

# OSCEOLA COUNTY SCHOOL BOARD

## POLICY MANUAL

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\* (ASTERISK) DENOTES POLICIES WHICH ARE REQUIRED BY STATUTES OR OTHER REGULATIONS.

+ (PLUS) SIGN DENOTES THAT PLANS OR OTHER DOCUMENTS MUST BE DEVELOPED.

**SCHOOL BOARD POLICY MANUAL**  
**FOR SCHOOL DISTRICT OF**  
**OSCEOLA COUNTY**

**CHAPTER 1.00: PHILOSOPHY**



## CHAPTER 1.00 - DISTRICT PHILOSOPHY

<b>DISTRICT'S MISSION STATEMENT</b>
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<b>1.10</b>
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The mission statement of the School District of Osceola County is "Education which inspires all to their highest potential."

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.41, 1001.43, F.S.**

**HISTORY:**

**FORMERLY: NEW**

**SCHOOL BOARD POLICY MANUAL**  
**FOR SCHOOL DISTRICT OF**  
**OSCEOLA COUNTY**

**CHAPTER 2.00: SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SCOPE OF THE SCHOOL DISTRICT

2.10\*

- I. The School Board is the governing body of the District and is responsible for the control, operation, organization, management, and administration of public schools in the county pursuant to the provisions and minimum standards prescribed by Florida Statutes and State Board of Education rules.
- II. The District school system is part of the state system of public education and includes all public schools, classes, courses of instruction and all services and activities which are under the District school officials' directions and directly related to education in the District.
- III. The School Board shall concern itself primarily with broad questions of policy and with the appraisal of results, rather than an administrative task to be performed by the Superintendent, who shall be held responsible for the effective administration and supervision of the entire school system.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.30, 1001.31, 1001.32,  
1001.33, 1001.41, 1001.43, F.S.

#### HISTORY:

FORMERLY: BOARD BYLAWS 1.1

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### ORIENTATION OF BOARD MEMBERS

2.11

As soon as possible after the election or appointment of a new Board member, the Superintendent should provide him or her with copies of Florida school laws, State Board of Education rules, School Board rules, current budget of the District school system, and other materials as deemed appropriate by the Superintendent.

**STATUTORY AUTHORITY:** 1001.41, F.S.

**LAW(S) IMPLEMENTED:** 1001.41, F.S.

**HISTORY:** FORMERLY: BOARD BYLAWS

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### RESPONSIBILITIES AND AUTHORITY OF THE BOARD

2.20\*

- I. The School Board is responsible for the organization and control of the public schools of the District and is empowered to determine the policies necessary for the effective operation and general improvement of the school system. The School Board is a public corporate entity and may take action only when the Board is meeting in official public session, and a quorum is present. The School Board shall limit its action to establishing policy and to meeting the requirements prescribed by laws and rules of the State Board of Education. Individual members of the School Board have authority to take official action only when sitting as a member of the School Board in public session, except when the School Board specifically authorizes the member to act. The School Board shall not be bound in any way by any action on the part of an individual Board member or an employee, except when such statement or action is in compliance with the public action of the School Board. No School Board member, by virtue of holding elective office, shall exercise any administrative responsibility with respect to the schools, or as an individual command the services of any School Board employee. Each School Board member shall serve as a representative of the entire School District, rather than merely as representative of a School Board member area.
  
- II. The Board shall enter into a written contract with the Superintendent which shall stipulate his/her salary, benefits, and terms and conditions of employment.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.31, 1001.363, 1001.372(1),  
1001.395, 1001.41, 1001.43, 1003.02, F.S.

#### HISTORY:

FORMERLY: BOARD BYLAWS, 6.90, 1.2.2  
REVISION(S): 02/05/08

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### ORGANIZATION AND OFFICERS OF THE BOARD

2.21

- I. The School Board at its organizational meeting held on the third Tuesday after the first Monday in November, shall elect a chairperson and a vice-chairperson, and such other officers, as the Board may determine annually. If a vacancy occurs in the chairperson position, the School Board shall elect a chairperson at the next regular or special meeting.
- II. The chairperson shall preside at all School Board meetings, appoint committees, and perform such other duties as may be prescribed by law or by action of the School Board. The Chairperson shall represent the School Board in deliberations with other school boards, districts, or agencies unless another member of the School Board is so designated. Further, the Chairperson of the School Board shall sign all official documents, minutes of School Board meetings, and any other School Board documents as shall be necessary by law or School Board direction. The vice-chairperson shall preside in the absence of the chairperson and shall perform such other duties of the chairperson as required by circumstances. The chairperson and vice-chairperson shall be bonded in the manner prescribed by the State Board of Education.
- III. The Superintendent, as provided by law, shall be the secretary and executive officer of the School Board. At any organizational meeting, the Superintendent shall act as chairperson until the organization of the School Board is completed.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.371, 1001.41, 1001.43, 1001.48, 1001.51, F.S.

#### HISTORY:

FORMERLY: 1-2-1 BOARD BYLAWS

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### BOARD MEETINGS

2.22\*

All official School Board meetings shall be open to the public, and all informal meetings and conferences involving School Board members shall be conducted as public meetings unless specifically exempted by Florida Statutes. No official action may be taken by the School Board at any time other than an official meeting.

- I. Regular School Board meetings shall be established at the organizational meeting held in November. The regular meeting date may be changed by School Board action at any previous meeting, provided that each member is notified by letter or by distribution of the minutes showing a record of the change. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.
  - A. Special meetings shall be held at the time designated by the Superintendent, School Board chairperson, or when called by a majority of the School Board members as specified in written notice.
  - B. Emergency meetings may be held at any time by the Superintendent, either upon his/her initiative or upon the School Board chairperson's request. An emergency meeting may be called as quickly as complying with notification procedures; School Board members shall be given a tentative agenda during the notification.
    1. The Superintendent shall prepare and distribute an agenda prior to the emergency meeting.
    2. The agenda, the need for the emergency meeting, and the results of the emergency meeting shall be available to the public within twenty-four (24) hours of said meeting.
    3. Emergency meetings shall be conducted in the same manner as prescribed for regular and special meetings.
  - C. Executive sessions may be held for the purpose of discussing the status of negotiations between labor organizations and the Superintendent and his/her designees, and for the purpose of instructing the Superintendent as to the School Board's wishes in such negotiations. Further, the School Board may hold executive sessions with the Superintendent and the School Board's attorney to discuss pending litigation to which the School Board is presently a party with regard to settlement negotiations or strategy related to litigation expenditures.

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- II. Regular, special, and emergency meetings of the School Board shall be held in the regular Board meeting room, unless changed in the manner prescribed herein. As provided by Florida Statutes, any regular or special meeting may be held at any other appropriate public place within the District by giving prior public notice of at least forty-eight (48) hours. When such a meeting is scheduled or re-scheduled at a location other than the regular meeting place, the Superintendent shall take such action to give public notice as required by Florida Statutes.
- III. All School Board meetings shall be conducted in accordance with *Robert's Rules of Order*. In the event *Robert's Rules of Order* conflict with the policies adopted by the School Board, the School Board policy shall control. It is recognized that *Robert's Rules of Order* may be impractical to apply verbatim or literally to every parliamentary question which may arise in the course of the School Board's proceedings. Questions of applicability or interpretation of *Robert's Rules of Order* shall be refereed to the School Board attorney for opinion, however it shall always be the prerogative of the chairperson to rule on such questions as he/she believes to be correct or proper, subject only to the right of any two School Board members to take and appeal for such ruling.
- IV. Any item to be placed on the agenda of a regular School Board meeting shall be submitted in writing to the Superintendent's office no later than four o'clock (4:00 p.m.), eight (8) calendar days prior to the meeting at which consideration is desired. This rule shall not preclude the right of any citizen to address the School Board; however, except for good cause as provided herein, the School Board shall not take action on any substantive proposal until such matter has been formally placed on the School Board agenda. Copies of the agenda for regular meetings shall be made available at least seven (7) calendar days prior to the scheduled meeting date to the public or other parties who have expressed a desire for such copy of the agenda. Copies of the agenda for a special meeting shall be prepared at least forty-eight (48) hours prior to such meeting.
  - A. Any person or group desiring to be placed on the agenda shall file with the Superintendent, by twelve o'clock (12:00) noon at least ten (10) working days prior to a meeting, a request to be placed thereon. The Superintendent will make the supporting documentation available to each School Board member at least ninety-six (96) hours prior to each regular School Board meeting whenever practicable. Such request shall contain the following information:
    - 1. The name and address of the person making the request.
    - 2. The organization or group, if any, represented.



## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

3. Content of the information to be presented - if written material is to be passed out, a copy of such material shall accompany the request.
  4. An estimate of the time necessary for such a discussion.
  5. Specific action desired of the Board.
  6. Any charges to be made against an individual shall be in affidavit form. If any information is to be presented in the form of a statement or charges that might be considered derogatory or of a serious nature, such shall be presented in writing and shall specifically state the charges in the form of an affidavit.
- B. The Superintendent shall respond verbally or in writing to any person or group requesting to be placed on the agenda. In the event the agenda for the next regular meeting is unduly long, the Superintendent shall place the presentation request on the agenda for the following regular meeting. If a question should arise in regard to the granting of a request, the Superintendent and the chairperson shall confer and make a decision. The Superintendent will prepare a proposed consent agenda for each regular or special meeting of the School Board, which shall consist of those agenda items which normally are considered to be matters not requiring discussion. The Superintendent shall cause such consent agenda to be delivered to each School Board member along with the regular agenda. Prior to a vote by the School Board on the consent agenda, any item included thereon may be removed upon the request of any School Board member. School Board members, where possible, are encouraged to convey to the Superintendent any such request prior to the day of the School Board meeting.
- C. At any School Board meeting, unless otherwise ordered by majority consent of the Board members present, the maximum amount of time allowed for presentation of, and discussion on, the subject matter of any such request shall be fifteen (15) minutes. Each speaker shall be allowed a maximum of three (3) minutes on a topic unless time is extended by the Board. Prior to the School Board meeting, each speaker shall sign a form, which is maintained by the Superintendent, and state whether they intend to speak on a specific topic on the agenda or a topic which is not on the agenda. If the topic is not on the agenda, the School Board will not comment on the issue, but may direct the Superintendent to contact the speaker about the issue. The Superintendent may contact the speaker to review or resolve the issue, or to schedule the issue at a subsequent School Board meeting. General citizen participation shall not be permitted

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

when the School Board is sitting as the legislative body pursuant to Chapter 447, Florida Statutes, to resolve impasse in collecting bargaining process, nor when the School Board is considering or hearing any charges or recommendations of suspension or discipline of any employee, the expulsion of a student, or otherwise acting as a quasi-judicial body.

- D. All agenda items on which action is deferred shall be listed on the next agenda unless a time certain is specified.
- V. A majority shall constitute a quorum for any School Board meeting. Unless a majority is present, no meeting can be convened.
- VI. The vote shall be unanimous if all members audibly vote "yes" or otherwise indicate an affirmative vote.

When a split vote occurs, the minutes shall show the vote of each member on the question. Each member who is present shall vote on each decision, ruling, or official act which is taken or adopted by the School Board, unless there is or appears to be a conflict of interest under the provisions of Florida Statutes. In such cases the member may abstain, but shall file a memorandum pursuant to requirements of Florida Statutes.

- VII. The official minutes of the School Board shall be kept as prescribed by Florida Statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any citizen desiring to examine the minutes.
  - A. Only motions, resolutions, and the necessary information related thereto; the name of the person making the motion or submitting the resolution; the name of the person who seconds the motion; and the vote or action thereon shall be recorded.
  - B. Any School Board member or Superintendent who wishes any of his/her statements to be recorded may request during the meeting that such become a part of the official minutes.
  - C. Any other matter may be made part of the official minutes by direction of the chairperson or by a majority of the School Board.
  - D. Lengthy material such as, but not limited to, student assignments may be maintained in record books which are separate from, but supplemental to the basic record of minutes.

## **CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

- E. All regular and special meetings of the School Board shall also be recorded electronically, and the tape or other medium preserved by the Superintendent. A copy of such recordings shall be kept readily accessible for use by School Board members, District staff, and the general public.
- VIII. It is unlawful to knowingly disrupt or interfere with a School Board meeting, and any such action may result in a misdemeanor offense of the second degree. This includes individuals who advise, counsel, or instruct students or School Board employees on techniques for disrupting a School Board meeting.

### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

### **LAW(S) IMPLEMENTED:**

**CHAPTER 112, 120.525, 120.53,  
286.0105, 286.011, 286.0111,  
286.012, 447.605, 877.13, 1001.32,  
1001.37, 1001.372(1)(2)(3)(4), 1001.41,  
1001.42, 1001.43, 1006.145, F.S.**

### **HISTORY:**

**FORMERLY: 1.2.1, BOARD BYLAWS**

## CHAPTER 2.00 -SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SCHOOL BOARD RULES

2.23\*

As used in these rules, the term *rule* and *policy* shall have the same definition.

These rules may be amended, repealed, or a new rule adopted as hereinafter prescribed. The term *rule* is defined in Florida Statutes; it does not include “curricula by an educational unit,” thereby removing the development or prescription of curriculum by a School Board from the procedural requirements established for rule making.

- I. Unless an emergency exists, any proposal relating to a rule amendment, the repeal of any rule, or the adoption of a new rule shall be presented in writing to the School Board including a written explanation of the proposal.
  - A. The Board shall adopt rules to supplement those proscribed by the State Board of Education and the Commissioner of Education. The Superintendent shall give immediate and proper written notice to the public pursuant to the provisions of Florida Statutes when the School Board has determined that it will give due consideration to the proposal for adoption, amendment, or repeal of a rule. The notice of a public hearing shall be advertised twenty-eight (28) calendar days prior to the date of the hearing. The notice shall include a brief and concise explanation of the proposed rule’s purpose and effect, the estimate of economic impact to all individuals affected by the proposed rule or rule amendment, the specific legal authority for the School Board’s action, and the location where the text of the proposed change may be obtained.
  - B. Any person who is substantially affected by a proposed rule, rule amendment, or the repeal of a rule, may within twenty-one (21) calendar days following notice of intent to adopt or repeal such rule, file a written request with the School Board seeking an administrative determination as to the validity of the proposed rule action.
  - C. The Superintendent shall file immediately in his/her office a copy of any new rule, rule amendment, or repeal of rule adopted by the School Board; policy handbooks shall be amended accordingly.
  - D. Such rules shall become effective upon adoption by the School Board unless a time certain date is specified therein.
- II. Any person substantially affected by an existing School Board rule may petition the Division of Administrative Hearings, Florida Department of Administration, to conduct a hearing on the rule validity pursuant to Florida Statutes. Any hearing examiner’s decision which is adverse to the School Board may, upon the School Board’s appeal, be judicially reviewed. Any hearing examiner’s decision which is

## CHAPTER 2.00 -SCHOOL BOARD GOVERNANCE AND ORGANIZATION

adverse to the person substantially affected may, upon that person's appeal, be judicially reviewed.

- III. The School Board may determine that the public health, safety, or welfare is endangered and that immediate action is required to protect the public interest. When this occurs, the School Board, at any meeting in which a quorum is present, may adopt emergency rules without complying with the waiting period as provided in section I. herein for public hearings and other similar requirements. The Superintendent shall properly record the effective date for any such emergency rule. Any emergency rule shall not be valid in excess of ninety (90) calendar days from the adoption or effective date.
- IV. Any School Board employee, citizen, or agency may obtain information relating to the method for proposing a rule or may submit a rule proposal to the Superintendent's office.
- V. Access to the School Board rules shall be available on the District website and within the District as determined by the Superintendent.
- VI. School Board Policies will be reviewed and revised annually as needed to meet statutory requirements.
- VII. A School Board rule may be waived only to provide and implement overall goals and objectives of the School Board and to protect and preserve the health, safety, and welfare of the affected individual(s). Waiver of a School Board rule shall be addressed and a decision rendered regarding its waiver at a regular, special or emergency School Board meeting. A waiver of a School Board rule shall not render the policy void with respect to the continued implementation of the rule which is sought to be waived.
- VIII. Any citizen may appeal to the Board for a variation or waiver with regard to any policy. The appeal process shall be that a written request shall be made to the Superintendent who shall review the matter and present recommendations to resolve the problem at the next regular School Board meeting to which the item may be added as a part of the agenda. In cases where an appeal process has been developed for a specific policy, the appeal shall be made in accordance with that procedure.

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**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 120.53, 120.52, 120.55 (1)(a), (2), (3),  
120.542, 1001.43, F.S.

**HISTORY:** **REVISION(S): 12/06/05**  
**FORMERLY: 1.2.1**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### COLLECTIVE BARGAINING AGREEMENTS

2.24

Any provision of a collective bargaining agreement which is ratified by the School Board and affects collective bargaining members shall prevail over any School Board rule conflicting with the agreement. The School Board rule shall be deemed to be amended during the term of the agreement. If such agreement expires prior to ratification of a subsequent agreement, the provisions of the expired agreement shall be in effect until ratification of a subsequent agreement or approval by the legislative body by a Resolution of Impasse.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

447.309(3), 1001.43, F.S.

#### HISTORY:

FORMERLY: 6.17

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SCHOOL BOARD ADOPTED PLANS

2.25+

The School Board has plans, manuals, handbooks, and codes which outline procedures to be followed relative to stated topics. The plans, manuals, handbooks, and codes listed below shall be adopted by reference as part of these rules when required by other Board rules, Florida Statutes, or other controlling requirements.

These include, but are not limited, to the following:

#### Administrative Services

- Application for Charter Schools
- Building Maintenance Procedure Manual
- Business Services Procedures Manual
- Customer Service Plan
- District Emergency Plan
- District Five-year Work Plan
- District Safety Plan
- District Staffing Plan
- Expulsion Procedures Manual
- Food Service Operations Handbook
- Human Resources Management and Development (HRMD) Plan
- Human Resources Procedures Manual
- Internal Audit Procedures Manual
- Internal Funds Procedure Manual
- Pre-Qualification Procedures for Educational Facility Contractors
- Project Priority List



## **CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

Property Records Manual

Risk Management Procedures Manual

School Plant Survey

Service Guide Manual

Strategic Improvement Plan

Technical Assistance Manual

Transportation Procedures Manual

### Instructional Services

After School Child Care Handbook

Agreement and Guidelines for Guest Speakers

Attendance/ Truancy Plan

Code of Student Conduct

Crisis Intervention Team Resource Manual

Comprehensive Counseling and Guidance Plan

Comprehensive Student Development Plan

District Master Inservice Plan

District Media Handbook

District Testing Procedures Manuals

Dropout Prevention Plan

504 Procedure Manual

Home Education Plan

Homeless Education Program Manual

## **CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

Instructional Materials Manual  
Instructional Technology Plan  
Integrated Services Training Manual  
Intervention Assistance Team Procedures Manual  
Limited-English Proficient (LEP) Plan  
Out of Zone Procedures  
Out of County Procedures  
Pre-Kindergarten Procedures Manual  
School Advisory Council Operational Bylaws  
School Handbooks  
School Health Services Manual  
School Improvement Plans  
Special Programs and Procedures for Exceptional Students  
Student Progression Plan  
Student Records Handbook  
Textbook Depository Procedures Manual

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.41, 1001.43, F.S.

**HISTORY:** REVISION(S): 12/06/04, 02/05/08  
FORMERLY: NEW

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY 2.26\*+

The School Board shall be responsible for school and student performance and for developing, approving, implementing, and maintaining a system of school improvement and education accountability pursuant to Florida Statutes and State Board of Education rules. The system shall establish the individual school as the unit for education accountability and shall conform with the provisions of planning and budgeting as required by Florida Statutes. School as used herein shall include each school-within-a-school, magnet school, self-contained educational alternative center, and satellite center.

The system shall include, but not be limited to, the following components:

I. School improvement plans which are adopted for each District school.

Each District school shall develop and present to the Superintendent, by the date set by the Superintendent, an individual school improvement plan for consideration by the School Board. The approved plan shall be implemented the next school year.

A. The plan shall be designed to achieve the state education goals and student performance standards and shall be based on a needs assessment conducted pursuant to data collection requirements in Florida Statutes.

B. The plan shall address school progress, goals, indicators of student progress, strategies, and evaluation procedures, including adequate measures of individual student performance. Specific school safety and discipline strategies and other academic-related issues may be included.

C. The plan for each District school shall be approved annually and shall be implemented as a new, amended, or continued school improvement plan.

D. The plan shall be developed by School Board employees in each District school in conjunction with the school advisory council.

E. Each school plan shall meet the requirements of Florida Statutes.

II. Annual approval process.

The District process for initial approval and subsequent annual approvals of school improvement plans which shall provide for each school improvement plan to be reviewed and approved or disapproved by the School Board. The

## **CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

Superintendent shall refer any disapproved school improvement plans to the appropriate agency as required by law.

- III. A two-year individualized assistance and intervention plan for schools that do not meet or make adequate progress, as defined in Florida Statutes and State Board of Education rules, in satisfying the goals and standards of their approved school improvement plan.
- IV. A communication program, to inform the public about student performance and educational programs in District and school reports.
- V. Funds for schools to develop and implement school improvement plans.

### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

### **LAW(S) IMPLEMENTED:**

**24.121(5)(c), 1001.10, 1001.42,  
1001.43, 1001.452, 1003.413, 1008.33,  
1008.345, 1001.385, 1010.01, 1011.01, F.S.**

### **HISTORY:**

**REVISION(S): 12/06/04, 02/06/07  
FORMERLY: NEW**

## CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### **FAMILY AND SCHOOL PARTNERSHIP FOR STUDENT ACHIEVEMENT**

**2.261\*+**

- I. The School District and each school principal are encouraged to strengthen family involvement and family empowerment in the school. The District will coordinate and integrate parental involvement strategies with school improvement, Title I, Title II, Title IV, Title VI, Community Involvement Programs, Business Partnerships, and other community involvement activities.
- II. The District will provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective and comprehensive parent involvement programs, based on the National Standards for Parent/Family Involvement Programs, which include:
  - A. Communication between home and school is regular, two-way, and meaningful.
  - B. Responsible parenting is promoted and supported.
  - C. Parents play an integral role in assisting student learning.
  - D. Parents are welcome in school and their support and assistance are sought.
  - E. Parents are full partners in the decisions that affect children and families.
  - F. Community resources are utilized to strengthen school programs, family practices, and student learning.
- III. The District will communicate parental choices and responsibilities to parents.
- IV. The District shall develop and distribute a parent guide for successful student achievement. The guide shall contain information that parents need to know about their child's educational progress and how parents can help their children succeed in school.
- V. The District will provide professional development opportunities for staff members to enhance understanding of effective parent involvement strategies through the District professional development plan.
- VI. The District, to the extent practical, shall provide full opportunities for parents with disabilities, parents with limited English proficiency and parents of migratory children to participate in school and parental involvement activities and programs.

## **CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

- VII. The District will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy
  - A. To determine the effectiveness in increasing parent participation;
  - B. To identify barriers to greater parent participation; and
  - C. To report the findings to the State Board of Education.
- VIII. The District will use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, the parent involvement policies.

### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

### **LAW(S) IMPLEMENTED:**

**1000.21, 1002.23, 1001.42, 1001.51, 1001.54, 1002.20,  
1003.33, 1006.07, 1008.25, 1012.98, F.S.  
NO CHILD LEFT BEHIND ACT OF 2001, P.L. 107-110**

### **HISTORY:**

**REVISION(S): 02/06/07, 02/05/08  
FORMERLY: NEW**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SPECIAL COMMITTEES OF THE SCHOOL BOARD

2.27

- I. Special committees may be appointed by the School Board Chairperson when deemed necessary. The duties of any such committee shall be outlined at the time of appointment; the committee shall be automatically dissolved when the School Board accepts the committee's final report. Each School Board member shall be notified of all committee meetings, but shall have no vote unless the member is serving as a committee member. All meetings of School Board committees shall be open to the public.
- II. Special committees, or individuals who serve on special committees, shall take no action which is binding upon the School Board. Such special committees shall be for fact finding, deliberative and advisory functions only, and shall have no legislative or administrative powers.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.41, 1001.43, F.S.**

**HISTORY:**

**FORMERLY: BOARD BYLAWS**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SCHEDULE FOR LEGAL ADVERTISEMENTS

2.28

- I. The School Board shall inform the general public of certain actions through legal advertisements (e.g., Notices of Public Hearing, Invitation to Bid). Items of interest to the public shall also be advertised.
- II. Notification to all appropriate agencies and individuals to amend, adopt, or repeal a School Board rule shall be given twenty-eight (28) calendar days prior to the date of intended School Board action.
- III. All legal advertisements by the School Board shall be in compliance with Florida Statute.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**120.54, 1001.43, F.S.**

**HISTORY:**

**REVISION(S): 12/06/05  
FORMERLY: NEW**



## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### OFFICE OF INTERNAL AUDIT & AUDIT ADVISORY COMMITTEE 2.29

#### I. Office of Internal Audit Charter

##### A. Organizational Independence – Establishment of Audit Function

The Office of Internal Audit is established by the School Board of Osceola County. The School Board Auditor shall be designated through appointment by a majority vote of the School Board of Osceola County.

##### B. School Board Auditor Term/Salary/Compensation/Scope of Audit Services/Evaluation

The term, salary, compensation, scope of audit services, and evaluation of the School Board Auditor are delineated in the internal audit services employment contract.

##### C. Professional Standards

Professional standards provide an overall framework for conducting high quality governmental audits, as well as, for ensuring that auditors have competence, integrity, objectivity, and independence in planning, conducting, and reporting their work. Accordingly, all audit engagements conducted by the Office of Internal Audits will adhere to generally accepted government auditing standards issued by the Comptroller General of the United States and any peer reviews will be conducted under the government auditing standards. When applicable, the Office of Internal Audits will adhere to the International Standards for the Professional Practice of Internal Auditing promulgated by the Institute of Internal Auditor, Inc. Both sets of standards incorporate by reference, the American Institute of Certified Public Accountants' standards for financial statement audits. In addition, while performing information technology audits the Office of Internal Audits will adhere to the Information Systems Auditing Standards issued by the Standards Board of the Information Systems Auditing and Control Association.

##### D. Audit Committee

To ensure independence of the audit function, an advisory audit committee was established by the School Board of Osceola County. The Audit Committee member appointments, organization, meetings, authority, responsibilities, independence of internal audit process, and duration of the committee are delineated in paragraph II of this rule below.)

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### E. Access to Employees' Work-Related Records and Property

All Officers and employees of the School District of Osceola County shall furnish to the School Board Auditor unrestricted access at a reasonable time and under reasonable conditions to employees' work-related information and records (including electronic data) within their custody regarding powers, duties, activities, organization, property, financial transactions, contracts, and methods of business required to conduct an audit or otherwise perform audit duties. In addition, they shall provide access for the School Board Auditor to inspect all property, equipment, and facilities within their custody. If such officers or employees fail to produce the aforementioned access to information within a reasonable period of time of such request, the School Board Auditor may initiate a search to be made and exhibits to be taken from any work-related book, paper, or record of any such official or employee.

