deductions

No deductions shall be made from the salaries of employees of the Board unless such deductions are required by law or are approved in writing by the employee to be affected.

(SBE Regulation 6A-1.52)

Authorization for organizational membership dues shall be made on an annual basis. Termination of any deduction



must be in writing to the Payroll Department.

Deductions for group hospital insurance shall be limited to one (1) group insurance company.

2.4.5. Casual Labor

At certain times it may become necessary or desirable for the Superintendent or principal of a school to request part-time unit work of school personnel, apart from their regular duties. Such labor shall be paid for on an hourly pay scale through the regular payroll account after appropriate deductions are made. A monthly report shall be made to the District office of such unit work and reimbursement to the employee made by county warrant after the district has been reimbursed from the appropriate internal fund.

2.4.6. Twelve Month Personnel Annual Vacation

Administrative personnel and other personnel who are recommended for twelve (12) month employment by the Superintendent and approved by the School Board shall observe only those holidays approved by the School Board. Such employees may earn annual vacation, however, as specified in the appropriate salary schedule.

2.4.7. Request for Payroll Change

Any payroll changes requested by personnel must be made in writing and presented <sup>to the Personnel Director</sup> before the fifth (5th) day of the month. Any request entered after the fifth (5th) day deadline shall be corrected the following month.

2.4.8. Travel

A. Authorization for Travel

Overnight Travel -- All travel outside of the District



that requires the employee to be away from his official station overnight or for a period of time that extends for more than one (1) day must be approved in advance by the Superintendent of Schools or his designated representative on the form provided. No travel outside the state may be undertaken until recommended by the Superintendent or his designated representative to the Board and approved by them.

Travel on a Per Day Basis -- No travel may be undertaken by an employee unless approved in advance by the Superintendent of Schools or his designated representative.

The Superintendent may designate certain members of his staff to a permanent travel status, using an approved form. This will be a blanket travel authorization for employees to travel as their jobs require, on a day-by-day basis. This excludes overnight travel.

All other travel must be on a by-trip basis, approved by the Superintendent of Schools or his designated representative in advance on an approved form.

B. Reimbursement

All claims for reimbursement must be submitted on a form approved for travel claims. If out-of-state, overnight, or if the employee is not on permanent travel status, an additional approved form of authorization must be attached.

Reimbursement shall be made from District funds for travel by the most direct route, and per diem expenses at a rate not to exceed the maximum rate authorized by



Section 112.061, Florida Statutes. The per diem rate for conferences also shall not exceed the maximum authorized by said statute. All claims in excess of \$5.00 shall be accompanied by a receipt.

Registration for special meetings shall be reimbursed. Receipts for such meetings must accompany travel claims and shall be reduced by the amount of any meals included as a part of the registration fee.

## 2.5 GIFTS

### 2.5.1. Gifts to Employees

Any gifts or property received by an employee of the Board with a value of more than \$2.00 but less than \$10.00 shall not be accepted from any person, natural or corporate, doing business or soliciting business with the Board or any public school within the district, unless reported in writing to the Superintendent. Gifts of less than \$2.00 value need not be reported. Gifts in value of more than \$10.00 may not be accepted by the individual employee. Gifts or bonuses which are advertised as accompanying a purchase of goods, materials or equipment of any kind and ordered in the name of the school, District, students or employees of the Board may be accepted providing such gifts or bonuses become and remain the property of the school or District.

The willful violation of this policy by an employee shall be cause for suspension or dismissal.

### 2.5.2. Gifts to Schools

Gifts or property donated to the District, the Board, or any





school must be reported to the Superintendent and accepted by the Board. Gifts may be received by the Board or any public school within the district from any source, and such gifts may be tendered to any Board member or employee for acceptance on behalf of the Board. Such gifts shall be acknowledged within three (3) working days of receipt by filing with the Superintendent a statement upon a form approved by the Board indicating the name and address of the donor, a description of the gift, the value of the gift as agreed to by donor and recipient, the name of the recipient, and the date and place of receipt. The gift shall then be entered upon the inventory list of the district and shall become the property of the Board, or, if cash, shall be deposited in the appropriate fund. The word "gift", as used herein, includes any bonus, rebate, refund, gratuity or personal property. The Superintendent shall transmit all gift reports received to the Board at the next regular Board meeting. *\$10 Minimum Value*

The willful violation of this policy by any employee shall be cause for suspension or dismissal.



### 3.0 GENERAL OPERATING POLICIES

#### 3.1 TRANSPORTATION

##### 3.1.1. School Buses

School buses shall not be used for any trips, other than on regular routes, without the approval of the Supervisor of Transportation or the Superintendent.

The principal of a school may apply to the Superintendent for use of school buses, under the following conditions:

For short activity trips, for the transportation of pupils, teachers and chaperones, for pupil participation in an activity approved by the Superintendent.

For instructional field trips, for the purpose of pupil participation in an activity directly related to the work of a particular course or program of instruction, which trip shall not end later than 2:00 p.m., except upon prior approval of the Superintendent.

Use of school buses shall be confined to Osceola County and the counties adjoining Osceola County, and to a maximum distance of 100 miles radius from the school unless otherwise approved by the School Board.

Expenses for use of school buses for activity and instructional field trips shall be paid by the sponsoring organizations. Rates shall be determined by the Transportation Supervisor and the Superintendent. Drivers shall be assigned by the Supervisor



of Transportation. The rate of pay shall be fixed by the School Board.

Sponsoring organizations shall be responsible for the general conduct of students while riding on school buses. All trips shall be properly supervised by at least one (1) chaperone for each bus. The principal shall instruct chaperones as to transportation regulations concerning pupil conduct.

Application for use of school buses for the above-mentioned purposes must be made to the Superintendent not later than five (5) weekdays prior to the date of the anticipated trip. The application shall include the destination, routing, and identity of chaperones, and shall describe briefly the purpose of the trip. The Superintendent shall approve such application if satisfied that the trip is of educational value or is of service to the community, if buses are available, if charges are paid in advance, and if bodily injury and property damage insurance will cover the trip.

3.1.2. Vehicles Other than School Buses

Principals shall not permit school activity trips in vehicles which are not safety-inspected, properly licensed, and insured for bodily injury liability and for property damage.

3.1.3. Bus Insurance

The Board shall provide insurance for bodily injury for transported pupils and for property damage, as



follows:

- A. \$50,000 per person;
- B. \$5,000 times rated capacity of vehicle, or \$100,000, whichever is greater, per occurrence; and
- C. \$5,000 property damage.

3.1.4. Bus Driver Responsibilities

It shall be the responsibility of each bus driver to:

- A. Know and observe local and state traffic laws.
- B. Pass an annual physical examination and meet the requirements of the State and District Board.
- C. Be neat and clean in personal appearance, refrain from the use of tobacco while on duty, and use no profane or vulgar language in the presence of students.
- D. Attend and participate in conferences and training classes for school bus drivers and be prepared at any time to successfully pass a reasonable examination concerning traffic laws, state and local transportation regulations and driving skills.
- E. Require pupils to observe all regulations of the State and County and the District School Board with regard to their transport and safety.
- F. Maintain order and discipline on the bus at all times.
- G. Permit a child to leave the bus only at the regular stop except upon written request of a





- parent and at the discretion of the principal.
- H. Require pupils to move away from the bus immediately upon being discharged, in view of the driver, and require children who leave the bus and cross the highway 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, the driver shall conduct the child across the highway.
  - I. Post the rules governing the conduct of pupils and the daily schedule in the front of the bus. Routes and bus stops shall not be changed without specific authorization of the Superintendent. Such information may be distributed by the Supervisor of Transportation for the Superintendent.
  - J. Supervise emergency evacuation drills at least twice each school year as directed by the school principal.
  - K. Use the bus only to transport students to and from school except upon specific direction of the Superintendent, the Supervisor of Transportation or the principal, with the approval of the Superintendent.
  - L. Prepare immediately after every accident involving the bus or a school bus passenger an accident report on the required form, to be filed with the Superintendent in duplicate.
  - M. Actuate the amber lights at a point approximately two hundred (200) feet from the student stop or



at such greater distance as is necessary due to traffic speed and road conditions, as a warning to traffic that the bus is approaching a student passenger stop. When the bus has stopped, before the door is opened, the amber lights shall be deactivated and the stop signal arm, supplemented by flashing red lights, shall be displayed as due warning that students are being loaded or unloaded. The bus door shall not be opened to unload students until approaching traffic in the immediate vicinity of the bus has stopped.

- N. Ascertain and ensure that all students are off the bus before filling gasoline tank.
- O. Bring the bus to a stop at least fifteen (15) feet from the nearest rail or a railroad grade crossing. The driver shall not proceed across the tracks until after looking carefully in each direction, opening the door and listening for the sound of an approaching train, and determining that it is safe to proceed. The bus door shall be closed before proceeding across the tracks of a railroad.
- P. Drive the bus at a safe speed, bringing the bus to a full stop before entering or crossing an arterial highway or dangerous thoroughfare not safeguarded by a traffic control signal, and proceeding only when safety is assured. Driving conditions shall be the governing factor as to speed, and the bus shall be pulled com-



pletely off the highway at the first opportunity in the event of rain or fog conditions which reduce visibility to the danger point. In such instance the bus shall remain parked with the running lights <sup>and emergency flashers</sup> burning until the hazard has been lifted.

- Q. Cooperate with duly authorized school officials, mechanics and other personnel in the mechanical maintenance and repair of the bus in overcoming hazards which threaten the safety or efficiency of service.
- R. Make daily pre-trip <sup>post</sup> inspection of the bus and report any defect affecting safety or economy of operation immediately to authorized service personnel.
- S. Keep the bus clean at all times.
- T. Submit prompt and accurate reports, keep all records required, and otherwise assist school officials in mapping bus routes, planning schedules and obtaining information for the effective operation of the school program as it relates to student transport.
- U. Report immediately to the school principal or other designated official:
  - (1) Misconduct on the part of any pupil while on the bus or under his immediate supervision. The driver shall not attempt to handle disciplinary problems with parents.
  - (2) Complaints requiring the attention of school authorities.



- (3) Any hazards arising which would offer either an actual or a potential threat to the safety of students in his care, including the license number of any vehicle which passes the bus illegally.
- (4) Causes for failure to maintain school bus time schedule.
- V. Maintain as far as practicable by patient and considerate treatment of parents a feeling of security in the safety of students transported.
- W. Permit pupils to ride only those buses to which they have been assigned, either permanently or temporarily, and allow non-student riders only as authorized by the Superintendent, the Supervisor of Transportation or the school principal.
- X. Be trained in the principles of first aid for use in case of an emergency.

*Y. Authority of bus drivers (SBE Regulation 6A-3.17(1)(d)2)*

### 3.1.5. Transportation Grants

Transportation grants to persons providing transportation to isolated students as approved by the Superintendent shall be paid at the <sup>established</sup> rate of ~~fifteen cents (15¢)~~ <sup>established rate approved by the board</sup> a mile for each mile or fraction thereof in excess of four (4) miles calculated on one (1) round trip daily. All grants must have prior approval by the Board.

### 3.1.6. Transportation Hazard Surveys

The School Board, with the assistance of the Super-





intendent, school principals, teachers, and bus drivers, parents, pupils, the Department of Transportation and local agencies and officials responsible for traffic safety, shall annually conduct a survey and report on those hazards on or near public sidewalks, streets, and highways which endanger the life or threaten the health or safety of pupils between their homes and the school in which they are enrolled. Reports shall be submitted promptly in writing to the mayor or manager of the city, to the board of county commissioners or to the Department of Transportation, according to the location of the hazard reported, and, until such hazards are corrected, the school board shall take or cause to be taken such precautions as are necessary to safeguard pupils, as provided in Section 234.082, Florida Statutes.

### 3.2 INSTRUCTIONAL MATERIALS

The principal of each school shall submit to the Superintendent an annual inventory of textbooks and other instructional materials for his school not later than June 30, upon a form approved by the School Board and provided by the Superintendent.

Textbooks and other instructional materials not in use shall be stored in a dry room and shall be arranged by title, subject or grade.

The principal shall be responsible for the maintenance and replacement value of textbooks in use or reported lost, destroyed or damaged, in accordance with Section 233.46, Florida Statutes.



3.2.1. Use of Instructional Materials by Students

To assure maximum use of instructional materials provided by the School Board to students, the following procedures shall be observed by the Superintendent, principals and teachers:

- A. Students shall not mark in any textbook or other instructional material designed for use in two or more years.
- B. Students shall be given instruction at the beginning of each school year relating to the proper care of instructional materials, and shall be informed of the requirement that books lost, destroyed or unnecessarily damaged shall be paid for by the student or his parent.
- C. Textbooks, library books, and reference materials shall be assigned serial numbers. This serial number of each instructional material shall be stamped or printed in indelible ink on the inside front cover, and the name of the student to which each is assigned shall be written on the inside front cover in ink.
- D. Students shall be encouraged to use instructional materials in a responsible manner, and shall not be discouraged from taking their assigned instructional materials home for use.  
(Section 233.34, subsection (3), F.S.)

3.2.2. Requisition and Purchase of Texts

The Superintendent shall requisition and purchase adopted instructional materials in accordance with the provisions of Section 233.22, Florida Statutes.



3.2.3. Sale of Instructional Material *delete*

Upon request by a parent of a student in any school within the district, the principal of such school shall sell to the parent one copy of any instructional material used in the school. The sales price thereof shall consist of the purchase price less a discount based upon the physical condition of the material, computed in the same manner as for instructional materials lost, destroyed or unnecessarily damaged. The principal shall sell only the student edition of any instructional material but may sell in lieu thereof the teachers' edition if a surplus copy is available for inspection by a parent in the school building during normal school hours. The condition of instructional materials sold to parents shall be equivalent to the average condition of said materials used in the school at the time of sale to the parent. All money collected from the sale shall be transmitted to the Superintendent to be deposited in the district school fund and added to the district appropriation for instructional materials. In the event that a school has insufficient copies of any instructional material to meet a parent's request to purchase, the Superintendent shall locate the material from any available source in the district and sell or arrange the sale of the material to the parent.

(Section 233.46, subsection (2), F.S.)

3.2.4. Instructional Materials Selection Committee

The School Board shall establish, upon the *recommendation*



tion of the principal an Instructional Materials Selection Committee to evaluate instructional materials not previously used within the District, in accordance with Section 233.34, subsection (3) and Section 233.43, Florida Statutes. The Committee shall consist of but need not be limited to:

- (a) Two lay persons
- (b) Three teachers
- (c) One additional person as appointed by the School Board.

Committee meetings shall be advertised and the public invited to attend by announcement at least one week in advance in local newspapers, on radio and/or TV; and textbooks which are up for consideration shall be made available for viewing at the District office or other designated location in the week prior to the meeting.

The Committee shall not deny any publisher, manufacturer or representative time to present his or her product equal to that time given any other publisher, manufacturer or representative.

Evaluations and recommendations of the Committee shall be made to the Board and published in a manner similar to that prescribed by Sections 233.08, 233.09, 233.10, 233.11, and 233.115, Florida Statutes.





### 3.3 FIRST AID--FIRST AID EQUIPMENT

Each school shall be equipped with a complete first aid cabinet or kit approved by the School Nurse and available for use at all times in the School Clinic.

Separate and complete first aid kits shall be maintained in special areas such as separate buildings used for shops or physical education, and in school lunch kitchens.

### 3.4 RELEASE OF STUDENT NAMES

No names or addresses of students shall be released to any company, corporation, or individual without approval by the School Board. This policy does not include releasing names and addresses of students from school to school, to colleges or other institutions of education, public or private, or to any of the branches of the Armed Forces of the United States.

### 3.5 PUPIL CONTROL

The principal or his designee shall be responsible for the safety and conduct of pupils during the time they are being transported to or from the school at public expense, and during the time they are attending school or are on school premises, in accordance with Section 232.25, Florida Statutes, and as specified in Chapter VI of this manual.

### 3.6 DISMISSAL OF SCHOOL

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. A regular schedule shall be



interpreted as attendance in accordance with the daily schedule of classes or participation in regularly scheduled field trips. 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 shall not be regarded as a part of the regular schedule:

School parties and picnics outside the school area.  
Attendance at athletic events during class hours.

### 3.7 CUSTODIAL SERVICES

The custodian is directly responsible to the principal. The duties of the custodian are contained in the job description to be found in the Personnel Handbook.

### 3.8 ADVERTISING

No materials from outside of school sources may be distributed to homes through pupils without prior approval of the Superintendent. Advertising materials may be accepted for classroom and school purposes provided that they:

- A. Are of the type teachers need for instructional purposes.
- B. Are provided without cost to the district, school, teacher, or student.
- C. Contain a minimum amount of commercial advertising.
- D. Are not of a sectarian nature.
- E. Fulfill a legitimate purpose of the school curriculum.
- F. Do not prominently display a selfish or private purpose of the sponsor.
- G. Do not have a blatant advertising feature.



H. Do not violate the attitudes which are recognized as ideals of the school system or of our society.

### 3.9 BUILDINGS AND GROUNDS

The principal of each school shall be responsible for the care, maintenance and use of school buildings and grounds, and shall supervise the custodial staff of the school in providing an adequate program of proper care and maintenance.

Maintenance or repairs which cannot be handled by the school custodial staff shall be reported to the Superintendent and shall become the responsibility of the district maintenance crew.

The principal shall make recommendations regarding needed repairs to or renovations of school buildings to the Superintendent at such time as they are needed.

### 3.10 SCHOOL OFFICE HOURS

The hours of the principal and his office staff shall be equal in length to those of the District Office, and the school office shall remain open on the same days. On non-school days, the principal's office shall open at 8:00 a.m. and close at 4:30 p.m., except by special arrangement with the District Office.

### 3.11 USE OF SCHOOL BUILDINGS AND GROUNDS

The following shall apply to the use of school buildings and grounds:

- A. Civic, charitable, non-profit organizations, veterans' groups, and governmental agencies shall be permitted to use school facilities.
- B. No individual, group, or organization may use school buildings for private profit. However, non-profit and



youth organizations shall be permitted to use school buildings for fund-raising purposes, when prior approval is obtained from the Board, upon recommendation of the school principal and the Superintendent.

- C. All organizations, groups or individuals desiring to use school buildings and grounds must schedule their use in advance with the school principal.
- D. No charge shall be made for the use of school buildings and grounds except that when the use necessitates extra or overtime services of custodial personnel, the user shall pay the school actual costs attributable, as determined from time to time by the Superintendent. Groups sponsored by local government agencies shall be allowed to use the gymnasiums for only the actual expense in maintenance costs. All such use shall be under the supervision of the principal. Specific fees for use of school facilities shall be based on a schedule to be adopted by the School Board, and shall be payable to the Board. Payment must be made in advance or on the date of use.
- E. Persons using school buildings and grounds must take proper and ordinary care of them and shall be held responsible for any damage or vandalism incurred as a direct result of their use.
- F. School-related organizations and activities are exempt from the provision of paragraph D, above.
- G. Alcoholic beverages and gambling are forbidden on school premises.
- H. Smoking is forbidden in gymnasiums, auditoriums and





other areas designated by the school principal.

- I. Students are not to be in the school building without faculty supervision, except for the attendance of public gatherings or by special permission of the school principal.

(Section 235.02, F.S.)

### 3.12 TRANSPORTING STUDENTS FROM OTHER COUNTIES

Osceola County will cooperate with other districts in transporting students from adjoining districts into the Osceola County School System, but out-of-district students shall obtain annual permission from both Boards prior to attending Osceola County Schools.

### 3.13 NEPOTISM

The School Board shall not employ two or more close relatives or family members where one individual is the immediate supervisor of another. Such close relatives or family members are defined as: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister (Section 116.111, subsection (1)(c), Florida Statutes).

Substitute employees shall be presented to the Board for approval prior to the performance of their work.

All instances of nepotism shall be investigated annually by the Superintendent. All persons concerned shall be consulted and steps taken to eliminate such practice when recommended in individual cases. Recommendations made shall be subject to Board approval.



### 3.14 GRIEVANCE PROCEDURE

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

#### A. Definitions

Grievance -- Any problem dealing with treatment of personnel due to alleged violation of existing rules or policies. The term 'grievance' as used in this section and for the purposes of the procedures set forth herein, shall not apply to any matters or procedures covered by the terms of any contract entered into pursuant to Chapter 447, Florida Statutes.

Representative -- Any person or legal counsel designated by the aggrieved.

Grievant -- Any person or group of persons who initiates a grievance unable to be resolved in an informal manner.

Superintendent--The Superintendent as duly holding office in Osceola County.

School Board--The Osceola County School Board.

Administrative Channel--The normal chain of command of administrative responsibility of the Osceola County Public School System.

Days--Actual working days.

Rights--The rights of employees to:

- (1) Call upon any representative to aid and assist 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 separate 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 ten (10) days after becoming aware of the act or condition on which the grievance is based, or after a reasonable person under similar circumstances should have become aware of such act or condition, then the grievance shall be considered to have been waived.
- (8) Failure of the grievant to appeal the grievance to the next level within three (3) days shall be deemed to be acceptance of the decisions rendered at that level.
- (9) The grievant and his representative shall have the right to be present at any and all levels.
- (10) No probationary employee may use the grievance procedure in any way to appeal discharge or a decision by the Board not to renew his contract.
- (11) Failure at any step of this procedure to communicate the decision on a grievance within the specified time shall permit the individual to appeal at the next step of this procedure. <sup>grievant</sup>

B. Procedure for Resolving Grievances

For individual grievances, the following procedures shall apply in the order specified below:

Level 1 - The grievant shall 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 grievant may file the grievance IN WRITING on a form provided by the School Board 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 grievant, with a copy to any representative designated by the aggrieved. If satisfactory results are not obtained, then

Level 3 - The grievant may file the written "Statement of 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 "Statement of Grievance" shall be written on the form provided by the School Board. It shall include the name of the employee involved, the facts giving rise to the grievance, the identity by appropriate reference of all rules or policies alleged to be violated, the contention of the employee with respect to these provisions, and the specific relief requested. The next highest administrative authority shall within ten (10) days file his reply in writing to the <sup>grievant</sup> 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 grievant or his representative may within five (5) days refer the grievance in writing to the 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. Within twenty (20) days after the above meeting, the Board shall communicate its decision in writing and state its reasons in writing, if requested, to the aggrieved.



#### 4.0 NONINSTRUCTIONAL PERSONNEL

##### 4.1 EMPLOYMENT POLICIES

##### 4.1.1. Qualifications of <sup>NON-</sup>Instructional Personnel

To be eligible for appointment to any position in the Osceola County School District, a person shall be of good moral character, and when required by law, hold a certificate or license issued under regulations of the State Board of Education. No individual under the age of 16 may be employed, except as provided in Board Policy 6.13.9 and State Board Regulation 6A-1.97.



All employees shall have a tuberculosis skin test or, at their own expense, a chest x-ray at the beginning of each school year or within thirty (30) days after employment begins.

Florida Statute 876.05 provides that all persons who are on the payroll of the School Board shall be required to take an oath of office to support the Constitution of the United States and of the State of Florida. The oath, as amended by the United States Supreme Court, is included in the Appendix to these policies.

All new personnel are required to be members of the Florida Retirement System.

All personnel must complete a W-4 form to authorize proper withholding of monies for income tax purposes.

Food Service workers, transportation and maintenance



personnel shall meet the qualifications required by law and shall perform those duties described in the School Food Service Handbook, and Board Policies 3.1.4 and 4.5, respectively.