All of the following contracts and subcontracts entered into by the School Board shall contain a "right to audit" clause which shall provide the School Board Auditor access at a reasonable time and under reasonable conditions to the contractor's employees' financial and performance related records, property, and equipment purchased in whole or in part with funds paid by the School Board:

1. Contracts for construction and design professional services,
2. Contracts funded in whole or in part by federal or state grants,
3. Contracts in which contractor's performance involves the administration of School District funds or the payment of claims, and
4. Contracts in which expenses are paid by the District, compensation is on a "time and materials" basis, or the contract price is not fixed but is derived from the cost of goods or services sold or rendered by third parties to the contractor.

### F. Management Response

A proposed audit report will be forwarded to the audited department and the Superintendent for review and comment prior to its submission to the Audit Committee and then the School Board. The department must respond in writing, specifying:

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1. Agreement with audit findings and recommendations or reasons for disagreement with findings and/ or recommendations;
2. Plans for implementing solutions to issues identified; and
3. A timetable to complete such activities.

The response must be forwarded to the School Board Auditor within fourteen (14) business days. The School Board Auditor will include the management response in the proposed audit report submitted to the Audit Committee and the School Board. If no response is received, the School Board Auditor will note that fact in the transmittal letter to the Audit Committee and then to the School Board.

### G. Audit Work Plan

The audit work plan shall set aside audit hours for proactive coverage of emerging areas of risk/opportunities. At the beginning of each fiscal year, the School Board Auditor shall submit an audit work plan to the Audit Committee and then the School Board of Osceola County for review and approval. This audit plan may be amended after review with the Audit Committee and then the approval by the School Board of Osceola County.

### H. Audit Reports

Each audit will result in an audit report. The proposed audit report shall contain relevant background information, findings, and recommendations, and shall communicate the results to the Audit Committee. Then the proposed audit report shall be reviewed and approved by the School Board of Osceola County and become the final audit report. The final audit report is a public document.

### I. Report of Irregularities

If during an audit the Board Auditor becomes aware of abuse or illegal acts or indications of such acts that could affect the School District of Osceola County, the Board Auditor shall report the irregularities to the Audit Committee, Superintendent, and the School Board of Osceola County.

### J. Annual Report

The School Board Auditor shall submit an annual report to the School Board of Osceola County after the fiscal year indicating audits completed,

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major findings, corrective actions taken by management, and significant issues which have not been fully addressed by management.

### K. Audit Follow-Up

The School Board Auditor shall follow-up on audit recommendations as practical to determine if corrective action has been taken. The School Board Auditor may request periodic status reports from audited departments regarding actions taken to address reported deficiencies and audit recommendations.

### L. Contract Auditors, Consultants and Experts

An audit that is performed by contract must be conducted by persons who have no financial interests in the affairs of the School District of Osceola County. The School Board Auditor will coordinate and monitor all auditing performed by certified public accounting firms or other organizations employed under an auditing or audit related services contract with the School District of Osceola County.

### M. Peer Review

The audit activities of the Office of Internal Audit shall be subject to a peer review in accordance with applicable government auditing standards by either a professional or nonpartisan objective group utilizing guidelines endorsed by the Association of Local Government Auditors. A copy of the written report of this independent review shall be furnished to each member of the Audit Committee and the School Board of Osceola County.

The peer review will use applicable government auditing standards to evaluate the quality of audit effort and reporting. Specific quality review areas shall include staff qualifications, adequacy of planning and supervision, sufficiency of work paper preparation and evidence, and the adequacy of systems for reviewing internal controls, fraud and abuse, program compliance and automated systems. The peer review will also assess the content, presentation, form, timeliness, and distribution of audit reports.

### N. Funding and Professional Development

The School Board Auditor shall participate in the annual budget process established by the School Board including budget request for professional development, continuing professional education and compliance with applicable certification requirements. The School Board Auditor shall

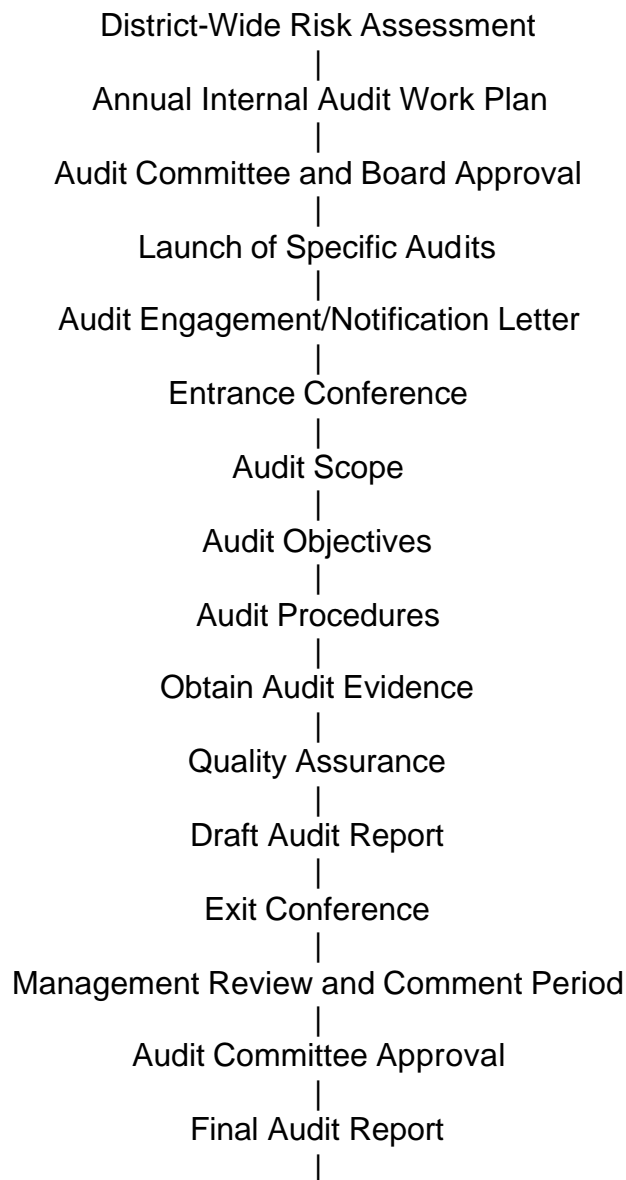
## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

recommend personnel decisions to the School Board as deemed necessary for the efficient and effective administration of the affairs of the Office of Internal Audit. The final decisions regarding hiring, firing, and disciplining employees shall be made by the School Board.

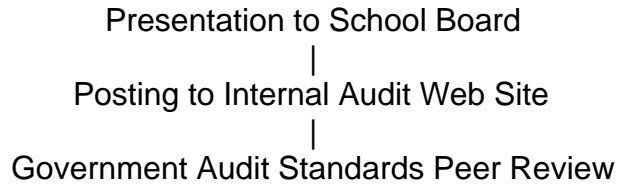
### O. Audit Policies and Procedures

The School Board Auditor will establish and maintain a comprehensive set of audit policies and procedures.

### P. General Internal Audit Process Framework



## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION



### II. Audit Advisory Committee

A. The School Board of Osceola County (“School Board”) does hereby create an advisory committee to the School Board, to be known as the Audit Advisory Committee (“Committee”). The Committee will be governed by this policy.

#### B. Appointment and Organization

The Committee is advisory only, and has been created for purposes of providing input and recommendations to the School Board and providing guidance and assistance to the School Board Auditor as hereinafter provided.

The Committee will be composed of five (5) voting members from the community and three (3) non-voting ex-officio members. The five voting members will be appointed by the School Board members (one voting member per School Board member). Voting Committee members may be removed by majority vote of the School Board. Although the five voting members are each appointed by a specific School Board member, they shall perform their Audit Committee duties with complete independence, and not merely as an agent of the appointing School Board member.

In appointing individuals to serve on the Committee, School Board members are encouraged to take into consideration representation from diverse racial and ethnic groups and to seek successful individuals with diverse backgrounds such as accounting, finance, business, former CFO, and construction. The School Board should endeavor to ensure a committee composition that is balanced with professionals capable of examining and understanding the complex financial and operational activities of the district, including building construction and contract administration. At least one voting member of the Committee should have experience as a certified public accountant or certified internal auditor.

The terms of the five voting members appointed by School Board members will be concurrent with the terms of their respective appointing School Board members, unless removed by a majority vote of the School Board.

## **CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

The non-voting ex-officio members will include the Chairman of the School Board or his/her designee, the Superintendent or his/her designee, and the Assistant Superintendent of Business & Fiscal Services or his/her designee.

The Committee will elect a Chair and a Vice Chair from among the five community members. The Chair and Vice Chair shall be selected at least every two years thereafter in the month of November. If a vacancy should occur in the position of Chair or Vice Chair, the Committee shall elect a replacement at the next meeting. All voting Committee members serve in a voluntary capacity without compensation and a majority of the five (5) voting members must be residents of Osceola County, Florida. In the event less than a majority of the voting members are residents of Osceola County, the Chairman of the School Board shall determine in his or her sole discretion which Committee member(s) shall be removed and replaced with a resident of Osceola County.

In accordance with §112.313, Florida Statutes, and pertinent opinions of the Florida Commission on Ethics, voting Committee members and any business entities in which such members have a direct financial interest will not do business with the district during such members' terms. If it is determined that a voting Committee member has a conflict of interest, then an exception can be submitted from the Committee, through the Office of Internal Audit, for consideration of approval or removal by a majority vote of the School Board

The School Board will provide such administrative support to the Committee as the School Board determines is reasonably necessary for the Committee to discharge its responsibilities.

Committee activities will be recorded and available to the School Board and the public, according to Chapter 119, Florida Statutes, the Florida Public Records Law. Whenever a recommendation of the Committee on a substantive issue is reported to the School Board and the recommendation is not unanimous, the basis for the majority and minority positions should be stated in the report or on the record for inclusion in the minutes, as the case may be.

### **C. Meetings**

Meetings of the Committee will be conducted in accordance with the following:

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

1. The Committee will meet on a regular basis but at least quarterly.
2. The Committee Chairperson, a majority of the voting Committee members or the non-voting School Board member, at the School Board's direction, may call special meetings as necessary and with proper notice.
3. Three (3) voting members will constitute a quorum at all meetings.
4. All Committee meetings will be conducted under Robert's Rules of Order Newly Revised and minutes of the meetings will be kept.
5. All Committee and subcommittee meetings are governed by the Sunshine Law as required by Chapter 286, Florida Statutes.

### D. Authority

The Committee is granted such authority as is reasonably necessary to carry out its responsibilities as set forth in this policy and such authority will only be exercised in a manner consistent with this policy and all other applicable laws, rules, regulations and policies governing the internal audit process and the School Board's use of external auditors.

### E. Responsibilities

#### 1. General Responsibilities

The Committee has the following general responsibilities:

- a. Review pertinent information (including but not limited to annual financial statements, the reports of the School Board Auditor and external auditors) and provide recommendations to the School Board regarding the same;
- b. Periodically advise the School Board whether the district is in compliance with pertinent laws and regulations relating to accounting and financial matters, is operating in accordance with sound business practices, is conducting its affairs ethically, and maintains effective controls against employee conflicts of interest, errors, waste, fraud and abuse; and
- c. Recommend to the School Board such remedial measures as it deems reasonably necessary to correct any noted deficiencies.



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### 2. Specific Responsibilities

The specific responsibilities of the Committee include but are not limited to:

- a. Ensuring compliance with Section 218.391, Florida Statutes.
- b. Reviewing internal auditors' reports.
- c. Reviewing external auditors' reports.
- d. Reviewing and monitoring implementation of management's response to auditors' recommendations.
- e. Reviewing and providing recommendations regarding the School Board Auditor's proposed annual audit plan and providing its recommendations on said plan to the School Board.
- f. Acting as a sounding board for the School Board Auditor.
- g. Reviewing and recommending to the School Board any necessary changes to the Committee's governing policy set forth herein, and the internal audit process set forth in the Office of Internal Audit Charter (See paragraph I. P. above).
- h. Reviewing and making recommendations for changes to the job descriptions of the School Board Auditor and any subordinate auditors and staff.
- i. Providing input to the School Board for use in the School Board's performance evaluations of the School Board Auditor, whose written evaluations will be kept on file pursuant to Section 1012.31, Florida Statutes.
- j. Reviewing the results of any peer review of the Office of Internal Audit and commenting on any corrective measures.
- k. Reviewing and making recommendations on any proposed disciplinary action upon, or termination of the employment of, the School Board Auditor.

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- I. In the event of a vacancy in the position of School Board Auditor, reviewing and ranking the applications and providing recommendations for candidate interviews to the School Board.
- m. Such other responsibilities consistent with the internal audit process set forth in the Office of Internal Audit Charter document.

### F. Independence of Internal Audit Process

The responsibility for the day-to-day administration of the affairs of the district, and developing and implementing adequate internal controls, rests with the Superintendent and district staff with oversight by, and policy direction from, the School Board. The Committee will fulfill its responsibilities through the Office of Internal Audit and without unnecessary or inappropriate intervention into the prerogatives of district staff. However, members of the Audit Committee may schedule interviews with district staff through the Office of Internal Audit to determine if any restrictions have been placed on the Office of Internal Audit, or external auditors in the scope of their data/information access, examination of district records, staff interviews and other methods of information gathering.

#### STATUTORY AUTHORITY:

**1001.41, 1001.42, 1001.43, F.S.**

#### LAW(S) IMPLEMENTED:

**1001.41, 1001.42, 286.011, F.S.,  
GAO Government Auditing Standards**

#### HISTORY:

**REVISED: 02/05/08  
ADOPTED: 05/01/07  
FORMERLY: NEW**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SCHOOL ADVISORY COUNCILS

2.30\*+

The School Board authorizes the establishment of a school advisory council in each District school to assist in the enhancement of school site decision making, to serve in an advisory capacity to the principal, and to assist in the development of the educational program and in the preparation and evaluation of the school improvement plan required pursuant to Florida Statutes. The Superintendent shall develop guidelines pursuant to Florida Statutes to assist school advisory councils to ensure their active role in school site decision making (see School Advisory Council Operational Bylaws). School advisory councils shall not assume any of the powers or duties now reserved by law for the School Board or its professional staff. Nothing contained in the District and/or local school accountability process shall be construed to lessen or otherwise alter the authority of the school principal as provided for in law, rules, or regulations.

- I. Composition and Selection of Councils - Council members shall include the school principal and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives.
  - A. Members shall be representative of the ethnic, racial, and economic community served by the council.
  - B. Student representation shall be required for school advisory councils established at vocational-technical centers and high schools and may be included for school advisory councils serving middle schools. Student representation shall not be required for school advisory councils serving elementary schools.
  - C. The term *education support employees* as used herein shall refer to any person who is employed by a school for twenty (20) or more hours during a normal working week and who does not meet the definition of instructional or administrative personnel pursuant to Florida Statutes.
  - D. The term *teacher* as used herein shall include classroom teachers, certified student services personnel, media specialists, and other instructional personnel.
  - E. A majority of members must be persons who are not employed at the school.
  - F. *Appropriately balanced* as used herein shall mean a proportionate number of council members considering each peer group being represented on the council, excluding the school principal. The size of the school advisory council and the ratio of representatives among the peer groups, excluding

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

the school principal, shall be set forth in the operational bylaws adopted by each school advisory council.

- G. School advisory councils of technical and adult education centers are not required to include parents as members.
- II. Selection of Council Members - New council members shall be elected by their respective peer group, except for business and community representatives and the school principal.
- A. The following council members shall be elected in a fair and equitable manner as determined by their respective peer group and as set forth in the operational bylaws of the school advisory council:
    - 1. A teacher(s) shall be elected by teachers;
    - 2. An education support employee(s) shall be elected by education support employees;
    - 3. A student(s), when appropriate, shall be elected by students; and
    - 4. A parent(s), as defined by Florida Statutes, shall be elected by parents.
  - B. The school advisory council shall select business and community member(s) to serve on the school advisory council after reviewing the list of nominees prepared by the school principal.
    - 1. Business and community representatives shall be selected initially through a nomination and selection process facilitated by the school principal of each school advisory council.
      - a. The school principal shall seek candidates who are interested in making a commitment to participate on the school advisory council by representing businesses and the community.
      - b. Letters, newsletters, or other media releases shall be used by the school principal to seek candidates.
      - c. The school principal shall prepare a list of individuals seeking nomination to the school advisory council and shall present the list to the school advisory council for selecting the business and community representative(s).

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2. Subsequent to the initial selection as described in section II.B.1. herein, the operational bylaws of the school advisory council shall set forth procedures for nominating business and community representatives to serve on the school advisory council.
    - C. The principal shall submit the list of council members to the Superintendent for review of each school to determine compliance with section I. herein. The membership list shall contain the name of each council member and the peer group which is being represented by each member and a description of how the council represents the ethnic, racial, and economic community served by the school.
- III. Confirmation of the School Advisory Council - The Superintendent shall submit to the School Board for review and approval the membership list for each school advisory council in the District. The School Board shall determine if a school advisory council meets criteria specified in section I. herein; additional members shall be appointed by the School Board when it is required to achieve the proper representation on the school advisory council.
- IV. Responsibilities of Councils - Each school advisory council shall
  - A. Review the results of any needs assessments conducted by the school administration.
  - B. Assist in the development of the school improvement plan and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, and strategies and evaluation procedures to measure student performance. The school advisory council shall be the final decision-making body at the school relating to school improvement.
  - C. Define adequate progress for each school goal; obtain public input when defining adequate progress for school goals; negotiate the definition of adequate progress with the School Board; and notify and request assistance from the School Board when the school fails to make adequate progress in any single goal area.
  - D. Monitor students' and the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and the strategies and evaluation procedures which are selected to measure student performance.

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- E. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of students and educational programs, and progress in accomplishing the school goals.
  - F. Make recommendations on the accumulation and reporting of data that is beneficial to parents.
  - G. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
  - H. Provide input on the annual school budget and the use of school improvement funds, and assist in the preparation of the school budget.
  - I. Inquire about school matters, identify problems, propose solutions to problems, suggest changes, and inform the community about the school.
  - J. Act as a liaison between the school and the community.
  - K. Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by and pursuant to Florida Statutes.
  - L. Identify other duties and functions of the school advisory council.
- V. Operation of Council - Operational bylaws shall be established and mutually agreed upon by members of the school advisory council.
- A. The bylaws shall contain procedures required by Florida Statutes and shall include but not be limited to the following:
    - 1. State the duties and functions of the council.
    - 2. Indicate the procedure for electing council members and the nomination process for selecting business and community representatives.
    - 3. Identify the procedure for electing officers, including a chairperson, vice-chairperson, and recording secretary, and determine the term of office for each position.
    - 4. Establish the membership term for each peer group.

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5. Specify the proportionate number of council members for each peer group for the purpose of achieving an appropriately balanced council.
  6. Require a quorum to be present before a vote may be taken by the school advisory council. A majority of the membership of the council constitutes a quorum.
  7. Replace any member who has two unexcused consecutive absences from a school advisory council meeting that is noticed according to the procedures in the bylaws.
- B. Regular meetings shall be held. The council shall determine the date, time, and place of the meetings, scheduling meetings when parents, students, teachers, businesspersons, and members of the community can attend.
  - C. The agenda shall be advertised to the school community at least seven (7) calendar days in advance of the scheduled meeting, with at least three (3) days advance notice in writing to all members of the advisory council of any matter that is scheduled to come before the council for a vote.
  - D. All meetings shall be open, public, and subject to Florida Statutes.
  - E. The school advisory council shall be subject to maintaining records pursuant to Article 1, Section 24, and Article XII, Section 20, of the Florida Constitution. Each school advisory council shall record minutes of each meeting of the council. A copy of the minutes of each meeting shall be submitted to the appropriate grade level director in a timely manner. The grade level director shall review the minutes of each council meeting and submit a copy to the Superintendent and to each School Board member.
  - F. School improvement plans which require waivers of the terms or conditions in negotiated agreement(s) shall be subject to the approval of the Board and Bargaining Agent.
  - G. The records and minutes of the school advisory council will be available for public inspection at the school during normal business hours. All members of the school community shall be advised of the availability of the records for inspection.
  - H. Guidelines may be revised when such revisions are mutually agreed upon by members of the school advisory council. Revisions shall be submitted to the School Board for approval prior to implementation.

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**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1000.21, 1001.43, 1001.452, 1008.345, 1012.01, F.S.

**HISTORY:** REVISION(S): 12/06/04, 02/05/08  
FORMERLY: 1.3.1, BOARD BYLAWS



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### LEGAL COUNSEL – BOARD

2.40

The School Board attorney, obtained from outside its own membership, shall act as legal advisor to the Board. The Board shall provide its attorney a written contract which shall specify duties and responsibilities for the duration of the contract with renewal and termination provisions and compensation to be paid. When approved by the Board, special counsel may be retained to assist in any litigation or other matter.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.41, 1001.43, 1012.26, F.S.

#### HISTORY:

FORMERLY: 1.2.1, BOARD BYLAWS

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### LEGAL COUNSEL – SUPERINTENDENT

2.41

- I. The Superintendent shall have the authority to obtain, at School Board expense, an attorney to represent him or her in any legal matter regarding the performance of his or her duties when special counsel is needed beyond the service normally rendered by the School Board attorney.
- II. This service will be provided only upon the determination that the Superintendent was not guilty of willful neglect of duty, gross negligence, or improper conduct.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.41, 1001.43, 1012.26, F.S.

#### HISTORY:

FORMERLY: 1.2.1, BOARD BYLAWS

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### LEGAL SERVICES FOR EMPLOYEES

2.42

- I. The School Board may provide legal services for any School Board member or employee who is charged with civil or criminal actions arising out of and in the course of the performance of assigned duties and responsibilities for the School Board.
- II. The School Board shall provide for reimbursement of reasonable expenses for legal services for any School Board member or employee who is charged with civil or criminal actions arising out of and in the course of the performance of assigned duties and responsibilities for the School Board, upon successful defense by the School Board member or employee.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1012.26, F.S.**

**HISTORY:**

**FORMERLY: NEW**

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### **PARTICIPATION IN ACTIVITIES**

**2.50**

Each member of the Board is encouraged to participate in the activities and programs conducted by state, regional and national associations of the School Board. The Superintendent shall include an amount in each proposed annual budget to cover expenses to support the participation of the Board in activities and programs conducted by the State and other organizations as the Board chooses. Any reimbursement for Board member travel outside the state of Florida must be approved in advance by the School Board.

#### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

#### **LAW(S) IMPLEMENTED:**

**1001.41, 1001.43, F.S.**

#### **HISTORY:**

**FORMERLY: BOARD BYLAWS**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT

2.70+

- I. Policy Against Discrimination
  - A. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or genetic information, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.
  - B. The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
  - C. The School Board shall admit students to District Schools, programs, and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap, or sexual orientation.
- II. Policy Against Sexual Harassment or Other Forms of Harassment Prohibited by Law
  - A. The School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the prohibition of discriminatory practices. The board's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer, or visitor. The Board will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.
  - B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School Board facilities.

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### III. Definition of Sexual Harassment

- A. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:
1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
  2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
  3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.
  4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.
- B. Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:
1. Graphic verbal comments about an individual's body or appearance.
  2. Sexual jokes, notes, stories, drawings, pictures, or gestures.
  3. Sexual slurs, leering, threats, abusive words, derogatory comments, or sexually degrading descriptions.
  4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
  5. Spreading sexual rumors.

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6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.
7. Cornering or blocking normal movements.
8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

### IV. Definition of Other Forms of Prohibited Harassment

A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, marital status, citizenship, sexual orientation, or any other characteristic protected by law and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;
2. Has the purpose or effect of interfering with an individual's work or academic performance; or
3. Otherwise, adversely affects an individual's employment or academic performance.

B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:

1. Epithets, slurs or negative stereotyping;
2. Threatening, intimidating or hostile acts, such as stalking; or
3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school or District office premises or circulated in the workplace or academic environment.

### V. Retaliation Prohibited

A. Any act of retaliation against an individual who files a complaint alleging a violation of the District's antidiscrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.

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- B. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation if, or filing a complaint of, discrimination.
- VI. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment
- A. Procedures for Filing Complaints
    - 1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, national origin, religion, age or disability by an employee, volunteer, agent or student of the School District should within sixty (60) days of alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.
    - 2. The complaint should be filed with the School Principal, Site Administrator, or supervisor. Complaints filed with the Principal, Site Administrator, or supervisor must be forwarded to the District's EEO Officer within five (5) days of the filing of the complaint. If the complaint is against the principal or site administrator, the complaint may be filed directly with the EEO officer.
    - 3. If the complaint is against the District's EEO Officer, the Superintendent, or other member of the School Board, the complaint may be filed with the School Board Attorney.
  - B. Procedures for Processing Complaints
    - 1. Complaints filed against persons other than the Superintendent or member of the School Board:
      - a. Upon receipt of the written complaint by the District EEO Officer, the District EEO Officer shall appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or



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other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the District EEO Officer as to whether there is reasonable cause to believe a violation of the District's antidiscrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the investigation must be sent to the EEO officer along with the summary and recommendation.

- b. If the complaint is against the EEO officer, the School Board Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section VI.B.1.a.
- c. The investigation, summary, relevant documents, witnesses' statements, and recommendation should be completed and forwarded to the EEO Officer within thirty (30) days, or to the School Board Attorney within thirty (30) days, if the complaint is against the EEO Officer. The EEO Officer, or School Board Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.
- d. If the EEO Officer or School Board Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. The EEO Officer or School Board Attorney shall then forward the investigatory file, reasonable cause determination, and all related documents and evidence, to the Superintendent.
- e. If the EEO Officer or School Board Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days notice of the finding of no reasonable cause to the complainant and accused.
- f. The complainant may request a no reasonable cause finding by the EEO Officer or School Board Attorney be reviewed by the Superintendent within ten (10) days of receipt of this notice. The complainant shall provide a written statement

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detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the Superintendent and EEO Officer/School Board Attorney to present his or her position. The Superintendent and EEO Officer/School Board Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The Superintendent shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.

- g. If review by the Superintendent is not timely requested, the EEO Officer or School Board Attorney's determination of no reasonable cause shall be final.
- h. The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the Superintendent. The request must include a written statement expressing the accused's position on the complaint and findings, and address any facts, statements, or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the Superintendent and the EEO Officer/School Board Attorney to present his or her position. The Superintendent and EEO Officer/School Board Attorney must within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.
- i. After providing the opportunity for an informal hearing as referenced in section VI.B.1.h., the Superintendent shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within twenty (20) days of the informal hearing be forwarded to the accused and the complainant, and a copy of the notice will be filed with and maintained in the office of the District EEO Officer and the Director of Human Resources and Employee Relations.

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2. Complaints against School Board Members or against the Superintendent
  - a. Complaints against School Board Members or the Superintendent shall be filed with the School Board Attorney. The School Board Attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protected status.
  - b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation to the School Board Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.
  - c. If reasonable cause is recommended by the investigator against a School Board Member the recommendation shall within twenty (20) days be forwarded to the Governor's office to determine if there is evidence that a misfeasance or malfeasance of office occurred. The Governor's office will be responsible for taking any necessary action in accordance with applicable law with reference to an elected official. The School Board shall receive and make the final determination if the Superintendent is appointed by the Board.
  - d. A finding of no reasonable cause by the outside investigator, which is reviewed and confirmed by the School Board Attorney, shall be final. In compliance with Florida Statute, the investigation file shall become public record and the Superintendent or School Board Member shall answer to their constituency.

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### C. Penalties for Confirmed Discrimination or Harassment

1. Student - A substantiated allegation of discrimination or harassment against a student shall subject that student to disciplinary action consistent with the *Code of Student Conduct*.
2. Employee or Volunteer - A substantiated allegation of discrimination or harassment against an employee may result in disciplinary actions including termination and referral to appropriate law enforcement authorities. A volunteer shall be removed from service and a referral may be made to appropriate law enforcement authorities.

### D. Limited Exemption from Public Records Act and Notification of Parents of Minors

1. To the extent possible, complaints will be treated as confidential and in accordance with Florida Statutes and the Family Educational Rights and Privacy Act (FERPA). Limited disclosure may be necessary to complete a thorough investigation as described above. The District's obligation to investigation and take corrective action may supersede an individual's right to privacy
2. The parents of a person under the age of 18 who has filed a complaint of discrimination and/or harassment shall be notified within three (3) days of receipt of a complaint.

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**STATUTORY AUTHORITY:** 120.54, 1001.41, 1001.43, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 112.51, 119.07, 760.01 *et seq.*,  
1000.05, 1000.21, 1001.43, 1012.22, F.S.  
34 CFR 99, 34 CFR 200.43(c), P.L. 110-233

**STATE BOARD OF EDUCATION RULE(S):** 6A-19.001 *et seq.*

**HISTORY:** **REVISION(S):** 12/06/05, 02/06/07, 02/05/08, 10/21/08  
**FORMERLY:** 1.14, 1.22

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### REPORTING CHILD ABUSE, ABANDONMENT, OR NEGLECT 2.80

#### I. Procedures for Reporting

A. All employees of the School District of Osceola County who know or have reasonable cause to suspect that a child is an abused, abandoned or neglected child shall immediately report such knowledge or suspicion to the Department of Children & Families Florida Abuse Hotline (1-800-96-ABUSE, 24 hours a day, 7 days a week). In addition to immediately reporting such knowledge or suspicion to the DCF Florida Abuse Hotline, all School District Employees shall do the following:

1. Because an employee may be subject to criminal prosecution by law enforcement authorities if the employee of the School District fails to report suspected child abuse immediately to the DCF Child Abuse Hotline and law enforcement, it is essential that in order to protect the security of each School District employee who reports suspected or known child abuse, abandonment or neglect in accordance with Florida law and the requirements of this policy, and in order for the School District to maintain a centralized record of such reports, the following procedures shall be followed. Each School District employee shall comply with the following procedures each time the employee has reasonable cause to suspect that child abuse, abandonment or neglect has occurred or may be occurring and reports to DCF and law enforcement as specified elsewhere in this Rule:

a. If available and reasonably possible without violating the good order of the School District, the employee of the School District shall obtain another employee of the School District to act as a witness to the fact that the employee is making a report of known or suspected child abuse, abandonment or neglect. However, if no employee of the School District is available to act as a witness or if the employee in seeking a witness would unreasonably delay the reporting or would unreasonably interfere with the work of the other employees of the District or interrupt the provision of educational services by another employee of the School District, then under such circumstances the employee who has reason to suspect child abuse, abandonment or neglect will immediately report to DCF and law enforcement as specified elsewhere and shall do so without a witness. As the term is used herein, an appropriate

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*witness* will only be another employee of the School District of Osceola County so as to ensure confidentiality of student information.

- b. Each employee reporting known or suspected child abuse, abandonment or neglect shall record such report using the Osceola District School's Child Abuse and Incident Referral Report form as prescribed by the Superintendent. The Superintendent will distribute the Child Abuse and Incident Referral Report form to all school facilities and departments, and it is required that the employee utilizing the form will fill out the form completely and accurately, and shall deliver the completed form to the school/department administrator as required in this policy.
- c. It shall not be necessary for a witness to report himself or herself as that person's function will be limited strictly to that of being a witness to reporting in accordance with this policy. Additionally, school/department administrators and the Superintendent, and any other personnel of the School District who become aware of the fact that a School District employee has reported suspected or known child abuse, abandonment or neglect, are not also required to report if their involvement in the matter is simply acting as a witness pursuant to this policy or in maintaining records or receiving reports of School District employees making such reports pursuant to this policy.
- d. The reporting School District employee shall promptly notify his or her school/department administrator (principal of a school or other person in charge of the School District facility) regarding the date and time on which the School District employee determined that he or she had reasonable cause to suspect or know that a child was an abused, abandoned or neglected child and then reported such matter to the DCF Abuse Hotline, and if available, the SRO or local law enforcement. The reporting School District employee shall also provide to the school/department administrator the Child Abuse and Incident Referral Report created by the reporting School District employee in accordance with this section, which document shall contain the information required, including the date and time on which the knowledge was acquired, the date and time on which the reports to DCF and law enforcement were made, the identity of the student and witness (if there was a witness to

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the reports). The school/department administrator will then promptly report this information and provide such document to the Superintendent so that a record may be maintained of all reports so made.

- e. The school/department administrator in charge of the facility shall promptly communicate to the parent or responsible guardian of the child the fact that an employee of the School District has reported that the child may have been a victim of child abuse, abandonment or neglect. However, the school/department administrator will not notify the parent if law enforcement requests that the parent or guardian not be notified or if the school/department administrator has a reasonable belief that the parent or guardian of the child may himself or herself be a participant in abuse, abandonment or neglect of the child.

2. If a school resource officer is available, the employee shall also report to the school resource officer that a call has been made to the DCF Child Abuse Hotline.
3. In the event a school resource officer is not available, the employee shall report such knowledge or suspicion that a child is an abused, abandoned or neglected child to the local law enforcement agency with direct jurisdiction over the school site or facility site at which the person is employed. (That is, to Kissimmee Police Department if the school is located within the city limits of Kissimmee, St. Cloud Police Department if the school is located within the city limits of St. Cloud and to the Sheriff if the school is located in the unincorporated Osceola County).

### II. Modifications to Procedure

No policies or procedures that District staff may have discussed with other agencies and that relate to the reporting of suspected or known abuse, abandonment or neglect shall be effective unless the School Board itself, in accordance with law, duly adopts such policy or procedure in an open meeting as an interlocal or interagency agreement.

### III. School District Operations Regarding Issues Involving Students and Personnel

- A. Nothing herein shall limit the right of the Superintendent and his staff to take appropriate steps, including interviews of all witnesses and possible



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witnesses, as directed by the Superintendent with regard to the investigation of personnel of the School Board for the purpose of determining whether any action has occurred which may require remediation of personnel practices, implementation of an improvement plan, any particular comment in an employee's evaluation or record, or discipline, suspension or termination of any personnel of the School District.

- B. Nothing in this policy shall limit the authority of the Superintendent and his/her staff to investigate all matters that may reasonably have a relationship to the safety or behaviors of students and personnel of the School District, the control of students and personnel and the supervision and control of the facilities of the School District, all of which matters are within the authority of the School Board. Such action may include as determined appropriate by the Superintendent and his staff the interviewing of witnesses, including students, as it relates to matters involving personnel or the School District, student discipline, safety, and other matters related to the operations of the School District.
- C. Any failure of the DCF or local law enforcement to promptly accept or respond to a report of suspected or known child abuse, abandonment or neglect shall be documented and reported to the Superintendent for inclusion in the records of the Superintendent regarding reporting of suspected or known child abuse, abandonment or neglect.

### IV. Liberal Interpretation of Duty to Report

In any circumstance in which the employee of the School District has any question or doubt regarding whether he or she has reasonable cause to suspect child abuse, abandonment or neglect, the employee must immediately report to DCF, and, if available, the SRO or local law enforcement, and must also report to his or her school/department administrator in the manner specified above in this policy. All doubt must be resolved in favor of reporting any situation involving alleged or suspected child abuse, abandonment or neglect. However, all such reports of possible or suspected or known child abuse, abandonment or neglect must in all instances be made in good faith and no employee shall report any matter when the employee believes that no child abuse, abandonment or neglect is occurring or has occurred, and under circumstances where such report is made maliciously or in bad faith.

### V. Definitions

The following terms shall have the definitions herein prescribed:

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- A. *Child Abuse* shall mean any willful act or threatened act or omission to act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.

Each School District employee must report immediately as required above in this policy if the employee has a reasonable cause to suspect that abuse as defined herein and in Section 39.01(2) Florida Statutes has occurred or is occurring. Any doubt must be resolved in favor of reporting as required herein.

- B. *Abandonment or Abandoned* shall mean a situation in which the parent or legal custodian of a child or, in the absence of a parent or legal custodian, the care-giver responsible for the child's welfare, while being able, makes no provision for the child's support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations. If the efforts of such parent or legal custodian or care-giver primarily responsible for the child's welfare to support and communicate with the child are only marginal efforts that do not evince a settled purpose to assume all parental duties, then under any of these circumstances the child may be determined to be abandoned.

Each School District employee must report immediately as required above in this policy if the employee has a reasonable cause to suspect that a child has been or is abandoned as defined herein or in Section 39.01(1), Florida Statutes. Any doubt must be resolved in favor of reporting as required herein.

- C. *Neglect* shall mean that a child is deprived of or is allowed to be deprived of necessary food, clothing, shelter or medical treatment or that a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental or emotional health to be significantly impaired or to be in danger of being significantly impaired.

Each School District employee must report immediately as required above in this policy if the employee has a reasonable cause to suspect that a child may have been or may be neglected as defined herein or in Section 39.01(45), Florida Statutes. Any doubt must be resolved in favor of reporting as required herein.

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- D. As specified in Section 39.01(30) Florida Statutes, in determining whether harm has occurred to a child such that the child may be deemed abused, neglected or abandoned, as the case may be, the following factors and definitions shall apply. *Harm* occurs when any person inflicts on, or by omission causes, a child (or there is reasonable cause to suspect such infliction):
1. Any action that produces or willful or conscious omission that allows injuries such as sprains, dislocations, cartilage damage, fractures of bone or skull, brain or spinal cord damage, hemorrhaging inside the person's head or injury to other internal organs, asphyxiation, suffocation or drowning, injury resulting from the use of a weapon, burns or scalding, cuts, lacerations, punctures or bites, permanent or temporary disfigurement and permanent or temporary loss or impairment of a body part or function
  2. Giving or willfully or consciously allowing a child poison, alcohol, drugs or other substances that substantially affect the child's behavior, motor coordination or judgment or that result in sickness or internal injury. The term *drugs* as used herein includes prescription drugs not specifically prescribed for the child or administered in a manner other than as prescribed, unlawful or controlled substances, and over the counter medications or other substances of any type whatsoever that are given to the child for use in a manner that is harmful to the child or for use in a manner other than as intended or specified for the particular product or substance.
  3. Leaving a child without adult supervision or arrangement appropriate for the child's age or mental or physical condition so that the child is unable to care for his or her own needs or another's basic needs or is unable to exercise good judgment in responding to any kind of physical or emotional crisis.
  4. Excessively harsh disciplinary action likely to result in physical or mental injury. Discipline from a parent or care-giver may be considered excessive or abusive when it results in any of the types of injuries specified in section V.D.1. of this definition of harm above, and/or significant bruises or welts.
  5. Any sexual battery, sexual conduct, lewd or lascivious acts or sexual exploitation of a child. Sexual exploitation includes prostitution, sexual performance, or any other sexual act. Any sexual act involving a child must be reported if the School District employee has any reasonable

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

cause to believe that such sexual act has occurred or knows such a thing to have occurred.

Each employee of the School District must report as specified in this policy if he or she has any reasonable cause to suspect that any harm of the various types defined herein has occurred, may have occurred or may be occurring with respect to any child. If the employee is in doubt regarding whether or not harm as defined herein may have occurred or may be occurring, then all such doubt is to be resolved in favor of making the report as required in this policy.

### VI. Confidentiality Regarding Student Identifying Information

All communications, reports and records created, maintained and recorded in accordance with this policy shall be maintained as confidential and shall be deemed to be student records and reports subject to confidentiality as specified in Section 1002.22, Florida Statutes, if the subject of a report hereunder is, or was, a student of the School District of Osceola County.

### VII. Equity

It is a violation of law and School Board policy for any employee of the School District to take any action or omit to take an action that results in harm or abuse to a student. The employees of the School District are directed to be familiar with the School Board policies and to refrain from taking any action or omit to take any action which would constitute abuse, abandonment or neglect of a student.

### VIII. Penalty for Violation

Any employee failing to fully comply with this procedure shall be subject to discipline, including termination from employment. Additionally, a violation of Florida law regarding actions that may be abusive, harmful or neglectful of students, or a failure to immediately report suspected abuse, abandonment or neglect, may result in the imposition of criminal penalties by law enforcement authorities.

### IX. Child Advocacy Center

This policy may be amended to accommodate such changes as may be necessary to give effect to any future interagency agreement between the School Board, The Child Advocacy Center and the member agencies of the CAC.

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### X. Notification of Responsibility

A notice providing the following information shall be posted in a prominent place in each school:

- A. All employees of the District have the responsibility to report all actual and suspected cases of child abuse, abandonment or neglect; immunity from liability if they report such cases in good faith; and the responsibility to comply with child protective investigations and all other provisions of law related to child abuse, abandonment or neglect.
- B. Statewide toll-free telephone number for the central abuse hotline.

#### STATUTORY AUTHORITY:

**1001.41, 1001.42, F.S.**

#### LAW(S) IMPLEMENTED:

**39.0015, 39.01, 39.201, 39.202, 39.203, 39.205, 39.206, 1001.43, 1006.061, F.S.**

#### HISTORY:

**REVISION(S): 12/06/05  
FORMERLY: 6.11**

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### **TOBACCO USE IN DISTRICT FACILITIES**

**2.90**

All uses of tobacco products in any form are prohibited in any District-owned facility or property, vehicle, or at District-sponsored or regulated events.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **386.201 – 386.209, 1001.43, F.S.**

**HISTORY:** **FORMERLY: 1.19 - 1.19.3**

## CHAPTER 2.00: SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### WELLNESS PROGRAM

2.95\*+

- I. The Superintendent shall establish a Wellness Program that shall include, but not be limited to, the following components:
  - A. Goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness;
  - B. Goals for nutrition education, physical activity and other activities that are designed to promote employee wellness;
  - C. A plan for implementing the goals of the program;
  - D. Nutrition guidelines for all foods available on each school campus and District facility during the school/work day;
  - E. A plan for evaluating the implementation of the wellness program;
  - F. A plan for modifying the program based on evaluation data;
  - G. Designation of a wellness coordinator at each school and District facility; and
  - H. Involvement of parents, students, representatives of the school food authority, the School Board, teachers, school administrators, support staff, District administrators, and the public.
- II. This program shall meet the requirements of the National School Lunch Act and the Child Nutrition Act of 1966.

**CHAPTER 2.00: SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** P.L. 108-265, SECTION 204  
NATIONAL SCHOOL LUNCH ACT (42 USC 1751 *et seq.*)  
CHILD NUTRITION ACT OF 1966 (42 USC 1771 *et seq.*)  
1001.43, 1003.42, 1003.453, 1003.455, 1003.46, 1006.06, 1006.0606, F.S.

**STATE BOARD OF EDUCATION RULE(S)** 6A-7.040, 6A-7.041, 6A-7.042

**HISTORY:** **ADOPTED:** 12/06/05, 02/05/08  
**REVISION(S):** N/A  
**FORMERLY:** NEW



**SCHOOL BOARD POLICY MANUAL**  
**FOR SCHOOL DISTRICT OF**  
**OSCEOLA COUNTY**

**CHAPTER 3.00: SCHOOL ADMINISTRATION**

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### ADMINISTRATIVE ORGANIZATION

**3.10\*+**

The administrative head of each school is the school principal. The District also appoints assistant principals in accordance with the District Staffing Plan.

The District staff exists to give support and direction to the schools. The Superintendent is assisted in this responsibility by administrators on staff in the positions of assistant superintendents, directors, and curriculum specialists. The Superintendent shall prepare and submit an organizational chart which shall serve as a guideline for organizing administrative responsibilities within the system.

#### STATUTORY AUTHORITY:

**1001.41, 1001.42, F.S.**

#### LAW(S) IMPLEMENTED:

**120.53, 1001.42, 1001.43, 1012.27, F.S.**

#### HISTORY:

**FORMERLY: NEW**

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### SCHOOL BASED MANAGEMENT

3.12\*+

It is the Board's intent that each school has maximum input into decisions made that affect the operation of each local school. The Superintendent shall develop procedures to implement this policy based on requirements of Florida Statutes.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.42, 1001.43, F.S.

**HISTORY:** FORMERLY: 1.6

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### SCHOOL CALENDAR

3.18+

- I. The Superintendent shall establish a school year calendar committee composed of school administrators and representatives of the Osceola Professional Educators.
- II. The committee shall prepare a proposed one-year school calendar and may propose an optional second-year calendar, and submit it to the Superintendent for approval and recommendation to the Board.
- III. School calendars shall adhere to the provisions of Florida Statutes.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.42, 1001.43, 1001.51, 1003.21, F.S.

#### STATE BOARD OF EDUCATION RULE(S):

6A-1.09514, 6A-10.019

#### HISTORY:

REVISION(S): 02/06/07  
FORMERLY: NEW

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### RESPONSIBILITIES OF SUPERINTENDENT

3.20

- I. The Superintendent shall be responsible for the administration of the entire school system as provided by law, State Board of Education and School Board rules. The Superintendent shall keep the School Board informed regarding all phases of the District school system.
- II. The Superintendent serves as the secretary to the School Board and executive officer of the District. He/she shall keep such minutes and records as may be necessary to set forth clearly all actions and proceedings of the School Board. When possible, any matter coming before the School Board shall first be presented to the Superintendent to be included on the agenda. The Superintendent shall inform the employees of the School Board and the schools and departments of any Board action relating to them.
- III. All members of the instructional and educational support staff shall be under the general supervision of and subject to the direction of the Superintendent.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.32, 1001.33, 1001.42, 1001.43, 1001.464,  
1001.48, 1001.49, 1001.51, 1006.08, F.S.

#### HISTORY:

REVISION(S): 12/06/04  
FORMERLY: NEW

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### **DIRECTIVES, PROCEDURES, AND ADMINISTRATIVE MANUALS 3.21**

The Superintendent shall have authority to issue such directives and to prescribe such procedures as may be necessary to carry out the purposes of School Board rules and the provisions of Florida Statutes and State Board of Education rules. The Superintendent may issue such administrative manuals or booklets of instruction as he/she may deem necessary for the effective administration of the District school system and distribute them to the employees directly concerned. Insofar as the provisions of such manuals and directives are consistent with these School Board rules, Florida Statutes, or State Board of Education rules, the provisions thereof shall be binding upon all employees.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1001.51, F.S.

**HISTORY:** FORMERLY: NEW

**CHAPTER 3.00 - SCHOOL ADMINISTRATION**

**OPENING AND CLOSING OF SCHOOLS**

**3.22\***

- I. The Superintendent shall recommend and the Board shall set the opening and closing times of schools.
- II. Each school office shall be open at least thirty (30) minutes before classes begin and shall remain open at least thirty (30) minutes after classes are dismissed.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.42, 1001.43, F.S.**

**HISTORY:**

**FORMERLY: 3.6**

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### EMERGENCIES

3.23

- I. In case of an emergency involving the welfare and safety of students and employees, the Superintendent may suspend any part of these regulations; provided that he/she shall report the fact of and the reason for suspension at the next meeting of the School Board and that the suspension shall expire at the time of such report unless continued in effect by actions of the School Board.
- II. In case of an emergency, the Superintendent may close any school or all schools. The members of the School Board shall be informed immediately of any event or condition which requires the closing of any school(s) of the District.
- III. In the event of a declared state of emergency, control of pupils shall be retained by school personnel until the pupils are released from school or in the case of transported pupils, until the students depart from the school bus.
- IV. The principal shall cooperate with emergency management and Red Cross authorities in the event of a natural or man-made disaster. In the event of a riot or similar condition, the principal shall cooperate with law enforcement.
- V. In any case or condition not covered by these regulations, the Superintendent shall base the decision on his/her best judgment.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.33, 1001.43, F.S.

#### HISTORY:

FORMERLY: 3.6



## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### **AUTOMATIC EXTERNAL DEFIBRILLATORS**

**3.25+**

- I. The School Board authorizes the use of automated external defibrillators (AED).
- II. Each school that is a member of the Florida High School Athletic Association (FHSAA) must have an operational AED on school grounds. The device shall be readily available for use. The location of the device must be registered with the local emergency medical services director. All persons who are reasonably expected to use the device shall be notified of its location.
- III. Each school that is a member of the FHSAA must ensure that all employees or volunteers who are reasonably expected to use an AED obtain appropriate training including completion of a course in cardiopulmonary resuscitation (CPR) or a basic first aid course that includes CPR and demonstrated proficiency in the use of an AED.
- IV. The Superintendent or designee shall develop procedures to implement this policy.

#### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

#### **LAW(S) IMPLEMENTED:**

**401.2915, 768.1325, 1001.42,  
1001.43, 1006.165, F.S.**

#### **HISTORY:**

**ADOPTED: 02/06/07  
FORMERLY: NEW**

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### RESPONSIBILITIES OF PRINCIPALS

3.30

The principal is assigned direct and primary responsibility for his/her school and serves as the administrative and supervisory head of the school. Each principal is responsible for the enforcing of Florida Statutes, State Board of Education rules, School Board rules and directives of the Superintendent. Each principal shall carry out all duties as reflected in the Board adopted job description.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.32, 1001.43, 1001.54, 1006.09, F.S.

#### HISTORY:

FORMERLY: 7.2.6

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### SAFE AND SECURE SCHOOLS

3.40\*+

- I. The Osceola County District School Board has as its first obligation to provide a safe, secure, and orderly learning environment in all schools and at all sponsored activities for students, school personnel, and other persons.
- II. An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending School Board or school sponsored events or activities. All procedures shall reflect the following policy provisions:
  - A. No persons other than students and employees of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.60, Visitors.
  - B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or any school sponsored event.
  - C. Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.
  - D. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the Board Chairperson, Superintendent or designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at schools or school activities.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### III. Safety – Emergency Plans

- A. The Superintendent shall develop and present to the Board for review and approval, appropriate school emergency management and preparedness plans (see District Emergency Plan).
- B. The Superintendent shall establish a uniform format for the development of schools' emergency management and preparedness plans.
- C. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.
- D. Copies of school plans shall be provided to county and city law enforcement agencies, fire departments and emergency preparedness officials.

### IV. Safety - Procedures

- A. School alarms shall be monitored, and malfunctions shall be reported for immediate repair.
- B. A safety program shall be established consistent with the provisions of Policy 8.11, Safety Program.
- C. Emergency evacuation drills (fire, hurricane, tornado, other disaster, and school bus) shall be held in compliance with state requirements. Each principal, site administrator or transportation official is responsible for
  - 1. Developing and posting emergency evacuation routes and procedures;
  - 2. Assigning and training staff members in specific responsibilities to ensure prompt, safe and orderly evacuation;
  - 3. Identifying and reporting hazardous areas requiring corrective measures; and
  - 4. Preparing and submitting a written report of each emergency evacuation drill to the District office.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

- V. Safety – Violence Prevention
  - A. The Superintendent shall develop a violence prevention plan for use by each school.
  - B. Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the schools.
  
- VI. Security
  - A. The Superintendent shall establish and implement a Domestic Security Plan consistent with the requirements of the National Incident Management System (NIMS).
  - B. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.
  - C. The principal shall conduct an annual review of each school's security provisions and submit a written report to the Superintendent or designee for submission to the Board for review.
  - D. Each school's emergency plan shall include security provisions including emergency lockdown procedures.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 316.614, 1001.37(3), 1001.43, 1001.51,  
1006.062, 1006.07, 1006.21, 1006.145, 1013.13, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.043, 6A-3.0171

**HISTORY:** FORMERLY: 1.17, 1.25, 6.6.4, 6.6.5  
REVISION(S): 02/06/07

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### SAFETY ON SCHOOL GROUNDS

3.401

- I. 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.
- II. 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. Insofar as practical, there shall be a teacher or properly instructed aide responsible for supervising pupils as they board and unload from buses at the school site. The person shall be on alert for any safety hazard, and shall attempt to maintain orderly procedures on the part of the pupils.

Employees shall make arrangements for their children away from the employee's place of employment. Emergencies or exceptions shall be dealt with by the Principal and/ or District Administration.

- III. The parents of a seriously injured student shall be notified immediately, and the student shall be taken to the doctor or the hospital indicated on the emergency procedure card as quickly as possible. Transportation will be based upon the best judgment of the school principal. The Superintendent shall be notified as to the nature of the accident and steps taken to assist the child and the parents.
- IV. The School Board directs that a sign containing the following language be placed at each educational facility:

"The school has formal supervisory responsibility for a student during the time the student is being transported to or from the school at public expense; during the time the student is attending school; during the time the student is on the school premises, participating with authorization in a school sponsored activity; and, during a reasonable time before and after a student is on the school premises for attendance at a school or authorized participation in a school sponsored activity, and only when on the premises. A *reasonable time* means thirty minutes before or after the activity is scheduled or actually begins or ends, whichever is longer. Casual or incidental contact between School District personnel and students on school property does not result in a legal duty to supervise. The school's duty of supervision does not extend to anyone other than students attending school and students authorized to participate in school sponsored activities."

**CHAPTER 3.00 - SCHOOL ADMINISTRATION**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1001.51, 1003.31,  
1006.062, 1006.07, 1006.145, F.S.

**HISTORY:** REVISION(S): 05/01/07, 02/05/08  
FORMERLY: 6.61

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### **DISRUPTIONS AT SCHOOL BOARD FUNCTIONS**

**3.41**

No person shall knowingly disrupt or interfere with a School Board function. This includes persons who knowingly advise, counsel, or instruct any student or School Board employee to disrupt any function or activity. The School Board chairperson, Superintendent, or designee shall inform a person who is disrupting or interfering with a School Board function or activity that he/she may be found guilty of a second degree misdemeanor. The person shall be advised to immediately leave the school premises or facility where the function is being conducted.

- I. Any person who purchased an admission ticket to a school event shall forfeit his or her rights under this rule by having disrupted or interfered with the event.
- II. Any person who has been given notice by a school official and either fails to leave the premises or leaves the premises and subsequently returns to the premises shall be deemed a trespasser.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.37, 1001.43, 1006.145, F.S.**

**HISTORY:**

**FORMERLY: NEW**



## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### **NONSTUDENT POSSESSION OF ALCOHOLIC BEVERAGES, MOOD-MODIFYING OR CONTROLLED SUBSTANCES ON SCHOOL BOARD PROPERTY**

**3.42**

Nonstudents shall not possess or be under the influence of substances described in this policy while on School Board property, at school-sponsored events, or on school trips involving students.