4.1.2. Employment Procedure

The selection of new appointees shall be originated by the administrator of the unit in which the individual is to work and proceed through the chain of command. Application blanks shall be provided by the District office and shall be filled out by the applicants to provide pertinent data for evaluation. At least three (3) references relative to character and performance of duty shall be submitted along with recommendations. Appointments shall be made by the Board, and notice thereof shall be given in writing to each appointee after spreading upon the minutes a record of such appointment. If an appointment is to a position of temporary or substitute employment, the record of appointment in the Board minutes and the written notice of appointment shall so state.

All noninstructional personnel shall have a thirty (30) day temporary period of employment, beginning with their date of employment. No fringe benefits shall be given until the completion of the temporary period.



#### 4.1.3. Salary Schedules

Salary schedules for noninstructional personnel shall provide for the various classifications of employees of the Board. Salary differentials shall be based on objective factors which shall be set forth in the salary schedule. The Board shall annually adopt and spread on its minutes a salary schedule for employees. New positions or classifications added during the year for which provisions were not made in the annual salary schedule shall be included in such salary schedule by proper amendments officially adopted by the Board.

All regular employees of the School Board, employed on an hourly, daily or monthly basis and for which payroll deductions are required, shall receive all compensation for services rendered, by School Board warrants. (SBE Regulation 6A-1.52)

No deductions shall be made from the salaries of the employees of the Board unless such deductions are required by law or are approved in writing by the employee to be affected. Such authorization shall continue until terminated in writing, except in the case of organizational dues which shall be renewed annually.

~~No extra compensation shall be made to any employee of the Board after service shall have been rendered, except as negotiated pursuant to Chapter 447, Florida Statutes.~~





Amounts paid to employees incorrectly shall be recovered either by deductions from subsequent salary payments or by direct reimbursement at the option of the employee; provided that, if the amount to be recovered and the number of remaining pay periods in the school year require deductions in excess of fifty percent of the employee's net salary to be paid, recovery shall be by direct reimbursement and shall be due and payable within 30 days of notice to the employee of the incorrect payment.

#### 4.2. LEAVES OF ABSENCE

##### 4.2.1. General Policies

Leaves shall be officially granted in advance and shall not be granted retroactively, provided that leave for sickness or other emergencies may be deemed to be granted in advance if a prompt report is made to the designated authority at the termination of leave. Such proper absence from duty shall be in accordance with and subject to the provisions of State Board Regulation 6A-1.77.

##### 4.2.2. Extended Leave

Employees shall be eligible for extended leave after three or more years of continuous service. Extended leave, when granted, shall not exceed one year, except that military leave shall be granted for a longer period as necessary for the completion of active duty.

Extended leave may be reviewed upon request for an additional period not to exceed one year, subject to



Board approval. Automatic renewal of an extended leave is not granted. It shall be the responsibility of the person on leave to request renewal. If no request for renewal is made, the employment relationship shall be terminated.

All extended leaves shall be without pay.

4.2.3. Military Leave

Military leave shall be granted and compensation paid in accordance with State Board Regulation 6A-1.83, and Section 115.07, Florida Statutes.

4.2.4. Maternity Leave

All persons employed by the Board may be granted maternity leave not to exceed one (1) year. Such leave shall give the employee a preferred right to return without prejudice as an employee of the School Board.

When an employee knows that she is pregnant, she should immediately notify her immediate supervisor and the Superintendent. Normally the employee is expected to take leave at least one (1) month prior to the expected time of delivery, but extenuating circumstances may prevail where recommended by the supervisor and agreed upon by both the Superintendent and the individual concerned.

When such disability results in the employee's inability to perform her daily duties, sick leave for maternity purposes shall be determined in accordance with Board policy 4.2.6., as certified by her



physician's statement as to the beginning of her disability and the anticipated date of delivery.

An employee who has taken maternity leave may be reemployed as a permanent employee upon recommendation of the principal and approval of the Superintendent, but may not return to work until a doctor's certificate is presented stating that the employee is physically capable of performing her duties again. A suitable vacancy must exist for an employee who wishes to return to work during the school year in which the maternity leave is granted. (Section 231.39, subsection (3), F.S.)

4.2.5. Assignment of Employees for Temporary Duty

In certain instances, 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 participating in school surveys, professional meetings, study courses, work shops, etc. Such assignment to temporary duty, ordinarily initiated by the District administration, shall be in conformance with State Board Regulation 6A-1.84.

Employees shall receive their regular pay and be reimbursed for expenses in accordance with Board Policy 2.4.8.



#### 4.2.6. Sick Leave

Any member of the noninstructional staff who is unable to perform his daily duties because of illness or because of the illness or death of a 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, may 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 may be taken for maternity disability as provided herein and in Board Policy 4.2.4. Sick leave for noninstructional personnel shall amount to one (1) day for each full month of employment, cumulative to forty (40) days; and may be ~~drawn~~<sup>owed</sup> against at the rate of three (3) days at date of employment and ~~one (1) day per month~~<sup>one (1) day per month</sup> after the first four (4) months until the maximum is reached. Noninstructional personnel who are granted leaves of absence may be credited with previously earned leave upon re-employment.

Those persons whose jobs cover two (2) types of work with the Osceola County School System shall be allowed sick leave in both areas of work for a total of six (6), seven (7), eight (8) and nine (9) days per year when the combined jobs cover at least forty (40) hours a week. (Section 231.48, subsection (1), F.S.)





4.2.7. Illness in Line of Duty

Any noninstructional personnel shall be entitled to illness-in-line-of-duty leave when he has to be absent from his duties because of a personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in school work. The amount of illness-in-line-of-duty leave available to any such employee shall be ten (10) days during any school fiscal year; provided that at the time of the illness or occurrence of the accident, the employee shall have been employed for not less than ten (10) months.

(Section 231.41, F.S.)

4.2.8. Annual Vacation Leave

Personnel employed on a twelve (12) month basis may be authorized annual vacation leave. Noninstructional personnel annual vacation leave days shall be earned at the rate of one (1) day for every month of employment. The maximum number of days carried forward at the beginning of any fiscal year shall be ten (10). A leave application shall be filed with the Superintendent showing the annual leave dates. Noninstructional personnel who are granted leave of absence may be credited with earned accumulated annual leave upon re-employment.

Annual vacation leave time for an individual employee shall be approved by the Superintendent or his designee, and scheduled so that there will be a minimum disruption of the operation of the school system.



#### 4.2.9. Personal Leave

Any member of the noninstructional staff employed by the Board may be absent no more than two (2) days each school year with pay for personal reasons. Such absences shall be charged only to accrued sick leave, and leave for personal reasons shall be noncumulative. Applications for such leave shall be approved in the same manner as for sick leave except that no reason need be given by the employee other than "personal reasons." Leave for personal reasons shall be granted in advance and shall not be granted retroactively.

#### 4.3. SEPARATION OF NONINSTRUCTIONAL PERSONNEL

##### 4.3.1. Resignation

Termination of employment of noninstructional personnel shall require at least two (2) weeks' notice in advance of date of termination. An exit interview shall take place prior to or at the time of receiving the last check. Termination of all benefits will be effective as of the last official day of employment. Compensation for services rendered will be made at the next scheduled payroll following the exit interview date.

##### 4.3.2. Suspension Procedure

The Superintendent has the authority to suspend non-instructional school employees for emergency reasons, and shall notify the Board immediately of such suspension. The suspension shall be reviewed by the Board at its regular or special



meeting, at which time the employee shall be restored to duty or the Superintendent shall be authorized to serve notice on the employee of charges against him and the date and place of hearing before the Board at which all parties shall be heard on all matters relevant to the suspension, and the employee's continued employment. Upon conclusion of the hearing, the Board shall restore the employee to duty, dismiss the employee, or otherwise adopt the recommendations of the Superintendent.

*Check with [unclear]*

For the purpose of this policy, the term "emergency" includes but is not necessarily limited to any situation arising from the conduct of any Board employee for which the Board may find cause to dismiss the employee, such as immorality, intoxication while on duty, gross insubordination, willful neglect of duty, assaults upon other persons, incompetency, unjustified interruption of the orderly conduct of a school or any school activity, conviction of any crime involving moral turpitude, or other misconduct.

#### 4.3.3. Dismissal of Employees

Dismissal of noninstructional personnel from employment by the Board shall be as follows:

In the event an employee fails to report for duty, and is not available to submit a request for resignation, the Superintendent may, after making reasonable efforts to contact the employee, dismiss the employee and file a request for dismissal to the Board.



In the event an employee is absent without leave, the Superintendent may recommend dismissal of the employee.

If the quality of the employee's work is unsatisfactory and unacceptable, the Superintendent may recommend dismissal of the employee.

4.3.4. Miscellaneous

a. Pallbearer

The Superintendent or any principal has authority to allow an employee time off to act as a pallbearer and to permit the employee to make up the time to avoid a loss of pay.

b. Jury Duty or Court Witness

An employee of the Board shall receive his regular salary less court fees while serving as a witness in any court case under the following conditions:

That the person has been subpoenaed by the court as a witness and not a principal in the case.

That the employee shall submit a copy of the subpoena or letter from either attorney in the case to the Superintendent.

Any noninstructional employee of the Board may be absent from his assigned duties and receive his regular salary, less any court fees, while serving as a juror in any case.





c. Workmen's Compensation

All employees of the Board are entitled to benefits of Workmen's Compensation when qualified as prescribed under Florida Law. (Section 215.9, F.S.)

d. Garnishment

In every case in which an attempt is made to join the Board as garnishee, the Board shall impose its right of exemption as an agency of the State.

e. Credit Inquiry

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) The length of employment
- (2) The status of employment
- (3) Salary earned

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.

4.4 TEACHER AIDES

It is the intent of the Board that teacher aides be used to the greatest advantage possible consistent with the provisions of Section 231.47, Florida Statutes, and State Board Regulation 6A-1.70.

231.47  
C



## 5.0 INSTRUCTIONAL PERSONNEL

### 5.1 EMPLOYMENT PRACTICES

#### 5.1.1. Recruitment, Selection and Appointment

##### A. Personnel Philosophy

In order to secure quality educational leadership for the children of Osceola County, the School Board expects all schools to strive to acquire teaching faculties who exemplify the following attributes:

- (1) A high degree of teaching competency.
- (2) Good physical health.
- (3) Good mental health.
- (4) Healthy social attitudes.
- (5) A high degree of dedication to doing their utmost for children.
- (6) Staunch adherence, active as well as passive, to the conviction that each child is valuable and should be treated in such a manner as to develop to the fullest degree possible his potential and talents.
- (7) A desire to cooperate and work with other personnel for the betterment of operational procedures, such as pupil discipline, building control, etc.
- (8) A profound and vital respect for the teaching profession and the nation, state, and community it serves.

##### B. Qualifications of Instructional Personnel

- (1) A person shall be of good moral character and, when required by law, shall hold a certificate of license issued under regulations of the State Board of Education, except as provided in Section 231.02,



- (2) No person may be employed who has not reached the age of twenty (20) years, except as provided in Section 231.03, Florida Statutes.
- (3) No person shall be employed after the close of the school year following the date on which he attains seventy (70) years of age. This does not pertain to substitute or part-time teaching. (Section 231.031, F.S.)
- (4) All personnel shall be certified in the area in which their major assignment is made. <sup>unless</sup> The Superintendent shall <sup>have</sup> approve any exceptions and report such to the Board. All newly appointed personnel should teach only in the areas in which they are properly certified. Any person who is holding a temporary certificate or who is teaching out of field must complete six (6) semester hours before being re-employed. (Sections 231.16 and 231.17, F.S.)
- (5) All new personnel are required to participate in the Florida Retirement System. Instructional personnel who are members of the Teachers Retirement System may continue in that system in accordance with Board Policy 5.4.1. All members of the Florida Retirement System shall also contribute to Social Security.
- (6) All personnel must complete a W-4 form to authorize proper withholding of monies for income tax purposes.



(7) Loyalty Oath

Florida Statute 876.05 requires all persons who are on the payroll of the School Board to take an oath to support the Constitution of the United States and of the State of Florida. The oath, as amended by the United States Supreme Court, is included in the Appendix to this Manual.

C. Employment Procedures - Instructional

(1) Statutory - Record of Personnel

The Superintendent shall, for the purpose of improving the quality of instructional, administrative and supervisory services, establish procedures for assessing the performance of duties and responsibilities of all instructional personnel, pursuant to subsection (2) of Section 231.29, Florida Statutes.

(2) Application Form

Application forms for instructional positions may be obtained from the Superintendent's District office. The completed application shall be given to the Superintendent or his designee.

Completed application forms submitted at the District office are classified into teaching areas, numbered, and posted. The applications are made known to all principals, and any principal interested in an application may have the application or a copy of it.





(3) Responsibility of Principal

The Principal shall initiate requests for employment, re-employment, promotion, or dismissal of personnel in his school. He shall aid in securing references and investigating professional qualifications of teachers to be employed. He shall not consider any applicant who cannot qualify for a Rank III or higher certificate, and he should be cautious in recommending candidates who have attained or are approaching retirement age.

(a) A teacher's contract cannot be issued until a valid Florida Certificate is received and filed with the Superintendent. The rank of the certificate may, in part, determine the base salary.

(b) Three (3) or more official references from most recent places of employment are required when considering an application of new personnel. The principal shall be governed by the District's personnel philosophy contained in this Chapter of Board policy.

(4) Personnel Interviews and Application Reviews

All candidates shall be personally interviewed by the Personnel Director. All candidates shall be interviewed by the principal, if possible.



When reviewing applications for employment, the Board shall evaluate all applications with the primary objective of selecting persons best suited to meet the educational needs of the children.

(5) Disposition of Application

An applicant who has been appointed by the Board shall be notified of the appointment, and shall be given a period not to exceed fifteen (15) days to accept or reject the appointment. A record of appointments shall be spread upon the Board minutes prior to or at the time written notice is given to the applicant. If the appointment is a position of temporary or substitute employment, the record of appointment and written notice shall so state.

(6) Acceptance of Appointment

Any person employed on the basis of a WRITTEN offer of a SPECIFIC POSITION by a duly authorized agent of the Board for a stated term of service at the rate specified in the adopted salary schedule, and who accepted such offer by telegram or letter or by signing the regular contract form, shall be considered as having a legal contract, binding to both parties, and shall be subject to the provisions of Section 231.36, subsection (2), Florida Statutes, with regard to its violation.

*Note: (7) ...  
5.15 (E) ...  
...*



## 5.1.2. Certification of Instructional Personnel

### A. General Information

It shall be the responsibility of each teacher to secure his or her teaching certificate.

Application forms may be obtained from the Superintendent's office. All certificate applications may be processed through the district contact for certification in the District Office in order to receive priority attention from the Certification Division of the State Department of Education.

When there is a change in name, the name shall be changed on the certificate and the new certificate recorded in the Superintendent's office before any records may be changed. This shall be done by sending the <sup>original</sup> ~~older~~ certificate and the appropriate form and fee to the Certification Section, State Department of Education, Tallahassee, Florida.

Each member of the instructional staff shall file a copy of his or her certificate with the Superintendent immediately upon receipt thereof.

### B. Extension of Certificates

The extension of teaching certificates shall be made in accordance with the provisions of Section 231.24, Florida Statutes, and State Board of Regulation 6A-4.05, and shall be a responsibility shared between the individual and the State Department of Education.



C. Non-Certificated Instructional Personnel

In each community there are persons who possess expert skill in or knowledge of a particular subject or talent, but do not hold a Florida teaching certificate. These persons constitute an invaluable community resource for the education of the pupils in that district. It is hoped that the principals and teachers of the district will utilize in an appropriate instructional capacity the services of such expert persons in the community. Such persons may serve as non-paid volunteers or as a paid member of the instructional staff to render instructional service in the individual's field of specialty, but shall not be required to hold a Florida teaching certificate. Qualifications for such noncertificated instructional personnel shall include, but shall not be limited to, the following:

- (1) Health and Age--Health and age requirements shall be the same as those required for certificated instructional personnel.
- (2) Employment Procedures--Employment procedures shall be the same as those followed for certificated instructional personnel, except that non-certificated instructional personnel shall not be entitled to a contract as prescribed by Section 6A-1.64, subsection (1), Florida Statutes.





- (3) Personnel Records--The district personnel records shall contain information considered necessary by the Board to establish the specialty of the individual, and a statement of the instructional duties assigned to and performed by each person.
- (4) Salary--Persons possessing skills in a certain job or teaching area which are considered equivalent to Rank III standard certification shall be paid in accordance with the Board-approved Adult Education salary schedule and equal to a Rank III teacher with zero (0) years experience. Persons whose qualifications do not warrant Rank III standard certification shall be paid at the Rank IV hourly rate as provided in the Board-approved Salary Schedule.
- (5) Assignment, Suspension and Dismissal--Procedures for the assignment, suspension, and dismissal of non-certificated instructional personnel shall be the same as those for certificated personnel. Such procedures shall be provided in writing to each employee at the time of employment.
- (6) Assessment of Performance--Procedures for assessing the performance of duties and responsibilities by all non-certificated instructional personnel shall be developed by the Superintendent to ensure that each person



adequately performs the duties assigned.

- (7) Pupil Welfare--Each non-certificated instructional person who at any time is expected to assume responsibility for the health, safety, and welfare of pupils shall possess, in advance of assuming the responsibility, a clear understanding of state and district rules, policies, and regulations relevant to instructional responsibilities. When assigned duties require knowledge of rules, regulations, or policies of a special nature, the person occupying a supervisory position is responsible to ascertain that the instructor possesses, in advance of assuming the duties, the necessary knowledge to perform such duties in a proper and reasonable manner.
- (8) Instructional Practices and Policies--Each non-certificated instructional person who at any time is expected to assume responsibility for promoting pupil learning shall possess, in advance of assuming this responsibility, a clear understanding of all state and district instructional practices and policies relevant to instructional responsibilities.
- (9) ~~no~~ non-certificated personnel shall be employed to teach for ~~no~~ more than 160 clock hours during any fiscal school year.
- (10) A non-certificated person employed pursuant to this section shall be accorded the same protec-



tion of the laws as that accorded the certified teacher.

5.1.3. Health Certificate

All employees of the School Board shall have a tuberculin skin test or, at their own expense, a chest X-ray at the beginning of each school year or within thirty (30) days after employment begins.

5.1.4. Assignments and Transfers

The School Board shall act on recommendations of the Superintendent regarding transfers and promotion of any employee. Assignments shall be based on the qualifications of personnel and the requirements of positions and shall be made in accordance with Section 230.23, subsection (5)(f) and Section 230.33, subsection (7)(g), Florida Statutes.

5.1.5. Contracts

A. Annual Contracts

The School Board shall issue contracts to all instructional personnel in accordance with Section 230.33, subsection (5)(c), Florida Statutes.

Florida law provides that the Board cannot pay salary to a regular instructional employee unless it has a contract with him. Further, the Board cannot enter into a contract with the prospective employee until he has a valid Florida certificate to teach. However, if an application for a certificate has been filed through the District contact for certification, with the necessary attachments, a contract may be issued on the



basis of a State Department of Education number assignment on the SDE Official Receipt and Acknowledgement form on the status report sent to the District contact person each month. If, after the second pay period since employment began, a valid certificate is not presented to the District office, further checks may be withheld.

B. Continuing Contracts

(1) A continuing contract is a contract for teaching service (as defined below), issued under the provisions of Section 231.36, Florida Statutes, entitling the holder to continuing employment without annual appointment.

(2) In accordance with the provisions of Section 231.36, Florida Statutes, each member of the instructional staff who is properly certificated, has completed three (3) years of service in Osceola County, has been reappointed in the District for the fourth year, and has been recommended by the Superintendent for a continuing contract based on successful performance of duties and demonstration of professional competence, shall be entitled to and shall be issued a continuing contract; provided

If the Board prescribes that the period of probationary service shall be extended





to four (4) 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 (5th) successive year.

- (3) With respect to continuous service for purposes of continuing contracts, 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 (10) months or longer, and provided 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 (1) year of teaching service may be recognized on the basis of service rendered during a single fiscal year.
- (4) In the event that continuous service is performed in more than one (1) position or capacity, the continuing contract to be granted following reappointment, as above provided, may be in the position



or capacity held at the beginning of such three (3) year period.

C. Choosing Between Personnel on Continuing Contract  
Should the Board have to reduce personnel due to consolidation, the criteria for determining which personnel on continuing contract shall remain shall be based on the conditions set forth in Section 231.36, subsection (5), Florida Statutes, and the Board shall follow those procedures set forth in Board Policy 10.1.

D. Return to Annual Contract Status  
Any member of the instructional staff who is under continuing contract, may be dismissed or may be returned to annual contract status only after a due process hearing as prescribed in Board Policy 10.2.

5.1.6. Suspension and Dismissal

Suspension and dismissal of instructional personnel shall be conducted in accordance with the procedures contained in Board Policy 10.3, except that the Superintendent may suspend members of the instructional staff in an emergency in accordance with the provisions of Section 230.33, subsection (7)(h), Florida Statutes.

5.1.7. Resignations and Terminations

A. Resignation

All instructional personnel requesting to be released from their contract shall submit a letter



in writing, giving reason and effective date, to their immediate supervisor, who shall forward the letter with a recommendation to the Superintendent for Board consideration. Resignations made prior to May 1, for the next school year, must be accepted.

B. Release from Contract

Any person who shall violate the terms of his contract by leaving his position without first being released from his contract by the Board shall be reported to the Professional Practices Commission. The Board shall take official action on such violation and furnish a copy of the proceedings to the certification section of the State Department of Education, in accordance with Section 231.36, subsection (2), Florida Statutes.

C. Release from Appointment

The Board shall not feel obligated to release an employee from contractual obligations unless sufficient notice is given for appointment of a replacement. Moreover, such release shall not be made if it shall be to the detriment of the school and the educational welfare of the children.

5.1.8. Personnel Files

A complete statement of the academic preparation, professional training and teaching experience of each person to whom a certificate is issued, shall be furnished by the applicant or the Superintendent, on forms furnished by the Department of Education.



For the purpose of improving the quality of instructional, administrative and supervisory services in the public schools of the state, the Superintendent shall establish procedures for assessing the performance of duties and responsibilities of all instructional personnel employed in the District and for the proper recordkeeping of the same.

An annual evaluation of each teacher shall also be prepared as prescribed by the Superintendent, and made available for inspection by the School Board, the Superintendent, the principal, the teacher and such other persons as the teacher or the Superintendent may authorize in writing in accordance with Section 231.29, subsection (2), and (3), Florida Statutes.

5.1.9. Substitute Teachers

When certified teachers are not available, emergency non-certificated teachers and teachers holding a substitute teaching certificate may be employed by the Superintendent. The Board is also authorized to contract with properly certified personnel in order to provide teachers in an emergency when the regular teacher is unable to perform assigned duties. The conditions of such contracts shall be the same as those of the contracts issued to regular instructional personnel, except that compensation shall be earned by the holders of such contracts only for the days during which services are actually rendered. The compensation for such employees shall be as designated in the salary schedule for sub-





stitutes. (SBE Regulation 6A-1.54)

The Superintendent shall annually compile a list of persons who may be called upon for substitute teaching. Such list shall be approved by the Board prior to the rendering of teaching services.

## 5.2. EMPLOYMENT CONDITIONS

### 5.2.1. Time Schedule - School Day, Week and Year

Instructional personnel are required to work each school year not less than 196 days of service, excluding Sundays and holidays, which shall include at least 180 actual teaching days, or the equivalent on an hourly basis, as specified by Section 236.02, subsection 3, Florida Statutes and State Board regulation.