- I. Principals will ask nonstudents who possess substances described in this policy to leave the school premises immediately.
- II. Nonstudents who have purchased an admission ticket to a school-sponsored event shall forfeit ticket-holder rights by possession of substances described in this policy.
- III. Nonstudents who have been asked to leave school premises or who leave and later return in possession of any of these substances shall be deemed trespassers. Law enforcement may be notified to arrest trespassers.

#### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

#### **LAW(S) IMPLEMENTED:**

**1001.43, 1012.22, 1012.27, F.S.**

#### **HISTORY:**

**FORMERLY: NEW**

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### DOMESTIC SECURITY

3.43+

- I. The Superintendent shall establish a District domestic security plan that is consistent with the requirements of National Incident Management System (NIMS). The District plan shall include a plan for each school and facility operated by the School Board. The Superintendent shall ensure that the plan is consistent with NIMS requirements.
- II. The domestic security plan shall include the following components:
  - A. Access Control

The District shall control access to and enhance the security of school campuses, District facilities, and transportation by implementing access control procedures and practices.
  - B. Emergency Equipment

The District shall ensure that emergency equipment and supplies are available and operable and that communication between school/District personnel and first responders is readily available.
  - C. Training

Initial and follow up training shall be provided for school/District personnel, students, and state and local partners. New employees shall receive training relevant to the position. When an employee is reclassified to a different position, his/her training record shall be reviewed and appropriate training shall be provided.
  - D. Communication and Notification Procedures

The District shall ensure that external and internal communication and notification procedures are developed and implemented.
  - E. Coordination with Partners

The District shall ensure coordination with state and local partners by establishing and maintaining a close working relationship with local law enforcement agencies, first responders and the county emergency operations center and participating on the Regional Domestic Security Task Force (RDSTF).

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### F. Vulnerability Assessment

The District shall establish standards for assessment and shall assess vulnerability of all District schools and facilities.

- III. The District plan including all school and facility plans shall be reviewed annually or more frequently if needed. Modifications shall be made and communicated to relevant school/District personal and emergency management officials. Conditions which may warrant interim review and possible modification of the plan include addition to or renovation of a facility, change in the use of a facility, change of grades served by a school, new programs added to the school, and change in security threat level.
- IV. The Superintendent shall request documentation of compliance with the National Incident Management System (NIMS) standards from the county emergency management agency and shall obtain certification of compliance from the Commissioner of Education.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.43, 1001.51, 1001.54, 1006.07,  
1006.08, 1006.09, 1006.21, 1013.13, F.S.

#### STATE BOARD OF EDUCATION RULE(S):

6A-1.0403, 6A-3.0171

#### HISTORY:

ADOPTED: 02/06/07, 02/05/08  
FORMERLY: NEW

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### PUBLIC INFORMATION AND INSPECTION OF RECORDS

3.50

All public records pursuant to Florida Statutes shall be available for inspection or copying at reasonable times during normal office hours of the District office or other offices in which records are maintained.

- I. Photocopying or other reproduction of any record shall be performed upon a person's request. Charges for photocopying or reproducing shall be in accordance with the School Board Rule 3.51, Copying of Public Records.
- II. The Superintendent shall:
  - A. Keep the citizens adequately informed through all channels of communication on all policies, programs, problems, and planning of the school system and instruct schools to carry out this policy through their own efforts and the office of the Superintendent.
  - B. Seek the advice and opinion of the people of the School District at all times and especially at regular and special meetings of the Board.
  - C. Encourage each school and members of the District staff to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens of the District and which would promote the welfare of the school system, provided that any news release made by a particular school or staff member be approved by the principal or supervisor and that any adverse information of a serious nature or any release relating to the District as a whole be approved by the Superintendent.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

119.07(3), 447.605, 1001.43,  
1002.22, 1012.31, 1013.14, F.S.  
34 CFR 99, P.L. 103-382, 104-191

#### HISTORY:

FORMERLY: 1.20, 1.20.1

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### COPYING OF PUBLIC RECORDS

3.51

- I. Copies of public records may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records not exceeding 8 ½" x 14" in size shall be fifteen (15) cents for each one-sided copy or twenty (20) cents for each two-sided copy, unless a different fee is otherwise prescribed or permitted by Florida Statutes. A one-dollar (\$1.00) fee shall be assessed for a certified copy of a public record.
- II. Charges for copies of audio, video, and other materials shall be at rates established by the Superintendent/designee.
- III. Copies shall be made by the appropriate staff members at a time which does not interfere with their normal work duty.
- IV. In addition to the above, in the event the nature or volume of the public records requested to be inspected, examined, or copied is such to require extensive use of information technology resources or extensive clerical/supervisory assistance by School Board employees, then an additional special service charge shall be assessed.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

119.07, 1001.43, 1001.52, F.S.

#### HISTORY:

REVISION(S): 12/06/05  
FORMERLY: 1.20.2

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### COPYRIGHTED MATERIALS

3.52

The District shall abide by all provisions of the copyright laws.

- I. Commercial materials, whether printed or nonprinted, may not be duplicated without prior written permission from the owner or copyright holder or within the bounds of “fair use” guidelines.
- II. The School Board does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials, or the improper use of commercially duplicated materials.
- III. Procedures and guidelines for the legal duplication of materials for instructional purposes are available to employees from the school principal or on the District’s Professional Development Center Media Services website.
- IV. The School Board, in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code), hereby notifies all employees that a willful infringement of the law may result in disciplinary action. In the case of a court action for damages, a finding of willful infringement would preclude the School Board’s payment of any judgment rendered against the employee and the payment of any attorney’s fees or costs which the employee would incur in conjunction with a lawsuit and may render the employee liable to the School Board for any damages the School Board is liable to pay.
- V. School Board Copyrights
  - A. The School Board shall hold the copyrights for all data processing software or other computer products created by School Board employees performing job responsibilities, created using School Board resources or equipment, or created by individuals, companies, or agencies under contract with the School Board to develop these products for District use.
  - B. The School Board recognizes that staff members under contract to the School Board may, in carrying out their professional responsibilities, develop patentable or copyrightable educational materials for use in the school program. It is understood by the School Board and the staff members that such materials developed as part of regular employment are the property of the School Board when requested by the School Board and/or the employee.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

- C. The Superintendent shall insure that a contractual agreement form and an assignment of copyright interests form shall be executed between the employee and the School Board.
  - D. It is also understood that educational materials created by an employee during leisure hours when not fulfilling contractual duties to the School Board are the property of the employee.
  - E. The School Board shall have legal claim on products created by its employees which in any way may be an outgrowth of their job responsibilities. To minimize misunderstandings about the ownership of such products, the Superintendent will effect procedures to be followed by all persons who are or might be developing commercially attractive products which are or might be construed to be associated with normal job responsibilities.
  - F. It is also recognized that from time to time the School Board contracts with individuals, companies, and agencies to develop materials which are used in the school district. In requests for proposals and contracts for development of such materials, a statement of copyright and ownership vested in the Board shall be included.
- VI. School Board License Fees: The Superintendent or designee may establish fees for any public or private entity to purchase or obtain a license for data processing software or other computer products which are copyrighted by the District; however, fees shall be pursuant to Section 119.07(1), F.S. for an individual or entity that needs the District's copyrighted data processing software solely for access to data or for information maintained or generated by the software.

**CHAPTER 3.00 - SCHOOL ADMINISTRATION**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 119.07, 1001.43, F.S.  
**COPYRIGHT LAWS OF THE UNITED STATES,  
TITLE 17, UNITED STATES CODES**

**HISTORY:** **REVISION(S): 12/06/04, 02/05/08**  
**FORMERLY: 3.2.4**



## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### FLAG DISPLAY AND PLEDGE

**3.60**

- I. The Pledge of Allegiance to the flag shall be recited at the beginning of each school day in elementary, middle, and high schools.
- II. Students may not be required to recite or participate in reciting the Pledge of Allegiance.
- III. The United States flag and the official flag of Florida shall be displayed daily on a suitable flag staff on the grounds of each school and School Board facility when the weather permits.
- IV. Each classroom and auditorium shall display the United States flag.
- V. All flags shall meet the requirements of Florida Statutes.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1000.06, 1001.43, 1002.20,  
1003.42, 1003.44, F.S.**

**HISTORY:**

**REVISION(S): 12/06/05, 02/06/07  
FORMERLY: 6.8**

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### BACKGROUND SCREENING FOR CONTRACTORS

3.68+

- I. Contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level two (2) screening requirements as described in Florida Statutes as well as meet the screening and approval required under School Board Rule 3.40. Contractual personnel shall include any vendor, individual, or entity under contract with a school or the School Board. Each vendor, individual contractor, or employee of a contractor as described in this section must receive approval from the Human Resources Department prior to accessing a school campus and must cooperate with school personnel to provide suitable identification to demonstrate the prior approval of the Human Resource Department before entering any campus.
- II. An employee or contractor of an employer who offers a high school student internship(s) must meet level 2 background screening requirements if he/she has direct, unsupervised access to the student intern(s).
- III. An employee or contractor of an employer who offers high school student internship(s) who does not have direct unsupervised access to the student interns must obtain prior approval from the Human Resources Department consistent with School Board Rule 3.40 before student contact.
- IV. A noninstructional contractor or person working with an intern who does not meet screening required in School Board Rule 3.40 or who has been convicted of any disqualifying offense, as defined in Florida Statutes, shall not have access to school grounds when students are present and shall not work with an intern.
- V. Contractual personnel must also meet the level two (2) screening requirements every five (5) years following entry into a contract. If the fingerprints of an individual under contract with the School Board have not been retained by the Florida Department of Law Enforcement, the individual must submit a complete set of fingerprints to the District.
- VI. Each person under contract as described in Sections I., II., and III. above, must agree to inform the party with whom he/she is under contract within forty-eight (48) hours if convicted of any disqualifying offense while under contract. If it is found that a person under contract does not meet the level two (2) requirements and/ or the requirements in School Board Rule 3.40, the individual shall be immediately suspended from working in a contractual position and shall remain suspended until final resolution of any appeals. A person who is working with an intern will not be allowed to continue in an unsupervised situation.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

- VII. The following noninstructional contractors shall be exempt from level 2 screening:
- A. A contractor who is under direct, line of sight supervision of a District employee or contractor who has met level 2 screening requirements;
  - B. A contractor who is required by law to undergo level 2 screening for licensure, certification, employment, or other purpose and provides appropriate documentation;
  - C. A law enforcement officer who is assigned or dispatched to school grounds;
  - D. An employee or medical director of a licensed ambulance provider who is providing services;
  - E. A contractor at a site where students are not permitted and a six (6) foot chain link fence separates the work site from the remainder of the school grounds; or
  - F. A contractor who provides pickup or delivery services that involve brief visits to school grounds when students are present.
- VIII. A noninstructional contractor, as described in section VI, who is exempt from level 2 screening shall be subject to a search of the registry of sexual offenders and sexual predators maintained by the Florida Department of Law Enforcement and the National Sex Offender Public Registry maintained by the U.S. Department of Justice. The District shall conduct the registry search without charge to the contractor. If a contractor is identified as a sexual predator or offender and not allowed on school grounds, the District shall notify the vendor, individual, or entity under contract within three (3) business days.
- IX. The Superintendent shall develop procedures to implement this policy.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1003.496, 1012.32,  
1012.465, 1012.467, 1012.468, F.S.**

**HISTORY:**

**ADOPTED: 12/06/05  
REVISION(S): 02/05/08  
FORMERLY: NEW**

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### **AGENTS, SOLICITORS AND SALESPERSONS**

**3.70**

Because there are legitimate and necessary calls from business and professional representatives who provide supplies and services regularly used in the schools; agents, salespersons and delivery persons may visit schools at the discretion of the principal. All such persons shall sign in at the school's main office upon arrival.

The principal shall prohibit all forms of canvassing or soliciting of teachers or students on school premises during school hours except as otherwise approved in writing by the Superintendent. No literature or materials from out-of-school sources shall be distributed to homes by students without the approval of the Superintendent or designee. Student or school surveys by outside groups or organizations require the approval of the Superintendent/designee.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.42, 1001.43, F.S.**

**HISTORY:**

**REVISION(S): 12/06/05  
FORMERLY: 3.8**

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### SCHOOL VOLUNTEERS

3.80

A school volunteer is any nonpaid individual who gives his/her time to a school or school staff member while performing assigned duties. Duties assigned to school volunteers shall be consistent with Florida Statutes and State Board of Education rules.

- I. The Superintendent shall issue directives concerning school volunteers as may be deemed necessary.
- II. Individuals interested in becoming school volunteers must submit a Volunteer Application, a Preference Checklist, and a Security Background self-disclosure form to a District principal for eventual approval by the Superintendent or designee.
- III. The school principal and each staff member who is assigned a school volunteer shall be responsible for assigning duties which are consistent with Florida Statutes, State Board of Education rules, and School Board rules.
- IV. All school volunteers are subject to the protections of Florida Volunteer Protection Act, §768.1355, Florida Statutes, as it may be amended for time to time.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

110.504(4) (5), 440.02(15)(d)6, 768.28,  
943.04351, 1001.43, 1012.01, F.S.

#### STATE BOARD OF EDUCATION RULE(S):

6A-1.070

#### HISTORY:

ADOPTED: 07-01-04  
REVISION(S): 12-06-05, 02/06/07  
FORMERLY: NEW

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### CHARTER SCHOOLS

3.90

Osceola District Schools, pursuant to Florida Statutes, may establish charter schools for the purposes of improving student learning and academic achievement; increasing learning opportunities for students, with special emphases on low achieving students; increasing learning opportunities for reading; increasing the use of innovative learning methods; increasing choices for students; requiring the measurement of learning outcomes; and creating new professional opportunities for teachers.

#### I. Responsibility of District School Administration

- A. Receive, review, and recommend to the School Board all charter applications in a timely fashion as stipulated by Florida Statutes.
- B. Develop a charter in cooperation with the applicant.
- C. Monitor charter school contracts and make recommendations to the School Board.

#### II. Eligibility for Charter Application

The Board may sponsor one or more charters for schools which may serve any grade or combination of grades.

Eligible candidates are

- A. Any not-for-profit organization, or
- B. A public school which has been in operation for at least two (2) years and requests to convert to a charter school with support of fifty percent (50%) or more of the parents of children enrolled at the school and fifty percent (50%) or more of the teachers employed at the school.
- C. Private schools, parochial schools, and home education programs are not eligible to become charter schools.

#### III. Legal Entity and Requirements

A charter school shall

- A. Organize as a nonprofit organization

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

- B. Be nonsectarian
  - C. Charge no tuition or fees except those fees charged by other public schools
  - D. Meet health and safety standards applicable to public schools
  - E. Submit an annual progress report
  - F. Provide an annual financial audit similar to that of the School District to the School Board
  - G. Provide other reports as required by the School District or as provided by statutes.
  - H. Analyze and compare student performance
  - I. Comply with Florida Statutes applicable to public schools as they relate to civil rights, student health, safety, welfare, public records, public meetings, public inspections, and penalties.
- IV. Student Eligibility
- A. Participation and attendance of any student in a charter school is voluntary. If a public school converts to a charter school, parents may request nonparticipation and receive an assignment to a public school.
  - B. All students attending a public school which converts to a charter school will be eligible to attend.
  - C. All students who are a part of the target population as specified in the charter school application are eligible for participation. Equal opportunity shall be provided for exceptional education students and limited English proficient students.
- V. Charter School Boundaries
- A. A charter school shall be open to any student residing in the School District and in other districts with which Osceola County has an inter-local agreement.
  - B. Policy 3.90 section V.A. does not apply to Educational Facilities Benefit District (EFBD) schools.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### VI. Student Selection for Charter Schools

- A. When a public school converts to charter status, enrollment preference shall be given to students who would have otherwise attended that public school.
- B. The charter school shall enroll a student who submits a timely application.
- C. If the number of eligible students exceeds the capacity of the program, class, grade level or building, a random selection of students will be made.

### VII. Student Assessment

The charter school must implement a program to assess student achievement. At a minimum, the school must participate in state and local testing programs established to comply with the statewide assessment program and District-required evaluations.

### VIII. Student Records

The charter school must retain records for current or former students. The District will assist the school in establishing appropriate record formats. All records of students leaving the school, whether by graduation, transfer to the public school system, or withdrawal to attend another school, must be transferred to the school system in accordance with Florida Statutes and district procedures.

### IX. FTE Reporting

Funding for a charter school is based on the number of full-time-equivalent (FTE) students; therefore, it is essential that records of student attendance be maintained in a format consistent with state reporting requirements. The District will assist the charter school in establishing mechanisms for reporting FTE. The charter school will, however, be fully responsible for collecting and maintaining accurate and appropriate records and for reporting attendance in a timely manner to the District.

### X. Withdrawal and Transfer of Students

- A. Parents may withdraw a student from a charter school at any time. The student will return either to his or her home school or to a school with an appropriate program, or, if the home school is a charter school, to a school agreed upon by the parent and the District.



## CHAPTER 3.00 - SCHOOL ADMINISTRATION

- B. Charter schools may not withdraw or transfer a student involuntarily, unless the withdrawal or transfer is accomplished through established administrative procedures under present School Board policy used by public schools.
- XI. Transportation and Food Services
- A. Transportation and food services are the responsibility of charter schools and must be provided according to District, state, and federal rules and regulations.
  - B. A charter school may contract with the School District for transportation and/or food service or may contract with a private provider.
- XII. Application for Charters
- A. Applications must comply with School District requirements for the form of the Application for Charter Schools.
  - B. Applications for charter schools will be received on or before August=1 of each calendar year and will be considered for charter schools to be opened at the beginning of the School District's next school year.

In order to receive technical assistance from district staff a draft application must be submitted no later than June 1 of each calendar year for charter schools to be opened at the beginning of the School District's next calendar year. The final Application for Charter Schools and required copies must be received in the Charter Schools and Educational Choices Department by 4:30 PM on August 1. In the event that School District Offices are closed on August 1, applications must be received by 4:30 PM on the first business day after August 1. **Following the statutory application deadline of August 1, all Applications for Charter Schools received are considered final and no amendments or addendums may be submitted.**

- C. Staff will review all final applications, and within sixty (60) calendar days submit to the Board all applications with a recommendation for approval or denial.
- D. If the Board denies an application for a charter, the Board shall provide notice of denial to the applicants in writing within ten (10) days after the meeting at which the Board denied the application. The notice must specify the exact reasons for denial, based on good cause, and must provide

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

documentation supporting those reasons. The notification shall also be submitted to the Department of Education.

- E. Denied applicants may appeal to the State Board of Education within thirty (30) calendar days and shall notify the School Board of their appeal.

### XIII. Charter

- A. Within sixty (60) days of approving a charter school application, the District shall provide an initial proposed charter contract to the charter school.
- B. The applicant and the District shall have seventy-five (75) days to negotiate the charter and provide notice for final approval of the charter contract, unless both parties agree to an extension.

### XIV. Facility

It is the responsibility of the applicant to have an appropriate facility consistent with all applicable Florida Statutes and codes or provide evidence that one will be available for the beginning of the school year, consistent with the beginning day for students as listed on the approved public school calendar.

### XV. Funding

- A. Funding for student enrollment in a charter school shall be the sum of District operating funds from the Florida Education Finance Program, including gross state and local funds, discretionary lottery funds, and funds from the District's current operating discretionary millage levy divided by total District funded weighted full time equivalent students multiplied by the weighted full time equivalent students of the particular charter school. Charter schools, if eligible, shall also receive their proportionate share of categorical program funds included in the Florida Education Finance Program.
- B. Any eligible student enrolled in a charter school shall be provided federal funds for the same level of service provided other eligible students in the schools operated by the School Board.
- C. Total funding shall be recalculated during the school year to reflect the revised calculations under the Florida Education Finance Program by the state and the actual weighted FTE students reported by the charter school during the FTE student survey periods.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

- D. A charter school shall not levy taxes or issue bonds secured by tax revenue.
- E. Any administrative fee charged by the School District for a charter school shall be the maximum amount allowed by Florida Statute. Any exception shall be approved by the Board.
- F. When a charter is not renewed or is terminated, any unencumbered funds from the charter school shall revert to the School Board. In that event, all charter school property and improvements, furnishings, and equipment purchased with public funds shall revert automatically to full ownership by the School Board.
- G. If a charter is not renewed or is terminated, any unencumbered capital outlay funds provided pursuant to 1013.62, F.S., and federal charter school program grant funds shall revert to the Department of Education for redistribution among other eligible charter schools.
- H. If a charter is not renewed or is terminated, the governing body of the charter school is responsible for all debts of the charter school.
- I. Payment from operating and capital outlay funds shall be made to the charter school no later than ten (10) working days after receipt of funding or pay a penalty of one percent (1%) interest per month. The final payment during any fiscal year shall be adjusted to reflect the number of actual FTE students in membership during the FTE survey periods. Payment may be withheld from a Charter School for non-compliance of their contract until compliance is achieved.

### XVI. Insurance and Indemnification

- A. The governing body and employees of a charter school are governed by Florida Statutes. In accordance with Florida Statutes, for purposes of tort liability, the governing body and employees of charter schools shall be governed by 768.28, F.S. The minimum requirements for the Contract Carrier of the insurance, the requirements for evidence of insurance, and additional details for the insurance and indemnification will be provided with the application.
- B. The School Board of Osceola County, Florida, will not be held liable for any claim, action, loss, damage, injury, liability, cost or expense of any kind, including but not limited to attorney's fees and court costs arising out of injury to persons or damage to property as a result of the negligence of the charter school or its agents, employees, invitees, or contractors.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

- C. The charter school must maintain appropriate commercial general liability insurance, automobile liability insurance, workers' compensation/ employers' liability insurance, school leader's errors and omissions insurance, property insurance and commercial crime insurance, of the type and amounts as specified in the charter contract. The School Board of Osceola County, Florida must be listed as additional named insured on these policies.

### XVII. Students Rights, Discipline, and Safe Learning Environment

Applicants must describe in writing the charter school's rules applicable to student rights, discipline, and safe learning environment.

### XVIII. Employees of Charter Schools

A charter school shall select its own employees and implement employee labor and other relations pursuant to the requirements of Florida Statutes. A charter school may contract with a sponsor for the services of personnel employed by the sponsor.

### XIX. Technical Assistance

- A. It is the responsibility of the applicant to request technical assistance in writing from the Florida Department of Education. The School Board will provide application assistance to the extent feasible and, within present resources, consistent with assistance provided to other contractors.
- B. The rule is intended to be consistent with Florida Statutes. All other conditions, issues, and procedures shall be in adherence with the Charter school legislation, intent, and statute.
- C. This rule is subject to legislative enactments respecting charter schools law and other controlling laws not otherwise prohibited under the provisions of the Florida Constitution.
- D. The Application for Charter Schools format and the Technical Assistance and Service Guide Manual are incorporated by reference in this rule.

### XX. Selection of Charter Schools

- A. All completed applications must be received in the appropriate District office on or before August 1, no later than 4:30 P.M. All applications will be stamped with the date and time when they are received. Applications

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

received after the prescribed due date will not be considered for a charter for the next school year.

- B. A committee shall review all applications and make recommendations to the School Board. The School Board must, by a majority vote, approve or deny an application no later than sixty (60) calendar days after the application is received.
  - C. The review committee shall be comprised of at least the District department heads or their designees and the Board Attorney.
  - D. The committee shall review all applications and by majority vote make a recommendation for acceptance or denial of each application.
  - E. All applications will be submitted to the School Board with an explanation of acceptance or denial, including the committee vote.
  - F. The School Board will vote on all applications.
- XXI. Procedures for appealing the School Board's decision to deny an application for a charter school are set forth in Florida Statutes and State Board of Education administrative rules.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.02, 1001.43, 1002.33, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-6.0781

**HISTORY:** REVISION(S): 12/06/04, 02/06/07, 02/05/08  
FORMERLY: 3.22

**SCHOOL BOARD POLICY MANUAL**  
**FOR SCHOOL DISTRICT OF**  
**OSCEOLA COUNTY**

**CHAPTER 4.00: CURRICULUM AND INSTRUCTION**

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### THE CURRICULUM

4.10\*+

- I. The District curriculum shall be determined by
  - A. Students' needs and interests as determined by studies, assessments, and surveys;
  - B. Continuous evaluation of curriculum effectiveness;
  - C. Florida Statutes, State Board of Education rules, and the School Board;
  - D. Florida Department of Education developed and School Board approved Florida curriculum frameworks, Sunshine State Standards, Benchmarks, and Grade Level Expectations.
- II. The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the District.
- III. The Superintendent shall designate an appropriate staff member who is responsible for the development and coordination of the total curriculum of the District.
- IV. The program of instruction can be found in the *Student Progression Plan*. A student's progression from one grade to another shall be determined, in part, upon proficiency in reading, writing, science, and mathematics.
- V. The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues which are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his or her own conclusions.
- VI. A course description shall be presented for School Board approval before any course or unit in the objective study of the Bible or a comparative study of religion, as provided in Florida Statutes, is initiated in any school. The description shall detail the purpose of the course, the materials to be used, grade level, length of the course, and credit value. No teacher shall present or permit to be presented any material which ridicules any religious sect, belief, or faith.

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- VII. Prior to initiating any course or unit of instruction in human growth and development, a course outline and complete description shall be presented for School Board approval. This rule does not preclude the teaching of personal cleanliness in health and physical education classes or in the elementary grades, or the teaching of matters relating to sex education as provided in state-adopted textbooks, or information relating to sex education as required in other courses using duly adopted textbooks and materials.
- VIII. It shall be the responsibility of the school to make students aware of the dangers and consequences of sexually transmitted diseases. The manner, scope, and levels at which this information will be presented shall be determined by the Superintendent or designee in consultation with instructional supervisors and principal(s). Prior to initiating any such unit of instruction, the proposed program, the materials to be used, and other essential information shall be presented to the School Board for approval. When any questionable information is to be viewed by mixed groups, the sexes may be separated for presentation of materials.
- IX. Age-appropriate information about Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) infection, and other sexually transmitted diseases shall be taught. Instruction shall address causes, transmission, and prevention and shall be approved by the School Board.
- X. The Superintendent or designee shall review curriculum frameworks which are prepared and distributed by the Florida Department of Education and related to AIDS education. If the curriculum frameworks are inconsistent with locally determined curriculum for AIDS education or are not reflective of local values and concerns, the Superintendent shall advise the School Board and provide recommendations for instructional activities.
- XI. Any student whose parent, as defined by Florida Statutes, makes written request to the school principal shall be exempted from the teaching of reproductive health or disease, including HIV/AIDS, its symptoms, development, and treatment. A student so exempted may not be penalized by reason of that exemption.
- XII. In compliance with Florida Statute, throughout instruction in Acquired Immune Deficiency Syndrome, sexually transmitted diseases, or health education, when such instruction and course material contains instruction in human sexuality, a school shall:
  - A. Teach abstinence from sexual activity outside of marriage as the expected standard for all school-age children while teaching the benefits of monogamous heterosexual marriage.



## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- B. Emphasize that abstinence from sexual activity is an absolute way to avoid pregnancy, sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS), and other associated health problems.
  - C. Teach that each student has the power to control personal behavior and encourage students to base actions on reasoning, self-esteem, and respect for others.
  - D. Provide instruction and material that is appropriate for the grade and age of the student.
- XIII. The Superintendent or designee shall develop a physical education program to implement the requirements of Florida Statutes.
- XIV. The Superintendent or designee shall develop procedures to implement the provisions of the Florida Secondary School Redesign Act. Requirements of the Act shall be incorporated into the *Student Progression Plan*.
- XV. When dealing with political issues, the positions of all parties will be presented on a nonpartisan basis. Partisan political literature will not be distributed in schools. However, schools may give out information relating to School District taxes or the need for construction bonds.
- XVI. All course materials and verbal or visual instruction shall conform to the requisites and intent of all Florida law and the state constitution. All instructional materials, including teachers' manuals, films, tapes, or other supplementary instructional material, shall be available for inspection by parents of the children engaged in such classes.
- XVII. The Superintendent or designee shall develop procedures to assure all aspects of curriculum development are implemented.

**CHAPTER 4.00 - CURRICULUM AND INSTRUCTION**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1000.21, 1001.43, 1003.413, 1003.42,  
1003.43, 1003.45, 1003.455, 1006.28,  
1006.29, 1008.25, 1010.305, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0941, 6A-1.09412, 6A-1.09414

**HISTORY:** REVISION(S): 12/06/05, 02/06/07, 02/05/08  
FORMERLY: NEW

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### STUDENT PROGRESSION PLAN

4.11\*+

The School Board shall approve the *Student Progression Plan*, and copies shall be maintained in the District office and at each school. The Plan shall be pursuant to Florida Statutes and shall be comprehensive to include student performance standards and promotional and graduation requirements for Grades K-12, adult and general education, exceptional student education, dual enrollment, job entry, and vocational education. After School Board approval, the District's *Student Progression Plan* shall be made a part of this policy.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:**

1001.43, 1003.43, 1003.437, 1003.49, 1008.25, F.S.

**STATE BOARD OF EDUCATION RULE(S):**

6A-1.0941

**HISTORY:**

**REVISION(S): 02/05/08**

**FORMERLY: 6.3**

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### EXCEPTIONAL STUDENT EDUCATION

4.12+

Definition: An exceptional student shall mean any child who requires special instruction or related services to take full advantage of or to respond to educational programs and opportunities because of a physical, mental, emotional, social, or learning exceptionality, as determined by a multi-disciplinary team which includes psychological, educational, and/or physical evaluation results provided by specialists qualified under State Board of Education rules. Exceptional students with disabilities include students with mental retardation, hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities. Students identified as gifted are also included within this definition.

- I. Upon recommendation of the Superintendent, the Board shall annually adopt a plan for the provision of exceptional student education programs for all exceptional students.
- II. The annual plan for special programs and procedures for exceptional students shall include: screening procedures; pre-referral activities; referral procedures; eligibility criteria; program placement; program dismissal; and descriptions of program organization and operations.
- III. The annual plan for exceptional student education shall be subject to the approval of the State Commissioner of Education.
- IV. The exceptional student education program shall conform to the provisions adopted by the Board and approved by the Commissioner and shall function in accordance with the provisions of law, State Board of Education rules, and other applicable provisions of Board rules.
- V. Every parent, as defined by Florida Statutes, of an exceptional student shall be informed of the services that are available and appropriate to meet their child's individual needs.

**CHAPTER 4.00 - CURRICULUM AND INSTRUCTION**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1000.21, 1001.42, 1001.43, 1003.57, 1006.07, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-6.0131, 6A-6.0331, 6A-6.03411

**HISTORY:** REVISED: 02/06/07, 02/05/08  
FORMERLY: 6.10

## CHAPTER 4:00 – CURRICULUM AND INSTRUCTION

### **DROPOUT PREVENTION PROGRAM**

**4.13+**

The Superintendent or designee shall develop, for the School Board's approval, a Dropout Prevention Plan pursuant to Florida Statutes. The Dropout Prevention Program shall be incorporated through the *Student Progression Plan*.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1003.53, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-6.0523

**HISTORY:** REVISION(S): 12/06/05  
FORMERLY: NEW

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### ADULT EDUCATION

4.14\*+

The School Board shall establish and maintain an Adult Education Program which is based on a needs assessment and is designed for basic skills education, post-secondary education, GED Preparation, or lifelong learning pursuant to Florida Statutes and State Board of Education rules. This program shall be the direct responsibility of the Superintendent or designee. Requirements for the GED Diploma and the Adult General Education Program shall be approved by the School Board and incorporated into the *Student Progression Plan*.

- I. The program shall be designed for
  - A. An individual who has reached the compulsory school age, has legally withdrawn from the school of last attendance, and meets admission requirements.
  - B. Any adult resident who desires to further his/her education.
- II. A student who withdraws from the regular high school program and subsequently enrolls in the Adult General Education Program shall not be permitted to re-enter the regular high school program without the written permission of the regular high school principal and the adult education administrator.
- III. A student who is enrolled in the Adult General Education Program is expected to attend every class. Attendance shall be kept and reported for each class period by the teacher. Absences shall be counted effective the first scheduled class meeting. An excused absence may be allowed in accordance with the school attendance policy.
- IV. An official transcript showing acceptable course work or credit completed by a student shall be placed in the student's record. An official transcript is one received directly from the school or School District.
- V. Any student enrolled in the area technical center may withdraw from courses to enter active military duty without penalty. Students may re-enroll in accordance with Florida Statutes.

**CHAPTER 4.00 - CURRICULUM AND INSTRUCTION**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1000.04, 1001.42, 1001.43, 1001.435, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-6.011, 6A-6.014, 6A-6.021

**HISTORY:** REVISION(S): 02/05/08  
FORMERLY: NEW



## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### PHYSICAL EDUCATION

4.15\*+

The School District of Osceola County believes that physical education is an important component of the total educational program. Physical activity is essential to the development and maintenance of good health. The physical education program shall focus on providing students with the knowledge and skills to make healthy lifestyle decisions.

- I. The physical education program shall be consistent with the standards of the National Association for Sport and Physical Education and with the Sunshine State Standards. It shall be an integral part of the District Wellness Program.
- II. The physical education curriculum shall be a continuum from prekindergarten through grade 12. Activities shall be appropriate for the grade level and capabilities of the students and shall be of sufficient intensity and duration to provide a health benefit.
- III. Goals of the physical education program shall include
  - A. Competency in motor skills and movement patterns;
  - B. Understanding of human movement as it relates to physical activities;
  - C. Understanding of the benefits of regular participation in physical activity;
  - D. Regular participation in physical activity;
  - E. Achievement of a health-enhancing level of physical fitness;
  - F. Knowledge of safety in physical activities;
  - G. Knowledge of first aid and cardiopulmonary resuscitation (CPR);
  - H. Demonstration of responsible personal and social behavior in physical activity;
  - I. Recognition and acceptance of the differing abilities of people;
  - J. Recognition of the values of physical activity for health, enjoyment, challenge, self-expression, and social interaction; and
  - K. Increase in health and wellness.

## **CHAPTER 4.00 - CURRICULUM AND INSTRUCTION**

- IV. The District shall develop a comprehensive physical education plan with input from teachers, parents, students, and representatives from the medical and sports fields. The plan shall be reviewed annually by the Wellness Committee and modified as appropriate. The plan shall adhere to the requirements of Florida Statutes.
  
- V. The District shall notify parents annually that counseling concerning the benefits of physical education is available at each school. The District shall also inform parents, prior to scheduling a student in grades 6 through 8 for physical education, that the requirement for participation in physical education may be waived under certain circumstances as specified in law.

### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

### **LAW(S) IMPLEMENTED:**

**1001.43, 1003.41, 1003.42, 1003.43,  
1003.453, 1003.455, F.S.**

### **HISTORY:**

**ADOPTED: 02/06/07, 10/21/08  
FORMERLY: NEW**

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### ACADEMIC AND CAREER PLANNING

4.18

- I. Middle grade students shall participate in a career and education-planning course during the seventh or eighth grade. Career exploration shall be included in the curriculum. The purpose of this course shall be to enable students and parents to develop realistic academic achievement and career goals for postsecondary experience. By the end of the course, each student shall have completed a four (4) to five (5) year academic and career plan (ePersonal Education Planner) based on postsecondary and career goals.
- II. The academic and career plan shall include
  - A. A destination;
  - B. A major area of interest;
  - C. A list of courses to meet the requirements of the destination and major area of interest.
- III. Destinations shall include
  - A. Four (4) year college or university, community college plus university, or military academy degree;
  - B. Two (2) year postsecondary degree;
  - C. Postsecondary career certificate;
  - D. Immediate employment or entry level military; or
  - E. A combination of any of these destinations.
- IV. The destinations shall accommodate the needs of exceptional education students to the extent appropriate for individual students. These students may follow the courses outlined in the *Student Progression Plan*.
- V. Completion of the academic and career plan shall be required for promotion to grade nine (9).
- VI. Secondary schools shall ensure that students and parents are aware of the destinations and the process of developing and revising academic plans.
- VII. The District shall encourage the business community to support career preparation by providing internships and apprenticeships.

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1003.4156, 1003.491, 1006.02, 1007.21, F.S.

**HISTORY:** **ADOPTED: 02/05/08**  
**REVISION DATE(S): N/A**  
**FORMERLY: NEW**

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### INSTRUCTIONAL SUPPLIES/DONATIONS

4.19

Where school funds are not otherwise available to meet the instructional needs of students for consumable instructional supplies and personal items and donations may be solicited from students and parents with such donations to be known as "School Supplemental Instructional Donations," provided that any such solicitation has prior approval of the School Board.

- I. A written request itemizing the instructional or personal items requested must be submitted to and approved by the Superintendent or designee before donations may be collected from students.
- II. The written request shall be made for a semester or school term and must be approved prior to the beginning of the semester or term.
- III. Communications to parents and students in any format must clearly indicate that the response to such solicitation on the part of any student or his parents or guardians shall be entirely voluntary, and no sanctions shall be imposed against the student or embarrassment caused a student or his parents or guardians for failure or refusal to make a donation.
- IV. Under no condition shall any teacher or school employee cause a student or his parents or guardians to believe that making a donation of requested items is a requirement for admission to school or to a class.
- V. Donations may be requested for basic consumable instructional supplies which may include but are not limited to pencils, color crayons, basic writing paper, tablets, scissors, glue, or personal items such as facial tissues and anti-bacterial soap.
- VI. Any donations received under the provisions of this policy shall be used or spent only for the items listed in the written request approved by the Superintendent or designee.
- VII. Any funds collected shall be directed through internal accounts following standard accounting practices as required by Florida Statute, Florida Board of Education rules, and School Board policy.

**CHAPTER 4.00 - CURRICULUM AND INSTRUCTION**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1006.28, 1006.40, F.S.

**HISTORY:** FORMERLY: NEW

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### **DISTRIBUTION AND USE OF FUNDS FOR INSTRUCTIONAL MATERIALS**

**4.20\*+**

- I. The distribution of funds for instructional materials and all District budget resources shall be made on an equitable basis to District schools and shall be based on projected and earned FTE with consideration of provisions for growth and maintenance needs. In addition, a Title I comparability calculation will be done annually and submitted to the School Board for review and approval (see Instructional Materials Manual).
- II. Using the purchasing procedures and prescribed forms, the schools must purchase current instructional materials to provide each student with a textbook or other instructional materials as a major tool of instruction in core courses of the appropriate subject area of mathematics, language arts, science, social studies, reading, and literature for kindergarten through grade 12. The purchase must be made within the first two (2) years of the effective date of the adoption cycle as permitted within the District's allocation of funds for instructional materials. This does not prohibit additional purchases related to growth of student membership or for instructional materials maintenance needs.
- III. The District shall use the annual instructional materials allocation for the purchase of instructional materials included on the state-adopted list. However, up to fifty percent (50%) of the annual allocation may be used for the purchase of instructional materials, including library and reference books and non-print materials, not included on the state-adopted list and for the repair and renovation of textbooks and library books. At the kindergarten level, schools may use one hundred percent (100%) of the annual instructional materials allocation for materials not on the state-adopted list, and at the first grade level, schools may use seventy-five percent (75%) of the annual instructional materials allocation for materials not on the state-adopted list.

In addition to those materials so designated on the state-adopted list, instructional materials is defined as items having intellectual content to support instruction which may be available in bound, unbound, kit, or package form and may consist of hardback or softback textbooks, replacements for items that were part of previously purchased instructional materials, consumables, learning laboratories, manipulatives, electronic media, computer courseware or software, and other commonly accepted instructional tools. The funds available for the purchase of materials not on the state-adopted list may not be used to purchase electronic or computer hardware, even if such hardware is bundled with software or other electronic media, nor may such funds be used to purchase equipment or supplies.

**CHAPTER 4.00 - CURRICULUM AND INSTRUCTION**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1006.28, F.S.

**HISTORY:** FORMERLY: NEW



## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### SELECTION AND MANAGEMENT OF INSTRUCTIONAL MATERIALS

4.21\*+

The School Board shall be legally responsible for the instructional materials used in the operation of District schools. Responsibility for the selection and management of the materials is that of the principal of the school. The principal is also responsible for assuring that instructional materials are used to provide instruction to students enrolled at the grade level or levels for which the materials are designed and for effectively communicating to parents, as defined by Florida Statutes, the manner in which instructional materials are used to implement the curricular objectives of the school.

- I. The following standards will be used to determine the propriety of instructional materials for selection:
  - A. The age of the children who normally could be expected to have access to the material,
  - B. The educational purpose to be served by the material, with priority being given to the selection of materials that encompass state and District performance standards,
  - C. The consideration of the racial, ethnic, socioeconomic, and cultural diversity of the District,
  - D. The degree to which the material would be supplemented and explained as part of normal classroom instruction.

Consideration should be given to recommendations made by District committees who have reviewed the available materials in a subject area. No books or other material containing hardcore pornography or other prohibited material by Florida Statute shall be used.

- E. Use of Videos and Films – Commercially produced entertainment videos and films rated by the Motion Picture Association of America may be used in schools only as indicated below:
  1. R, NC-17, and X rated videos and films may not be used under any circumstances.
  2. G, PG, PG-13, and nonrated videos and films may only be used under the guidelines published by the Superintendent.

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- II. No school may participate in a pilot program of materials being considered for adoption by the state during the eighteen (18) months prior to the official adoption of the materials by the Commissioner of Education. However, publishers, manufacturers, and/or agents are not prohibited from supplying sample copies of materials necessary for examination and review as part of the selection process.
- III. Prior to April 1, the principal of the school will provide to the Superintendent's designee a list of selected materials planned for purchase for a subject during the first two (2) years of the state adoption cycle. If non-adopted materials are selected, a list of the titles and publishers will be provided with documentation that the selections and reasons for the selections have been reviewed and approved by the School Advisory Council.
- IV. The Superintendent or designee shall notify the Department of Education by April 1 of each year the state-adopted instructional materials that will be requisitioned for use in the District.
- V. The principal is to collect from each pupil or the pupil's parent the purchase price of any instructional material the pupil has lost, destroyed, or unnecessarily damaged and to report and transmit such amounts collected to the Assistant Superintendent of Finance. If the material is lost or destroyed during the first year of use, the purchase price of the material shall be collected. If the material has been in use for more than one (1) year and is in the current adoption period, a sum ranging between fifty percent (50%) and seventy-five percent (75%) of the purchase price shall be collected. If the material is damaged, the sum shall be determined by the physical condition of the book. Upon reasonable effort by the principal to collect the sum, failure to satisfy the debt may result in the suspension of the pupil from participation in extracurricular activities or satisfaction of the debt by the pupil through community service activities at the school site as determined by the principal. The principal may not delay the transfer of a pupil's permanent record or delay the awarding of grades due to failure of payment of assessment on lost, destroyed, or damaged materials.
- VI. All money collected from the sale, loss, or damage of instructional materials shall be transmitted to the Assistant Superintendent for Business and Fiscal Services to be deposited in the District school fund and added to the District appropriation for instructional materials.
- VII. Principals shall see that all books are fully and properly accounted for annually. Notification of the completion of the inventory shall be sent to the Director of Elementary Education, Director of Secondary Education, and Director of Media and Instructional Technology responsible for oversight of the school.

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- VIII. Instructional materials purchased by District School Board on behalf of dual enrollment students shall be the property of the School Board.
- IX. Any surplus or unusable textbooks or instructional materials, excluding testing materials, shall be disposed of as provided herein:
- A. Usable surplus and obsolete instructional materials no longer under contract to the State shall be carried on inventory for at least one (1) year in order to permit full utilization of State-Adopted Instructional Materials. Instructional materials when declared surplus may be disposed of, after notifying the Director of the Division of Public Schools, Florida Department of Education, of the available surplus so that every effort may be made to provide those available materials to other districts in the State of Florida. The Director of the Division of Public Schools shall make each district's listing of surpluses available to all the other districts for a period of thirty (30) days. Any material which cannot be utilized in interdistrict exchange programs may be given to
1. Other public education programs within the District or state;
  2. Teachers to use in developing supplementary teaching materials;
  3. Students or others for personal use and not for profit; and,
  4. Any charitable organization, governmental agency, private school, or state.
- B. The Superintendent or designee shall use the procedures as prescribed herein if disposal of surplus or obsolete materials cannot be accomplished as specified above.
- C. State-adopted instructional materials which are determined by the Superintendent or designee to be unserviceable or in unsuitable physical condition may be:
1. Sent to recycling plants, pulp mills, paper manufactures, junk dealers, or other persons, firms or corporations for disposal upon such terms as are most economically advantageous to the School Board.
  2. Given to governmental agencies, charitable organizations, or individuals.
  3. Offered at public sale through the normal procedures of the District.

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- D. Instructional materials may be destroyed if disposals cannot be completed as prescribed herein.
- E. State Board of Education Rules shall prevail whenever any provision of these Rules conflicts.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1000.21, 1001.43, 1006.28,  
1006.29(5), 1006.31, 1006.42, F.S.**

**HISTORY:**

**REVISED: 02/06/07  
FORMERLY: 3.2, 3.2.1, 3.2.6, 3.28**

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### EDUCATIONAL MEDIA MATERIALS SELECTION

4.22+

- I. Objectives of Selection - The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view.
- II. Criteria for Selection of Educational Materials
  - A. The standards to determine the propriety of the educational materials shall be pursuant to Florida Statutes.
  - B. Educational media materials shall be evaluated and selected to implement, enrich, and support the educational programs of District schools. Materials placed in media collections shall meet the criteria set forth in *The Osceola County Media Handbook*, which is available in each media center and on the District's media services website.
  - C. Media (films, videotapes, software, print texts, etc.) from sources other than the District or a school media center collection must be approved by the principal. *Request for Use of Educational Media from Outside Sources* forms are available at each school site and shall be used for requesting permission to use such materials. The content of the curriculum will determine the need for use of media.
- III. Procedures for Selection - Educational media owned by the Board is not normally made available to nonschool related groups. Under exceptional circumstances, the Superintendent or designee may approve for loan education media materials and equipment from a school or the Professional Development Center.
  - A. Arrangements for use of media materials or equipment at a school site should be made with the principal at that site.
  - B. No charge is normally made for the occasional use of educational media. However, the borrowing group shall be responsible for any damage occurring during the use of the borrowed materials.

**CHAPTER 4.00 - CURRICULUM AND INSTRUCTION**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1006.28, 1006.34(2)(b), F.S.

**HISTORY:** FORMERLY: 3.27

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### CHALLENGED MATERIALS

4.30+

Procedures to be followed when the appropriateness of books or materials is questioned are delineated in the District's Media Specialist Handbook. This procedure is also available from the Superintendent's office, the school principal, and on the District's Professional Development Center Media Services website.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:**

1001.41, 1001.43, F.S.

**HISTORY:**

FORMERLY: 3.27

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### EXTRACURRICULAR PROGRAM

4.40+

An interscholastic extracurricular activity shall be defined as a planned secondary school-sponsored competitive activities which exist or are performed between students representing schools, school districts, regions, or the state. The extracurricular program shall be considered an essential part of the total school program and shall be under the principal's direction and general supervision. The principal shall select the personnel to direct and to act as advisors for the various extracurricular activities. Care shall be exercised to limit the load assigned to any one teacher.

- I. The principal shall be responsible for determining each participant's eligibility in interscholastic extracurricular activities pursuant to the Bylaws of the Florida High School Athletic Association, Inc. (FHSAA). Any school that allows an ineligible student to participate shall be subject to the penalties set forth by the Bylaws of the Florida High School Athletic Association, Inc.
- II. All extracurricular activities shall be self-supporting when possible. Students shall not be excluded from participating in activities for lack of money for dues, materials, or uniforms. However, this does not apply to charging admission for students who are spectators of extracurricular activities.
- III. Funds derived from extracurricular activities shall be processed according to the District's accounting procedures.
- IV. Students may be suspended from extracurricular activities based on procedures established by the Superintendent.
- V. Appropriate adult supervision consistent with Florida Statutes shall be provided for all students.
- VI. Participants in some extracurricular activities may be subject to drug testing as described in School Board Policy and Procedures.



**CHAPTER 4.00 - CURRICULUM AND INSTRUCTION**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1006.15, 1006.20(9), 1012.22, F.S.

**HISTORY:** REVISION(S): 02/05/08  
FORMERLY: 4.43

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### **PUBLIC APPEARANCE OF SCHOOL GROUPS**

**4.42**

No school group may make a public appearance without the principal's approval.

- I. Requests for any school group or organization to make a public appearance shall be directed to the principal for approval.
- II. School groups may participate in or perform for a political function by parading or playing instruments provided it is a community function.
- III. School groups may appear for school activities, civic programs, and community benefit programs; however, they shall not promote or advertise for-profit organizations or businesses.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1006.07, F.S.**

**HISTORY:**

**FORMERLY: NEW  
REVISED: 05/01/07**

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### FIELD TRIPS

4.43+

#### I. Educational Field Trips

Any trip which is directly related to a unit of instruction being studied by a particular group of students shall be considered an educational field trip. A field trip will be approved only when related to the instructional program of the school. The teacher shall direct the request for a field trip to the principal. The request shall include an outline of the trip and shall show how the field trip will be of benefit to the students.

- A. An educational field trip for one (1) calendar day shall be limited to a radius of one hundred (100) miles from the school unless otherwise approved by the School Board.
- B. Transportation costs of educational field trips shall be paid from the school-based budget or from internal accounts. Educational field trips shall not be of a prohibitive cost to the students.
- C. The Superintendent shall develop procedures to be followed relating to educational field trips.

#### II. Extracurricular Field Trips

- A. A trip which is not directly related to the instructional program but which is related to a school-sponsored or connected activity shall be considered an extracurricular trip.
- B. The Superintendent shall develop procedures to be followed relating to extracurricular field trips.

#### II. Parental Notification and Permission

The parent, as defined by Florida Statutes, shall be notified prior to any field trip. Such notice shall state the place to be visited, the date of the trip, the time of departure, and the time of return to the school. Any student making a trip shall present a note from his/her parent giving permission for him/her to make the trip. All documents needed in case of emergency should be provided before the trip and should be in the possession of the School Board employee in charge of the field trip. Medication administration procedures shall be followed in accordance with the medication disbursement guidelines established.

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- III. If vehicles other than School Board vehicles are used, refer to Chapter 8.36.
- IV. No person shall be eligible for transportation on a field trip or extracurricular trip unless he/she is authorized by the principal or designee.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1000.21, 1001.43, 1006.21, 1006.22, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-3.0171

**HISTORY:** REVISED: 02/06/07  
FORMERLY: 6.5.1, 6.5.2

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### SCHOOL FUNCTIONS

4.44

- I. Any school social function shall be chaperoned by an instructional staff member and shall be approved by the principal prior to scheduling.
- II. Faculty members shall be encouraged to attend social functions.
- III. All school functions including field trips, extracurricular events, and recreational activities such as picnics, parties, excursions, etc. under the sponsorship of the school shall have an appropriate number of chaperones as determined by the school principal. A sponsor is a School Board employee who holds a valid Florida Educator's Certificate. Chaperones are volunteers approved by both the principal and the School Board in compliance with procedures outlined by the Superintendent. Activities sanctioned by the Florida High School Athletics Association, Inc. (FHSAA), shall be governed by the regulations of that association.
- IV. A student may lose all privileges to participate in school functions if he/she fails to meet the criteria established.
- V. No more than three (3) class parties may be held in the elementary classrooms during a school year.
- VI. Classes and organizations in secondary schools shall not hold picnics and parties during school hours.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.43, 1006.07, F.S.

#### HISTORY:

FORMERLY: 6.5.1

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### **SPEAKER GUIDELINES**

**4.45+**

The following guidelines shall be followed for any presentation to students at a school site, either in individual classroom(s) or in a large group, at a school-sponsored group, or at a school-sponsored event:

- I. A legitimate and reasonable connection between the adopted curriculum and the guest's presentation must be established.
- II. While factual information on politics, a religion, a culture, or ethnic group may be presented, proselytizing for or defamation of a particular political, religious, gender, or cultural viewpoint or an alternative lifestyle is not permitted.
- III. Appropriate attire, language, and behavior are required.
- IV. School officials have the right and the responsibility to interrupt the presentation with a warning and/or to stop the presentation for any violation of the agreement.
- V. The name of any speaker who is warned regarding his/her presentation or stopped from continuing a presentation will be distributed to all District schools.
- VI. An approved Agreement and Guidelines for Guest Speakers form must be on file with the site administrator prior to any presentation.

#### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

#### **LAW(S) IMPLEMENTED:**

**1001.43, 1003.31, 1006.07, F.S.**

#### **HISTORY:**

**FORMERLY: NEW**

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### STUDENT CLUBS AND ORGANIZATIONS

4.50

- I. All student clubs and organizations shall be approved by the principal before they can operate within a school center.
- II. All student clubs and organizations shall comply with the following:
  - A. All clubs and organizations must clearly establish and adhere to membership criteria.
  - B. The charter and constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for immediate reference by all students and instructional personnel of the school.
  - C. There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation which recklessly or intentionally endangers a student's mental or physical health or safety.
  - D. Dues shall be reasonable and not prohibitive.
  - E. All meetings shall be held on School Board property, unless waived upon the faculty sponsor's request and principal's approval of special meetings and events.
  - F. A faculty sponsor shall be present at all meetings.
  - G. All social events shall be adequately chaperoned.
  - H. All monies accruing to any school club or organization shall be accounted for through the school's internal accounting system.
  - I. A student club or organization shall not conduct any activity or act which violates Florida Statutes, School Board rules, or the regulations of the local school.
- III. Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the school principal.
- IV. Secret societies, social clubs, sororities, fraternities, or any similar organizations are prohibited.