Working days shall normally begin at 8:00 a.m. and close at 4:00 p.m. in all schools, and the total number of hours shall equal at least forty (40) hours per week. All members of the faculty are responsible for the supervision of the students during school hours regardless of specific scheduled assignment. 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.

Each principal shall have the authority to release members of his staff for less than one-half ( $\frac{1}{2}$ ) day for temporary absence without requesting approval of the Superintendent or Board, provided, however, that these temporary absences are 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 shall not be necessary to charge the excused teacher with personal or sick leave; however, if personal leave is charged, the Superintendent shall be consulted. Each principal shall keep a record of such temporary absences, the time involved, and the reason for each absence.

All schools shall maintain regularly 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.

The principal of each school shall design a working schedule which will best serve the needs of the community and which shall be approved by the Superintendent and coordinated with the operation of the transportation system.

#### 5.2.2. Vacations and Holidays

##### A. Twelve (12) Month Personnel

Instructional personnel who are employed on a twelve (12) month contract may accumulate vacation as follows:



- (1) One (1) day for each month of service or twelve (12) days per year for those employed by the Board less than five (5) years.
- (2) One and one-quarter ( $1\frac{1}{4}$ ) days per month of service or fifteen (15) days per year for those employed five (5) years or more by the Board.
- (3) The maximum number of vacation days which can be carried forward at the beginning of the fiscal year shall be twenty (20) days.
- (4) There shall be no accumulation from year to year until after three (3) years of continuous service in the District. At the end of the third year of service, unused vacation time earned during the third year shall be carried forward to the next fiscal year, and thereafter unused vacation time shall be accumulated, subject to the limitation in subparagraph (3) of this paragraph.
- (5) Vacation shall not be taken until it is earned.
- (6) 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.
- (7) Vacation time shall be scheduled with the approval of the Superintendent so that there will be a minimum of disruption in the operation of the School System.



B. Eleven (11) Month Personnel

- (1) Instructional personnel contracted by the School Board for eleven (11) months service time shall be employed from August 1 through June 30 of the fiscal year and shall observe the same work schedule as twelve (12) month personnel.
- (2) Eleven (11) month personnel shall be entitled to observe the same holiday schedule as twelve (12) personnel during the time employed.
- (3) Vacation days for eleven (11) month personnel shall be earned at the rate of one (1) day per month of service for a total of eleven (11) days per contract period. No more than ten (10) days vacation can be carried forward at the beginning of a new contract period.
- (4) There shall be no accumulation from year to year until after three (3) years of continuous service in the Osceola County School System.
- (5) Vacation is not to be taken until it is earned.
- (6) 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.





(7) Vacation time shall be scheduled with the approval of the Superintendent so that there will be minimum of disruption in the operation of the school system.

5.2.3. Temporary Duty Assignment of Employees

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, workshops, etc. Such assignment to temporary duty shall ordinarily be initiated by the District administration but an employee may request assignment to temporary duty, subject to approval by the Superintendent. Employees shall receive their regular pay and may be allowed expenses as provided by Board Policy 2.4.8. 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, except when participating in a staff development program approved by the Board. (SBE Regulation 6A-1.84)

5.2.4. Professional Organizations

The respective schools shall be permitted to send



delegates to annual State Professional Organization meetings. The number of delegates may be allocated by the executive secretary of each organization but delegates shall be granted professional leave to attend and compensation therefor during the school year only upon recommendation of the Superintendent, with approval by the Board.

5.2.5. Wearing Apparel

Teachers' dress shall be dignified, non-disruptive and in good taste. The Superintendent may direct any teacher whose wearing apparel, in the Superintendent's opinion, violates this policy to change into suitable clothing. If the teacher refuses to do so, the Superintendent may suspend the teacher until the teacher complies with the Superintendent's request. Such suspensions shall be pursuant to Section 231.36, subsection (6), Florida Statutes.

5.2.6. Jury Duty or Court Witness

An instructional employee of the Board shall receive his regular salary less court fees while serving as witness in any court case under the following conditions:

That the person has been subpoenaed by the court as a witness and not a principal in the case.

That the employee shall submit a copy of the subpoena or letter from either attorney in the case to the Superintendent.

Any employee of the Board may be absent from assigned duties and shall receive his regular salary less any court fees while serving as a juror in any court



case. Instructional personnel sometimes are excused from jury duty. If notice of jury assignment is received, the principal shall be notified immediately. If the employee desires to be excused, he or she may request such from the presiding judge, and the Superintendent may endorse the request.

5.2.7. Pallbearer

The head of a department or a principal has the authority to allow any member of the instructional staff to act as a pallbearer.

5.2.8. Tutoring

No member of the instructional staff shall receive compensation for tutoring any pupil enrolled in his or her class. Teachers who receive compensation for tutoring shall not use public school facilities for such purpose.

5.2.9. Residence

Teachers employed by the Board are encouraged but not required to live in Osceola County. Living out of the County does not exempt the member in any way from his prescribed duties.

5.2.10. Inter-School and Intra-School Visitation

A member of a school's instructional staff may be recommended by the principal and Director of In-Service Education for a maximum of two (2) days of visitation per year for the purpose of improving instruction. The teacher shall make necessary arrangements with the school to be visited. Under no condition shall a teacher visit another school unless the visit has



been prearranged and provided, further, that the teacher, upon arrival to the host school reports first to the office of the principal. Application should be made according to provisions of the Master In-Service Plan, a copy of which shall be available in each school library.

5.2.11. Children of Employees

Employees shall make arrangements for their children away from the employee's place of employment at times other than the student school day.

5.3 LEAVES OF ABSENCE

During the school year, when it is necessary to be absent from duty, any member of the instructional staff may secure leave of absence as prescribed by law, pursuant to policies of the Board. Any such leave shall be classified as one of the following:

- (1) Illness in line of duty leave
- (2) Maternity leave
- (3) Military leave
- (4) Personal leave
- (5) Professional leave
- (6) Extended professional leave
- (7) Sick leave

5.3.1. Authority for Leave

The granting of leaves shall be at the discretion of the Board. However, the Superintendent may grant leaves according to Board policy with the exception of leave for which expenses are requested, and extended professional leave, which shall be subject to





Board approval. When leave is granted, it shall be with or without pay as provided by law and Board policy and shall be allowed only when the operation of schools is protected against undue interruption because of the absence of personnel. (Sections 231.39-231.43, F.S. and SBE Regulation 6A-1.76.)

5.3.2. Advance Granting of Leave

Leaves shall be officially granted in advance and shall not be granted retroactively, provided that leaves for sickness or other emergencies may be deemed to be granted in advance if prompt reporting is made to the proper authority. (SBE Regulation 6A-1.76)

5.3.3. Purpose Specified

Leave granted on the request of an employee shall be for a particular purpose or cause which shall be set forth in a written application. The Board reserves the right to determine that the leave is used for the purpose or cause set forth in the application. If not so used, as specified, the leave approval is subject to cancellation by the Board (SBE Regulation 6A-1.79)

5.3.4. Records of Absence

The principal of each school shall see that records of leave are kept and submitted to the Superintendent at least once a month on forms prescribed for that purpose in accordance with Section 231.45, Florida Statutes. The Superintendent shall keep complete records of all instructional personnel with regard to absences, and shall advise with the Board concerning the disposition of any



claims for payment of benefits as provided herein.

The Board shall provide through the Office of the Superintendent all forms necessary for the application for and records of leaves of absence. (Section 231.46, F.S.)

5.3.5. Illness in Line of Duty

Any member of the instructional staff shall be entitled to a maximum of ten (10) additional days per school year of "illness in line of duty leave" when absence from his duties is necessary because of personal injury received in the discharge of duty or because of illness from a contagious or infectious disease contracted in school work. Requirements for leave so claimed are found in Section 231.41, Florida Statutes.

5.3.6. Maternity Leave

A. Instructional personnel may be granted maternity leave without pay not to exceed one (1) year. Such leave shall give the employee a preferred right to return without prejudice as an employee of the Board.

When an employee knows she is pregnant, she should immediately notify the Superintendent. Normally instructional personnel are expected to take leave at least one (1) month prior to the expected time of delivery; however, such leave may commence on a date determined by the teacher in consultation with her doctor following notification of the Superintendent in writing.



### 5.3.7. Military Leave

Military leave shall be granted without pay, except as provided by Section 115.07, Florida Statutes, to employees who are required to serve in the Armed Forces of the United States or of this state in fulfillment of obligations incurred under Selective Service laws or because of membership in reserves of the armed forces or national guard. At the termination of this service, employees must make application for re-employment within six (6) months following the date of discharge or release from active duty. The School Board shall have a period not to exceed six (6) months to reassign the employee to duty in the school system. Military leave shall not be counted as years of service toward a continuing contract. Leave may be granted at the discretion of the Board without pay to an employee volunteering for military duty. (Section 231.39, subsection (2), F.S.)

### 5.3.8. Personal Leave

A member of the instructional staff may be absent two (2) days each school year with pay for personal reasons. Such absences shall be charged only to accrued sick leave, and leave for personal reasons shall be noncumulative. Applications for such leave shall be approved in the same manner as for sick leave except that no reason need be given by the employee other than "personal reasons."

Instructional personnel may be granted personal leave without pay by the Superintendent, as follows:



Personal leave requests of school-based employees shall have the prior approval of the principal and shall be submitted to the Superintendent at least one (1) week prior to the starting date of leave; otherwise, a person absent without leave is subject to dismissal. Grants of personal leave shall be reported to the Board by the Superintendent and shall be reflected in the minutes of the Board. (Section 231.43, F.S.)

5.3.9. Professional Leave/Extended Professional Leave

Professional leave is defined as leave granted to a member of the instructional staff to engage in activities which will result in his professional benefit 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 (30) 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.

The School Board may grant any member of the instructional staff three (3) consecutive weeks professional leave during any fiscal year with compensation when school is not in session. Professional leave shall be cumulative for not more than two (2) years and shall receive the prior approval of the Superintendent.





Extended professional leave granted to teachers on annual contract shall be granted without promise of re-employment. A person on continuing contract to whom an extended professional leave is granted shall, following termination of such leave, be reassigned to the position held at the time of withdrawal, if available, or to a similar position, provided any are available and provided further that the reassignment to an instructional position shall be made effective only at the beginning of a school year.

No extended professional leave shall be granted beyond one (1) year. Automatic renewal of an extended professional leave shall not be granted, <sup>but such leave</sup> may be approved by the Board, upon request, for an additional period not to exceed one year. It shall be the responsibility of the person on leave to make such request. If no request for renewal is made, and the employee fails to return to duty, the employment relationship shall be terminated.

Extended professional leave shall be without pay, except that partial compensation may be paid only to personnel who have been employed for three (3) or more consecutive years by the Board and are eligible for extended professional leave for a period of one (1) full year or who have had professional leave approved for additional study for staff development. (Section 231.39, subsection (1), F.S.)



5.3.10. Sabbatical Leave

Sabbatical leave for study or research may be granted to instructional personnel by the Board. Such leave shall be granted under the following conditions, upon approval of the Superintendent:

- A. Such sabbatical leave shall be in recognition of significant service through teaching for the purpose of encouraging scholarly achievement which contributes to the professional effectiveness of the members of the staff and the value of their subsequent service to the School District.
- B. A sabbatical leave may be granted for one (1) full year.
- C. A teacher on sabbatical leave shall be given compensation of half pay for such leave as provided by the Board in accordance with Section 231.39, subsection (1), Florida Statutes.
- D. The penalty for breaking the sabbatical leave contract shall involve either:
  - (1) The teacher refunding any salaries received during his sabbatical leave, or
  - (2) The teacher paying the Board's incurred cost for collecting said monies.

In lieu of sabbatical leave, the School Board may approve school expenses for a teacher in an approved degree program, for an amount not to exceed that which the teacher would have earned during regular sabbatical leave.



5.3.11. Sick Leave

Each member of the instructional staff employed on a full-time basis shall be entitled to four (4) days of sick leave as of the first day of employment of each contract year, and shall thereafter earn one (1) day of sick leave for each month of employment, which shall be credited to the member at the end of that month and which shall not be used prior to the time it is earned and credited to the member. However, the member shall be entitled to earn no more than one (1) day of sick leave times the number of months of employment during the year of employment. Such leave shall be taken only when necessary because of sickness as herein prescribed. Such sick leave shall be cumulative from year to year. There shall be no limit on the number of days of sick leave a member of the instructional staff may accrue, except that at least one-half of this cumulative leave must be established within the district granting such leave. (Section 231.40 subsection (1)(a), F.S.)

Any member of the instructional staff, employed on a full-time basis, who is unable to perform his duty because of personal illness, or because of the illness or death of father, mother, brother, sister, husband, wife, child, or other close relative, or member of his own family (as defined by the Internal Revenue Service publication, Your Federal Income Tax) and consequently has to be absent from his work, shall be granted leave of absence for sickness by the Superintendent or by someone designated in writing by him to do so as provided



in Section 231.40, Florida Statutes. Sick leave may be taken for maternity disability as provided herein and in Board Policy 5.3.6. Absence because of illness beyond accumulated sick leave is considered personal leave without pay.

Compensation for unused sick leave at the time of retirement shall be in accordance with Board Policy 2.4.3.G.

5.3.12. Unauthorized leave

All absence of Board employees from duty for good reason shall be covered by leave duly authorized. Any employee willfully absent from duty without leave shall forfeit compensation for the time of such absence and be subject to discharge and forfeiture of tenure and all other rights and privileges as provided by law. If an employee granted leave fails to return to duty at the termination of leave, his employment shall be subject to cancellation by the School Board. (SBE Regulation 6A-1.77)

5.4. BENEFITS AND DUTIES

5.4.1. Retirement

All new school employees must participate in the Florida Retirement System (FRS) as a condition of employment.

(Section 238.05, subsection (1)(6), F.S.)

Instructional personnel on Teachers' Retirement System (TRS) prior to December 1, 1970, may continue in the Teachers' Retirement System provided there has been no break in continuity of service. Teachers in question should check with the Personnel Department or with the Retirement System as to their status. Contributions by





members of the TRS shall be as outlined in Section 238.11, Florida Statutes.

5.4.2. Social Security

Social Security is required of every member of the Florida Retirement System.

5.4.3. Legal Duties

Instructional personnel shall be subject to the rules and regulations of the State Board, Section 231.09, Florida Statutes, and to those policies of the School Board contained herein in the performance of their duties.

5.4.4. Professional Duties

A. Co-Curricular Responsibilities

Each member of the instructional staff, acting under the guidance of the principal, shall carry, regardless of class load assignment, his or her fair share of the total concerns of the school including in-service training, faculty meetings, policy making, noon activity duty, committee assignments and such other duties and responsibilities as are necessary to make the school function as a total unified entity; provided, however, that additional duties and responsibilities as described herein shall be subject to the provisions of any collective bargaining agreement entered into between the Board and members of the instructional staff.

B. Faculty Meetings

Each principal shall hold regular faculty meetings and may hold such special faculty meetings as may be considered necessary.



No teacher shall be absent from a faculty meeting without the principal's prior approval. Faculties shall consider among other items the following matters:

- (1) Administrative problems and procedures
- (2) School Policies
- (3) Professional study for improvement
- (4) Involvement in total curriculum
- (5) Youth guidance

C. Field Trips

Teachers planning field trips shall:

- (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, 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 the District form, for their children to be away from school during the time required for the trip and to participate in the planned activity.
- (4) Food Service will be notified in advance of any trips interrupting normal lunch periods. Refer to Chapter VIII, Section B, subsection (3)(g) and (h) of County Policy.

School buses may be used for school activity trips for which approval has been obtained from the Superintendent as provided in Policy 3.1.1.

5.4.5. School Registers

It shall be 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.

No names and addresses of students shall be released to any company, corporation, or individual without written approval by the School Board, except as provided in Policy 3.4.

5.4.6. Lesson Plans

Each teacher shall follow a regular system of unit and lesson planning. The practice of merely giving text and workbook pages shall be considered inadequate. The principal shall assist his teachers in the development of satisfactory unit and lesson plans to ensure an adequate instructional program.



## 6.0 PUPIL PERSONNEL POLICIES

### 6.1. PUPIL PERSONNEL SERVICES Citing 20 230.23

Pupil Personnel Services is an organized, cooperative team effort of professional and instructional personnel, designed for the purpose of meeting student needs. It shall be the responsibility of the Pupil Personnel Team to help students achieve their goals, cope with their concerns, and develop positive and healthy self concepts. The Pupil Personnel Team shall share the responsibility with the home and community in giving professional aid to students in all areas of development. The following services shall be among those provided:

#### 6.1.1. Guidance and Counseling

Each elementary, middle, and high school in Osceola County should have at least one (1) guidance counselor. Details of this phase of student services are to be found in the Osceola County Guidance Manual for Guidance and Counseling Services.

#### 6.1.2. Placement and Follow-Up

Job placement and follow-up services shall be maintained for all students graduating or leaving the public school system, including area vocational technical centers as provided in State Board Regulation 6A-6.71.

#### 6.1.3. Attendance Services

Attendance services shall be provided when a child misses five (5) continuous days of school and the school is unable to find out the reason, ten (10) days within a grading period, or five (5) days of truancy or unexcused





*delete*

absence. ~~The attendance clerk shall fill out Form PPS-1 with the guidance counselor or principal's assistance and send the form to Pupil Personnel Services (PPS). In the event further referral for attendance needs to be made, the attendance clerk shall use Form PPS-2.~~ In cases of numerous proven truancies, referrals shall be made to the Division of Youth Services and treated as "habitual" truancy under Section 232.01, Florida Statutes, and the attendance clerk shall file with the circuit court a complaint alleging the facts of each case as provided in Section 232.19, Florida Statutes.

6.1.4. Psychological Services

The responsibilities of ~~the~~ school psychologists working in Pupil Personnel Services ~~shall~~ include:

- (1) Counseling the disruptive student,
- (2) Testing students for early school admission,
- (3) Conferring with teachers, counselors, parents, and other personnel concerning referrals,
- (4) Observing referred students' classroom behavior, and
- (5) Providing psychological evaluation?

6.1.5. Testing and Research

The Osceola County testing program shall be coordinated by Pupil Personnel Services. Students shall receive achievement, vocational interest, and aptitude tests.

6.1.6. Health Services

Health services shall be provided at each school. The registered nurse shall have a schedule of regular visits to the schools and shall train and supervise a health aide in each school. A check list of skills shall be



used by the nurse to determine when the aides have developed needed skills. Records relating to health and immunizations shall be kept up to date by the health aide. The registered nurse shall also handle referrals to Pupil Personnel Services of suspected health disabilities.

6.1.7. Working with Community and Governmental Agencies

Pupil Personnel Services shall work closely and cooperatively with out-of-school community and governmental agencies in an attempt to meet the needs of students in the community. Pupil Personnel Services shall be fully explained so that the community may understand and take full advantage of available services. School personnel shall be given a listing of all community and governmental agencies, their contact people and responsibilities. Pupil Personnel Services shall act as liaison between the school system and these agencies. (Sections 233.17 and 233.066, F.S.)

6.2 SCHOOL ATTENDANCE AND ADMISSION

6.2.1. School Attendance

A. General Requirements

All children who have attained the age of seven (7) years or who will be seven (7) years of age by February 1st of any school year, or who are older than seven (7) years of age but have not attained the age of sixteen (16) years, are required to attend school regularly during the entire school year except as provided in Section 232.01(1)(2), Florida Statutes.



B. Early Completion

A child who attains the age of 16 years during the school year shall not be required to attend school beyond his 16th birthday.

The School Board shall administer equivalency examinations upon request to any person above the age of sixteen, and may offer the examination to students between the ages of 14 and 16 with parental consent.

Each candidate who successfully passes the examination shall be awarded a high school equivalency diploma by the Department of Education. Any candidate under sixteen years of age awarded an equivalency diploma is automatically exempt from the compulsory attendance requirements of Section 232.01, Florida Statutes.

C. Certification of Exemptions

Children within the compulsory attendance age limits who hold valid certificates of exemptions issued by the Superintendent in accordance with Section 232.06, Florida Statutes, shall be exempt from attending school. A certificate of exemption shall cease to be valid at the end of the school year in which it is issued.

D. Responsibility for Attendance

Each parent of a child within the compulsory attendance age shall be responsible for such child's school attendance as required by Section 232.09, Florida Statutes.



Whenever a child of compulsory attendance age is absent without the permission of the person in charge of the school, the parent of the child shall report and explain the cause of such absence to the teacher or principal of the school, as provided in Section 232.10, Florida Statutes.

The Superintendent may delegate the enforcement of compulsory school attendance and child welfare, as provided in Section 232.16, Florida Statutes, to attendance assistants.

E. Place of Enrollment

Parents shall enroll their child in the appropriate grade level school within the attendance area as established by the Board. Parents who wish to enroll their child in a school outside of their attendance area may request such assignment in writing to the Superintendent, giving reasons for the request.

F. Married Students

Students who are married, unmarried students who are pregnant, and students who have had children out of wedlock shall not be prohibited from regular school attendance and instruction as provided in Section 232.01, subsection (c)(2), Florida Statutes. The Superintendent may assign the individual student, upon the student's written expression of his or her desire to continue studying, to a school program recommended by a review committee of not less than three (3) nor more than five (5) appointed by the Superintendent.





The Superintendent may, at his discretion, appoint a different committee for each case. Should further deliberations become necessary concerning the student's program, an appeal may be made by the student directly to the Board.

G. Out-of-County Admissions

Out-of-county students enrolled in Osceola County schools on September 7, 1971, shall be permitted to continue their education in Osceola County. Any student requesting admission thereafter shall be advised to enroll in the district in which he resides unless admitted by Board action in which written agreements are made annually with the Board of the district in which the student resides, as provided in Section 230.23, subsection (4)(d), Florida Statutes.

H. Attendance for Credit

A student shall complete a 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 next succeeding school year.

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.

Students who transfer from another district to an Osceola County school shall enroll within thirty (30) days from the date of withdrawal and comply with provisions of the above paragraph in order to earn full credit for the semester's work. However, in cases of illness or other instances of extreme circumstances rendering the student's attendance impossible, the school may make exception to the 30-day enrollment limitation with the approval of the principal.

A student shall have been enrolled in school at least one-half ( $\frac{1}{2}$ ) 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.

I. Reporting Procedures

It shall be the responsibility of the principal and the teacher to encourage regularity of attendance and punctuality, and to check student attendance as prescribed below.

The principal shall be responsible for the administration of attendance policies and procedures and for the accurate reporting of attendance in the school under his direction.

All officials, teachers and other employees shall



keep records and shall prepare and submit all reports that may be required by law and State Board Regulation 6A-1.44. The enrollment register shall be open for inspection of the Superintendent or District attendance officer and shall show the absence or attendance of each child enrolled for each school day. Violation of this provision is a misdemeanor as prescribed in 232.021, Florida Statutes.

Attendance checks shall be made as early in the day as practicable. All absences, whether "excused," "permitted," or "unexcused," shall be entered upon the attendance register as "absent."

Attendance services shall be provided where deemed necessary by school personnel in accordance with Policy 6.1.3.

J. FTE Reporting

Reporting of attendance for the purpose of determining full-time equivalent students shall be made in accordance with the provisions of Section 236.013, Florida Statutes, and State Board Regulation 6A-1.451.