**CHAPTER 4.00 - CURRICULUM AND INSTRUCTION**

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1006.07, 1006.09, 1006.135, F.S.**

**HISTORY:**

**REVISED: 02/06/07**

**FORMERLY: NEW**



## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### DISTRICT AND STATE-WIDE ASSESSMENT PROGRAM

4.60+

- I. Osceola District Schools shall periodically assess student performance and achievement within each school of the District. The assessment programs must be based upon local goals and objectives that are compatible with the state plan for education and that supplement the skills and competencies adopted by the State Board of Education. Osceola District Schools will participate in the state assessment program designed to measure annual student learning and school performance. Assessment results will be reported as required by the management information system.
- II. Provisions of the District and statewide testing program for students shall be set forth in the *Testing Handbook for District Schools*. The Handbook shall be approved by the School Board and is hereby incorporated by reference and made a part of these rules.
- III. Participation in the testing program is mandatory for all students, including students served in Department of Juvenile Justice programs, except as otherwise prescribed by the Commissioner of Education. The District will follow recommendations of the State Board of Education for the provision of test adaptations and modifications of procedures as necessary for students in exceptional education programs and for students who have limited English proficiency.
- IV. Students not qualifying for District and/or statewide assessment as determined by their Individual Education Plan (IEP) committees, shall be administered an alternate assessment with scores reported to the Department of Education.
- V. A student seeking an adult high school diploma or a regular high school diploma must meet the testing requirements as determined by the state.
- VI. The parent, as defined by Florida Statutes, of each student shall be notified of the student's progress towards achieving the expected state and District outcomes in reading, science, writing, and mathematics. A student's state/District assessment results shall be annually reported to the parent.

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1000.21, 1001.11(5), 1001.43, 1008.22, 1008.34, F.S.

**HISTORY:** REVISED: 02/06/07  
FORMERLY: 6.1.7

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### HOME EDUCATION PROGRAM

4.70

- I. Home education programs shall adhere to the provisions of Florida Statutes.
- II. The following provisions shall govern home education programs:
  - A. The parent, as defined by 1000.21, F.S., shall do the following:
    1. Notify the Superintendent or designee in writing within thirty (30) days of the establishment of a home education program. The notice shall be signed by the parent and include the names, addresses, and birth dates of all children who shall be enrolled in the program. Copies of applicable Florida Statutes and the home education policy will be given to the parent and a conference to discuss the requirements will be held with the parent.
    2. Maintain a portfolio of records and materials for a period of two (2) years. Contents of the portfolio shall include:
      - a. A log of educational activities made contemporaneously with the instruction and designating by title the reading material being used; and
      - b. Samples of any writings, worksheets, workbooks, and creative materials used or developed by the student and copies of any testing or other appropriate evaluations of skills taught.

Portfolios may be inspected by the Superintendent or designee upon fifteen (15) days written notice.
    3. Provide an annual educational evaluation of each student in the home education program. The annual educational evaluation shall document the student's demonstration of educational progress at a level commensurate with his/her ability. A copy of the evaluation shall be filed annually with the School District. The annual educational evaluation shall be conducted in accordance with Florida Statutes.
  - B. The Superintendent or designee shall receive and accept the results of the annual educational evaluation of the student in the home education program. If the student has not demonstrated educational progress commensurate with his/her ability, the parent shall be notified in writing and have one (1) year from the receipt of written notification to provide remedial instruction.

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

Continuation in the home education program shall depend upon the student's educational progress at the end of the one (1) year probationary period.

- C. Home education families must provide written notice to the Superintendent's office of an address change or of their intention to terminate the home education program.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1000.21, 1001.41, 1001.43,  
1002.01, 1002.41, F.S.**

**HISTORY:**

**ADOPTED: 12/06/05  
REVISION(S): 02/06/07  
FORMERLY: NEW**

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### **PARTICIPATION OF HOME SCHOOLED STUDENTS IN EXTRACURRICULAR ACTIVITIES**

**4.71**

Students currently enrolled in home education programs registered with the School District, as well as students entering public schools grades nine (9) through twelve (12) from a home education program, are eligible to participate in extracurricular activities, in their attendance zone, provided they meet all Florida Statutes requirements and rules established by the School Board, Florida High School Athletic Association (FHSAA), and Florida School Music Association bylaws.

#### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

#### **LAW(S) IMPLEMENTED:**

**1001.43, 1006.15, F.S.**

#### **HISTORY:**

**FORMERLY: NEW**

**SCHOOL BOARD POLICY MANUAL**  
**FOR SCHOOL DISTRICT OF**  
**OSCEOLA COUNTY**

**CHAPTER 5.00: STUDENTS**

## CHAPTER 5.00 – STUDENTS

### REQUIREMENTS FOR ORIGINAL ENTRY

5.09+

- I. Any student who initially enrolls in the District shall be required to present certification of immunization as required by Florida Statutes and outlined in the Student Progression Plan.
- II. Students in Grades PK-12 who enter Florida public schools for the first time shall present evidence of a health examination within the twelve (12) month period prior to their initial entrance.

Appropriate exceptions and accommodations will be made to minimize the barriers related to original entry for students identified as eligible for services through either the Florida Department of Children and Families or Section 722(d)(2) of the Stewart B. McKinney-Bruce Vento Homeless Assistance Amendments Act of 1990. The Superintendent shall recommend and the Board adopt a Homeless Education Program Manual.

- III. Any student who was previously enrolled in an out-of-state public school and who seeks admission to a District school shall be admitted on the basis of admission requirements established in the state in which the student resided prior to moving to the county, except as provided in this rule.
- IV. Any student who initially enrolls in the District shall be required to report any previous school expulsions, arrests resulting in a charge and juvenile justice actions the student has had. The District may waive or honor the final order of expulsion or dismissal of a student if an act would have been grounds for expulsion according to the receiving District School Board's *Code of Student Conduct*.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.43, 1003.01, 1003.21, 1003.22, F.S.

#### STATE BOARD OF EDUCATION RULE(S):

6A-6.024

#### HISTORY:

REVISION(S): 12/06/04, 12/06/05  
FORMERLY: NEW

## CHAPTER 5.00 – STUDENTS

### ADMISSION TO PREKINDERGARTEN

5.10

- I. Any child shall be eligible for admission to the prekindergarten programs offered by the Osceola School District if he/she has met the eligibility criteria for that program, and there are placement slots available for Early Head Start, Head Start, and Early Intervention Programs or if he/she has the recommendation of an Exceptional Student Education Eligibility Staffing committee for ESE programs. Before admitting a child to a prekindergarten program, the site administrator shall require evidence of the following:
  - A. The child's date of birth documented in the manner provided by Florida Statutes;
  - B. An up-to-date immunization record; and
  - C. A school-entry health examination conducted within one (1) year prior to enrollment in school in accordance with State Board of Education rules.
- II. The documents listed in this policy shall be incorporated into a cumulative folder for the student and forwarded to the receiving elementary school when the student becomes eligible for kindergarten.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1003.21, 1003.22, F.S.**

**STATE BOARD OF EDUCATION RULE(S):**

**6A-6.024**

**HISTORY:**

**FORMERLY: NEW**



## CHAPTER 5.00 – STUDENTS

### ADMISSION TO KINDERGARTEN

5.11

Any child shall be eligible for admission to kindergarten if he or she has attained the age of five (5) years on or before September 1 of the school year. However, a child who transfers from another state shall be admitted under the same age requirements as established in the state where he or she previously resided if that student was enrolled and attending a public school in that state. Such transfer will be allowed following procedures in the Elementary Student Progression Plan. Before admitting a child to kindergarten, the principal shall require evidence of

- I. The child's date of birth documented in the manner provided by Florida Statutes;
- II. An up-to-date immunization record; and
- III. A school-entry health examination conducted within one (1) year prior to enrollment in school in accordance with State Board of Education rules.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1003.21, 1003.22, F.S.**

**STATE BOARD OF EDUCATION RULE(S):**

**6A-6.024**

**HISTORY:**

**REVISED: 02/06/07, 10/21/08  
FORMERLY: NEW**

## CHAPTER 5.00 – STUDENTS

### ADMISSION TO FIRST GRADE

5.12+

- I. For admission to first grade, a student shall be six (6) years old on or before September 1 of the school year and shall satisfy one (1) of the following requirements:
  - A. Previous enrollment and attendance in a Florida public school;
  - B. Satisfactory completion of kindergarten as specified in Florida Statute; or
  - C. Previous attendance in an out-of-state public school into which he/she was admitted on the basis of age requirement established by the state of residency.
- II. First grade students shall progress according to the District's *Student Progression Plan*.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1003.21, 1003.22, F.S.**

**STATE BOARD OF EDUCATION RULE(S):**

**6A-6.024**

**HISTORY:**

**REVISED: 10/21/08  
FORMERLY: NEW**

## CHAPTER 5.00 – STUDENTS

### HOMELESS STUDENTS

5.14

- I. Homeless children who live within the county shall be admitted to school in the District and shall have access to free public education.
- II. *Homeless child* is defined as
  - A. One who lacks a fixed regular nighttime residence;
  - B. One who has a primary nighttime residence that is
    1. A supervised shelter that is designed to provide temporary living accommodations;
    2. An institution providing temporary residence for persons who are to be institutionalized or for children awaiting foster care placement; or
    3. A public or private place not designed or normally used for human residence; or
    4. One not intended as sleeping accommodations for persons.
  - C. One who resides with an adult who is not his/her parent or guardian because the parent/guardian is suffering financial hardship; or
  - D. One who is an unaccompanied youth.
- III. The District shall assist homeless children to provide documentation to meet state and local requirements for entry into school.
- IV. A homeless child shall be given a thirty (30) school day exemption to provide proof of age, certification of a school-entry health examination and proof of immunization.
- V. Each homeless student shall be provided the services that are available for all other students including transportation, school nutrition programs, and education services for which the child meets the eligibility criteria such as exceptional education, Title I, and limited English proficiency programs.

**CHAPTER 5.00 – STUDENTS**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, 1003.21, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1003.01, 1003.21, 1003.22, F.S.  
NO CHILD LEFT BEHIND ACT OF 2001, P.L. 107-110

**HISTORY:** ADOPTED: 12-06-05  
REVISION(S): N/A  
FORMERLY: NEW

## CHAPTER 5.00 – STUDENTS

### STUDENT ASSIGNMENT

5.20+

The School Board shall establish residential attendance zones for each school. All students, unless otherwise provided by School Board rule or authorized by the School Board's order, shall attend the school serving the student's residential attendance zone. A student's residence is the residence of his/her parent(s), as defined by Florida Statutes.

Any student residing in the School District may be assigned to a school other than his/her normal attendance zone for attendance by the Superintendent or designee.

- I. No student shall be permitted to transfer, enroll, or be admitted to a school when he/she has been expelled from another school district. This prohibition shall be effective for the period of time in which the student was expelled from another district.
- II. A student may be permitted to attend a school in another residential attendance zone pursuant to guidelines adopted by the School Board. Guidelines shall be issued annually.
- III. The Superintendent shall develop procedures for enrollment of any student whose legal residence is outside the boundaries of the county and requests admission to a District school.
- IV. No student shall be permitted to cross district lines for the purpose of attending school in the School District or outside the School District, except under a written agreement as provided in Florida Statutes. Any such agreement between the School Board and any other Florida school district shall be duly recorded in the official School Board minutes. Such transfers shall be on a nondiscriminatory basis and shall not result in reducing desegregation in either school district or in reinforcing the dual school system.
  - A. The assigned school for an out-of-district student shall be designated on the basis of space available. Such assignment shall not occur after the February FTE (full-time equivalency) count, except under the provisions of the contract with another District school system or upon recommendation of the Superintendent and approval of the School Board.
  - B. The Board shall specify conditions for admitting students from other Florida school districts.

## CHAPTER 5.00 – STUDENTS

- V. Any student(s) who has been attending a school that has been designated with a grade of “F,” failing to make adequate progress for two (2) school years in a four (4) year period, may choose to attend a higher performing school in the District or an adjoining district consistent with Florida Statutes and State Board of Education rule.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1000.21, 1001.41, 1001.42, 1001.43,  
1001.51, 1002.31, 1002.38, F.S.**

**HISTORY:**

**REVISION(S): 12/06/05, 02/06/07  
FORMERLY: 6.21, 6.22**

## CHAPTER 5.00 – STUDENTS

### STUDENT CONTROL

5.30\*+

All students enrolled in school shall be subject to federal and state laws, regulations of the State Board of Education, the rules and policies of the School Board and the *Code of Student Conduct*, and shall be under the control and direction of the principal or designee during the time they are transported to or from school at public expense, during the time they are attending school or a school-sponsored activity, and during the time they are on School Board premises for school attendance and authorized activities.

- I. The principal or the principal's designated representative shall see that students are properly supervised while at school and during any school-sponsored activity.
- II. The teacher, other members of the instructional staff, bus driver, or other assigned supervisory staff shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students.
  - A. No student may be suspended from school, from school bus transportation or from class, nor may corporal punishment be administered except as provided by law and the policies of the Board.
  - B. No student shall be suspended for unexcused absence, tardiness, or truancy unless otherwise provided in the *Code of Student Conduct*.
- III. The School Board's authority and responsibility do not extend to students while they are being transported by private vehicles not affiliated with a school-sponsored activity or on school property.
- IV. The *Code of Student Conduct* is hereby incorporated by reference and made a part of this Rule. The *Code of Student Conduct* and any revisions shall be approved and adopted by the School Board. The *Code of Student Conduct* shall
  - A. Be developed with input from School Board members, grade level directors, teachers, school personnel, school administrators, students, and parents, as defined by Florida Statutes.
  - B. State grounds for disciplinary action procedures and the rights of students.
  - C. Be distributed to all teachers, school personnel, students, and students' parent(s) at the beginning of each school year or upon enrollment.

## CHAPTER 5.00 – STUDENTS

- D. Be filed in the Superintendent’s office and in the office of the school principal.
- V. The *Code of Student Conduct* shall be discussed with students, school advisory councils, and parent/teacher associations at the beginning of each year. Students who enroll after the beginning of the school year shall be given an orientation to the *Code of Student Conduct* upon enrollment.
- VI. The principal shall use the *Code of Student Conduct* to familiarize students with School Board rules relating to students’ rights, responsibilities, and conduct at the beginning of each school year and whenever he/she deems it necessary.
- VII. Any School Board decision which conflicts with provisions in the Code of Student Conduct shall prevail until revisions are adopted.

### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

### LAW(S) IMPLEMENTED:

120.57(1), 1000.21, 1001.43, 1003.04, 1003.21,  
1003.31, 1003.32, 1006.08,  
1006.09, 1006.10, 1006.13, F.S.

### STATE BOARD OF EDUCATION RULE(S):

6A-1.04040

### HISTORY:

REVISION(S): 02/05/08  
FORMERLY: 3.5, 7.2.1-7.2.6,  
7.3.1-7.3.9, 7.3.10-7.5.1



## CHAPTER 5.00 - STUDENTS

### STUDENT DETENTION, SEARCH, AND SEIZURE

5.31+

- I. Any instructional or administrative staff member shall be authorized to temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or School Board rules. For further information see Osceola County *Code of Student Conduct*.
- II. If, at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed stolen or illegal property or contraband on his/her person, or within his/her locker or other student storage space, an administrative staff member may search the personal property of the temporarily detained student or his/her locker or other storage space for the purpose of disclosing the presence of suspected stolen or illegal property.
- III. Stolen or illegal property which is seized during a search of the personal property of the student or his/her locker or other student storage area shall be given to law enforcement authorities, when appropriate.
- IV. Each principal shall place a sign which is clearly visible to students and in a prominent location(s) within the school.
- V. The following provisions shall apply to canine searches for screening for illegal substances:
  - A. Canine sniffers shall be used primarily for school purposes to bring disciplinary action against students who are found in possession of illegal substances.
  - B. Parents, students, School Board employees, and the public shall be informed that public school campuses, including, but not limited to, buildings, parking areas, athletic and recreational areas, and lockers are School Board property and no one using said property, whether as a student or in any other capacity, has the expectation of privacy in or around said property.
  - C. Students shall be informed that automobiles, trucks, vans, or other transportation means located or operated on School Board property is a privilege granted by the School Board and students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.

## CHAPTER 5.00 - STUDENTS

- D. The Superintendent or designee shall determine at what times and in which schools the canine sniffers shall be utilized. The school principal or designee shall be notified each time the canine sniffers are brought on campus.
1. The canine sniffers shall be controlled and directed at all times by qualified handlers from the Osceola County Sheriff's Office or local police departments.
  2. Searches shall be conducted at the qualified handler's direction in cooperation with the School Board's administrative personnel.
  3. School Board administrative personnel shall be responsible for necessary parental notification, student disciplinary action, student due process, and public relations related to such searches.
  4. Custody, analysis, and disposal of the illegal substance shall be the responsibility of law enforcement.
- E. The primary purpose of the canine sniffer program shall be to refer students to police authorities for criminal prosecution. The circumstances in some cases may make it advisable to refer that case to law enforcement due to the serious nature of the offense, dangerous nature or sizable amount of the contraband seized, past school disciplinary or criminal record of the suspect, or serious disruption of school that has occurred or is likely to occur. After consultation with the qualified handler, the decision to refer a case to police authorities shall be made by the school principal.
- F. Annual written notice of this policy shall be included in the *Code of Student Conduct* and in the school student/parent handbook.
- G. The Superintendent shall develop procedures to be used in search and seizure situations.

### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

### LAW(S) IMPLEMENTED:

1001.43, 1003.31, 1006.07, 1006.09(9), 1006.13, F.S.

### HISTORY:

FORMERLY: 7.2.7

## CHAPTER 5.00 – STUDENTS

### ZERO TOLERANCE FOR CRIMES AND VICTIMIZATION

5.32\*+

- I. It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. This policy implements the State Board of Education’s Zero Tolerance Policy as outlined in Florida Statutes, including:
  - A. Victimization of students.
  - B. Felony or misdemeanor as defined by Florida Statutes Section 775.08.
  - C. Substance abuse which is defined in Section 984.03, Florida Statutes, as “using, without medical reason, any psychoactive or mood-altering drug, including alcohol, in such a manner as to induce impairment resulting in dysfunctional social behavior.”
- II. Students found to have committed one of the following offenses on school property, school sponsored transportation or during a school sponsored activity shall be expelled, with or without continuing educational services, from the student’s regular school for a period of not less than one (1) full year and be referred to the criminal justice or juvenile justice system:
  - A. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
  - B. Making a threat or false report as defined in Florida Statutes Sections 790.162 and 790.163 respectively, involving school or school personnel’s property, school transportation or a school-sponsored activity.
  - C. Assault or Battery on Specified Officials or Employees in violation of Section 784.081(1), (2), Florida Statutes.
  - D. Hazing as defined in 1006.135, Florida Statutes.
- III. The School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion.
- IV. The Superintendent may consider the one (1) year expulsion requirement on a case by case basis and request the School Board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.

## CHAPTER 5.00 – STUDENTS

- V. If a student committing any of the offenses in this policy is a student with a disability, the School Board shall comply with the applicable State Board of Education rules.
- VI. Any student found to have committed a violation of Section 784.081(1), (2) or (3), Assault or Battery on Specified Officials or Employees, shall be expelled or placed in an alternative school setting or other program as appropriate. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 120.57(1), 775.08, 784.081, 790.162, 790.163, 1001.42, 1001.43, 1001.54, 1003.31, 1006.08, 1006.09, 1006.13, 1006.135, 1012.28, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0404, 6A-6.03311

**HISTORY:** REVISION(S): 12/06/04, 12/06/05  
FORMERLY: 6.2.3

## CHAPTER 5.00: STUDENTS

### PROHIBITING BULLYING AND HARASSMENT

5.321\*

- I. Statement Prohibiting Bullying and Harassment
  - A. It is the policy of the Osceola County School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
  - B. The District prohibits the bullying or harassment of any student or school employee.
    1. During any education program or activity conducted by a public K-12 educational institution;
    2. During any school-related or school-sponsored program or activity;
    3. On a school bus of a public K-12 educational institution; or
    4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution.
- II. Definitions
  - A. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to
    1. Teasing;
    2. Social Exclusion;
    3. Threat;
    4. Intimidation;
    5. Stalking;

## CHAPTER 5.00: STUDENTS

6. Physical violence;
  7. Theft;
  8. Sexual, religious, or racial harassment;
  9. Public humiliation; or
  10. Destruction of property.
- B. Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that
1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
  2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
  3. Has the effect of substantially disrupting the orderly operation of a school.
- C. Bullying and harassment also encompass
1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
  2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by
    - a. Incitement or coercion;
    - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system;
    - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

## CHAPTER 5.00: STUDENTS

- D. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

### III. Behavior Standards

- A. The Osceola County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
- B. The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.

### IV. Consequences

- A. Committing an act of bullying or harassment
  - 1. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
  - 2. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
  - 3. Consequences and appropriate remedial action for a school employee, found to have committed an act of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements. Additionally, egregious acts

## CHAPTER 5.00: STUDENTS

of harassment by certified educators may result in a sanction against an educator's state issued certificate.

4. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment, shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

### B. Wrongful and intentional accusation of an act of bullying or harassment

1. Consequences and appropriate remedial action for a student, found to have wrongfully and intentionally accused another as a means of bullying or harassment, range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
2. Consequences and appropriate remedial action for a school employee, found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements.
3. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

### V. Reporting an Act of Bullying or Harassment

- A. At each school, the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.
- B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.
- C. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.



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- D. The principal or designee of each school in the District shall enforce this policy and prominently publicize to students, staff, volunteers, and parents/legal guardians, the District's procedures for how a report of bullying or harassment may be filed either in person or anonymously and how this report will be acted upon.
  - E. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.
  - F. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.
  - G. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.
  - H. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).
  - I. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.
- VI. Investigation of a Report of Bullying or Harassment
- A. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and shall begin with a report of such an act.
  - B. The principal or designee shall select an individual(s), employed by the school and trained in investigative procedures, to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.
  - C. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.

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- D. The investigator shall collect and evaluate the facts including but not limited to
1. Description of incident(s) including nature of the behavior;
  2. Context in which the alleged incident(s) occurred;
  3. How often the conduct occurred;
  4. Whether there were past incidents or past continuing patterns of behavior;
  5. The relationship between the parties involved;
  6. The characteristics of parties involved, *i.e.*, grade, age;
  7. The identity and number of individuals who participated in bullying or harassing behavior;
  8. Where the alleged incident(s) occurred;
  9. Whether the conduct adversely affected the student's education or educational environment;
  10. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
  11. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
- E. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include
1. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
  2. A written final report to the principal.
- F. A maximum of ten (10) school days shall be the limit from the initial filing of incidents and completion of the investigative procedural steps.

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- G. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment and the investigative procedures that follow.
- VII. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District
- A. The principal or designee will assign an individual(s) who is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.
  - B. The trained investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District.
    - 1. If it is within the scope of the District, a thorough investigation shall be conducted.
    - 2. If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.
    - 3. If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents/legal guardians of all students involved.
- VIII. Notification to Parents/Guardians of Incidents of Bullying or Harassment
- A. Immediate notification to the parents/legal guardians of a victim of bullying or harassment.
    - 1. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
    - 2. If the bullying incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform the parents/legal guardian of the victim(s) involved in the bullying incident about the Unsafe School Choice

## CHAPTER 5.00: STUDENTS

Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states “. . . a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”

- B. Immediate notification to the parents/legal guardians of the perpetrator of an act bullying or harassment.

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

- C. Notification to local agencies where criminal charges may be pursued.

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

### IX. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling

When bullying or harassment is suspected or when a bullying incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents/guardians.

- A. The teacher or parent/legal guardian may request informal consultation with school staff, *e.g.*, school counselor, school psychologist, to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents or legal guardian are included.
- B. School personnel or the parent/legal guardian may refer a student to the school intervention team for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the intervention team.

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- C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.
- D. The intervention team may recommend
  - 1. Counseling and support to address the needs of the victims of bullying or harassment;
  - 2. Research-based counseling or interventions to address the behavior of the students who bully and harass others, *e.g.*, empathy training, anger management; and/or
  - 3. Research-based counseling or interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.
- X. Reporting Incidents of Bullying and Harassment
  - A. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals.
  - B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment as an incident code as well as bullying-related as a related element code.
    - 1. Bullying and/or harassment incidents shall be reported in SESIR with the bullying/harassment code.
    - 2. If the bullying/harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code and the bullying-related code. Such incidents are
      - a. Arson
      - b. Battery
      - c. Breaking and Entering

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- d. Disruption on Campus
  - e. Major Fighting
  - f. Homicide
  - g. Kidnapping
  - h. Larceny/Theft
  - i. Robbery
  - j. Sexual Battery
  - k. Sexual Harassment
  - l. Sexual Offenses
  - m. Threat/Intimidation
  - n. Vandalism
  - o. Weapons Possession
  - p. Other Major (Other major incidents that do not fit within the other definitions)
- C. Discipline and referral data shall be recorded in Student Discipline/Referral Action Report and Automated Student Information System.
- D. The District shall provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Survey 5 from Education Information and Accountability Services, and at designated dates provided by the Department.
- XI. Instruction on Identifying, Preventing, and Responding to Bullying or Harassment
- A. The District shall ensure that schools sustain healthy, positive, and safe learning environments for all students. It is committed to maintain a social climate and social norms in all schools that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers; administrators; counselors; school nurses; other nonteaching staff such as bus drivers, custodians, cafeteria workers; school librarians; parents/legal guardians; and students.

## CHAPTER 5.00: STUDENTS

B. Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment as well as how to effectively identify and respond to bullying in schools.

### XII. Reporting to a Victim's Parents/Legal Guardians the Actions Taken to Protect the Victim

The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved in accordance with the procedures manual. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

### XIII. Publicizing the Policy

- A. At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.
- B. Each District school shall provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks and through other reasonable means.
- C. The Superintendent shall also make all contractors contracting with the District aware of this policy.
- D. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students.
- E. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.

**CHAPTER 5.00: STUDENTS**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1003.04, 1003.31, 1003.32,  
1006.07, 1006.08, 1006.09,  
1006.10, 1006.147, F.S.  
20 USC 1232g

**HISTORY:** ADOPTED: 10-21-08  
REVISION DATE(S): N/A  
FORMERLY: NEW



## CHAPTER 5.00 – STUDENTS

### TEACHER REMOVAL OF STUDENTS FROM CLASSROOM

5.33

- I. Appropriate action will be taken to remove or to make special provisions for a disruptive student. Disruptive behavior will include assault on staff or students, threat(s) or violence, disrespect, willful disregard of a teacher's directions, malicious vandalism, possession of weapons of any type, continuing use of profane language or obscene gestures, and instigation of violence or mass disobedience to legitimate directions.

When a teacher sends a disruptive student to the office, the principal or his or her representative will provide oral and/or written feedback to the teacher with regard to present and/or future action concerning the student's behavior. The teacher may request a conference with the principal or his/her representative and the student's parent(s), as defined by Florida Statutes, prior to the student's return to his/her classroom. A disruptive student will not normally be returned to the classroom where he/she exhibited disruptive behavior until the teacher has received the feedback.

- II. A teacher may remove from class a student whose behavior interferes with the teacher's ability to communicate effectively with other students in the class or with the ability of the student's classmates to learn.
- III. The principal may not return a student who has been removed by a teacher from the teacher's class without the teacher's consent, unless the Placement Review Committee established herein determines that such placement is the best or only available alternative. The teacher and Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.
- IV. Each school shall establish a Placement Review Committee(s) to determine whether a student is to be returned to a teacher's class after that student has been removed by the teacher, and the teacher has withheld consent for that student to be returned to the teacher's class.
  - A. Committee membership shall include the following:
    1. Two (2) teachers selected by the instructional staff of the school which shall include:
      - a. One teacher selected by the school's faculty and

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- b. One teacher selected by the teacher who has removed the student;
  2. One (1) member of the school staff selected by the principal;
  3. One (1) teacher selected by the instructional staff of the school to serve as an alternate member of the committee.
- B. A teacher who removed a student from his/her class and who has withheld consent for the return of that student to his/her class shall not serve on the committee when the committee makes its decision regarding the return of the student.
- C. The Placement Review Committee(s) will be selected during pre-planning. Each school's faculty shall also determine the following during pre-planning:
  1. Whether a current school committee(s) meets the criteria contained herein for the Placement Review Committee(s) and whether the faculty wishes that committee to perform the duties of the Placement Review Committee(s).
  2. The number of Placement Review Committees needed at each school.
  3. The terms of office of the members of the Placement Review Committee(s).
  4. The method the instructional staff will use in the selection of the Placement Review Committee(s) members.
  5. The appropriate form a teacher uses to document the behavior which resulted in the student's removal from the classroom.
  6. Any teacher who removes twenty-five percent (25%) of his/her total class enrollment shall be required to complete professional development to improve classroom management skills. Any required training under this provision shall be free of cost to the teacher.

**CHAPTER 5.00 – STUDENTS**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1000.21, 1001.43, 1003.32, F.S.

**HISTORY:** REVISION(S): 12/06/04, 02/05/08  
FORMERLY: NEW

## CHAPTER 5.00 – STUDENTS

### **EXPULSION OR ALTERNATIVE PLACEMENT OF STUDENTS**

**5.34+**

The school principal may recommend to the Superintendent the expulsion or alternative placement of any student who has committed a serious breach of conduct.

The principal shall recommend to the Superintendent the expulsion or alternative placement of any student who has violated School Board rules which require mandatory expulsion or reassignment.

Proper procedures shall be followed in all student expulsion or alternative placement proceedings as required by Florida Statutes, State Board of Education rules, and School Board policy. Details of this policy can be found in the *Code of Student Conduct*.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **120.57(1), 1001.43, 1001.54, 1003.31, 1006.07, 1006.08, 1006.09, 1012.28, F.S.**

**STATE BOARD OF EDUCATION RULE(S):** **6A-6.0331**

**HISTORY:** **FORMERLY: 7.2.6, 7.5.2**

## CHAPTER 5.00 – STUDENTS

### GRANTING PERMISSION FOR STUDENTS TO LEAVE THE SCHOOL CAMPUS

5.35

- I. No student shall be permitted to leave the school grounds during the school day for school business/activities without the principal's prior approval and written consent from the student's parent(s), as defined by Florida Statutes, provided an acceptable reason is established.
- II. The principal or the teacher shall definitely establish the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent with whom the child resides, the principal or teacher concerned shall not release the child without the verified authorization of the parent with whom the child resides.
- III. The provisions of this subsection shall not apply to a law enforcement officer, court official, proper school employee, or Department of Children and Families employee, provided that the person's identity and authority are clearly established.
- IV. If a parent initiates a request with proper documentation, a student who is eighteen (18) years old or otherwise identified by statutes as having achieved majority status and who has verified this status with school officials may be considered as his/her own guardian for purposes of this policy.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

415.506, 1000.21, 1001.43, 1006.07, F.S.

#### HISTORY:

REVISED: 02/06/07  
FORMERLY: 6.6.9

## CHAPTER 5.00 – STUDENTS

### OPEN LUNCH AT HIGH SCHOOLS

5.351

All students who comply with the following guidelines may be free to leave the school campus during the lunch period, provided that:

- I. The principal has given permission.
- II. A notarized permission slip on a form approved by the School Board has been signed by the parent, relieving the school of responsibility.
- III. Students granted this privilege shall not be party to transporting students who are not eligible to be off the school premises.
- IV. This privilege is subject to review on a student by student basis at the end of each semester.

The open lunch privilege may be revoked for abuse of the privilege.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

415.506, 1001.43, 1006.07, F.S.

#### HISTORY:

REVISION(S): 12/06/05  
FORMERLY: 6.6.2

## CHAPTER 5.00 – STUDENTS

### VEHICLE USE BY STUDENTS

5.36+

The Superintendent shall develop guidelines to be used at schools to implement this policy. These guidelines are addressed in each high school's individual student handbook.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1006.07, F.S.**

**HISTORY:**

**FORMERLY: NEW**

## CHAPTER 5.00 – STUDENTS

### STUDENT ATTENDANCE

5.40\*+

- I. Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the State Board of Education. A student who is absent or tardy without the principal's approval shall have his/her parent(s), as defined by Florida Statutes, report such absences or tardies to the school center in the manner prescribed by the *Code of Student Conduct*.
  - A. The *Code of Student Conduct* shall prescribe attendance requirements including but not limited to provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences and tardies.
  - B. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal shall implement this provision on an individual basis pursuant to Florida Statutes and State Board of Education rules.
  - C. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.
- II. Student attendance must be monitored on a daily basis and parents contacted as required by law.
- III. A person designated by the Superintendent or his/her designee shall investigate truancy problems according to the Osceola Attendance/Truancy Plan.
- IV. Definitions and procedures regarding types of absences and absenteeism shall be contained in the Osceola County School District *Code of Student Conduct*.



**CHAPTER 5.00 – STUDENTS**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 39.01(73)(c), 985.03, 1000.21, 1001.43,  
1003.21, 1003.23, 1003.24, 1003.26, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.09514

**HISTORY:** REVISION(S): 02/05/08  
FORMERLY: 6.1.3

## CHAPTER 5.00 – STUDENTS

### HEALTH SERVICES PLAN

5.51+

The District shall annually submit a written *School Health Services Plan* to the Superintendent who shall transmit such plan to the School Board.

Parents will be informed annually in writing that their children will receive specific health services as provided in this plan. Any student shall be exempt from any of these services when his or her parent or guardian requests such exemption in writing. When invasive screening is one of the specified services, written consent of the parent or guardian shall be obtained prior to any such screening.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:**

1001.43, F.S.

**HISTORY:**

REVISED: 10/21/08  
FORMERLY: 6.1.5

## CHAPTER 5.00 – STUDENTS

### STUDENT INJURIES

5.60+

Students sustaining injuries will be administered to by procedures contained in the *School Health Services Manual*.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:**

1001.43, 1006.07, 1006.08, F.S.

**HISTORY:**

REVISED: 10/21/08  
FORMERLY: 3.3

## CHAPTER 5.00 – STUDENTS

### STUDENT ILLNESS

5.61+

Students becoming ill at school or at a school-sponsored event will be administered to by procedures contained in the *School Health Services Manual*.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:**

1001.43, 1006.07, F.S.

**HISTORY:**

REVISED: 10/21/08  
FORMERLY: 3.3

## CHAPTER 5.00 – STUDENTS

### ADMINISTRATION OF MEDICATION

5.62\*+

The Superintendent shall develop and the Board approve a *Medication Administration Guidelines* section within the *School Health Services Manual*.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1002.22, 1006.062, F.S.

**STATE DEPARTMENT OF HEALTH RULE(S):** 64F-6.004

**HISTORY:** REVISION(S): 12/06/05, 02/06/07, 10/21/08  
FORMERLY: NEW

## CHAPTER 5.00 – STUDENTS

<b>HIV, AIDS, OR OTHER COMMUNICABLE DISEASES, BLOODBORNE PATHOGENS AND ENVIRONMENTAL HAZARDS</b>	<b>5.63+</b>
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- I. It is the School Board’s intent to protect employees and students from exposure to infectious diseases and from risk occasioned by infectious diseases and environmental hazards and to provide reasonable accommodations to infected students.
- II. It is recognized that students with any illness, including HIV infected persons, may continue to attend school as long as academic, behavioral, and medical evidence indicates that their condition is not a threat to themselves or to others. If it becomes necessary, reasonable accommodations within the school setting shall be made, or an alternative educational services delivery shall be implemented.
- III. All information regarding such matters shall be held in strict confidence and released only to those who have a legitimate need to know.
- IV. School Board employees shall receive and review procedures governing immunization against Hepatitis B infection, HIV, AIDS, bloodborne pathogens, other communicable disease, and environmental hazards.
- V. Staff members shall cooperate with public health authorities by practicing and promoting “universal precautions,” as deemed by the Centers for Disease Control (CDC). Procedures for dealing with students who pose a threat of transmitting a bloodborne health condition are contained in the *School Health Services Manual*.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1000.21, 1001.03, 1001.42, 1001.43, 1002.22, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-6.03020, 6A-6.0331

**STATE DEPARTMENT OF HEALTH RULE(S):** 64E-16

**HISTORY:** REVISION(S): 12/06/05, 10/21/08  
FORMERLY: 6.1.5

## CHAPTER 5.00 – STUDENTS

### STUDENT RECORDS

5.70\*+

School Board rules and procedures for maintaining student records shall be consistent with Florida Statutes, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment – U.S. Codes (20 USC 1232g), Code of Federal Regulations (CFR) for Title 34; part 99. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

- I. Procedures on student records shall be approved by the School Board and contained in the Student Records Handbook.
- II. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from the public records law as required by Florida Statutes.
- III. Reporting of information in any student database shall comply with these safeguards.
  - A. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;
  - B. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and
  - C. Data shall be protected from unauthorized use at all times.
- IV. Social security numbers may be collected from students
  - A. To be used as student identification numbers as required by 1008.386, F.S.;
  - B. To facilitate the processing of student scholarships, college admission and other applications; and
  - C. For other purposes when consent of the parent or adult student is granted.

## CHAPTER 5.00 – STUDENTS

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 119.07(1), 119.071, 1001.43, 1001.52,  
1002.22, 1003.25, 1002.72, 1008.386, F.S.  
20 USC §1232g (34 CFR PART 98)  
PL 103-382 (34 CFR PART 99)

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

**HISTORY:** **REVISION(S):** 12/06/05, 02/06/07, 02/05/08, 10/21/08  
**FORMERLY:** 6.4



## CHAPTER 5.00 – STUDENTS

### DIRECTORY INFORMATION

5.71+

Students' parent(s), as defined by Florida Statutes, shall be notified annually in the *Code of Student Conduct* that the School Board may release "directory information" to the general public. No name or addresses shall be released to any company, corporation, or individual without approval by the School Board unless a school directory is published.

- I. Directory information includes the following data about a student:
  - A. Name;
  - B. Address;
  - C. Telephone number, if listed;
  - D. Participation in officially recognized activities and sports;
  - E. Weight and height, if an athletic team member;
  - F. Name of the most recent school or program attended;
  - G. Dates of attendance at schools in the District and degrees and awards received; and,
  - H. Date and place of birth.
- II. Information described in subsections I.A., D., E., F., and G. herein may be published routinely by the School Board in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.
- III. Directory information shall not be published when the student's parent(s) submits written notification to the principal prior to September 1, or within ten (10) school days after the student enrolls. Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.

**CHAPTER 5.00 – STUDENTS**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1000.21, 1001.43, 1002.22, F.S.

**HISTORY:** REVISION(S): 02/05/08  
FORMERLY: 3.4

## CHAPTER 5.00 – STUDENTS

### PARENTAL ACCESS TO INFORMATION

5.711+

- I. The Board shall incorporate into the Board approved *Student Services Plan*, rules and procedures required by the No Child Left Behind Act relating to student privacy, parental access to information and administration of health screenings to minors.
- II. The Superintendent shall develop procedures to ensure that this policy is carried out in each of the District schools.
- III. Parent, as defined by Florida Statutes, of each student shall be notified at a minimum, at least annually at the beginning of the year, regarding the rules and procedures relating to this policy. Parents shall be notified within a reasonable period of time of any substantive change made to this policy.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

20 USC 1232g, 1000.21, 1001.43, 1002.22, F.S.

#### HISTORY:

REVISION(S): 02/05/08

FORMERLY: 6.4

## CHAPTER 5.00 – STUDENTS

### LEGAL NAME OF STUDENT

5.72

When a parent, as defined by Florida Statutes, or any other person seeks to enroll a student under a name other than the legal name, or seeks to change the name of a student already enrolled, the parent or other person shall be informed that the name of the student as recorded on the birth certificate or other supporting evidence, as provided by law, will be used on all official records until such time as a final court order verifying a legal change is received.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1000.21, 1001.43, 1003.21, F.S.

#### HISTORY:

REVISION(S): 02/05/08  
FORMERLY: NEW

## CHAPTER 5.00 – STUDENTS

### ATHLETICS

5.80+

- I. Each school may establish a board of control for athletics to include the school principal, instructional staff members, the athletic director, and any other member deemed appropriate by the school principal.
- II. All District high schools shall be members of the Florida High School Athletic Association, Inc. (FHSAA) and shall be governed by the rules and regulations adopted by FHSAA. Students who participate in athletics shall meet eligibility requirements established by FHSAA and the School Board. Membership dues will be paid from the internal accounts of each respective school.
- III. In the event a fine is imposed by the Florida High School Athletic Association on any school, coach, assistant coach, District employee, student athlete, or school athletic booster club member, no District funds, including internal accounts, shall be used to pay the fine.

This restriction shall be published annually to all applicable coaches, assistant coaches, District employees, student athletes, and school athletic booster clubs by each high school.

- IV. Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a signed statement from the student's parent(s), as defined by Florida Statutes, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s) through the school, or the parent(s) may submit evidence that insurance has been provided through another source.
- V. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s) and a current physical examination as required by Florida High School Athletic Association being on file.
- VI. Pursuant to Florida Statutes licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.

## CHAPTER 5.00 – STUDENTS

- VII. An automatic external defibrillator (AED) will be available for use, if needed, at every preseason and regular season interscholastic contest and at every FHSAA state championship series contest. Staff will be trained to use such equipment.
- VIII. All students shall be subject to all School Board rules and to the *Code of Student Conduct* while attending athletic events and practices.
- IX. In order for a student to be eligible to participate in interscholastic extracurricular student activities, he/she must meet all of the requirements established by the Florida High School Athletic Association and maintain satisfactory conduct, as defined by the *Code of Student Conduct*. If a student is convicted of an on- or off-campus felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities will be suspended for the balance of the school year.
- X. A report of an alleged violation of this standard of conduct shall be submitted to the principal or designee for investigation. If the principal or designee determines that a violation has occurred, the student and his/her parent shall be notified in writing of the suspension from school sponsored extracurricular activities.

### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

### LAW(S) IMPLEMENTED:

768.135, 1000.21, 1001.43, 1006.07,  
1006.15, 1006.16, 1006.20, F.S.

### HISTORY:

REVISION(S): 12/06/05, 02/06/07, 05/01/07  
FORMERLY: 6.51

## CHAPTER 5.00 – STUDENTS

### **RANDOM DRUG AND ALCOHOL TESTING OF STUDENT ATHLETES**

**5.81+**

#### I. General

- A. Findings and Purpose - We recognize that some students in the School District of Osceola County, Florida and throughout our nation are involved in the illegal use of drugs and alcohol. The illegal use of drugs and alcohol by students during school hours and at other times has a detrimental impact on behavior, academic performance, and safety. This may cause permanent physical and mental harm.

Student athletes involved in such conduct may experience other harmful effects, including: Interference with their athletic performance; interference with their academic performance; increased risk of injuries to themselves, teammates, and others; impairment of their judgment; slowing of their reaction time and reflexes; inability to adequately perceive pain; and reduction in motivation and the level of discipline necessary to any athletic program. And, because some students look up to student athletes as role models, their use of illegal drugs or alcohol may encourage other students to engage in such behavior. For these reasons, the School District has determined to initiate a testing program and procedure to deter and reduce the illegal use of drugs and alcohol by student athletes. Through this program, participating schools will educate student athletes concerning the problems and detrimental effects of drug and alcohol use, identify those student athletes who may be using drugs and alcohol, identify the substances being used, encourage and facilitate appropriate counseling and treatment for any identified drug and alcohol dependency, and provide reasonable assurance that students wishing to participate in interscholastic athletics are medically and physically competent to do so.

- B. School Board's Authority - In recognition of the fact that student participation in interscholastic athletics is extracurricular and voluntary, and pursuant to the authority in Sections 1001.41, 1001.42 and 1001.43, Florida Statutes, and the opinion of the United States Supreme Court in the case of Vernonia School District 47J vs. Acton, 115 S. Ct. 2386 (1995), The School Board of Osceola County, Florida is authorized to adopt a policy allowing drug and alcohol testing of student athletes as provided herein.

## CHAPTER 5.00 – STUDENTS

- C. Effective Date and Scope - This is a pilot program that will become effective during the fall sports season of the 2000-2001 school year, including practice and preparation in accordance with official rules of the Florida High School Athletic Association (FHSAA). The Principal of any high school within the District, after consultation with the School Advisory Council and the Superintendent, may elect to implement this policy by giving reasonable notice to the students, and their parents, as defined by Florida Statutes, affected by and subject to the provisions of this policy.
- II. Definitions - For purpose of this policy, the following terms and phrases shall be defined as follows:
- A. *Alcohol* shall mean any beverage, mixture, or preparation, including any medications or other products, containing alcohol or ethanol.
- B. *Chain of custody* shall mean the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each stage in handling, testing, and storing specimens and reporting test results.
- C. *Confirmation test, confirmed test, or confirmed drug test* shall mean a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen, and must be capable of providing reasonable specificity, sensitivity, and quantitative accuracy. The test will be performed by a qualified and licensed laboratory or testing company.
- D. *Drugs* shall mean any substance or drugs identified in Schedules I through V in Section 893.03, Florida Statutes, as it may be amended, and shall include, without limitation, cannabinoids (marijuana), amphetamines, alcohol, cocaine, opiates, and phencyclidine (PCP).
- E. *Drug test, alcohol test, or test*, shall mean any chemical, biological, or physical instrumental analysis administered by either school personnel or the Principal, for the purpose of determining the presence or absence of alcohol, a drug or its metabolite.
- F. *Initial drug test or initial alcohol test* shall mean a sensitive, rapid, and reliable procedure to identify negative and presumptive positive specimens, using a method that has a reasonable degree of acceptance in the scientific community.



## CHAPTER 5.00 – STUDENTS

- G. *Medical Review Officer* or *MRO* shall mean a licensed physician who has agreed to provide services to the school for the purpose of reviewing drug test results and communicating with the student athlete and their parent(s) concerning any positive drug test result as more specifically described herein.
- H. *Prescription medication* shall mean a drug or medication obtained pursuant to a prescription as defined by §893.02, Florida Statutes, whereas non-prescription medication means medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human disease, ailments or injuries.
- I. *Counseling Session* shall mean one (1) normal drug and alcohol counseling session provided by the School Board with the School Board's designated counselor. If this session is missed on the part of the student athlete, such student athlete's suspension shall continue until such counseling session has been attended.
- J. *Specimen* shall mean tissue, hair, or a product of the human body, such as urine or breath, capable of revealing the presence of drugs or their metabolites, as approved by the United States Food and Drug Administration or the Agency for Health Care Administration.
- K. *Student athletes* shall mean any student enrolled in the School District of Osceola County, Florida, and who is participating in or applying for participation in any interscholastic athletic program, including practices and games or contests, under the control and jurisdiction of the School District of Osceola County, Florida. It is the intention of the School Board that all students who are participating in activities that are deemed to be interscholastic athletic activities or interscholastic sports as defined by the applicable rules of the Florida High School Athletic Association (FHSAA) shall be covered under this policy for random drug and alcohol testing.

### III. General Prohibitions and Penalties

- A. **Standard of Conduct for Student Athletes** - The use or possession of a drug or alcohol as defined herein, by a student athlete at any time is both illegal and detrimental to that student athlete's ability to participate in interscholastic athletics and is hereby prohibited. Any student athlete determined to be in violation of this policy is subject to disciplinary action related to his or her participating in interscholastic athletics and will be suspended from participation as provided in this policy.

## CHAPTER 5.00 – STUDENTS

- B. *Code of Student Conduct* - Nothing contained in this drug or alcohol testing policy for student athletes shall be construed to limit or preempt the application and enforcement of the *Code of Student Conduct*, including all of its provisions pertaining to drugs and alcohol.
- C. Positive Test Results - A drug test or alcohol test administered pursuant to this policy will be deemed to have rendered a positive result indicating the presence of a drug if the quantity, as determined by an initial drug test followed by a confirmation analysis of the remaining portion, is equal to or greater than the levels which have been established by the National Institute of Drug Abuse or the protocols and procedures established by the laboratory or other company that has performed the confirmation analysis. Each high school that elects to implement this policy shall have the discretion to determine which drugs will be subject to the drug test. It is understood that the number of items being tested for will increase the expense or vary the cost of the testing and the schools shall have the discretion to implement testing for any or all of the following items: Alcohol; Amphetamines; Cannabinoids; Cocaine; Ethanol; Opiates; Phencyclidine PCP; or any other drug or substance that is illegal for students to possess and/or ingest on school property or at a school function.
- D. Penalties - For any student athlete whose drug test administered pursuant to this policy renders a positive test result or who otherwise violates this policy, the following consequences shall apply:
1. Random Test - The student athlete shall be suspended from participation in ten percent (10%) of the interscholastic athletic competitions (games or contests, but not including practices) of the total number of games or competitions in the regular season. In the event the season ends before ten percent (10%) of the games or competitions are missed by virtue of the suspension, such suspension shall be carried forward into the next school year in the event the student participates in the particular athletic program. Additionally, the student will be referred to a school district drug and alcohol counselor. As a condition of being reinstated to the team, the student athlete shall be required to attend at least three meetings with the approved drug and alcohol counselor and also attend such further counseling as the counselor or school principal may direct. Further, the student athlete will be subject to recurring drug tests or alcohol tests at times that will not be previously disclosed to the student athlete to deter him or her from committing a subsequent violation of this policy throughout the remainder of the time that he/she participates in an interscholastic

## CHAPTER 5.00 – STUDENTS

athletic activity as defined by FHSAA policy or rule and is enrolled in the School District of Osceola County.

2. Second Offense or Second Positive Drug Test Results - Upon a determination that a student athlete is guilty of a second violation of this policy or has a second positive drug test result, the student athlete shall be prohibited from participation in all interscholastic athletics for the remainder of the season and one (1) full calendar year following the end of the athletic season during which the second offense or second positive drug test occurs. For example, if a volleyball player has a second positive drug test during the volleyball season, he/she would be prohibited from participating for the remainder of the volleyball season and prohibited from participating in all interscholastic athletics (including practices) for one (1) full calendar year thereafter. In addition, the student athlete must attend counseling sessions with a School District counselor (preferably a drug and alcohol counselor) as the school principal directs.

### IV. Drug Testing Procedures

- A. Consent - Each student athlete and his or her parent(s) are required to sign a written consent for drug testing form, attached as Exhibit A prior to being allowed to participate or continue to participate in interscholastic athletics. All random drug testing and random alcohol testing done throughout the course of the school year will be paid for by the school. Any refusal by the student athlete to be tested shall constitute a violation of this policy and shall be grounds to deny eligibility from participation or removal from interscholastic athletics.
- B. Medication - Student athletes who have been selected for drug testing or alcohol testing and who are or have been taking prescription or nonprescription medication should disclose that fact at the time of such testing and upon request provide verification. This may be done by either a copy of the prescription or by the physician's written authorization.
- C. Selection Process - Drug testing or alcohol testing of student athletes shall occur at various times throughout the school year on a team and/or individual basis. Any and all student athletes participating in interscholastic sports may be required to undergo drug testing or alcohol testing on a random selection or "no reason" basis. Individuals may only be selected using a numerical selection process where each student- athlete's name and identity remains unknown until the random selections are completed. Selections pursuant to this process shall be deemed "random" for purposes of this policy and will be

## CHAPTER 5.00 – STUDENTS

satisfactory. The times for the drug testing or alcohol testing will be determined by the athletic director at the high school. The random selection will occur throughout the fall, winter, and spring sports seasons. Retesting of student athletes following a first offense or first positive drug test result shall occur as set forth in this policy.

- D. Specimen Collection Procedures - Those student athletes who are selected for drug testing or alcohol testing will report to the area designated for testing immediately, and produce a specimen under the supervision of the athletic trainer and athletic coach in a manner that will minimize intrusiveness and embarrassment to the student athlete while also insuring that there is no tampering with the specimen by the student athlete. Each specimen container will be checked for appropriate temperatures and for any signs of tampering and will be sealed and labeled with a number or other means of identification which does not disclose the student athlete's name. Efforts will be made to limit knowledge of the student being tested to the trainer, coach and other school officials involved in this process.
- E. Sample Analysis Procedures - The sealed specimen container will be immediately handed over to the athletic trainer to administer the drug test or alcohol test in confidence with the student athlete. If that initial analysis renders a negative result then no further analysis will be conducted. If the initial analysis of the alcohol test renders a positive result, the MRO will be notified immediately and the same procedures which follow for a positive confirmation drug test will be implemented. If the initial analysis of the test renders a positive result, then a second analysis of the remaining portion of the specimen will be conducted for confirmation of the positive drug test result at the approved School Board laboratory, which shall be a licensed testing facility. If a second analysis is necessary, the initial specimen will be sealed, identified by student identification number, and delivered to the laboratory for testing. If such confirmation analysis renders a negative result, then the drug test will be deemed negative and no further analysis or action will be taken. If the confirmation analysis renders a positive result, then the drug test result will be deemed positive and a report of such result will be delivered to the MRO bearing only a number to identify the student athlete without the student athlete's name appearing on that report.
- F. MRO Procedure - The MRO will receive all reports of positive drug test or alcohol test results, and will be supplied with information to determine the correct name of the student athlete whose identifying number appears on each positive test result report. Prior to verifying a positive drug test or alcohol test result, the MRO shall contact the student athlete whose name coincides with the identifying number on the positive drug test or alcohol test

## CHAPTER 5.00 – STUDENTS

report and that student athlete's parent(s) to afford them the opportunity to confidentially discuss the test result with the MRO and provide the MRO with the student athlete's medical history and any other relevant biomedical information that would assist the MRO in determining whether he or she should verify the drug test or alcohol test result as positive or deem that result to be negative. If the MRO determines that the test result should be deemed negative, then no further action shall be taken and the student athlete's test result along with all other previous negative test results will be reported to the school principal or his or her designee as a negative result. If the MRO verifies that a positive drug test or alcohol test result as reported by the laboratory is indeed positive, then the MRO shall submit that positive drug test or alcohol test result to the student athlete's school principal or his or her designee identifying that student athlete by name so that the appropriate disciplinary action can be taken pursuant to this policy.