K. Excused Absences

Absences shall be excused for the following reasons:

- (1) Illness or injury of the student.
- (2) Illness, injury or death in the immediate family of the student.
- (3) ~~Financial inability, as described in Section 232.09, subsection (3), Florida Statutes.~~

*Exclusion 2.*

If there is a reasonable doubt concerning the illness



claimed, the principal shall be authorized to require a statement from an accepted medical authority. Failure to comply with this requirement shall result in the absence being "unexcused".

In cases of excused absences, the students shall be allowed to make up the work and teachers of the students shall give every reasonable assistance.

Make-up work shall be completed during a period of time equal to at least twice the time for which the absence is excused, unless otherwise authorized by the teacher.

L. Permitted Absences

"Permitted" absences may be granted. Such absences shall be the direct responsibility of the principal only, who shall determine each individual case.

"Permitted" absences shall be treated in the same manner as "excused" absences except that the student shall assume complete responsibility for the make-up work. The teachers shall cooperate by making assignments, grading materials, and recording grades. Examples of situations warranting "permitted" absences include:

- (1) Attendance of an important public function.
- (2) Attendance of church meetings or to observe religious holidays.
- (3) Travel with parents in urgent circumstances.
- (4) Attendance of conventions or conferences.

(5) other situations with parent permission and approval by the principal.





M. Unexcused Absences

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

Except that--Students who are suspended from school during grade period exams, or semester exams shall be allowed to make up these exams.

N. Grading of Make-up Work

Students whose absences have been approved as "excused" or "permitted" and who complete the make-up assignments as required by school policy shall receive grades for the periods of such absences in the same manner as if not absent from school. Each school shall establish procedures to ensure good attendance in each grading period; however, a student who misses fifteen (15) days or more within a semester and whose absences are unexcused shall not receive credit for the course except as approved by a review committee composed of the teacher, a counselor, and the principal.

6.2.2. School Admission

A. Admission to Kindergarten

Children attaining the age of five (5) years on or before January 1st of the school year shall be eligible for admission to kindergarten during that school year. (Section 232.04, F.S.)



B. Early Admission to First Grade

Any child who will attain the age of 6 years subsequent to January 1 and during the school fiscal year of any school having annual promotions shall be admitted at the beginning of that school year or at any time during the first month of the school year to the first grade, provided the child has demonstrated a readiness to enter the first grade in accordance with uniform criteria as established by the State Board of Education. (Section 232.01, subsection (g), F.S.)

Procedures for kindergarten enrollment shall be followed prior to requesting early admission to first grade.

C. Initial Admission to First Grade

Any child who has attained the age of 6 years on or before January 1 of the school year of any school having annual promotions shall be admitted to the first grade at any time during the school year. (Section 232.01, subsection (d), F.S.)

D. Requirements for Initial Admission to Kindergarten and First Grade

1. Date of Birth

Evidence of date of birth shall be presented to the principal to satisfy the requirements of 2(A) or 2(B) or 2(C) above, whichever is applicable to grade placement.



Evidence submitted shall be one from the following priority list:

- (1) Birth certificate, or
- (2) Certificate of baptism with sworn affidavit, or
- (3) 2-year-old life insurance policy on child, or
- (4) Bible record with sworn affidavit, or
- (5) Passport showing age, or
- (6) 4-year-old school transcript stating date of birth, or
- (7) Affidavit of age sworn to by parent and a certificate of age signed by health officer, school physician or licensed physician.

(Section 232.03, F.S.)

2. Health Certificate

Such certificate shall be signed by the county health officer or a licensed practicing physician certifying that the pupil has no contagious or communicable disease which would warrant the pupil's exclusion from the public schools.

Exceptions:

- a) Pupil has previously been enrolled in a public kindergarten in a district within the state;
- b) Parent objection in writing on religious grounds.

(Section 232.031, F.S.)

The following requirements must also be met for initial admission to kindergarten or first grade.



E. Requirements for Initial Admission to Grades K-12

1. Immunization

Each pupil who is otherwise entitled to admittance to kindergarten or first grade, whichever is applicable, or any other initial entrance into a Florida school, shall be required to present a certification of immunization for the prevention of those communicable diseases for which immunization is required by the Division of Health.

Immunizations shall be required for poliomyelitis, smallpox, diphtheria, rubeola, rubella, pertussis, tetanus and mumps.

Exceptions may be granted as follows:

- a) Parental objections in writing on religious grounds;
- b) Written certification for exemption for medical reasons by a competent medical authority or the Division of Health.

2. Residency Requirements

A resident parent or guardian admitting a pupil to an Osceola County school shall have:

- (a) Established proof of residency by verifying that he has (1) lived in Florida one year or longer, (2) purchased a home in Florida which is occupied by him as his residence, or (3) filed a manifestation of domicile in the district where the child is enrolled.





- (b) Obtained a Florida automobile tag, as prescribed by Section 320.38, subsection (1), Florida Statutes, and
- (c) Secured a Florida driver's license, as required by Section 322.031, Florida Statutes.

3. Non-Residents of Florida

- A. For the purpose of this section, a non-resident is defined as a person who has lived in Florida for less than one year, has not purchased a home which is occupied by him as his residence prior to the enrollment of his child or children in school, and has not filed a manifestation of domicile in the county where the child is enrolled. (Section 2238.121, subsection (2), F.S., and SBE Regulation 6A-1.98(2))
- B. Tuition--Pupils in Kindergarten through the twelfth grade, whose parent, parents, or guardians are non-residents of Florida shall be charged a tuition fee of \$50.00 payable at the time the pupil is enrolled. (Section 228.121, subsection (1), F.S.)

Pre-numbered receipts shall be issued upon payment of fee, and each receipt shall show name of pupil, name of parent, date, purpose, name of district, and signature of individuals receiving payment.



Tuition fees collected by the school shall be remitted to the District School Board.

Exceptions shall be as follows:

1. The student was previously enrolled in a public school of Florida, or
2. Student is in certified exchange program, or
3. Parents own Florida real estate, or
4. Parent is a registered voter in Osceola County, or
5. Parent presents a declaration of domicile, or
6. Parent is in the federal military service, or
7. Parent is a migratory agricultural worker.

(Section 228.121, subsection (4), F.S.)

C. A non-resident parent or guardian shall obtain a Florida license tag for his motor vehicle within ten (10) days after the enrollment of the pupil. (Section 320.38, subsection (1), F.S.)

D. The parent or guardian shall apply for a Florida driver's license within thirty (30) days after enrollment. (Section 322.031, subsection (1), F.S.)

Exceptions to 2(C) and 2(D) are provided for children whose parent, parents, or guardians

are in federal military service or are migratory agricultural workers. (SBE Regulation 6A-1.98, and Section 316.003, subsection (1), F.S.)



E. Adult Education

Adults who are not bona fide residents of the State of Florida, who own and operate a motor vehicle in Florida, and who apply for admission to Adult Education classes, must present evidence of purchase of a Florida license tag at the time of registration in the class.

F. Students Who Are Not Residing With Their Natural Parents or Legal Guardians

Any student wishing to enroll in school who is not residing with his or her natural parent or legal guardian shall <sup>have on the part of the</sup> ~~assume~~ the responsible <sup>Adult</sup> sign an Affidavit of Responsibility form available through Pupil Personnel Services at the District office.

G. Students 18 Years or Older <sup>requesting</sup> ~~Attempting to~~ Enroll <sup>ment</sup> in Osceola County Schools

A student who is 18 years or older and desires to enroll in the regular school program shall be reviewed by a Review Committee composed of a guidance counselor, the principal and the Pupil Personnel Services Coordinator, in order to determine the most appropriate educational placement for him.

H. Exceptional Child Program

Enrollment of students in the Exceptional Child Program shall be prescribed by the Board in accordance with State Board Regulations 6A-6.331 and 6A-6.341.

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No student shall be given special instruction or services until he is properly classified as an exceptional student by written notice to the parent or guardian of the proposed assignment or placement, including:

- (1) Reasons for which the action is proposed or on which the decision is based, and
- (2) Procedures to be followed by the parent or guardian in requesting a review conference.

A review of the individual case shall be held, if requested, at which time the parent or guardian may present any factual information related to the assignment, placement, or denial of assignment or placement, and may question school personnel regarding the reasons for their action or proposed action.

A decision, in writing, shall be provided the parent or guardian within a reasonable period of time following the review conference.

A final review shall be made by the School Board of any decision contrary to the wishes of the parent or guardian, if so requested.

### 6.3 REQUIREMENTS FOR GRADUATION - APPLICABLE TO THE CLASS OF 1976

#### 6.3.1. Minimum Requirements

The following requirements are based on Florida State Board of Education Regulation 6A-1.95.





- A. A minimum of twenty (20) credits shall be earned in grades 9-12. No student shall be 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 approved by the School Board. A student shall earn a minimum of fifteen (15) credits in grades 10-12, with no credit being granted for athletic or extra-curricular activities.
- B. Every student shall earn in grades 10-12, except as otherwise provided herein, the indicated credits in the following subject areas:

Language arts	2 credits
Mathematics	1 credit
Physical education	1 credit, exclusive of health, first aid, and driver education
Science	1 credit
Social Studies	2 credits, unless 3 full years of social studies have been completed in grades 7-9, in which case only 1 credit is required.
	One credit in American history or American history and government is required.

The Americanism vs. Communism course is required by law, and may be taught as a unit in American history.

Study in Free Enterprise and Consumer Education is also required. (Section 233.0641, F.S., as amended)



C. A parent may request in writing that a required course be waived, if such request is accompanied by a written statement from a licensed, practicing physician certifying that the course will be physically or mentally harmful to the student. Such request, when approved by the School Board and filed with the school principal, shall permit the student to substitute one (1) credit in any other subject, earned in grades 9-12, toward graduation.

D. Every student in grade nine (9) shall earn a minimum of four (4) credits to be classified as a tenth (10th) grader for the ensuing school year. There shall be no substitution for the following requirements for ninth-grade students:

Language arts	1 credit
Mathematics	1 credit
Physical education	1 credit (unless exempted for medical reasons)
Science, Social Studies, Home Economics, Agri- culture, or Foreign Language	1 credit

E. Transfer of credits earned at another public school or state or regionally accredited school shall be accepted at face value upon receipt of an official transcript, authenticated by the proper school authority. One (1) 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 circum-



stances shall the basic requirements of paragraph (b), above, be waived.

Work or credit from a non-accredited school shall be accepted toward graduation upon validation. Validation of credit shall be made by the student's successful completion of an Osceola County teacher-made test of the subject to be validated or by a successful completion of a standardized test in the subject.

The requirements of (1) and (1)(a) of this Section shall not be retroactive for students transferring into the state, provided the student has met all requirements of the state from which he is transferring.

- F. No student shall be permitted to engage in the final graduation exercises until all graduation requirements have been met in full.
- G. Any senior needing three (3) or fewer credits for graduation may be given permission to enroll in three (3) courses at a high school within the district and graduate with his or her class.

6.3.2. Accelerated Graduation

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 program shall meet the following conditions:

- A. Approval of the program by the School Board shall be obtained.
- B. Entry into the program shall be at the beginning of the final year of high school.



- C. The student shall be accepted by an accredited community college or university after completion of two (2) full senior high school years and a minimum of ten (10) credits earned above grade nine (9).
- D. The student shall be excused from attendance for the third (3rd) senior high school year.
- E. The student shall be awarded a diploma of graduation with his regular class or at a time convenient to the principal, provided that:
  - (1) The student shall have completed two (2) college semesters or the equivalent with a normal class load and maintained at least a "C" average or equivalent, or
  - (2) The student has earned sufficient college credits to fulfill graduation requirements as specified in 1(a), above, or
  - (3) The student's cumulative folder shall show adequate notations covering the work accomplished while in college.
  - (4) A study in Americanism vs. Communism shall have been taken as prescribed by Florida Statute, Section 233.064.

(SBE Regulation 6A-1.95)

### 6.3.3. Community College Course Credits

Any senior enrolled in courses at a state-supported community college may re-enter a high school within the District as a full-time student at the end of the semester.

Any passing grade received in courses taken at any state-supported community college may be accepted toward graduation requirements from Osceola County schools.

In order to be given credit for full-time attendance, seniors shall be enrolled in fifteen (15) semester hours at a state-





supported community college. Each high school course shall be considered as equivalent to three (3) semester hours at the aforementioned community college.

6.3.4. Junior Achievement Credit toward Graduation

Students in grades 10-12 may obtain credit toward graduation by participating in Junior Achievement, subject to the following conditions:

- A. The student must successfully complete the planned program which entitles him to a Certificate of Achievement. A minimum of sixty (60) hours must be invested in the program by the student, forty-eight (48) of which must be spent in regular company meetings.
- B. The student shall receive a Pass/Fail evaluation by his instructor.
- C. At the close of the Junior Achievement term, the completed Achiever Record Card, indicating the hours of participation required in (1) above, shall be sent by the project director to the principal of each participant's school.
- D. One-half (1/2) credit toward graduation shall be granted to the student who meets the conditions outlined above.
- E. The maximum credit which may be accrued toward graduation by any student shall be one-half (1/2) credit.

6.3.5. Vocational Education Work Cooperative Program

Students enrolled in any Vocational Education Work Cooperative Program may earn credit toward graduation as follows:

- A. A student must work a minimum of 288 hours on the job during the school year in order to receive one (1) credit.



- B. A student must work a minimum of 576 hours on the job during the school year in order to receive two (2) credits.
- C. Half credits may be earned at the completion of 144 hours on the job.
- D. A maximum of two (2) credits may be earned in this manner during the school year.
- E. The school year shall be considered to include the summer months immediately following the close of the regular school year.
- F. All hours must be verified and documented by the student's employer.

6.3.6. Job Entry Studies Program

Any student may be graduated with less than three (3) years of attendance in grades 10-12 by participation in a Job Entry Studies Program and by meeting the following conditions:

- A. Approval by the School Board of the individual student plan and the occupational goal prior to entry into the program.
- B. The student shall be sixteen (16) years of age or older.
- C. The student shall have completed two (2) full years of school in grades 10 and 11 and shall have earned a minimum of ten (10) credits above grade nine (9), including job proficiency or at least one (1) credit in an identified vocational course.
- D. The student shall sign an agreement with his parents or guardian, the designated teacher-coordinator representing the school, and the employer, stipulating that:



- (1) The student shall receive one (1) credit toward graduation for each 288 hours of satisfactory performance on the job.
- (2) The student may substitute one (1) hour of formal education directly related to the job for two (2) hours of work on the job, provided that such substitution shall be limited to one-half of the total work requirements.
- (3) The student may resume his formal education if at any time the cooperative agreement is cancelled by any of the parties hereto.

E. The student shall 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 shall have completed the credits required for graduation through work, direct job-related education or regular high school courses, or an approved combination. <sup>A student</sup> ~~The course~~ in Americanism vs. Communism shall be taken as prescribed by Section 233.064, Florida Statutes.
- (2) The student's permanent record shall clearly reflect the credits earned through work and those earned by regular high school attendance.

#### 6.4 REQUIREMENTS FOR GRADUATION - EFFECTIVE WITH THE CLASS OF 1977

##### 6.4.1. Minimum Requirements

The following requirements are based on Florida State Board of Education Regulation 6A-1.95.

*still  
repetitive*



A. A minimum of twenty (20) credits shall be earned in grades 9-12. No student shall be 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 programs as may be provided by the School Board. A student shall earn fifteen (15) credits in grades 10-12 except as provided in Board-approved programs.

B. Every student shall earn, in grades 9-12, the minimum indicated credits in the following subject areas:

Language Arts	3 credits
Mathematics	2 credits
Science and science-related studies	2 credits
Social Studies	2 credits
Physical Education	2 credits

One (1) credit in American History or American History and Government shall be required. The thirty (30) hour program in Americanism vs. Communism may be taught as a course or as a unit in American History. Every student shall also have participated in a Free Enterprise and Consumer Education Program as required by Chapter 75-282, Florida Law.

Any student who obtains prior Board approval and files with his principal a signed statement from a licensed practicing physician, certifying that participation in physical education will be physically harmful to him, shall be permitted to substitute an equivalent credit in any other subject, earned in in grades 9-12, toward graduation.





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C. Transfer of credits earned at another public school or state or regionally accredited school shall be accepted at face value upon receipt of an official transcript. <sup>authenticated by the proper school authority.</sup> 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 (1) 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 paragraph B, above, be waived.

Work or credit earned from a non-accredited school shall be accepted toward graduation upon validation. Validation of credit shall be made by the student's successful completion of an Osceola County teacher-made test of the subject to be validated or by his successful completion of a standardized test in the subject.

- D. No student shall be permitted to engage in final graduation exercises until all graduation requirements have been met in full.
- E. A student shall complete a 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 next succeeding school year.

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.

Students who transfer from another district to an Osceola County school shall enroll within thirty (30) days from the date of withdrawal and comply with the provisions of the above paragraph in order to earn full credit for the semester's work. However, in cases of illness or other instances of extreme circumstances rendering the student's attendance impossible, the school may make exception to the 30-day enrollment limitation with the approval of the principal.

A student shall have been enrolled in school at least one-half ( $\frac{1}{2}$ ) 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.

- F. Any senior needing three (3) or fewer credits for graduation may be given permission to enroll in three (3) courses at a high school within the district and graduate with his or her class.



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6.4.2. Accelerated Graduation

Students who meet the conditions of an early admission and advanced studies program may be graduated in less than four (4) years in grades 9-12. Such program shall meet the following conditions:

- A. Approval of the program by the School Board shall be obtained.
- B. Entry into the program shall be at the beginning of the final year of high school.
- C. The student shall be accepted by an accredited community college or university after completion of three (3) full senior high school years, and a minimum of fifteen (15) credits earned.
- D. The student shall be excused from attendance for the fourth senior high school year.
- E. The student shall be awarded a diploma of graduation with his regular class or at a time convenient to the principal, based on the following:
  - (1) The student shall have completed two (2) college semesters or the 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 <sup>study</sup> ~~course~~ in Americanism vs. Communism shall have been taken as prescribed by Section 233.064, Florida Statutes.



6.4.3. Community College Course Credits

Any senior enrolled in courses at a state-supported community college may re-enter a high school within the District as a full-time student at the end of the semester.

Any passing grade received in courses from a state-supported community college may be accepted toward graduation requirements from Osceola County schools.

In order to be given credit for full-time attendance, seniors shall be enrolled in fifteen (15) semester hours at the state-supported community college. Each high school course shall be considered as equivalent to three (3) semester hours at the community college.

6.4.4. Junior Achievement Credit

Students in grades 9-12 may obtain credit toward graduation by participating in Junior Achievement, subject to the following conditions:

- A. The student must successfully complete the planned program which entitles him to a Certificate of Achievement. A minimum of sixty (60) hours must be invested in the program by the student, forty-eight (48) of which must be spent in regular company meetings.
- B. The student shall receive a Pass/Fail evaluation by his instructor.
- C. At the close of the Junior Achievement term, the completed Achiever Record Card, indicating the hours of participation required in (1) above, shall be





- sent by the project director to the principal of each participant's school.
- D. One-half ( $\frac{1}{2}$ ) credit toward graduation shall be granted to the student who meets the conditions outlined above.
  - E. The maximum credit which may be accrued toward graduation by any student shall be one-half ( $\frac{1}{2}$ ) credit.

6.4.5. Vocational Education Work Cooperative Program

Students enrolled in any Vocational Education Work Cooperative Program may earn credit toward graduation as follows:

- A. A student must work a minimum of 288 hours on the job during the school year in order to receive one (1) credit.
- B. A student must work a minimum of 576 hours on the job during the school year in order to receive two (2) credits.
- C. Half credits may be earned at the completion of 144 hours on the job.
- D. A maximum of two (2) credits may be earned in this manner during the school year.
- E. The school year shall be considered to include the summer months immediately following the close of the regular school year.
- F. All hours must be verified and documented by the student's employer.



6.4.6. Job Entry Studies Program

Any student may be graduated with less than four (4) years of attendance in grades 9-12 and with fewer than twenty (20) units of credit by participation in a Job Entry Studies Program and by meeting the following conditions:

- A. Approval by the School Board of the individual student plan and the occupational goal prior to entry into the program.
- B. The student shall be sixteen (16) years of age or older.
- C. The student shall have completed three (3) full years of the requirements as stated in Board Policy 6.4.1, and a minimum of fifteen (15) credits earned above grade eight (8), including demonstrated job proficiency or at least one (1) credit in an identified vocational course.
- D. The student shall sign an agreement with his parents or guardian, the designated teacher-coordinate representing the school, and the employer, stipulating that:
  - (1) The student shall receive one (1) credit toward graduation for each 288 hours of satisfactory work on the job.
  - (2) The student may substitute one (1) hour of formal education directly related to the job for two (2) hours of work on the job.
  - (3) The student may resume his formal education at any time the cooperative agreement is cancelled by any of the parties thereto.



E. The student shall 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 shall have 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 in Americanism vs. Communism shall be taken as prescribed by Florida Statutes.
- (2) The student's permanent record shall clearly reflect the credits earned through work and those earned by regular high school attendance.

Students in the Job Entry Program shall not be employed by members of the immediate family. This policy may be waived by the Superintendent after a conference with the parties involved.

Job Entry students shall be employed within Osceola County in a forty (40) mile radius of the school.

*shall be employed in O.C. or within 40 miles of the school*

## 6.5 RECORDS AND REPORTING

### 6.5.1. Grading and Reporting

There shall be a uniform district-wide plan for grading and reporting pupil progress in the elementary schools, middle schools and high schools of Osceola County.

### 6.5.2. Education Records of Students

Education records are maintained to facilitate the instruction, guidance, and educational progress of students, and shall be defined as those records, files, documents



and other materials which contain information directly related to a student, which are maintained by the school and District or by persons acting for the school or District, and shall be accessible to other professional personnel for the above-mentioned purposes. Information contained in the education records shall be classified as follows:

- A. Category A, permanent information: Verified information of clear educational importance which shall be retained indefinitely in the manner prescribed by Section 230.331, subsection (2), Florida Statutes.
- B. Category B, temporary information: Verified information of clear educational importance which is subject to change.
- C. Category A records shall be under the control of the principal, shall be kept current, and shall contain the following information for each student:
  - (1) The student's full name and any known changes, such as by marriage or adoption.
  - (2) The authenticated birthdate, place of birth, race and sex.
  - (3) The last known address of the student.
  - (4) The names of the student's parents or guardian.
  - (5) The name and location of the last school attended.
  - (6) The number of days present and absent, the date enrolled and the date withdrawn.
  - (7) The courses taken and record of achievement, such as grades, units, or certification of competence.
  - (8) The date of graduation or program completion.





D. Category B records shall also be under the control of the principal, who shall establish procedures to assure the accuracy of the information maintained and shall provide for periodic review and elimination of information no longer useful in the manner prescribed by Section 230.331, subsection (3), Florida Statutes. Category B information may be destroyed five (5) years after the student or his class graduates. These records may include, but shall not necessarily be limited to:

- (1) Health information
- (2) Family background data
- (3) Standardized test scores
- (4) Educational and vocational plans
- (5) Personal attributes
- (6) Honors and activities
- (7) Work experience, including employer ratings
- (8) Teacher/counselor comments
- (9) Reports of special services or exceptional student staffing committees, including all information required by Section 230.23, subsection (4)(m)6, Florida Statutes
- (10) Correspondence from community agencies or private professionals
- (11) Driver education certificate
- (12) List of schools attended

~~E. Education records shall be transferred as follows:~~

- ~~(1) Upon request of officials of educational institutions for transfer of a student's records,~~



the student's parents or guardian, or the student if he or she is eighteen (18) years of age or older, shall be notified of the transfer, that they are entitled to review the records, to a copy of the records upon request, and that they may be granted a hearing as provided in the Family Educational Rights and Privacy Act of 1974.

- (2) The principal shall transfer a copy of all category A and category B information, and shall retain a copy of category A information.
- (3) The transfer of records shall be made immediately, upon request of the parent or receiving school. Under no condition shall the transfer of a student's records be delayed or denied for failure to pay a fine or fee assessed by the school, although every reasonable effort shall be made to collect for damaged or lost library books and textbooks.

F. Education records shall be factual in nature, insofar as is possible, rather than statement of opinion or interpretation; and shall be made available for inspection by parents, guardians and other individuals authorized in writing by the parent, in the presence of a school official.

#### 6.6 WEARING APPAREL

The school, as a center of learning, shall provide for the development of habits and attitudes conducive to acceptable



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practices of the school community, including good manners, appropriate wearing apparel, and good grooming. Wearing apparel shall not be of the type which would detract from the primary purpose of the school, which is academic instruction, nor shall accessories carried by children to school be disruptive to the conduct of the school or hazardous to student welfare.

Cleanliness of the physical person consistent with the maintenance of good health and to avoid offensiveness to others is mandatory.

#### 6.7 INSTRUCTION IN AMERICAN CITIZENSHIP

Students shall receive instruction in the principles of democracy, how to preserve and advance democracy, and how to contribute to the general welfare of the American way of life.

Because political parties are an integral part of the American system of government, pupils shall 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 mechanics of the election process.

Teachers conducting classroom discussions relating to the democratic process shall exercise sound discretion with respect to the selection of subjects for discussion, and the nature and scope of the discussion, and shall observe the following minimum standards:

- A. The program shall be instructional in nature.
- B. The planned objectives of the program shall be pursued consistently.
- C. The objective shall allow for honest inquiry.



Instruction in concepts relating to free enterprise and consumer education shall be ~~made available to~~ all students.

Required





- D. Discussion of personalities or personal characteristics of candidates shall be avoided as opposed to discussion of the issues involved in any situation.
- E. Idealisms or political philosophies which are contrary to the democratic process shall 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.

6.8 INSTRUCTION IN FREE ENTERPRISE AND CONSUMER EDUCATION

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<sup>receive instruction</sup>  
~~Each student shall participate in a Free Enterprise and Consumer Education Program which shall provide detailed instruction in the day-to-day consumer activities of our society.~~ Such instruction may include, but shall not be limited to, advertising, appliances, banking, budgeting, credit, governmental agencies, guaranties and warranties, home and apartment rental and ownership, insurance, law, medicine, motor vehicles, professional services, savings, securities, and taxes.

The program shall provide a full explanation of the factors governing the free enterprise system, and the forces influencing production, distribution and consumption of goods and services. It shall also provide orientation in other economic systems. (Section 236.0641, subsections (2) and (3), F.S.)

6.9 DRIVER EDUCATION

Any student in a public or private secondary school within Osceola County shall be eligible to enroll in the Driver Education course, in accordance with Section 233.063, subsection (1), Florida Statutes. The course may not be made a part of or a substitute for any of the minimum requirements for graduation.



The program of study shall be developed prior to the school year and shall be approved by the Superintendent.

In making the Driver Education course available to secondary school students, the Board may use any one of the following procedures, or a combination thereof:

- A. The Board may utilize instructional personnel employed by the Board.
- B. The board may contract with a commercial driving school licensed under the provisions of Chapter 488, Florida Statutes.
- C. The Board may contract with an instructor certified under the provisions of Chapter 488, Florida Statutes.

Any certified instructor of licensed commercial driving school shall be deemed sufficiently qualified and shall not be required to meet any standards in lieu of or in addition to those prescribed under Chapter 488, Florida Statutes.

Unless otherwise recommended by the Superintendent and approved by the Board, the minimum program standards established by the Board shall include, but not be limited to, the following:

- (1) Instruction shall consist of a minimum of thirty (30) clock hours of classroom instruction, plus a minimum of six (6) clock hours of actual driving experience per student and six (6) to twelve (12) hours of observations in practice driving of the vehicle. Student experience on an approved classroom simulator, at the ratio of four (4) to one (1), may be used for three (3) hours or more of behind-the-wheel experience, provided students receive



a minimum of three (3) hours of actual driving as a part of the complete course, including one (1) hour of driving experience in traffic.

Both phases of instruction shall be conducted under the direct supervision of a properly qualified teacher of driver education.

- (2) All students enrolled in the Driver Education program shall assume the responsibility of obtaining a "Driving Learner's Permit."
- (3) Each automobile used in the practice driving phase shall be equipped with the following:
  - (a) A seat belt for each occupant.
  - (b) Outside mirrors mounted on each side of the car.
  - (c) External front and rear or top mounted signs clearly identifying the vehicle as a driver education car.
  - (d) When operated on public streets and highways, dual controls for clutch and brake mechanisms.
- (4) Any 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 the keys are removed from the driver training automobile at all times when it is not in use.
- (5) The Board shall carry liability insurance with respect to the Driver Training automobile. When the automobile is operated in heavily-congested areas, the driver shall



be made aware of his responsibility in case of accident. Standard accident report forms shall be available in the automobile at all times.

- (6) In case of accident, the driver shall:
- (a) Call the City Police Department, the Sheriff's Department, or the Highway Patrol, whichever seems advisable under the circumstances.
  - (b) Call the principal of the school.
  - (c) Complete the accident report form in the presence of the official in charge at the scene of the accident.

#### 6.10 STUDENT TRANSPORTATION

The responsibilities of pupils transported at public expense shall be as follows:

##### 6.10.1. Conduct

To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion. To observe classroom conduct (except for ordinary conversation) while getting on and off the bus, and while riding the bus.

To obey the driver and to report to the school principal when instructed to do so by the driver.

To cooperate at all times with school bus patrols, and to assist patrols willingly.

To warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.

To be at the designated place in the morning and after school, ready to board the bus at the prescribed time.





#### 6.10. Personal Safety

To walk to the bus stop on the left side of the road facing traffic, and to stay off the roadway at all times while waiting for the bus.

To wait until the bus has come to a full stop before attempting to get on or off.

To enter or leave the bus only at the front door after the bus has come to a full stop, except in case of emergency.

To cross the highway, when necessary, as follows:

- (1) Upon alighting from the bus, stand at the side of the road in front of the bus, within sight and hearing of the driver and wait for his signal to cross the road or to proceed to the park strip;
- (2) Upon signal from the driver, look both ways and proceed in front of the bus across the road or to the park strip.

To keep head and hands inside the bus at all times, except in case of emergency egress.

#### 6.11 INTERNAL ACCOUNTS

The following matters of finance shall be subject to the requirements of Board Policy 2.2.2.J.

##### 6.11.1. Money-Raising Drives

Money-raising drives, such as for the March of Dimes, the Red Cross, Tuberculosis, or United Fund, shall not be conducted among students by or in Osceola County schools.



Elementary and middle school solicitation of advertising from the public shall be limited to the support of one (1) publication per school.

Senior high school solicitation of advertising from the public shall be limited to the support of three (3) publications, e.g., newspapers, football programs, and yearbooks, etc., per school.

The sale of commercial items by students shall be limited to one (1) project per year per school organization, and shall be approved by the Superintendent. Any deviation from this policy shall have prior approval of the Superintendent and the School Board.

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 the school system. The use of school buildings by non-profit or youth organizations shall be subject to the provisions of School Board Policy 3.11.

6.11.2. Vending Machine Operation

Vending machines which are not fully controlled by the Public School System shall not be installed or operated on school property where they will be accessible to students, without specific authorization by the Board.

6.11.3. Sale of School Supplies

The sale of school supplies within a school shall be authorized only under the following conditions:



- A. The principal shall determine that the sale of school supplies is advantageous for the convenience of students and contributes to the efficient operation of the school.
- B. The supplies sold shall be limited to common, essential supplies required by students in their regular school duties, except that a student-operated store may be conducted as part of a vocational program.
- C. Any profits derived from such sales shall be utilized by the sponsoring group with the approval of the principal and Superintendent.

## 6.12 SOCIAL FUNCTIONS

### 6.12.1. Picnics and Parties

All social functions sponsored by a school shall be properly chaperoned by the school faculty. Parents shall be invited to assist with the chaperoning. In the case of swimming parties, a senior lifeguard, qualified by the Red Cross, may be on duty.

Not more than three (3) class parties may be held in the elementary classrooms during a school year. Plans for parties shall be approved by the principal. The loss of class instruction time shall be held to a minimum by limiting such activities to times near the close of a school day and to the school building.

Classes and examinations in secondary schools shall hold picnics outside school hours.



Principals shall make provision for the supervision and safety of all pupils on school outings. Particular attention to safety shall be given to those outings where swimming is involved.

School parties and picnics shall not be conducted during the closing days of the school session. These days shall be devoted to testing and evaluation.

6.12.2. Student Activities

Principals of qualifying high schools within the district are authorized to secure and maintain continuous membership in the Florida High School Activities Association, Incorporated, a non-profit corporation, for the benefit of their respective high schools, and to abide by those rules and regulations not inconsistent with law or Board policy.

A. Athletic Events

Varsity football games shall 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.

The principal and coaches shall arrange for group insurance for the protection of school participants in athletic events. Moreover, the principal shall require, and keep on file in his office, the parent's written consent and the doctor's approval for each participant.

B. School Bands and Band Instruction

School Bands may participate in civic and non-





school functions with the approval of the principal, provided such functions are not partisan or political.

Participation by students in functions outside the County and not under the sponsorship of the Florida High School Activities Association shall require prior approval from the Board.

The Superintendent shall clear each school bus trip with the school bus carrier if in doubt as to insurance coverage.

Eligibility for athletic participation and cheerleaders shall be determined by the Florida High School Activities Association. All participants shall have the approval of the principal.

The beginning practice date for football and other sports shall be determined by the Florida High School Activities Association. The procedure for students who wish to begin participating in athletic competition after the first practice session shall be determined by the coach and principal of each school. Students shall be made aware of these dates and procedures.

Whenever a sport season ends, a student may participate in another sport without penalty. If two (2) or more sport seasons are in progress simultaneously, and a student desires to drop one sport and go to another, he shall obtain the approval of each coach concerned.



If a student is dismissed from a sport for disciplinary reasons, or drops out of a sport without the approval of the coach, the student may not participate in another sport until the end of the season for the sport in which he was participating. This policy may be waived upon the approval of both the coaches and the principal.

The school calendar shall be maintained on which all rehearsals, practices, and other activities shall be recorded. All activities shall be scheduled on non-conflicting dates whenever possible. If a schedule conflict arises, the sponsors of the activities shall meet and attempt to resolve the conflict. In the event of a performance conflict, any student otherwise expected to participate in both shall be free to choose either without penalty. Standard school procedures pertaining to activities, sponsors and participants shall be filed in the Superintendent's office.

## 6.13 MISCELLANEOUS

### 6.13.1. Student Illnesses - Doctor's Recommendation

Any student observed as having seizures, including epileptic seizures, emotional problems, and other illnesses resulting in the student's becoming incoherent, spastic or unconscious, shall not be permitted to continue in a regular school program until a written statement from a doctor is received.



6.13.2. Leaving School Grounds

A principal shall not permit a pupil to leave in the custody of a person other than the child's parent or legal guardian, unless that person has verified authorization of one of the parents or legal guardian.

Pupils shall be required to remain on the school grounds from the morning bell until dismissal in the afternoon. Students shall not be allowed off the campus without the prior approval of the school principal.

(Section 232.25, F. S.)

6.13.3. Safety

Every member of the staff is responsible for the safety of pupils while on the school grounds. The principal shall eliminate all hazards on school grounds insofar as possible.

Teachers shall be assigned to supervise pupils on the school grounds before and after classroom instruction. Principals shall see that all activities are properly supervised and that all precautions are taken by teachers and pupils.

The parents of a seriously injured student shall be notified immediately, and the student shall either be taken home or to the doctor, upon the parents' instruction, as quickly as possible. In case of a serious accident, the Superintendent shall be notified as to the nature of the accident



and steps shall be taken to assist the child and his parents. However, no action shall be taken by word or act by the principal or any other employee which would reasonably be expected to incur liability on the part of the school or the Board.

Insofar as is practical, there shall be a teacher or a properly instructed aide responsible for supervising pupils as they board and unload from buses at the school site. The person shall be on the alert for any safety hazard, and shall attempt to maintain orderly procedure on the part of the pupils.

(Section 232.25, F. S.)

6.13.4. Senior's Open Lunch

Members of the senior class who comply with the following guidelines shall be free to leave the school campus during the lunch period, provided that:

- A. A notarized permission slip on a form approved by the Board has been signed by the parent, relieving the school of responsibility.
- B. Senior exercising this privilege shall not be a party to transporting students who are not eligible to be off the school premises.

The open lunch privilege may be revoked either singularly or for the entire group for abuse of the privilege.





*Rewrite* ★  
~~6.13.5. Gambling~~

~~Gambling, including raffles and games of chance, shall not be permitted in school buildings or on school grounds without the prior approval of the principal.~~

6.13.6. Pupil Insurance

A. Contracts

The School Board shall arrange to make available to parents some plan of pupil group insurance to protect students en route to and from the school and during the school day.

Policies affording insurance coverage with respect to injuries sustained by students as the result of accidents are private contracts between the insurance company and the respective parents. The School Board shall have 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 materials needed for the sale of policies and the collection of premiums.

C. Football Insurance

Before any student is permitted to participate



in football practice or contests, as a school activity, written proof that accident insurance protection has been provided for each student shall be furnished to the Superintendent.

6.13.7. Public Visitation

An individual or group desiring to tour a school shall receive permission from the Superintendent or the school principal.

Members of the public wishing to contact public officials the school day shall receive permission to do so from the principal.

6.13.8. Loitering

Loitering on school premises during school hours by any person not a student in the school or an employee of the Board shall not be tolerated. When it occurs, the police or sheriff's department shall be notified.

(Section 856.021, F.S.)

6.13.9. School Pictures

The taking of school pictures shall be permitted at the discretion of and in the manner prescribed by the individual school principal.

In all cases, notices shall be sent to parents prior to the time of picture-taking appointments, and parental approval may be required by the principal at his discretion.

Time involving school personnel shall be kept to a minimum.

To prevent the exchange of pictures by students before parents have had opportunity to consider their purchase,



the pictures shall be placed in sealed envelopes for delivery to the parents by pupils.

By message on the envelope or by other written notice, parents shall be clearly informed that the purchase of pictures is optional and not compulsory. In no case shall any pressure be brought upon the students or parents to purchase pictures.

6.13.10. Employment and Age Certificates

The principal of each school shall have the delegated authority to issue employment and age certificates in accordance with State Board Regulation 6A-1.97.

6.13.11

Employ Age	Exception
<del>Requirements for Employ</del>	

Minimum age of 16 for most board employees  
 and it varies in the case of a  
 work study or similar program



## 7.0 OFFICIAL SCHOOL BOARD POSITION ON DISCIPLINE

### 7.1 PHILOSOPHY

The Board finds and declares that:

- A. The development of self-discipline and self-direction is an educational goal toward which disciplinary procedure can contribute its forces. Discipline provides experiences and establishes procedures which make the students responsible for keeping themselves in order. Disciplinary action is the corrective measure used when a breach of discipline has occurred.
- B. The key to both student and teacher morale lies in how successfully the policies on discipline are applied and how this is reflected in classroom order. Educators, students, and parents must feel that whatever policies are followed are not only uniform for all, but are fair and just. Disciplinary action where imposed, should be as rational, non-arbitrary, and judicious as possible. It should encourage free discussion and setting of standards through participation of students. The dignity and worth of the individual should always be respected and, because of this, disciplinary action should be free from harsh, abusive, and vindictive forms of punishment. Also, the student should never be subjected to sarcasm, public ridicule or intimidation. Disciplinary action cannot





be effective if its purpose is merely to demonstrate the superior authority of the teacher or administrator. The best results will be derived from cordial and realistic teacher-pupil relationships which are reinforced by firm and just policies of the administration at all levels.

- C. These policies are not made with the intention of creating coercive or punitive powers, but simply to help maintain discipline in the classroom to allow instructional improvement. The use of these disciplinary measures would relate to only a small percentage of the total student population, but would benefit the entire educational system.
  
- D. The teacher is the essential element in proper discipline within the schools. There are certain aspects of classroom management which must be left to the discretion and good judgement of the individual teacher, especially the instances regarding talking, movement of students in the room, and other activities which might be perfectly acceptable in one classroom situation and inappropriate in another.

## 7.2 GENERAL POINTS OF EMPHASIS

### 7.2.1. Staff Responsibility

Employees of the Osceola County School Board shall make a concerted effort to prevent or correct common



discipline problems found in the district schools. All people involved with the handling of discipline shall take a firm stand and insist that students behave in such a manner that the school is conducive to good education for all individuals.

Teachers are expected to assist in correcting discipline problems as they might occur on the school grounds.

7.2.2. Classroom Management

Minor offenses such as occasional tardiness, gum chewing, passing notes, and throwing objects shall be handled, insofar as possible, at the teacher level. Those things which are against classroom policy shall be made clear at the beginning of the school year, reiterated from time to time, and enforced continuously. Only in cases of chronic disobedience to these policies shall the individual be referred to an administrator. Before any referral is made, the teacher shall first use whatever corrective measures are available, including the contact of parents or guardians. The teacher shall immediately inform the administrator of any contact with parents which might require his involvement in the situation.

7.2.3. Records

Disciplinary records shall be maintained separately from a student's permanent records in a place designated by the principal. Disciplinary records



maintained separately from permanent records shall be made available for parental inspection upon request in the same manner as permanent records.

Letters of expulsion shall be filed in the student's cumulative folder. All items relative to discipline shall require the approval of the principal before they are filed in the permanent records.

7.2.4. Authority of Classroom Teachers

*Instructional material*  
Each teacher may offer directive guidance to a pupil through informal counseling sessions, may invite the pupil's parent or guardian to participate in informal counseling sessions or otherwise to confer with the teacher, and may detain a pupil before or after school hours up to one hour per day provided the pupil shall have adequate transportation to or from home and a parent or guardian shall have advance notification of such detention. The classroom teacher may administer corporal punishment in accordance with Board Policy 7.4.

When a discipline problem disrupts the entire class and makes the learning process ineffectual, the student or students involved shall be removed from the class, upon approval of the principal, so that order may be restored and teaching resumed. Parents shall be notified that the student is



temporarily removed from the class for a period not to exceed ten (10) days or until the school has the assurance of the student and his parents that his behavior will improve. During this period, the student shall attend all classes except the one from which he was temporarily removed, and this class period shall be spent in a well-supervised study room within the school building.

7.2.5. Authority of School Bus Drivers

The principal shall delegate to the school bus driver such authority as may be necessary for the control of pupils being transported to and from school, or school functions, at public expense.

Any pupil who persists in disorderly conduct on a school bus shall be reported to the principal by the driver of the bus, and may be suspended by the principal of the school he attends from being transported to and from school and school functions at public expense.

The school bus driver shall preserve order and good behavior on the part of all pupils being transported, but he shall not suspend the transportation of or give physical punishment to any pupil, or put any pupil off the bus at other than the regular stop for that pupil, except by order of the parent or the principal in charge of the school the pupil attends; provided, that should





an emergency develop due to the conduct of pupils on the bus, the bus driver may take such steps as are reasonably necessary to protect the pupils on his bus. (Section 232.28, Florida Statutes).

7.2.6. Authority of School Principal

The principal shall be responsible for oversight of pupil guidance and counseling, including parent conferences, and also for the supervision of detention procedures when such are deemed necessary by instructional personnel.

The principal shall have the authority to administer corporal punishment in accordance with Board policy 7.4, and shall have the authority to suspend a student from any or all classes and assign the student to a well-supervised study room within the school. "In-school suspension" shall be limited to ten (10) days for any one infraction or instance of misbehavior.

If suspension of a student becomes necessary, an initial effort shall be made to contact the parents and inform them of the problem before the student is suspended.

Recommendation for expulsion shall be resorted to only in extreme cases when all other efforts toward correction have been exhausted, and when the student is chronically unruly, a menace to the safety of the pupils and teachers, or intentionally or maliciously destructive of school property. The procedure for



expulsion of students is set forth in Board Policy

7.6.

### 7.3 BOARD POLICY ON OFFENSES

#### 7.3.1. Cheating

Cheating is an offense which shall be handled by the teacher in whatever manner in his judgment will best serve the interest and development of the student within the guidelines of Board Policy 7.1. In such cases, the parents, guidance counselor and principal shall be informed of the circumstances.

#### 7.3.2. Misbehavior

Overt actions by students which show disrespect for any school personnel, intimidation, fighting, violent antagonism toward classmates, or general misconduct which disrupts the learning situation shall not be tolerated. If a situation cannot be handled by the teacher, it shall be referred to an administrator.

Behaviors described in this policy shall be responded to swiftly with appropriate disciplinary action.

#### 7.3.3. Dangerous or Disruptive Items

Any item used by a student which disrupts class order, detracts from attention to instruction, defaces school property or in any way endangers the safety of any student may be taken by the teacher, and turned over to the principal, if the incident warrants such disciplinary action, or held until such time as the teacher can talk to the student about the situation. Students who refuse to cooperate shall be turned over



to the appropriate administrator for punishment for willful disobedience. Students shall not carry any object that is usually considered to be a weapon, such as a knife or other dangerous and harmful object. If the principal believes that the intent of a student is to harm another person, the punishment may be suspension for a period not to exceed ten (10) days until such time as the Board can rule on a request for an extended suspension or expulsion of the student.

7.3.4. Willful Disobedience

Students shall at all times show proper respect faculty members. Appropriate disciplinary action shall be taken if any student willfully disobeys a faculty member, and shall depend upon the degree and intent of disobedience.

7.3.5. Wearing Apparel and Accessories

Deliberate defiance of the wearing apparel and accessories dress policy established by the Board in Policy 6.6 shall be treated the same as willful disobedience.

7.3.6. Public Affection

Students shall conduct themselves at all time in a responsible manner.

7.3.7. Intoxicants and Hallucinogenic Drugs

Students having possession of or who are under the influence of intoxicating beverages or hallucinogenic drugs or combinations of drugs having hallucinatory



effects, marijuana, glue or other drugs or combinations of drugs or materials expressly prohibited or controlled by federal, state, or local laws at any school function or on school property shall be liable for suspension and expulsion.

Parents shall be notified before any final action is taken. If there is a violation of law involved, legal authorities shall be informed.

If at any time a student is formally charged with a felony by a proper prosecuting attorney for the unlawful possession or sale of any substance controlled under Chapter 893, Florida Statutes, or any narcotic drug, central nervous system stimulant, hallucinogenic drug or barbiturate, as identified or defined in either Chapter 398 or Chapter 404, Florida Statutes, the principal of the school in which the student is enrolled shall immediately follow the procedure and criteria set forth in State Board Regulation 6A-1.956 and Section 232.26, subsection (2), Florida Statutes, as the same may be applicable.

7.3.8. Smoking

Students shall not be permitted to smoke in Osceola County school buildings or on school grounds except in areas designated by the principal.

7.3.9. Skipping and Excessive Absence (Truancy)

Any student who fails to attend class and has no





acceptable excuse for his absence shall be referred to the appropriate administrator for punishment. Every effort should be made for the student to make up the time and work missed in after-school detention. Parents shall be notified of unexcused absences and of after-school detention resulting therefrom, in accordance with Board Policy 7.2.4.

7.3.10. Theft and Pilfering

Any student involved in the act of stealing or in possession of stolen property may be suspended from school. In such cases, parents or guardians shall be requested to come for a conference with school officials. Thefts shall be reported to the proper authorities. Efforts shall be made to secure reimbursement or replacement of the money or items taken.

7.3.11. Blackmail and Extortion

Any student who blackmails or otherwise threatens any person for the payment of money or any other consideration, may be suspended from school, and parents or guardians shall be called for a conference with school officials. In such cases, efforts shall be made to secure reimbursement or otherwise recover damages.

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7.3.12. Profanity

Profanity shall mean any profane, vulgar, or unnecessarily crude utterance or gesture, whether directed toward a teacher or classmate, or merely done overtly. Such instances shall be handled by the teacher, if possible, and referred to the appropriate administrator if further action becomes necessary.



7.3.13. Vandalism and Robbery

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 shall be kept clear of personnel, and nothing shall be moved or touched, until the police or (deputy) sheriffs have made an investigation.

A full and complete report of loss or damage shall be made to the Superintendent as soon as possible following the investigation.

Appropriate action against any student known to have committed vandalism shall include having the parents or guardians come to the school for a conference with school officials and an arrangement for restitution for damage. A student of eighteen (18) years of age, or the parents of a minor student 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, and the student may be subject to a penalty of suspension from school for a period up to ten (10) days, or face permanent expulsion from school. (Section 856.021, F.S.)

7.3.14. Arson

Any student who deliberately sets fire to school property shall be suspended until parents or guardians



can be contacted for a conference with school officials and arrangements made for restitution. The penalties for arson may include suspension from school. Incidents of arson shall be reported to the appropriate fire department and police officials.

7.3.15. Disturbing Teachers, Board Members, Employees of the Board or Their Homes, and Insulting in Public

The principal shall have the authority to suspend, or to recommend for expulsion, any student for disturbing a teacher, Board member, or any employee of the Board; or disturbing or inflicting damage upon a home of any of them; or defaming any of the aforementioned persons in a public place.

7.3.16. Legal

None of the foregoing shall be construed in such a manner as to violate any federal, state or community law. Breaches of such law may be reported to appropriate non-school authorities for separate prosecution.

7.4 CORPORAL PUNISHMENT

A teacher or other member of the staff of any school shall not inflict corporal punishment before consulting the principal or teacher in charge of the school. In no case shall such punishment be administered with malice, nor shall it be demeaning or unduly severe in nature. The purpose of corporal punishment shall be to use reasonable force in the exercise of lawful authority to restrain or correct pupils and to maintain order. (No. 75-279, Baker v. Owen. October 20, 1975. Appeal from the United States District Court for the Middle District of North Carolina. Judgment affirmed.)



The teacher shall first use whatever means of indirect guidance is available to prevent or correct the misbehavior of the student. If these techniques fail to solve the problem and the student continues to be a disturbance to the class, the principal or the classroom teacher, with the permission of the principal, may use corporal punishment.

Any student shall be exempt from corporal punishment upon request in writing from the parents or guardians to the principal prior to the time a problem arises. This request shall be renewed yearly. If a parent requests exemption for the child from corporal punishment, the parent shall also agree to the student's suspension or expulsion from school until the problem is solved. Parents who request exemption from corporal punishment may change this decision after a conference with the principal, by a statement in writing.

Any student exempt from corporal punishment due to parental request and suspended may also be subject to expulsion.

The principal shall have the prerogative to refuse the use of corporal punishment if in his judgment it is not merited, or if he knows of circumstances which would make such punishment unwise.

~~Principals shall have the prerogative to use Corp. Pun.~~

Before administering corporal punishment, a student shall be informed of the specific rule under which he is being punished. Such rule shall be a written rule of specific conduct previously published and distributed within the school system. If the student claims innocence of the charge against him, an informal hearing as described in





Policy 7.5 for suspensions shall be held prior to the administration of corporal punishment. Corporal punishment shall then be administered ~~only~~ <sup>if the principal has no reasonable</sup> ~~if the principal has no~~ <sup>doubt of guilt</sup> ~~reasonable doubt of guilt,~~ and after taking into consideration the conduct complained of, the rule violated, the age of the student, the possible risk of physical and psychological damage, and available alternative means of punishment. (Ingraham v. Wright, 498 F. 2d 248 (5th Circuit, 1974).)

Corporal punishment shall be administered in the presence of at least one (1) adult witness. It shall be limited to the use of the open hand, ruler, or paddle, as approved by the principal, and directed only to the student's buttocks or back of the thigh.

Nothing herein shall be construed in such a manner as to authorize the violation of Federal or State law, or State Board of Education regulations. (Section 231.09, subsection (3) and Sections 232.26-232.28, F.S.)

## 7.5 SUSPENSION AND EXPULSION

### 7.5.1. <sup>Short term</sup> ~~Ten-Day~~ Suspension

In no case shall a teacher suspend a pupil from school or class, nor may a bus driver suspend a pupil from riding a bus.

A principal may suspend a pupil from school or from riding the bus, for a period not to exceed ten (10) days, for willful disobedience, open defiance of authority or a member of the staff, use of profane or obscene language, other serious



misconduct, or for repeated misconduct of a less serious nature; provided, that in any case of suspension, notice, with the student's given reasons for the action, shall be provided by telephone if possible, and confirmed immediately in writing, to the pupil's parents and the Superintendent. Semester and grade period tests missed during any period of suspension may be made up. Prior to suspending a pupil for any length of time, the principal shall give to the pupil an oral or written charge against him and, if the pupil denies the charges, an explanation of the evidence supporting the charge and an opportunity for the pupil to present his side of the story. There shall not necessarily be any period of delay between the time notice is given to the pupil and the informal hearing required by this paragraph, nor shall the pupil necessarily be given the opportunity to ~~secure legal counsel~~, confront or cross-examine witnesses to verify his version of the incident. However, the principal may exercise his discretion in the interest of fairness and justice by summoning the accuser, permitting informal cross-examination and allowing the pupil to present his own witnesses in cases where there are serious disputes of material facts and arguments about cause and effect. The student shall be given an opportunity

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to respond to the charges and the evidence, explain his actions, and bring to the attention of the principal any additional information. The principal shall specifically inform the student of these rights.

Following an informal conference, the principal, at the request of the student's parents, may convene an additional hearing and offer the student an opportunity to confront and cross-examine witnesses and present testimony and further evidence.

A principal is not required to hold a conference prior to suspending a student for ten (10) days or less if the student's presence poses a continuing danger to persons or property, or if the student represents an ongoing threat of disrupting the educational process. In such cases, the notice and informal hearing shall be provided as soon thereafter as is practicable.

Following suspension, the principal shall immediately notify the Superintendent and the suspended student's parents or guardian <sup>by phone.</sup> ~~in writing by registered or certified mail~~ <sup>phone- or</sup> of the action taken and the reasons for the suspension.

(Sections 120.53, subsection (1), 230.23, subsection (6), 230.33, subsection (8)(c), and Section 232.26, F.S.)

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IF NOT



### 7.5.2. Extended Suspension

The principal may recommend to the Superintendent that a student's suspension be extended by the Superintendent until the next School Board meeting, at which time the Superintendent may recommend for School Board approval an additional suspension up to a maximum of thirty (30) days.

A student recommended for an extended suspension is entitled to a hearing before ~~an impartial~~ <sup>2</sup> Review Board appointed by the Superintendent. This Review Board shall consist of a member of the District staff and two (2) building administrators other than those from the school involved. The Review Board shall make a recommendation to the School Board regarding the incident.

### 7.5.3. Expulsion

Expulsion from school shall be authorized only by the School Board. If a principal requests expulsion of a student from school, a written request shall be sent to the Superintendent, who in turn shall notify the parents or guardian in writing of the charge against the pupil, including the rule violated and the pupil's alleged conduct, and the date, time and place of the Board meeting when the expulsion shall be considered. At least fourteen (14) days' notice shall be given the parents, unless waived by all parties concerned.





The Board shall conduct an open hearing prior to ordering the expulsion of any pupil, as provided in the Administrative Procedures Act, Section 120.57(1), Florida Statutes. At the hearing the pupil may be represented by his parents or guardian or by counsel, and all parties may introduce and examine evidence, call and examine or cross-examine witnesses, and submit rebuttal evidence. The rules of evidence observed by courts shall not be applicable. Any party may, at his own expense, have the right to record or have transcribed the proceedings of the entire hearing. The decision of the Board shall be based solely upon evidence presented at the hearing, and a copy of the findings and decision of the Board shall be furnished to the pupil in writing.

(Section 120.57, subsection (1), and Sections 232.2~~7~~<sub>6</sub> and 232.28, F.S.)



8.0 SCHOOL FOOD SERVICE

8.1 RESPONSIBILITIES OF THE BOARD

In providing a healthy and nutritious School Food Service for the students and staff of Osceola County Schools, the Board agrees to participate in the National School Lunch Program, on a non-profit basis, and shall:



## 8.0 SCHOOL FOOD SERVICE

### 8.1 RESPONSIBILITIES OF THE BOARD

In providing a healthy and nutritious School Food Service for the students and staff of Osceola County Schools, it shall be the responsibility of the Board to:

- A. Provide facilities and materials in all departments.
- B. Secure and make bid awards for all items specified by State Board Regulations.
- C. Assure that all foods purchased will conform to the Federal Food, Drug and Cosmetic Act, the Meat Inspection Act, and any regulations of the State of Florida relating to the specific item being purchased.
- D. Provide an adequate supervisory staff at the district level for the administration of the program, and adequate clerical and secretarial help for the centralized system.
- E. Provide each School Food Service Manager, upon recommendation of the principal, with a written notice of appointment for a specified period of service.
- F. Provide for a uniform salary schedule for all employees based on academic achievement, special food service courses, and experience.
- G. Establish a uniform recordkeeping system for the centralization program, and supply record forms to the schools.
- H. Submit to the State Department of Education all required reports, requested information, agreements, and applications for federal reimbursement and commodities.



- I. Provide for audits of all records at the schools and the central office, as required by law and State Board Regulations.
- J. Develop and put into effect written policies and regulations.
- K. Provide in-service training for personnel and encourage participation therein.
- L. Maintain adequate personnel records which will provide data for salary computations and verification of service record. Determine that all School Food Service personnel participate in the proper retirement system, as required by law.
- M. Assure a nutritionally adequate and non-profit School Food Service Program by providing sufficient funds.
- N. Prohibit the operation of any public lunch program under a fee, concession, or contract agreement with a food service management company, or under a similar agreement.
- O. Make facilities and materials available during disaster or emergencies in schools designated as disaster centers.
- P. Provide workman's compensation insurance, protective insurance of the proper type on the physical plant and equipment, and bonds for personnel responsible for School Food Service funds, as required by law.  
(SBE Regulations 6A-7.40, -7.41, -7.42, and -7.45)

## 8.2 COORDINATOR OF SCHOOL FOOD SERVICE

The Coordinator of School Food Service shall work under the authority delegated by the Superintendent, and shall admin-





ister school food and nutrition programs which shall meet the obligations assumed by the Osceola County School Board and the Superintendent. These responsibilities and duties shall include:

- A. Organization, promotion and program development
- B. Food supply, preparation and service
- C. Personnel direction
- D. Use of plant space, facilities and equipment
- E. Educational opportunities.

### 8.3 PRINCIPALS

The principal shall cooperate with the Coordinator of School Food Services in administering and operating an adequate School Food Service Program in compliance with federal and state laws, State Board Regulations, and the School Board of Osceola policies. These responsibilities are listed under "Principals" in the Administrative Personnel Handbook.

### 8.4 SCHOOL FOOD SERVICE MANAGERS

The School Food Service Manger shall be under the administrative supervision of the principal and the technical supervision of the Coordinator of School Food Services. The Manager shall be responsible for the efficient and satisfactory operation of the department, following procedures and regulations of the District Food and Nutrition Service Program. Specific duties of the Manager shall be listed in the School Food Services Handbook.



## 8.5 ASSISTANT SCHOOL FOOD SERVICE MANAGER

The Assistant School Food Service Manager shall work under the direct supervision of the Manager, and shall be assigned duties to allow experience in all areas of management. Those duties shall be listed in the School Food Services Handbook.

## 8.6 SCHOOL FOOD SERVICE PERSONNEL

All other School Food Service Personnel are directly responsible to the Manager for the performance of their assigned duties. Major responsibilities shall be listed in the School Food Services Handbook.

## 8.7 PERSONNEL PRACTICES

### 8.7.1. Applications and Appointments

Persons desiring employment with School Food Service shall file applications with the District Personnel Office. All new employees shall be appointed on a trial basis for a thirty (30) day period.

The Coordinator of School Food Services shall present a list of qualified applicants for any vacant managerial position to the principal for his approval, and in turn the principal shall submit his choice to the Superintendent and the School Board.

### 8.7.2. Qualifications for Employment

#### A. Managers and Assistant Managers

Managers of School Food Service Departments shall be high school graduates or the equivalent. All managers shall have three (3) years experience in food service and at least three (3) state-



approved training courses prior to initial appointment. Managers shall demonstrate leadership ability. Exceptions to the above qualifications shall be approved by the Superintendent.

Assistant Managers shall meet the qualifications of School Food Service employees, except that they shall need only two (2) years' experience in food service prior to initial appointment. Assistant Managers shall demonstrate leadership ability.

B. School Food Service Employees

School Food Service employees shall have

- (1) At least an eighth (8th) grade education, or pass an Equivalency Test.
- (2) The ability to follow accurately written instructions, recipes, and work schedules.

C. Student Employees

Student labor in the elementary schools may be used in the School Food Service Department when such employment is with the consent of parents, teacher, and principal. All regulations of child labor laws shall be strictly followed. Students shall not be around or operate power equipment such as dishwashers, or near stoves and hot food. Students shall not be required to work as a condition to receive free or reduced price meals. Students may perform light duty such as to wipe tables, hand out milk, and assist with spills. All personal health and hygiene standards required of adult workers shall be observed



by student helpers. As compensation for their services, students employed may be given a free lunch.

8.7.3. Procedures

School Food Service Managers shall be employed for the number of days established by the District salary schedule. All other full-time and regular part-time employees shall be employed for 180 days, plus additional time to open and close the department, at the discretion of the manager. No employee shall be paid for holidays.

School Food Service personnel generally shall be employed for a maximum of seven (7) hours daily. The particular number of hours worked by employees shall be established by the Manager. Assistant managers may work seven and a half (7½) hours daily. Managers shall work eight (8) hours daily. No employee will work more than eight (8) hours per day. All full-time employees shall be on the job seven and a half (7½) hours with thirty (30) minutes for lunch and a fifteen (15) minutes coffee break. Doctors appointments shall be scheduled for after working hours whenever possible, but when time is taken off





for doctor appointments, arrangements shall be made with the manager to make up the time missed.

All School Food Service salaries shall be paid according to the current salary schedule.

Managers and other food service employees shall be given a written notice of reappointment from the Board.

Dismissal for cause may be made at any time by the Superintendent. Grounds for dismissal for cause shall consist of: incompetence, excessive absence, disorderly conduct, consuming intoxicants or drugs on school property, or failure to comply with the requirements of law or state or district regulations and policy.

8.7.4. Personal Health and Hygiene Requirements

All personnel shall comply with the provisions of the Florida Sanitary Code, and the guidelines of the School Food Service Handbook. All employees shall have a tuberculin test or chest x-ray each year.

8.7.5. Work Habits and Work Schedules

Employees shall maintain good working habits and follow work schedules as described in the School Food Service Handbook.

8.8. OPERATING POLICIES

8.8.1. Equipment

The Board shall furnish and equip new departments, and provide additional equipment for expansion and pay all utility costs, for installation and operation as in the Food Service budget.



Expendable equipment shall be replaced during the school year by the School Food Service Department at each school from regular operating funds when available. A list of supply items needed the following year will be turned in annually on the date set by the Coordinator. These items shall be combined for purchasing from district funds, if available.

Non-expendable equipment items shall be replaced by the Board, and shall be purchased according to specifications developed by the Coordinator of School Food Service. The Board shall provide funds for maintenance of equipment. Managers shall notify the County Food Service Coordinator regarding necessary repairs.

Equipment maintenance record cards shall be kept on all major pieces of equipment and shall be kept up to date at all times by the School Food Service Manager.

Annual equipment inventories shall be taken. At the end of each school year, inventories of expendable and non-expendable equipment shall be brought up to date. No School Food Service equipment shall be taken from the premises, except that borrowing for school-related use such as barbecues or PTA affairs is permitted if approval is obtained in writing from the principal before the equipment is to be used. An inventory of borrowed equipment shall be made by the manager and signed by the borrower. If



borrowed equipment is not returned, it shall be replaced by the borrower.

8.8.2. Commodities

Commodities shall not be sold, traded, taken home or otherwise utilized except in plate-lunch programs. They shall not be used for PTA refreshments, special meals, school benefit dinners, or similar affairs. Accurate records shall be maintained on commodities in school storerooms.

Section 32 and Section 46 commodities may be used by home economics teachers for laboratory instruction. The home economics teacher shall requisition commodities from the School Food Service Manager at least ten (10) days in advance. A copy of the requisition should be sent to the Coordinator of School Food Service. (Refer to the current Florida School Food Service Program Requirements for the latest requirements of the USDA Commodity Program.)

8.8.3. Lunch Prices

A. Sale Prices

Sale prices for school lunches and special milk through the School Food Service Program shall be established by the Board, subject to change due to food price fluctuations and commodities available. The Food Service Departments in the district shall participate in the National School Lunch Program, and serve Type A lunches prices as a unit and special milk. High schools may have a la carte offerings with per unit pricing.



B. Economically Needy Lunches

Economically needy lunches are defined as those granted to children who meet the criteria for support under the guidelines of Federal Regulations Title VII, Part 245. These pupils shall be supplied a lunch without cost or at a reduced price. The principal of the school shall place eligible students on the economically needy lunch program.

The current income eligibility scale or recommendation of a key person such as the pupil's teacher, counselor, School Food Service Manager or personnel of the Welfare Department shall assist the principal in determination of need. A file of all economically needy lunch applications shall be maintained in the principal's office and shall be reviewed periodically to determine if the need is still present. All applications shall be kept on file for three (3) years.

C. Left-Over Foods

Left-over foods, including both purchased foods and commodities, shall not be taken from the School Food Service Department, but shall be stored for future use. Left-over food having no keeping quality shall be served as "seconds" to children or scrapped. Careful planning shall be practiced at all times to minimize over-production.





D. Sale of Additional Foods

In elementary and middle schools only those additional foods or drinks which meet the nutritional needs of the pupils shall be sold during the regular school day. Permissible items include the following: whole milk, full-strength fruit and vegetable juices, fresh fruits and full-strength citrus juice freezes. Ice cream and milk shakes are permissible in grades six (6) through twelve (12). These items may be sold during such hours that do not interfere with the School Lunch Program.

Extra milk may be sold to students and adults.

High schools may, upon permission of the Board, sell other foods provided they are not offered for sale one (1) hour before and until one (1) hour after the meal period.

E. Adult Lunches

No adult meals shall be given free, except for School Food Service Personnel. Adults in a school on official business at lunch time may, upon payment of the established price, eat in



the School Food Service Department. Relatives of School Food Service Personnel shall not be regular customers in the cafeteria. Every guest or his host shall pay for meals eaten in the lunchroom. Adult lunches shall include one (1) beverage.

Parents may make occasional visits to the School Food Service Program. This privilege may be exercised by having parents visit on special days, or as individuals, to become acquainted with the program. The principal shall see that this privilege is not abused, as the School Food Service Program is not in competition with commercial establishments.

Adults may buy a la carte items at the current adopted prices.

#### 8.8.4. Procedures

##### A. Discipline

Discipline in the dining room or cafeteria shall be the responsibility of the adult placed in charge and the principal. School Food Service employees shall not be responsible for discipline.

##### B. Keys

School personnel authorized to hold keys to the department shall be the principal and the School



Food Service Manager. The key may be checked out in writing to a member of the school staff by the principal.

Keys to any part or facility of the Food storage areas shall not be given to any person other than the Manager or principal except that delivery men may be temporarily given a key only when authorized by the principal.

C. Unauthorized Personnel in the Food Preparation Area

The principal shall prevent the entry of unauthorized people in food preparation areas. An unauthorized person shall be anyone other than the School Food Service Staff, the principal, and school personnel on official business.

Teachers shall be served from the serving line, and may not enter the kitchen for special service.

Relatives of School Food Service employees shall not be authorized to enter the food preparation area or otherwise granted privileges denied other children and adults.

D. Noon Hour

The principal shall schedule a lunch period as part of the regular school day, so that the period fits smoothly into the school day pattern, the length is adequate for service and eating (a minimum of 25 minutes), and the number



of persons scheduled for one (1) period can be comfortably accommodated in the dining area.

8.9. CUSTODIAL DUTIES RELATING TO SCHOOL FOOD SERVICE

The principal shall assign regular cleaning duties for the School Food Service Department at the beginning of each school year to the custodian. He shall inform the School Food Service Manager and the custodian of schedules, and the duties as listed in the Job Description.

8.10. SANITATION AND SAFETY

School Food Service Programs shall meet the same state and local sanitary standards required of any food handling establishment. The Osceola County Health Department may make a routine inspection of each department. EACH MANAGER MUST THEREFORE READ AND APPLY THE CURRENT REVISED BULLETIN 33-F, ENTITLED "SANITATION AND SAFETY FOR CHILD FEEDING PROGRAMS."

8.11. EXTRA CURRICULAR USE OF THE SCHOOL FOOD SERVICE DEPARTMENT

Any organization desiring the use of the School Food Service Department shall make arrangements through the principal and manager well in advance of the function. The use of facilities shall be subject to Board Policy

The School Food Service Manager, or someone appointed from the staff shall be present at any time the kitchen facilities are used by an organization.

The manager or worker shall be paid by the organization using the Department at the hourly rate of one and one-half ( $1\frac{1}{2}$ ) times the regular hourly rate.





The School Food Service Department shall be left in the condition in which it was found. The sponsor or teacher in charge shall be responsible for all damages and any replacements which have to be made.

School Food Service Managers shall cooperate with Red Cross and Civil Defense officials in case of emergencies. Inventories shall be kept, and all food replaced by the respective organization. A record shall be kept of all commodities used for such emergencies. When School Food Service kitchens are used for such emergencies, they shall be left in the same condition as they are found, and all damages repaired or items replaced.

#### 8.12. FINANCE

The approved money-collection system is cashiering through the line. Checks shall NOT be accepted by cashiers. Managers shall be responsible for daily deposits. No monies shall be left in the department overnight.

Any loss or theft of records, cash, or goods shall be reported immediately to the principal and Superintendent.



## 9.0 ADMINISTRATIVE

### 9.1 EMPLOYMENT PRACTICES

#### 9.1.1. Definition of Administrative Personnel

Administrative personnel comprise the Superintendent, Supervisors, Principals and those persons who may be employed as professional administrative assistants to the Superintendent or to the Principal, but does not include secretarial, clerical or other office assistants.

#### 9.1.2. Recruitment, Selection and Appointment

##### A. Personnel Philosophy

In order to secure quality educational leadership for the children of Osceola County, the School Board shall strive to acquire administrative personnel who possess the following attributes:

- (1) A high degree of competency in their area of specialization.
- (2) Good physical health.
- (3) Good mental health.
- (4) Healthy social attitudes.
- (5) A high degree of dedication to doing their utmost for children.
- (6) Staunch adherence, active as well as passive, to the conviction that each child is valuable and should be treated in such a manner as to develop to the fullest degree possible his potential and talents.
- (7) A desire to cooperate and work with other personnel for the betterment of operation procedures.



- (8) A profound and vital respect for the teaching profession and the nation, state and community it serves.

B. Qualifications of Administrative Personnel

- (1) A person shall be of good moral character and shall, when required by law, hold a certificate or license issued under regulations of the State Board of Education Section 231.02, Florida Statutes.
- (2) No person shall be employed as administrator or as supervisor who has not had two (2) or more years of experience in an instructional position or his area of specialization and has attained the age of twenty-three (23) years. This requirement may be waived by the Board upon the recommendation of the Superintendent, except in the case of the Board's appointment of principals, or for the office of Superintendent.
- (3) No person shall be employed after the close of the fiscal year following the date on which he attains seventy (70) years of age.
- (4) All personnel requiring certification shall be certified in the area in which their major assignment is made. The Superintendent shall approve any exceptions and report such to the Board.
- (5) Florida Statute 876.05 requires all persons who are on the payroll of the School Board to take an oath to support the Constitution of the United States and of the State of Florida. The oath, as amended by the United States Supreme Court, is included in the Appendix to this Manual.



(6) All personnel not under Teacher Retirement System are required to be a member of the Florida Retirement System. All personnel belonging to the Florida Retirement System must contribute to Social Security.

(7) All personnel must complete a W-4 form to authorize proper withholding of monies for income tax purposes.

C. Employment Procedures - Administrative

(1) Statutory - Record of Personnel

For the purpose of improving the quality of administrative services, the Superintendent shall establish procedures for the performance of duties and responsibilities of administrative personnel as provided in subsection (2) of Section 231.29, Florida Statutes, and shall open the assessment file only to those individuals designated in subsection (3) of Section 231.29, Florida Statutes.

(2) Application Forms

Application forms for administrative positions may be obtained from the Superintendent's office. The completed application shall be given to the Superintendent or his designee.

(3) Personnel Interviews and Application Procedures

All candidates for administrative positions shall be interviewed by the Superintendent.

The application shall be reviewed by the Superintendent or his designee and approved, before presenting the candidate to the Board for approval. The Superintendent shall be expected to recommend only the best qualified candidates from as large a list as possible of eligible persons. When reviewing applications for employment, the Board shall evaluate all applications





with the primary objective of selecting persons best suited to meet the educational needs of the children.

(4) Disposition of Application

An applicant who has been appointed by the Board shall be notified in writing of the appointment and shall be given a period not to exceed fifteen (15) days to accept or reject the appointment.

9.1.3. Certification

A. General Information

It is the responsibility of the employee to secure a valid certificate where required. Application forms may be secured from the Superintendent's office. All certificate applications should be processed through the District Contact for Certification in order to receive priority attention from the Certification Section of the State Department of Education.

When there is a change in name, the name shall be changed on the certificate and the certificate recorded in the Superintendent's Office before any records may be changed. This shall be done by sending the old certificate and the appropriate form and fee to the Certification Section, State Department of Education, Tallahassee, Florida. Each member of the administrative staff holding a certificate shall file it with the Superintendent immediately upon receipt thereof. (SBE Regulation 6A-1.69)

B. Extension of Certificate

The extension of teaching certificates shall be



made in accordance with the provisions of Section 231.24, Florida Statutes, and State Board Regulation 6A-4.05.

In-service training may be used to extend a certificate. A total of one hundred twenty (120) points is required with not less than twenty (20) points of the three (3) categories. If college credits or educational travel are to be used as part of in-service training, they must be translated into points as outlined in the Master Plan for In-Service Training.

9.1.4. Health Certificate

All employees of the Board shall have a tuberculin skin test or, at their own expense, a chest x-ray at the beginning of each school year or within thirty (30) days after employment begins.

9.1.5. Assignments and Transfers

The School Board shall act on recommendations of the Superintendent regarding transfer and promotion of any employee. Assignments shall be based on the qualifications of the employee and the requirements of the position to which he would be transferred.

(Section 230.23, subsection (5)(f), F.S.)

9.1.6. Contracts

The School Board shall provide written contracts for all administrative personnel. The contract shall be in accordance with the salary schedule adopted by the School Board and shall be in writing for definite amounts, for definite terms of service, and shall specify the number of monthly payments to be made.



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All such contracts shall be executed in duplicate and a true signed copy retained by the Board in the office of the Superintendent. The School Board is prohibited from paying any salary to any member of the administrative staff, except when this provision has been observed.

The Board cannot enter into a contract with the prospective employee until the employee has a valid Florida certificate where required. However, if an application for a certificate has been filed through the District Contact for Certification with the necessary attachments, a contract may be issued on the basis of a State Department of Education number assignment on the SDE Office Receipt and Acknowledgement form on the status report sent to the District Contact Person each month. If, after the second pay period since employment began, a valid certificate is not presented to the District Office, further checks may be withheld. (Section 231.36, F.S.)

A. Return to Annual Contract Status

Any administrative personnel member under continuing contract may be dismissed or returned to annual contract status after due process as provided in Board Policy 10.2.





B. The Necessity to Choose Between Personnel on Continuing Contract

Should the Board have to reduce personnel due to consolidation, the criteria for determining which personnel on continuing contract shall remain shall be based on the conditions set forth in Section 231.36, subsection (5), Florida Statutes, and the Board shall follow those procedures set forth in Board Policy 10.1.

9.1.7. Suspension and Dismissal

Suspension or dismissal of administrative personnel shall follow those procedures contained in Board Policy 10.3, except that the Superintendent may suspend members of the administrative staff in an emergency in accordance with provisions of Section 230.33, subsection (7) (h), Florida Statutes.

9.1.8. Resignations and Terminations

A. Resignation

All administrative personnel requesting to be released from their contract shall submit a letter in writing, giving reason and effective date, to their immediate superior, who shall forward the letter with a recommendation to the Superintendent for Board consideration.

B. Release from Contract

Any person who shall violate the terms of his contract by leaving his position without first being released from his contract by the Board shall be reported to the Professional Practices Commission. The Board shall take official action



on such violation and furnish a copy of the proceedings to the Certification section of the State Department of Education in accordance with Section 231.36, subsection (2), Florida Statutes.

C. Release from Appointment

The Board shall not feel obligated to release an employee from contractual obligations unless sufficient notice is given for appointment of a replacement. Moreover, such release shall not be made if it would be to the detriment of the school and the educational welfare of the children.

9.2 EMPLOYMENT CONDITIONS

9.2.1. Working Day

The minimum administrative personnel working day and the conditions involving the particular responsibilities assigned shall be determined by the Superintendent.

With the approval of the Superintendent, the administrative department heads and principals shall designate working schedules for personnel under their supervision which will best meet the needs of the school district.

9.2.2. Vacations

Administrative personnel shall accumulate vacation as follows:

- (a) One (1) day for each month of service for those employed by the Board for less than five (5) years.
- (b) One and one-half (1½) days per month of service per year for those employed five (5) years or more by the Board.



- (c) The maximum number of vacation days which may be carried forward at the beginning of the fiscal year shall be thirty (30) days.
- (d) Vacation shall not be taken until it is earned.
- (e) 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.
- (f) Vacation time shall be scheduled with the approval of the Superintendent so that there will be a minimum of disruption in the operation of the school system.

9.2.3. Temporary Duty - Assignment of Employees

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, workshops, etc. Such assignment to temporary duty shall ordinarily be initiated by the District administration, but an employee may request assignment to temporary duty, subject to the approval of the Superintendent. Employees shall receive their regular pay and may be allowed expenses as provided by Board Policy 2.4.8. Such temporary duty shall be considered equal to the regular duties of the individual and employees performing such assigned 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, except when participating in a staff development program approved by the Board (SBE Regulation 6A-1.84).



9.2.4. Evaluations

For the purpose of improving the quality of instructional, administrative and supervisory services in the public schools of the state, the Superintendent shall establish procedures for assessing the performance of duties and responsibilities of administrative and supervisory personnel employed in the District and for the proper record keeping of the same, in accordance with Section 231.29, subsection (2) of the Florida Statutes.

9.2.5. Assessment File

The assessment file of each individual shall be open to inspection only by the School Board, the Superintendent, the Principal, the employee and such other persons as the employee or the Superintendent may authorize in writing, in accordance with Section 231.29, subsection (3), Florida Statutes.

9.2.6. Professional Organizations

Administrative personnel may participate in the activities of and meetings of professional organizations related to their assignments and in which they hold membership. These organizations may be local, state or national in scope. Payroll deductions for membership dues shall be authorized by the employee, upon approval of the Superintendent.





9.2.7. Jury Duty or Court Witness

An employee of the Board shall receive his regular salary less court fees while serving as a witness in any court case under the following conditions:

- (a) That the person has been subpoenaed by the court as a witness and not a principal in the case.
- (b) That the employee shall submit a copy of the subpoena or letter from either attorney in the case to the Superintendent.

Any employee of the Board may be absent from assigned duties and shall receive his regular salary less any court fees while serving as a juror in any court case.

9.2.8. Pallbearer

The Superintendent, head of a department, or a principal shall have the authority to allow anyone to act as a pallbearer, ~~and permit that individual to make up the time to avoid a loss of pay.~~

9.2.9. Residence

Administrative personnel employed by the Board are encouraged but not required to live in Osceola County. Living out of the county does not exempt the administrator in any way from his duties.

9.3 LEAVES OF ABSENCE

During the school year, when it is necessary to be absent from duty, any member of the administrative staff may secure leave of absence as prescribed by law, pursuant to policies of the Board. Any such leave shall be classified as one of the following:



- (1) Illness-in-line-of-duty leave
- (2) Maternity leave
- (3) Military leave
- (4) Personal leave
- (5) Professional leave
- (6) Extended professional leave
- (7) Sick leave

9.3.1. Authority for Leave

The granting of leave shall be at the discretion of the Board, except as provided by law. The Superintendent may grant leaves according to Board policy with the exception of leave for which expenses are requested, and extended professional leave, which shall be subject to Board approval.

When leave is granted, it shall be with or without pay as provided by law and Board Policy, and shall be permitted only when the operation of schools may be protected against undue interruption because of the absence of personnel.

9.3.2. Advance Granting of Leave

Leave shall be officially granted in advance and shall not be granted retroactively, provided that leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority.



9.3.3. Purpose Specified

Leave granted on the request of an employee shall be for a particular purpose or cause which shall be set forth in a written application. The Board reserves the right to determine that the leave is used for the purpose or cause set forth in the application. If not so used as specified, the leave may be subject to cancellation by the Board.

9.3.4. Illness-in-Line-of-Duty Leave

Any member of the administrative staff shall be entitled to a maximum of ten (10) days per school year of illness-in-line-of-duty leave when absence from his duties is necessary because of personal injury received in the discharge of duty or because of illness from a contagious or infectious disease contracted in school work. Requirements for such leave are found in Section 231.41, Florida Statutes.

9.3.5. Maternity Leave

A. Administrative personnel may be granted maternity leave without pay not to exceed one (1) year. Such leave shall give the employee the right to return without prejudice as an employee of the Board. When an employee knows she is pregnant, she should immediately notify the Superintendent. Normally, the employee is expected to take leave at least one (1) month prior to the expected time of delivery; however, such leave may commence on a date determined by the employee in consultation with



her doctor, following notification of the Superintendent in writing.

- B. Sick leave may be granted for maternity disability in lieu of maternity leave, to the extent of the employee's eligibility for sick leave, at the option of the employee. Such sick leave for maternity disability shall be defined as the inability of an employee to perform her daily duties. When disability results in the employee's inability to perform her daily duties, sick leave for maternity purposes shall be determined in accordance with Board Policy 9.3.10, as certified by her physician's statement as to the beginning of her disability and the anticipated date of delivery. An employee who has taken maternity leave may be re-employed as a permanent employee, but may not return to work until a doctor's certificate is presented stating that the employee is physically capable of performing her duties again. A suitable vacancy must exist for an employee who wishes to return to work during the school year in which the maternity leave is granted.

Administrative personnel to whom maternity leave is granted may be reassigned to the position held at the time of withdrawal (if available), or to a similar position, upon recommendation to a specific vacancy by the Superintendent. (Section 231.39, subsection (3), F.S.)





9.3.6. Military Leave

Military leave shall be granted without pay, except as provided by Section 115.07, Florida Statutes, to employees who are required to serve in the Armed Forces of the United States or of this state in fulfillment of obligations incurred under Selective Service laws or because of membership in reserves of the armed forces or national guard. At the termination of this service, employees must make application for reemployment within six (6) months following the date of discharge or release from active duty. The School Board shall have a period not to exceed six (6) months to reassign the employee to duty in the school system. Military leave shall not be counted as years of service toward a continuing contract.

Leave may be granted at the discretion of the Board without pay to an employee volunteering for military duty.

9.3.7. Personal Leave

A. Administrative personnel may be granted personal leave without pay by the Superintendent, as follows:

All personal leave shall have prior approval of the Superintendent; otherwise, the person is subject to dismissal. Such requests shall be submitted to the Superintendent at least one (1) week prior to the starting date of leave. Grants of personal leave shall be reported to the Board by the Superintendent and shall be reflected in the minutes of the Board.

B. A member of the administrative staff may be absent



for two (2) days each school year with pay for personal reasons, and two (2) days for emergencies. Such absences shall be charged only to accrued sick leave, and leave for personal reasons shall be noncumulative. Applications for such leave shall be approved in the same manner as for sick leave except that no reason need be given by the employee for personal leave with pay other than "personal reasons." (Section 231.39, F.S.)

9.3.8. Professional Leave and Extended Professional Leave

Professional leave is defined as leave granted to a member of the 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 (30) consecutive days. Professional leave or extended professional leave will ordinarily 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.

The School Board may grant any member of the administrative staff three (3) consecutive weeks professional leave during any fiscal year with compensation when school is not in session. Professional leave shall be cumulative for not more than two (2) years and shall receive the prior approval of the Superintendent. (Section 231.39, F.S.)



9.3.9. Sabbatical Leave

Sabbatical leave for study or research may be granted to administrative personnel by the Board. Such leave shall be granted under the following conditions, upon approval of the Superintendent:

- A. Sabbatical leave shall be in recognition of significant service to the District for the purpose of encouraging scholarly achievement which contributes to the professional effectiveness of the members of the staff and the value of their subsequent service to the School District.
- B. A sabbatical leave may be granted for one (1) full year.
- C. An administrator on sabbatical leave shall be given compensation of half pay for such leave as provided by the Board in accordance with Section 231.39, subsection (1), Florida Statutes.
- D. The penalty for breaking the sabbatical leave contract shall involve either:
  - (1) The administrator refunding any salaries received during his sabbatical leave, or
  - (2) The administrator paying the Board's incurred cost for collecting said monies.

In lieu of sabbatical leave, the School Board may approve school expenses for an administrator in an approved degree program, for an amount not to exceed that which the administrator would have earned during regular sabbatical leave.



9.3.10. Sick Leave

Any member of the administrative staff of the district who is unable to perform his duty because of personal illness, or because of the illness or death of father, mother, brother, sister, husband, wife, child, or other close relative or member of his own family (as defined by the Internal Revenue Service publication, Your Federal Income Tax), and consequently has to be absent from his work, shall be granted leave of absence for sickness by the Superintendent or by someone designated in writing by him to do so. The following provisions shall govern sick leave.

- A. Each member of the administrative staff employed on a full-time basis shall be entitled to one (1) day of sick leave for each month, or major portion thereof, contained in his contract, provided that he shall draw in advance only those sick days to be earned in the current school fiscal year.
- B. Administrative personnel eligible for retirement benefits, or his or her beneficiary if termination is by death, as prescribed in the laws of the State of Florida, shall be entitled to fifty percent (50%) of accumulated sick leave. The amount per day shall be based upon the daily rate of pay for the administrator.
- C. Any member of the administrative staff shall, before claiming and receiving compensation for the time absent from his or her duties while on





sick leave, make and file by the end of the school month following his return, a written certificate to the Superintendent which shall set forth the day or days of absence, indicating that such leave was necessary and that he is or is not entitled to receive pay in accordance with the sick leave policy.

- D. Absence because of illness beyond accumulative sick leave is considered personal leave.
- E. Sick leave may be taken for maternity disability as provided herein and in Board Policy 9.3.5.

#### 9.3.1 . Unauthorized Leave

All absence of Board employees from duty for good reason shall be covered by leave duly authorized. Any employee willfully absent from duty without leave shall forfeit compensation for the time of such absence and be subject to discharge and forfeiture of tenure and all other rights and privileges as provided by law. If an employee granted leave fails to return to duty at the termination of the leave, his employment shall be subject to cancellation by the School Board. (SBE Regulation 6A-1.77)

### 9.4. BENEFITS AND DUTIES

#### 9.4.1. Retirement

All new school employees shall participate in the Florida Retirement System (FRS) as a condition of employment. Section 238.05, subsection (1)(b), F.S.)

Administrative personnel on Teacher Retirement System



(TRS) prior to December 1, 1970, may continue in the Teacher Retirement System, provided there has been no break in continuity of service. (Section 238.11, F.S.)

9.4.2. Social Security

Social Security is required of every member of the Florida Retirement System.

9.4.3. Credit Union Deductions

Credit Union deductions from administrators' salaries are authorized as requested by individual administrators.

9.4.5. Duties of Administrative Personnel

The duties of administrative personnel, as described in the Administrative Handbook, are made a part of this manual.



10.0 HEARINGS PROCEDURES

FSBA-FADSS RULE 1

10.1 DISCONTINUATION OF AN EMPLOYEE'S  
CONTINUING CONTRACT STATUS

A. The School Board may for good and sufficient reason terminate the employment of an employee, or may return to annual contract status for a period not to exceed three (3) years, any member of the district instructional staff.

"Good and sufficient reason for dismissal or return to annual contract status," means, without limitation:

- (1) neglect of duties and responsibilities that impairs teaching or other normal and expected services to the school;
- (2) failure without justifiable cause to perform the terms of employment, or willful violation of the policies of the Board;
- (3) physical, mental or professional incompetence or failure or inability to discharge assigned duties effectively;
- (4) professional or personal conduct involving moral turpitude;
- (5) violation of the code of ethics of the education profession;
- (6) actions which impair, interfere with, or obstruct or aid, abet, or incite the impairment, interference or obstruction of orderly conduct, processes and functions of a school; or
- (7) failure to maintain satisfactory relationships with students and parents to a degree that the education program is impaired.



B. Dismissal or return to annual contract status shall be made only upon written recommendation filed with the school Board on or before April 1 of any school year by the superintendent, a majority of the School Board, or by the principal if his contract is not under consideration.

C. At least five (5) days prior to filing the recommendation with the Board, the party making the recommendation shall by registered or certified mail or by personal delivery notify in writing the employee against whom the recommendation is directed. The notice shall include:

- (1) the name and address of the school board;
- (2) the name and address of the party making the recommendation;
- (3) the name and address of the employee;
- (4) a copy of the charges and the recommendation; and
- (5) the expiration date of the current contract.

D. The recommendation to the Board shall be signed by the party making the recommendation and shall contain:

- (1) the name and address of the school board affected;
- (2) the name and address of the party making the recommendation;
- (3) the name and address of the employee against whom the recommendation is made;
- (4) a statement that notice was given the respondent as provided in paragraph C of this rule;
- (5) a concise statement of the facts alleged and the rules, regulations and constitutional provisions, the violation of which is deemed good and sufficient reason for the recommendation.

E. Upon timely receipt of a recommendation, the school board shall promptly determine if it will consider the charges and shall officially notify the employee and the party making the recommendation of its decision. Such notice shall be personally delivered





or sent by registered or certified mail.

F. The employee may request a public hearing on the recommendation by filing a written request with the school board within ten (10) days of receipt of the official notice from the School Board. The request for hearing shall contain:

- (a) the name and address of the school board affected;
- (b) the name and address of the employee;
- (c) the name and address of the person making the recommendation;
- (d) a request for hearing; and
- (e) such other information as the employee deems material.

G. Within twenty (20) days of receipt of a request for hearing, the School Board shall determine whether the Board or a Board member will preside at the hearing, or whether a hearing officer will be requested from the Division of Administrative Hearings.

H. Following timely receipt of a request for hearing, and a decision as to who will preside at the hearing, the school Board within ten (10) days shall provide all parties with written notice of the hearing. Such notice shall be provided immediately upon notification from the Division of Administrative Hearings if a hearing officer is requested. Notice shall contain:

- (1) the time and place of the hearing;
- (2) the nature of the hearing;
- (3) the legal authority and jurisdiction under which the hearing is to be held;
- (4) the contested issue or issues to be decided; and
- (5) citation of the particular statute and rules involved.

A hearing shall not be held earlier than fourteen (14) days after notice of the hearing, unless all parties agree in



writing to an earlier date.

I. Hearings on the recommendation shall be governed by Sections 120.57, subsection (1), 120.58 and 120.59, Florida Statutes, and rules adopted pursuant thereto.

J. If the employee does not request a hearing, the School Board shall proceed to take appropriate action on the recommendation.

K. A decision adverse to the employee shall be made only by a majority vote of the full membership of the School Board.

L. A decision adverse to the employee may be appealed to the Department of Education within thirty (30) days following the decision, pursuant to rules adopted by the Department.

General Authority Sections 120.53, subsection (1), 230.22, subsection (2); Law Implemented 120.53, subsection (1), 120.57, 120.58, 120.59, 231.36, subsection (4), Florida Statutes. History--New.



## 8.0 SCHOOL FOOD SERVICE

### 8.1 RESPONSIBILITIES OF THE BOARD

In providing a healthy and nutritious School Food Service for the students and staff of Osceola County Schools, it shall be the responsibility of the Board to:

- A. Provide facilities and materials in all departments.
- B. Secure and make bid awards for all items specified by State Board Regulations.
- C. Assure that all foods purchased will conform to the Federal Food, Drug and Cosmetic Act, the Meat Inspection Act, and any regulations of the State of Florida relating to the specific item being purchased.
- D. Provide an adequate supervisory staff at the district level for the administration of the program, and adequate clerical and secretarial help for the centralized system.
- ~~E. Provide each School Food Service Manager, upon recommendation of the principal, with a written notice of appointment for a specified period of service.~~
- ~~F. Provide for a uniform salary schedule for all employees based on academic achievement, special food service courses, and experience.~~
- G. Establish a uniform recordkeeping system for the centralization program, and supply record forms to the schools.
- H. Submit to the State Department of Education all required reports, requested information, agreements, and applications for federal reimbursement and commodities.



I. Provide for audits of all records at the schools and the central office, as required by law and State Board Regulations.

~~J. Develop and put into effect written policies and regulations.~~

*delete* K. Provide in-service training for personnel and encourage participation therein.

~~L. Maintain adequate personnel records which will provide data for salary computations and verification of service record. Determine that all School Food Service personnel participate in the proper retirement system, as required by law.~~

M. Assure a nutritionally adequate and non-profit School Food Service Program by providing sufficient funds.

N. Prohibit the operation of any public lunch program under a fee, concession, or contract agreement with a food service management company, or under a similar agreement.

O. Make facilities and materials available during disaster or emergencies in schools designated as disaster centers.

P. Provide workmen's compensation insurance, protective insurance of the proper type on the physical plant and equipment, and bonds for personnel responsible for School Food Service funds, as required by law.

(SEE Regulations 63-7.40, -7.41, -7.42, and -7.45)

## 8.2 COORDINATOR OF SCHOOL FOOD SERVICE

The Coordinator of School Food Service shall work under the authority delegated by the Superintendent, and shall admin-





ister school food and nutrition programs which shall meet the obligations assumed by the Osceola County School Board and the Superintendent. These responsibilities and duties shall include:

- A. Organization, promotion and program development
- B. Food supply, preparation and service
- C. Personnel direction
- D. Use of plant space, facilities and equipment
- E. Educational opportunities.

### 8.3 PRINCIPALS

The principal shall cooperate with the Coordinator of School Food Services in administering and operating an adequate School Food Service Program in compliance with federal and state laws, State Board Regulations, and the School Board of Osceola policies. These responsibilities are listed under "Principals" in the Administrative Personnel Handbook.

### 8.4 SCHOOL FOOD SERVICE MANAGER

The School Food Service Manager shall be under the administrative supervision of the principal and the technical supervision of the Coordinator of School Food Services. The Manager shall be responsible for the efficient and satisfactory operation of the department, following procedures and regulations of the District Food and Nutrition Service Program. Specific duties of the Manager shall be listed in the School Food Service Handbook.



### 8.5 ASSISTANT SCHOOL FOOD SERVICE MANAGER

The Assistant School Food Service Manager shall work under the direct supervision of the Manager, and shall be assigned duties to allow experience in all areas of management. Those duties shall be listed in the School Food Service Handbook.

### 8.6 SCHOOL FOOD SERVICE PERSONNEL

All other School Food Service Personnel are directly responsible to the Manager for the performance of their assigned duties. Major responsibilities shall be listed in the School Food Service Handbook.

### 8.7 PERSONNEL PRACTICES

#### 8.7.1. Applications and Appointments

Persons desiring employment with School Food Service shall file applications with the District Personnel Office. All new employees shall be appointed on a trial basis for a thirty (30) day period.

The Coordinator of School Food Services shall present a list of qualified applicants for any vacant managerial position to the principal for his approval, and in turn the principal shall submit his choice to the Superintendent and the School Board.

#### 8.7.2. Qualifications for Personnel

##### A. Managers and Assistant Managers

Managers of School Food Service Departments shall be high school graduates or the equivalent. All managers shall have three (3) years experience in food service and at least three (3) state-



approved training courses prior to initial appointment. Managers shall demonstrate leadership ability. Exceptions to the above qualifications shall be approved by the Superintendent.

Assistant Manager shall meet the qualifications of School Food Service employees, except that they shall need only two (2) years' experience in food service prior to initial appointment. Assistant Managers shall demonstrate leadership ability.

B. School Food Service Employees

School Food Service employees shall have

- (1) At least an eighth (8th) grade education, or pass an Equivalency Test.
- (2) The ability to follow accurately written instructions, recipes, and work schedules.

C. Student Employees

Student labor in the elementary schools may be used in the School Food Service Department when such employment is with the consent of parents, teacher, and principal. All regulations of child labor laws shall be strictly followed. Students shall not be around or operate power equipment such as dishwashers, or near stoves and hot food. Students shall not be required to work as a condition to receive free or reduced price meals. Students may perform light duty such as to wipe tables, hand out milk, and assist with spills. All personal health and hygiene standards required of adult workers shall be observed.



by student helpers. As compensation for their services, students employed may be given a free lunch.

8.7.3. Procedures

School Food Service Managers shall be employed for the number of days established by the District salary schedule. All other full-time and regular part-time employees shall be employed for 180 days, plus additional time to open and close the department, at the discretion of the manager. No employee shall be paid for holidays.

School Food Service personnel generally shall be employed for a maximum of seven (7) hours daily. The particular number of hours worked by employees shall be established by the Manager. Assistant managers may work seven and a half (7½) hours daily. Managers shall work eight (8) hours daily. No employee will work more than eight (8) hours per day. All full-time employees shall be on the job seven and a half (7½) hours with thirty (30) minutes for lunch and a fifteen (15) minute coffee break. Doctors appointments shall be scheduled for after working hours whenever possible, but when time is taken off





for doctor appointments, arrangements shall be made with the manager to make up the time missed.

All School Food Service salaries shall be paid according to the current salary schedule.

Managers and other food service employees shall be given a written notice of reappointment from the Board.

Dismissal for cause may be made at any time by the Superintendent. Grounds for dismissal for cause shall consist of: incompetence, excessive absence, disorderly conduct, consuming intoxicants or drugs on school property, or failure to comply with the requirements of law or state or district regulations and policy.

#### 8.7.4. Personal Health and Hygiene Requirements

All personnel shall comply with the provisions of the Florida Sanitary Code and the guidelines of the School Food Service Handbook. All employees shall have a tuberculin test or chest x-ray each year.

#### 8.7.5. Work Habits and Work Schedules

Employees shall maintain good working habits and follow work schedules as described in the School Food Service Handbook.

### 9.8 OPERATING POLICIES

#### 9.8.1. Equipment

The Board shall furnish and equip new departments, provide additional equipment for expansion, and pay all utility costs, for installation and operation as in the Food Service budget.



Expendable equipment shall be replaced during the school year by the School Food Service Department at each school from regular operating funds when available. A list of supply items needed the following year will be turned in annually on the date set by the Coordinator. These items shall be combined for purchasing from district funds, if available.

Non-expendable equipment items shall be replaced by the Board, and shall be purchased according to specifications developed by the Coordinator of School Food Service. The Board shall provide funds for maintenance of equipment. Managers shall notify the County Food Service Coordinator regarding necessary repairs.

Equipment maintenance record cards shall be kept on all major pieces of equipment and shall be kept up to date at all times by the School Food Service Manager.

Annual equipment inventories shall be taken. At the end of each school year, inventories of expendable and non-expendable equipment shall be brought up to date. No School Food Service equipment shall be taken from the premises, except that borrowing for school-related use such as barbecues or PTA affairs is permitted if approval is obtained in writing from the principal before the equipment is to be used. An inventory of borrowed equipment shall be made by the manager and signed by the borrower. If



borrowed equipment is not returned, it shall be replaced by the borrower.

8.8.2. Commodities

Commodities shall not be sold, traded, taken home or otherwise utilized except in plate-lunch programs. They shall not be used for PTA refreshments, special meals, school benefit dinners, or similar affairs. Accurate records shall be maintained on commodities in school storerooms.

Section 32 and Section 46 commodities may be used by home economics teachers for laboratory instruction. The home economics teacher shall requisition commodities from the School Food Service Manager at least ten (10) days in advance. A copy of the requisition should be sent to the Coordinator of School Food Service. (Refer to the current Florida School Food Service Program Requirements for the latest requirements of the USDA Commodity Program.)

8.8.3. Lunch Prices

A. Sale Prices

Sale prices for school lunches and special milk through the School Food Service Program shall be established by the Board, subject to change due to food price fluctuations and commodities available. The Food Service Departments in the district shall participate in the National School Lunch Program, and serve Type A lunches priced as a unit and special milk. High schools may have a la carte offerings with per-unit pricing.



B. Economically Needy Lunches

Economically needy lunches are defined as those granted to children who meet the criteria for support under the guidelines of Federal Regulations Title VII, Part 245. These pupils shall be supplied a lunch without cost or at a reduced price. The principal of the school shall place eligible students on the economically needy lunch program.

The current income eligibility scale or recommendation of a key person such as the pupil's teacher, counselor, School Food Service Manager or personnel of the Welfare Department shall assist the principal in determination of need. A file of all economically needy lunch applications shall be maintained in the principal's office and shall be reviewed periodically to determine if the need is still present. All applications shall be kept on file for three (3) years.

C. Left-Over Foods

Left-over foods, including both purchased foods and commodities, shall not be taken from the School Food Service Department, but shall be stored for future use. Left-over food having no keeping quality shall be served as "seconds" to children or scrapped. Careful planning shall be practiced at all times to minimize over-production.





D. Sale of Additional Foods

In elementary and middle schools, only those additional foods or drinks which meet the nutritional needs of the pupils shall be sold during the regular school day. Permissible items include the following: whole milk, full-strength fruit and vegetable juices, fresh fruits and full-strength citrus juice freezes. Ice cream and milk shakes are permissible in grades six (6) through twelve (12). These items may be sold during such hours that do not interfere with the School Lunch Program.

Extra milk may be sold to students and adults.

High schools may, upon permission of the Board, sell other foods provided they are not offered for sale one (1) hour before and until one (1) hour after the meal period.

E. Adult lunches

No adult meals shall be given free, except for School Food Service Personnel. Adults in a school on official business at lunch time may, upon payment of the established price, eat in



the School Food Service Department. Relatives of School Food Service Personnel shall not be regular customers in the cafeteria. Every guest or his host shall pay for meals eaten in the lunchroom. Adult lunches shall include one (1) beverage.

Parents may make occasional visits to the School Food Service Program. This privilege may be exercised by having parents visit on special days, or as individuals, to become acquainted with the program. The principal shall see that this privilege is not abused, as the School Food Service Program is not in competition with commercial establishments.

Adults may buy a la carte items at the current adopted prices.

#### 8.8.4. Procedures

##### A. Discipline

Discipline in the dining room or cafeteria shall be the responsibility of the adult placed in charge and the principal. School Food Service employees shall not be responsible for discipline.

##### B. Keys

School personnel authorized to hold keys to the department shall be the principal and the School



Food Service Manager. The key may be checked out in writing to a member of the school staff by the principal.

Keys to any part or facility of the food storage areas shall not be given to any person other than the Manager or principal except that delivery men may be temporarily given a key only when authorized by the principal.

C. Unauthorized Personnel in the Food Preparation Area

The principal shall prevent the entry of unauthorized people in food preparation areas. An unauthorized person shall be anyone other than the School Food Service Staff, the principal, and school personnel on official business.

Teachers shall be served from the serving line, and may not enter the kitchen for special service.

Relatives of School Food Service employees shall not be authorized to enter the food preparation area or otherwise granted privileges reserved for other children and adults.

D. Noon Hour

The principal shall schedule a lunch period as part of the regular school day, so that the period fits smoothly into the school day pattern, the length is adequate for eating and eating (a minimum of 25 minutes), and that the



of persons scheduled for one (1) period can be comfortably accommodated in the dining area.

8.9 CUSTODIAL DUTIES RELATING TO SCHOOL FOOD SERVICE

The principal shall assign regular cleaning duties for the School Food Service Department at the beginning of each school year to the custodian. He shall inform the School Food Service Manager and the custodian of schedules, and the duties as listed in the Job Description.

8.10 SANITATION AND SAFETY

School Food Service Programs shall meet the same state and local sanitary standards required of any food handling establishment. The Osceola County Health Department may make a routine inspection of each department. EACH MANAGER MUST THEREFORE READ AND APPLY THE CURRENT REVISED BULLETIN 33-F, ENTITLED "SANITATION AND SAFETY FOR CHILD FEEDING PROGRAMS."

8.11 EXTRACURRICULAR USE OF THE SCHOOL FOOD SERVICE DEPARTMENT

Any organization desiring the use of the School Food Service Department shall make arrangements through the principal and manager well in advance of the function. The use of facilities shall be subject to Board Policy 3.11.

The School Food Service Manager, or someone appointed from the staff, shall be present at any time the kitchen facilities are used by an organization.

The manager or worker shall be paid by the organization using the Department at the hourly rate of one and one-half (1½) times the regular hourly rate.





The School Food Service Department shall be left in the condition in which it was found. The sponsor or teacher in charge shall be responsible for all damages and any replacements which have to be made.

School Food Service Managers shall cooperate with Red Cross and Civil Defense officials in case of emergencies. Inventories shall be kept, and all food replaced by the respective organization. A record shall be kept of all commodities used for such emergencies. When School Food Service kitchens are used for such emergencies, they shall be left in the same condition as they are found, and all damages repaired or items replaced.

#### 8.12 FINANCE

The approved money-collection system is cashiering through the line. Checks shall NOT be accepted by cashiers. Managers shall be responsible for daily deposits. No monies shall be left in the department overnight.

Any loss or theft of records, cash, or goods shall be reported immediately to the principal and Superintendent.



FSBA-FADSS RULE 2

SUSPENSION AND DISMISSAL OF EMPLOYEES  
DURING SCHOOL YEAR

A. The School Board at any time during the school year may suspend or dismiss any member of the instructional staff, including any principal, based on the following grounds:

- (a) immorality;
- (b) misconduct in office;
- (c) incompetency;
- (d) gross insubordination;
- (e) willful neglect of duty;
- (f) drunkenness; or
- (g) conviction of any crime involving moral turpitude.

B. Upon determining that grounds exist for suspension or dismissal of an employee, the superintendent or a member of the School Board may file signed, written charges with the School Board. A principal may recommend to the superintendent that an employee be dismissed or suspended.

The charges shall contain:

- (1) the name and address of the School Board;
- (2) the name and address of the person filing the charges;
- (3) the name and address of the employee;
- (4) a concise statement of the facts constituting grounds for suspension or dismissal.

C. Upon receipt of properly filed charges, the School Board shall promptly determine if it will consider the charges and shall officially notify the complainant and the employee in writing



of its decision. Such notice shall be personally delivered or sent by registered or certified mail.

D. Upon the filing of charges, the School Board may suspend the employee with or without pay pending a timely hearing. Employees may be suspended under this section only upon a determination by the School Board that, based upon the facts recited in the filed charges, there is reasonable cause for suspension or dismissal.

E. A superintendent may suspend members of the instructional staff and other school employees during emergencies. The maximum period for such suspension shall not exceed the day of the next regular or special meeting of the School Board; however, the School Board may extend such period pending a request for a hearing by an employee. The superintendent shall notify the School Board immediately in writing of an emergency suspension. Such notice shall contain the same information as required by paragraph B of this rule.

F. The employee may request a public hearing on the charges by filing a written request with the School Board within ten (10) days of receipt of the official notice from the School Board. The request for hearing shall contain:

- (a) the name and address of the School Board;
- (b) the name and address of the person filing the charges;
- (c) the name and address of the employee;
- (d) a request for hearing; and
- (e) such other information as the employee deems appropriate.



G. Within twenty (20) days of receipt of a request for hearing, the School Board shall determine whether the Board or a Board member will preside at the hearing, or whether a hearing officer will be requested from the Division of Administrative Hearings.

H. Following timely receipt of a request for hearing and a decision as to who will preside at the hearing, the School Board within ten (10) days shall provide all parties with written notice of the hearing. Such notice shall be provided immediately upon notification from the Division of Administrative Hearings if a hearing officer is requested. Notice shall contain:

(a) the time and place of the hearing, which shall afford reasonable opportunity for preparation;

(b) the nature of the hearing;

(c) the legal authority and jurisdiction under which the hearing is to be held;

(d) the contested issue or issues to be decided; and

(e) citation of the particular statute and rules involved.

A hearing shall not be held earlier than fourteen (14) days after notice of the hearing, unless all parties agree in writing to an earlier date.

I. Hearings on the recommendation shall be governed by Section 120.57, subsection (1), 1250.58 and 120.59, Florida Statutes, and rules adopted pursuant thereto.

J. If the employee does not request a hearing, the School Board shall proceed to take appropriate action on the recommendation.

K. If the School Board sustains any or all of the charges





by a majority vote of the full membership, it may discharge, suspend, continue suspension or fix the terms for reinstatement of the employee. If the employee is dismissed, his contract shall be cancelled.

If the School Board determines that the employee should not be suspended or dismissed, it shall take appropriate action to reinstate the employee and may pay the back salary of suspended employees.

L. A decision adverse to the employee shall be made only by a majority vote of the full membership of the School Board.

M. A decision adverse to the employee may be appealed to the Department of Education within thirty (30) days following the decision, pursuant to rules adopted by the Department.

General Authority 120.53, subsection (1), 230.22, subsection (2), Florida Statutes; Law Implemented 120.53, subsection (1), 120.57, 120.58, 120.59, 230.33, subsection (7)(h), 231.085, subsection (2), 231.36, subsection (6), Florida Statutes; History--New.



FSBA-FADSS RULE 3

REDUCTION IN PERSONNEL

A. If a reduction in personnel requires a Board to choose from among its personnel under continuing contract, the Board shall retain those employees best qualified. In determining qualifications the Board shall consider, without limitation:

- (a) educational qualifications;
- (b) efficiency;
- (c) compatibility;
- (d) character; and
- (e) capacity to meet the educational needs of the community.

B. After initially determining which employees shall be retained, the Board shall give written notice of the proposed action to all affected employees, together with a summary of the factual, legal and policy grounds therefor, including a list of criteria utilized.

C. Any continuing contract employee affected by the initial determination may request a hearing within ten (10) days following notice pursuant to paragraph B. This request shall contain:

- (a) the name and address of the School Board;
- (b) the name and address of the employee;
- (c) a concise statement of the ultimate facts alleged and the statutes, rules and regulations relied upon;
- (d) a request for the relief to which the petitioner deems himself entitled;



(e) whether the employee wishes to present written or oral evidence; and

(f) other information which the petitioner believes is appropriate.

D. Upon receipt of a request for a hearing by an affected employee, the School Board, within twenty (20) days, shall determine whether the Board, a member of the Board, or a designee of the Board will preside at the hearing and shall provide all parties with written notice of the hearing. This notice shall contain:

- (1) the time and place of the hearing;
- (2) the nature of the hearing;
- (3) the legal authority and jurisdiction under which the hearing is to be held;
- (4) the contested issue or policy to be decided; and
- (5) citation of the particular statutes, rules and regulations involved.

A hearing shall not be held earlier than fourteen (14) days following notice, unless all parties agree in writing to an earlier date.

E. Proceedings under this rule shall comply with the requirements of Sections 120.57, subsection (2), 120.58 and 120.59, Florida Statutes, and rules adopted pursuant thereto.

F. The decisions of the School Board shall not be controlled by any previous contractual relationship.

General Authority Section 120.53, subsection (1), 230.22, subsection (2), Florida Statutes. Law Implemented Section 120.53, subsection (1), 120.57, 120.58, 120.59, 230.22, subsection (2), 231.36, subsection (5), Florida Statutes. History-New.



APPENDIX

The oath to be taken by employees of the School Board, as revised by the Supreme Court, is as follows:

"I, \_\_\_\_\_, a citizen of the State of Florida and of the United States of America, and being employed by or an officer of the School Board of Osceola County, Florida, and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida."

(Connell v. Higginbotham,  
91 S.Ct. 1772, 403 U.S. 207 (1971))





If you use a fiscal year to report your income, the determination must be made for the calendar year in which your fiscal year begins.

See *Multiple Support Declaration and Divorced or Separated Parents*, later in this chapter, for exceptions to the support test.

## 2. Gross Income Test

Generally, you cannot claim a person as a dependent if he had gross income of \$750 or more for the year.

As in the support test, if you file on the basis of a fiscal year, this test applies to the calendar year in which your fiscal year begins.

"Gross Income" is all income—in the form of money, property, and services—that is not, by law, expressly exempt from tax (see Chapter 7).

In a manufacturing, merchandising, or mining business, gross income means the total sales, less the cost of goods sold.

**Gross receipts from rental property** are gross income for this test. You may not deduct taxes, repairs, etc., and consider the net as rental income.

**Partnership income** of a dependent is a partner's share of the gross, rather than his share of the net partnership income.

**Tax-exempt income** is not included in the \$750 gross income test. See *Items not taxed* in Chapter 7.

If your child is less than 19 years of age at the end of the year, the gross income test does not apply. He may have any amount of income and still be claimed as a dependent provided the other four tests are met.

**Example.** Marie Jones, age 18, earned \$800. Frank, her father, provided more than half her support. Marie may be claimed as a dependent because the gross income test does not apply and the other four tests were met. Frank lists Marie on his return, as one of his dependent children who lived with him (see filled-in return on page 162 of this publication).

"Your child" means your son, stepson, daughter, stepdaughter, adopted son, adopted daughter, a child who was placed with you by an authorized placement agency for your legal adoption, or your foster child.

If your child is a student, the gross income test does not apply regardless of age. However, the other four tests for dependency must be met.

To qualify as a student your child must, during some part of each of 5 calendar months of the year (not necessarily consecutive), be:

A full-time student at an educational institution that maintains a regular faculty and cur-

riculum and has a body of students in attendance; or

Pursuing a full-time on-farm training course under the supervision of an agent of a State or a political subdivision of a State or an educational institution that maintains a regular faculty and curriculum and has a body of students in attendance.

A full-time student is one who is enrolled for the number of hours or courses considered to be full-time attendance.

Vocational high school students working on "co-op" jobs in private industry under the school's prescribed course of classroom and practical training are considered full-time students.

**Example.** James Jones, age 22, attends college as a full-time student. During the summer James earned \$900, which was spent for his support. His father, Frank, contributed more than \$900 toward his support and the other tests were met. On his return, he claims James as another of his dependent children who lived with him (see filled-in return on page 162).

**Night School.** Your child is not a full-time student if he attends school exclusively at night. However, one who attends night school is a full-time student if he is enrolled for the number of hours or classes that is considered full-time attendance in order to fulfill the requirements for a degree in the normal period of time at a similar day school.

**Correspondence courses** or schools, employee training courses, or similar institutions or programs do not qualify a child as a full-time student.

## 3. Member of Household or Relationship Test

If a person is a member of your household and lives with you for the entire year, he need not be related to you for you to claim an exemption for him.

**Temporary absences** of the dependent from your home, for such reasons as vacation, school, or sickness, will not prevent you from claiming the exemption if the other tests are met.

Indefinite confinement in a nursing home for constant medical care is considered a temporary absence.

An individual is not a member of your household if at any time during your tax year the relationship between you and that individual is in violation of local law.

A dependent related to you in any of the following degrees need not live with you or be a member of your household for you to claim an exemption for him:

Your child, grandchild, or great grandchild, etc. (a legally adopted child is considered your child);

Your stepchild, but not the stepchild's descendants;

Your brother, sister, half brother, half sister, stepbrother, or stepsister;

Your parent, grandparent, or other direct ancestor, but not foster parent;

Your stepfather or stepmother;

A brother or sister of your father or mother;

A son or daughter of your brother or sister;

Your father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

Once any of the above relationships have been established by marriage, they will not be terminated by death or divorce.

Prior to legal adoption, a child is considered to be your child if he was placed with you for adoption by an authorized adoption agency and was a member of your household. Otherwise, you may claim him as a dependent only if he was a member of your household for your entire tax year.

A foster child is considered to be your child if your home is his principal place of abode and he is a member of your household for the entire year. Thus, for example, you may claim a dependency exemption for your foster child even though he has \$750 or more gross income for the year (if he is under 19 years old or is a student), provided he is a member of your household and you furnish more than half of his support for the year.

If your foster child was born or died during the year, you may claim the dependency exemption if he lived in your household for the entire part of the year he was alive (except for any required hospital stay following birth).

If you file a joint return, you need not show that the dependent is related to both of you. You may, for example, claim an exemption for your wife's uncle who receives over half of his support from you, even though the uncle does not live with you.

If you and your wife file separate returns, you may not claim an exemption for your wife's uncle unless he is a member of your household and lives with you for the entire tax year.

## 4. Citizenship Test

Your dependent must be a U.S. citizen, resident, or national, or a resident of Canada, Mexico, the Panama Canal Zone, or the Republic of Panama for some part of the calendar year in which your tax year begins.

Children are usually citizens or residents of the country of their parents.

If you are a U.S. citizen living abroad, and have legally adopted a child who is not a U.S. citizen or resident, you may claim the child as