Retesting of student athletes who are on probation because of a previous positive drug test or other violation of this policy shall be processed in the manner described above.

- V. Appeal Procedures - The student athlete and his or her parent(s) have the right to discuss that student athlete confirmed positive drug test or alcohol test result with the MRO. Additionally, a student athlete whose test result has been verified as positive and forwarded by the MRO to the school principal for the imposition of discipline or a student athlete facing disciplinary actions provided herein as a result of any alleged violations of this policy, shall be entitled to procedural due process as follows:
- A. Notice - The Principal shall notify the student athlete and his or her parent(s) that the student athlete positive drug test or alcohol test result has been verified by the MRO or that the student athlete has otherwise violated this policy, describe the disciplinary action to be taken and advise the student athlete and his or her parent(s) of their right to schedule a due process hearing.
  - B. Hearing - If requested by the student athlete or his or her parent(s), the principal shall conduct a hearing within a reasonable period of time following notification to the student athlete and parent(s) of the notice described in paragraph V.A. above.

The hearing shall be informal and conducted with the same level and types of procedures as afforded by the principal in a suspension hearing. The principal shall render a decision and provide the student athlete and parent(s) with a written record of that decision at the hearing or within three

## **CHAPTER 5.00 – STUDENTS**

(3) days of the hearing. The principal's decision shall be final and shall not be subject to any further administrative appeal.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **1000.21, 1001.41, 1001.43, F.S.**

**HISTORY:** **REVISION(S): 02/05/08**  
**FORMERLY: NEW**

## CHAPTER 5.00 - STUDENTS

### CROWD CONTROL AT ATHLETIC EVENTS

5.82

- I. Athletic events are a vital part of the total school program. In order that students and the community may enjoy these events they shall be conducted in a manner that will reflect credit to the school and community.
- II. The school administrator (principal, assistant principal) or athletic director shall be on duty at each athletic event. The law officer in charge will be given the name of the school official on duty.
- III. Offenses pertaining to alcohol, drugs, fighting, and direct and willful disobedience will be strictly enforced.
- IV. No child under age eight (8) will be admitted to an event without an accompanying adult.
- V. No alcoholic beverages will be permitted on the property, including the parking lot.
- VI. No one under the influence of alcoholic beverages will be admitted to events.
- VII. Anyone leaving the game and going outside the gates must purchase another ticket to re-enter.
- VIII. The gates will not be opened at any time for free admission.
- IX. Those persons out of uniform and authorized to be on sidelines at football games (press, photographers, student managers, assistant coaches, etc.) must display a sideline pass to be worn around the neck.

These passes will be issued by the school with a list given to the law officer in charge. Anyone out of uniform without a pass will not be permitted to remain. No exceptions.

- X. Profane, abusive language, or language or actions in the opinion of the administrator, or law officers on duty, are likely to incite riot or provoke trouble will not be permitted. Such actions will lead to ejection from property, and such other actions as deemed necessary.
- XI. Upon receipt of a police report notifying the School Board of the ejection of any person under these rules, the School Board shall decide if such actions by a fan merits further discipline. If further action is merited, the Board will notify the fan of date, time and place of hearing. Party may be subject to civil action or barred from attending any school function for any length of time deemed necessary.

## **CHAPTER 5.00 - STUDENTS**

XII. Violation of these rules by Osceola County fans at out-of-county high school events may also lead to a School Board Hearing for disciplinary action.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **1001.37, 1001.43, 1006.145, F.S.**

**HISTORY:** **FORMERLY: 3.17**



## CHAPTER 5.00 – STUDENTS

### OUT ZONE TRANSFER — ATHLETIC ELIGIBILITY

5.83+

- I. The following conditions apply to all high school students commencing with the successful completion of the eighth (8<sup>th</sup>) grade as defined in the Osceola District Schools *Student Progression Plan*. These requirements are a supplement to the bylaws of the Florida High School Athletic Association (FHSAA) guidelines relative to the transfer and eligibility of student athletes.
  - A. The student’s designated interscholastic athletic participation school shall be defined as the school to which the student is zoned to attend upon completion of the eighth (8<sup>th</sup>) grade.
  - B. Any student who transfers to a school other than the student’s designated interscholastic athletic participation school will forfeit athletic eligibility for one (1) calendar year commencing from the date of enrollment at the transfer school unless the transfer is approved by both the sending and receiving principal or approved by the Athletic Transfer Appeal Committee. This forfeit of eligibility applies to each subsequent transfer. It shall be the responsibility of the parent/guardian and the student to indicate the desire to participate in interscholastic athletic programs at the initiation of the transfer by indicating such on the appropriate out-of-zone transfer request form.
    1. The Athletic Eligibility Transfer Appeal Committee will review eligibility appeals for transferring student athletes. This committee will schedule meetings at least monthly. Membership on the committee shall include: the Principal of all District High Schools, the Athletic Director of each District High School, and the Director of Student Services. All members of the committee will have one vote except the Director of Student Services who will vote only in a tie situation. The Director of Professional Development/District Athletic Director shall serve as the hearing officer and shall not be a voting member. A quorum of the committee shall be defined as a simple majority of the membership not to include the Director of Professional Development/District Athletic Director.
      - a. Appellants must make application to the Director of Professional Development completing a packet of predetermined information and evidence supporting their appeal.
      - b. The appellants will be given a period of time not to exceed fifteen (15) minutes to make their appeal before the committee based upon information provided in the application packet.

## CHAPTER 5.00 – STUDENTS

- c. The parent/guardian and the student must be present for the hearing. The parent/guardian will receive a minimum of forty-eight (48) hours notice of the hearing date by the office of Professional Development.
  - d. Decisions will be rendered in open forum on the evening of the hearing. The Committee may make three findings: 1) insufficient evidence exists to act; 2) a student may participate without athletic ineligibility within the first year; or 3) the student will remain ineligible for one (1) calendar year.
- C. The Parent/Guardian of a student may request an appeal hearing with the Athletic Transfer Committee after the transfer providing that there exists or existed circumstances beyond their control.
  - D. A student receiving any type of transfer into a high school must abide by all the FHSA bylaws and applicable School Board Rules relative to athletic eligibility.
  - E. Each high school will provide the Office of Professional Development/District Athletic Director an athletic eligibility list for each sport and will identify the student transfers.
  - F. Any parent/guardian on behalf of a student or the student themselves who is found to have provided falsified eligibility information shall lose athletic eligibility for one (1) calendar year from the date of discovery of the violation.
  - G. Any student who is found to be attending a school out of his/her assigned attendance zone without a properly executed student transfer shall be returned to his/her home school and shall forfeit athletic eligibility for a period of one calendar year from the discovery of the violation.

### STATUTORY AUTHORITY:

**1001.41, 1001.42, F.S.**

### LAW(S) IMPLEMENTED:

**768.135, 1001.43, 1006.07,  
1006.15, 1006.16, 1006.20, F.S.**

### HISTORY:

**FORMERLY: NEW**

## CHAPTER 5.00 – STUDENTS

### **ANABOLIC STEROID TESTING FOR STUDENT ATHLETES**

**5.84**

- I. As a condition of being a member of the Florida High School Athletic Association (FHSAA), each school with students in grades nine (9) through twelve (12) will participate in the state-mandated anabolic steroid testing program. Each school shall adhere to the provisions established by FHSAA.
- II. FHSAA shall designate the sports that will be included in the testing program.
- III. Students participating in designated sports will be subject to random testing. Failure by a student or his/her parent(s), as defined by Florida Statutes, to consent to steroid testing will disqualify a student from participation in a designated sport.
- IV. All records and information related to any test or to any challenge or appeal shall be confidential, shall not be subject to the public records law, and shall not be included in a student's educational record.
- V. The portion of a meeting at which exempt records are discussed shall be exempt from the open meetings law. Appeals meetings shall be exempt from the open meetings laws and shall be closed to the public.
- VI. This rule shall automatically expire on October 02, 2008, unless the Florida Legislature reenacts the applicable provision in Florida Statutes.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1000.21, 1001.41, 1001.43, 1006.20, F.S.**

**HISTORY:**

**ADOPTED: 02/05/08  
REVISION DATE(S): N/A  
FORMERLY: NEW**

**SCHOOL BOARD POLICY MANUAL**  
**FOR SCHOOL DISTRICT OF**  
**OSCEOLA COUNTY**

**CHAPTER 6.00: HUMAN RESOURCES**

**CHAPTER 6.00 – HUMAN RESOURCES**

**EMPLOYMENT OF PERSONNEL**

**6.10\*+**

- I. All personnel shall be appointed or reappointed as prescribed by Florida Statutes and in conformance with applicable State Board of Education rules and School Board rules.
- II. The Superintendent is directed to develop appropriate employment procedures governing the recruitment, screening, selection, appointment and employment of all personnel consistent with Florida Statutes, State Board of Education rules, federal requirements and School Board rules.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.42, 1001.43, 1012.22, 1012.27,  
1012.32, 1012.39, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0502, 6A-1.064, 6A-4.0081,  
6A-4.0082, 6A-4.0083

**HISTORY:** REVISED: 10/21/08  
FORMERLY: 4.1.1, 5.1.1

## CHAPTER 6.00 – HUMAN RESOURCES

### AFFIRMATIVE ACTION

6.101

Affirmative action is a concept which required an employer to do more than refrain from discriminatory practices and policies, and to go beyond the maintenance of policies of passive nondiscrimination, by taking positive results-oriented steps toward the elimination of discriminatory barriers.

There is hereby created an Affirmative Action Committee which shall consist of fifteen (15) members. The members of the Committee shall be recommended by the Superintendent and appointed by the School Board and shall serve three (3) years. The following shall apply to the operation of the Affirmative Action Committee:

- I. The Affirmative Action Committee is distinguished from the Equity Committee of the School Board, which investigates individual complaints, in that the Affirmative Action Committee is not necessarily comprised solely of employees of the District. The Affirmative Action Committee shall not have access to materials or items which are confidential by law.
- II. Responsibilities of the Affirmative Action Committee shall include but not be limited to the following:
  - A. Monitoring all educational programs and employment opportunities to ensure that they are available to all individuals with the District who are eligible under the State of Florida and the School Board of Osceola County, Florida.
  - B. Monitoring the hiring of protected classes of employees.
  - C. Reviewing promotional opportunities for protected class employees.
  - D. Reviewing the percentage of disciplinary actions against protected classes of students and employees.
  - E. Monitoring the participation of protected classes of students and parents in school activities and providing motivational programs to promote increased participation if needed.
  - F. Monitoring the dropout rate among protected classes of students.
  - G. Monitoring academic skills among protected classes of students.
  - H. Reviewing curriculum content to ensure motivation and self-esteem development for protected classes of students.

## CHAPTER 6.00 – HUMAN RESOURCES

- I. Monitoring the providing of programs designed to create awareness of college/vocational opportunities.
  - J. Monitoring retention of teachers among protected classes.
  - K. Monitoring redistricting activities and out-of-zone transfers.
- III. The Affirmative Action Committee shall report to the School Board at least once per school year. This presentation to the School Board shall include, but not be limited to a discussion of current School Board efforts in minority hiring, trends detected by the Affirmative Action Committee, problems and potential problems identified by the committee.
- IV. The Superintendent shall name a representative as an ex-officio member of the Affirmative Action Committee, and shall make the facilities of the School Board available for the business of the committee, including meeting locations, use of equipment for preparation of reports, communications of official business of the committee and for other similar purposes, and shall provide reasonable secretarial and clerical services.

The Affirmative Action Committee may provide input to the School Board in developing a program or programs for the advertisement of job opportunities in various minority communities, and may otherwise assist the School Board in recruiting qualified minorities for employment within the District.

The Affirmative Action Committee may review job descriptions and other testing requirements for employment in the District and present the results of the review to the School Board. They may also present any perceived EEO barriers to employment or advancement.

The Affirmative Action Committee is purely an advisory body and does not have the authority to commit or obligate the School Board or District in any manner. The committee serves at the discretion of the School Board and may be modified or dissolved by future School Board action in accordance with law.

- V. Implementation

The Superintendent shall implement the affirmative action policy of this School Board by all appropriate means, including the following:

- A. Ascertain that all unnecessary references to sex, race, religion, disability or national origin have been removed from any and all applications for employment or for enrollment in programs.

## CHAPTER 6.00 – HUMAN RESOURCES

- B. The term “Equal Opportunity Agency” shall be printed on all stationery and applications for employment.
- C. Maintain a continuous review of all curriculum and curriculum materials to avoid materials biased as to sex, race, national origin, religion, and/or disability.
- D. Disseminate information to all employees that a credit union is available to help meet their financial needs.
- E. Maintain an exit interview program to ascertain reasons for and solutions to any existing turnover problems.
- F. Provide ample opportunities for employees to discuss individual problems informally outside normal administrative channels to obtain needed advice and counseling with complete confidentiality.
- G. Promulgate an administrative memorandum providing a method for the filing of verbal or formal written complaints alleging discrimination and assuring that such complaints will be fully investigated, receive an impartial review, and take appropriate action on the same if warranted.
- H. Continue to maintain an active recruitment program in colleges throughout Florida and the southeastern United States having minority graduation rates.
- I. Report at least annually to the School Board as to the implementation of this plan and to recommend to the School Board any change in this policy or additions thereto from time to time as he may deem advisable or appropriate.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, F.S.**

**HISTORY:**

**FORMERLY: 1.23**



## CHAPTER 6.00 – HUMAN RESOURCES

### EMPLOYMENT DEFINED

6.11

- I. Full time – A regular full time employee is a person who is employed for the school term or for the school fiscal year to render the minimum number of hours each day as established by the School Board for that position or job.
- II. Part-time – A part-time employee is a person who is employed to render less than the number of hours each day as established by the Board for a regular full time employee.
- III. Temporary Labor – A temporary employee is a person whose employment is expected to be less than a six (6) month period to fill a vacancy for which a permanent employee is not available or to perform work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may be a part-time or a full time employee.
- IV. Short-term Contract Personnel – A short-term contract shall be defined as a contract given to a teacher other than one on annual contract, continuing contract or professional services contract. Such contract shall specify a beginning and ending date of employment and shall be for a period less than the ten (10) month school year.
- V. Substitute employees are those who perform services which are normally performed by a permanent employee and which are performed during the absence of a permanent employee not receiving pay. They are not entitled to the fringe benefits provided by the School Board.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1012.22, F.S.**

**HISTORY:**

**FORMERLY: 2.4.5, 4.1.4**

## CHAPTER 6.00 – HUMAN RESOURCES

<b>EMPLOYEE DEFINED</b>
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<b>6.111*</b>
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Instructional, administrative, and professional support personnel shall be defined in accordance with the provision of Florida Statutes.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1000.21, 1001.43, 1012.01, F.S.

**HISTORY:** FORMERLY: 4.1.4, 4.2.4.B.(2), 9.1.1

## CHAPTER 6.00 – HUMAN RESOURCES

### NEPOTISM

6.12

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, sister-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.

All instance 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 School Board approval.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 112.3135, 1001.43, 1012.22, F.S.

**HISTORY:** FORMERLY: 3.14

**CHAPTER 6.00 – HUMAN RESOURCES**

**YEAR OF SERVICE DEFINED FOR ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL**

**6.13\***

- I. The minimum time which may be recognized as a year of service for contractual purposes shall be full time actual service rendered under contract for more than one-half (1/2) the number of days or more than one-half (1/2) the number of total hours required for the normal contractual period of service for the position held. In determining such service, sick leave and holidays for which the employee received compensation shall be counted, but all other types of leave and holidays shall be excluded.
  
- II. Any claim to a year of service for salary purposes shall be the equivalent of the service required for a continuing, professional service, annual or multi-year contract. Credit for service rendered in another state or as otherwise allowed under the adopted salary schedule shall be determined by using the minimum service required in the District for a comparable position and in accordance with the contract agreement between the School Board and the local education association.

**STATUTORY AUTHORITY:** **1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:** **1000.21, 1001.43, 1011.60, F.S.**

**HISTORY:** **FORMERLY: 4.1.2.B, 4.2.4.B.(2), 5.4.7.H, 9.2.1.B, 9.3.12.B.(3)**

## CHAPTER 6.00 – HUMAN RESOURCES

### THE INSTRUCTIONAL STAFF

6.14\*

The instructional staff shall be composed of school-based or site-based personnel other than administrators and school support personnel. Instructional staff members shall hold a valid Florida Educator's Certificate or the equivalent as prescribed by Florida Statutes and State Board of Education rules.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1000.21, 1001.43, 1012.32, 1012.39, 1012.53,  
1012.54, 1012.56, 1012.57, F.S.

**HISTORY:** FORMERLY: NEW

## CHAPTER 6.00 – HUMAN RESOURCES

### **EMPLOYMENT OF ATHLETIC COACHES WHO ARE NOT FULL TIME EMPLOYEES OF THE SCHOOL BOARD**

**6.141\*+**

Persons who are not full time employees of the School Board and hold an athletic coaching certificate issued by the state of Florida may be recommended by the Superintendent and appointed by the School Board to perform designated secondary school athletic coaching responsibilities on a contract basis, subject to the following conditions:

- I. The principal has determined that qualified full time employees of the School Board are not available to perform these responsibilities.
- II. The contracted employment conforms to rules and regulations of the State Board of Education and the bylaws of the Florida High School Athletic Association (FHSAA).
- III. The employment procedures and contracted services conform to standards and procedures provided by the Superintendent, including but not limited to:
  - A. Use of an approved agreement form for contracted services.
  - B. Assessment of the qualifications of such persons.
  - C. Agreement by the contracted employee to abide by the *Code of Ethics of the Education Profession in Florida*.
  - D. Evaluation of performed services to be conducted by the principal/designee and appropriate records maintained.
- IV. Payment for services shall be according to the approved District schedule of salary supplements for the services rendered.
- V. The District shall attempt to ensure that community-based coaches reflect the diversity of racial, ethnic, and gender groups that the School Board believes to be important to the educational experiences of students.

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**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 119.07, 1001.43, 1012.22, 1012.24, 1012.27,  
1012.31, 1012.33, 1012.36, 1012.55, 1012.56, F.S.

**HISTORY:** FORMERLY: NEW

## CHAPTER 6.00 – HUMAN RESOURCES

### NONCERTIFICATED INSTRUCTIONAL PERSONNEL

6.142\*

Persons who possess expert skill in or knowledge of a particular subject or talent but who do not hold a Florida teaching certificate constitute an invaluable community resource for the education of the students in the District. 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. Policies concerning noncertificated instructional personnel shall be as follows:

#### I. Employment Procedures

Procedures shall be the same as those followed for certificated personnel, except that noncertificated personnel shall not be entitled to a contract as prescribed by State Board of Education rules. The supervisor recommending the appointment must explain the circumstances that necessitate employing a noncertificated instructional person. A copy of such material shall be placed in the employee's personnel file.

#### II. Personnel Records

The records of noncertificated personnel shall contain the same kinds of information that would be contained in the record of a regular member of the instructional staff. In lieu of a certificate and transcripts there shall be complete, detailed and certified documentation attesting to the individual's expertise in the area for which he or she is employed. The record shall also contain a statement of the specific instructional duties assigned and evaluations of performance of such duties.

#### III. Salary

Noncertificated persons shall be paid according to the terms set forth in the salary schedule.

#### IV. Assignment, Suspension, and Dismissal

Noncertificated instructional personnel may not be assigned to any teaching duties other than those for which specifically employed. They shall remain employed only as long as the need exists. If at any time during the employment of a noncertificated instructional person there is an indication that he or she is not carrying out his or her duties as assigned, he or she shall be suspended from that duty immediately and further action, including dismissal, shall be recommended by the Superintendent.



## CHAPTER 6.00 – HUMAN RESOURCES

### V. Assessment of Performance

The performance of each noncertificated person shall be assessed against his or her specifically assigned duties. The supervisor recommending the appointment of these personnel shall monitor performance and provide a written evaluation at least once each school term using the teacher evaluation form.

### VI. Student Welfare

Each noncertificated instructional person shall, prior to assuming his or her duties, be instructed as to his or her responsibilities in regard to the health, safety, and welfare of students. If assigned duties require knowledge of rules, regulations or policies of a special nature, the written statement of duties assigned shall include the duty to be familiar with such material.

### VII. Instructional Practices and Policies

Prior to assuming their duties all noncertificated instructional personnel shall be advised of the state, District, and school policies relevant to instructional responsibilities.

**STATUTORY AUTHORITY:** **1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:** **1001.43, 1012.42, 1012.55, F.S.**

**STATE BOARD OF EDUCATION RULE(S):** **6A-1.0502**

**HISTORY:** **FORMERLY: 5.1.2.D**

## CHAPTER 6.00 – HUMAN RESOURCES

<b>EMPLOYMENT OF NONDEGREED VOCATIONAL AND ADULT INSTRUCTIONAL PERSONNEL</b>	<b>6.143*+</b>
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The Superintendent is authorized to develop procedures for the employment of nondegreed vocational and adult instructional personnel. These procedures shall be consistent with Florida Statutes and shall be approved by the School Board and listed in the procedures manual.

**STATUTORY AUTHORITY:** **1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:** **1001.43, 1012.32, 1012.36, 1012.39, F.S.**

**HISTORY:** **FORMERLY: 5.1.2.F-G**

## CHAPTER 6.00 – HUMAN RESOURCES

<b>EDUCATIONAL PARAPROFESSIONALS AND ASSISTANTS</b>	<b>6.144*</b>
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Assistants and paraprofessionals are persons assigned by the School Board to assist an instructional staff member(s) in performing his/her instructional or professional duties or responsibilities. A paraprofessional has additional responsibilities consistent with the requirements of the federal No Child Left Behind Act.

- I. The conditions of employment of an assistant or paraprofessional shall include the following:
  - A. An assistant shall have a high school diploma or hold a high school equivalency diploma issued pursuant to State Board of Education rules.
  - B. A paraprofessional shall meet one of the following requirements:
    1. Hold an associate's or higher degree from an accredited institution;
    2. Two (2) years of study at an institution of higher education or sixty (60) semester hours or equivalent from an accredited institution; or
    3. A rigorous state or local assessment of knowledge of and the ability to assist in instruction in reading, writing, and mathematics or reading readiness, writing readiness, or mathematics readiness.
  - C. Be at least eighteen (18) years of age.
  - D. Present a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee. The fingerprints shall be acceptable for processing by the Florida Department of Law Enforcement and the Federal Bureau of Investigation. The Director of Human Resources and Employee Relations or designee shall initiate a records check by the two (2) agencies.
  - E. A drug test with negative results shall be required of all noninstructional applicants recommended for hire and shall be administered by the Board approved testing laboratory.
- II. The principal shall ensure that the assistant or paraprofessional assigned to the school possesses a clear understanding of state and District rules relating to his/her responsibilities and to the safety, welfare, and health of students. It shall be the principal and the instructional staff member's responsibility to ascertain that an assistant or paraprofessional possesses the necessary knowledge about rules to perform duties of a special nature in a proper and reasonable manner.

## CHAPTER 6.00 – HUMAN RESOURCES

- III. It shall be the principal's responsibility to assure the School Board and the Superintendent that each assistant or paraprofessional possesses a clear understanding of all state and District instructional practices and rules relevant to his/her responsibilities if he/she is expected to assist a teacher in promoting learning activities. When an assistant is assigned duties requiring knowledge of instructional practices and policies or providing prescribed physical care for students of a specialized nature, it is the instructional staff member's responsibility to ascertain in advance whether the assistant possesses the necessary knowledge and skills.
- IV. The assistant or paraprofessional shall complete a period of supervised practice when assigned to a new instructional staff member or assigned a type of duty which he/she has not previously performed. The length of such supervised practice may vary depending upon previous experiences of the assistant or paraprofessional. A record shall be maintained in each school to show the length, nature, and inclusive dates of each supervised practice assignment for each assistant or paraprofessional.
- V. An assistant or paraprofessional shall not perform any of the following:
  - A. Establish instructional objectives;
  - B. Render decisions regarding the relevancy of certain activities or procedures to achieve instructional objectives;
  - C. Make decisions regarding the appropriateness of training materials for accomplishing instructional objectives; and,
  - D. Evaluate a student's attainment of instructional objectives unless clear and objective criteria such as a specific achievement standard on an objective test are defined.
- VI. The principal and instructional staff members who are assigned assistants or paraprofessional personnel shall be responsible for assigning duties which are consistent with Florida Statutes, State Board of Education rules, School Board rules, and other controlling regulations.

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**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.22, 1012.32, 1012.37, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.070, 6B-1.006

**HISTORY:** REVISED: 02/06/07  
FORMERLY: 4.1.1.I, 4.4

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### SUBSTITUTE TEACHERS

6.145\*+

- I. Each school principal is authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties. The principal shall obtain substitute teachers from the approved list published by the Human Resource Department.
- II. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required by Human Resources:
  - A. Hold a high school diploma or equivalent;
  - B. Be at least eighteen (18) years of age;
  - C. Submit a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee to obtain a records check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI);
  - D. Evidence of a negative drug screening shall be received by the District prior to being eligible to substitute; and
  - E. Complete an initial orientation/training program and other training required by Florida Statutes.
- III. The Human Resource Department shall approve applicants as substitute teachers provided their qualifications are found to be satisfactory. Applicants shall not be eligible for substitute teaching until approved.
- IV. Any member of the Florida Retirement System who has been retired for at least one (1) calendar month from any state administered retirement system may be employed as a substitute or hourly teacher on a noncontractual basis provided all other employment requirements are met.
- V. Substitute teachers shall hold a valid Florida Educator's certificate or a valid substitute certificate/document issued by Osceola County.

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**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.32, 1012.35, 1012.36,  
1012.39, 1012.55, 1012.56, F.S.

**HISTORY:** REVISION(S): 12/06/04, 12/06/05  
FORMERLY: 4.1.1, 5.1.1.B.(7), 5.1.8, 5.4.7.C

**CHAPTER 6.00 – HUMAN RESOURCES**

<b>ASSISTING TEACHERS TO BECOME HIGHLY QUALIFIED</b>	<b>6.146+</b>
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The Superintendent shall develop procedures to assist experienced teachers to meet the highly qualified requirements of the No Child Left Behind Act.

**STATUTORY AUTHORITY:** **1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:** **1001.43, 1012.22, 1012.27, 1012.42, F.S.  
No Child Left Behind Act of 2001, P.L. 107-110  
20 USC 7801**

**STATE BOARD OF EDUCATION RULE(S):** **6A-1.0503**

**HISTORY:** **ADOPTED: 12/06/05  
REVISION(S): 02/06/07  
FORMERLY: NEW**



## CHAPTER 6.00 – HUMAN RESOURCES

### APPOINTMENT OR EMPLOYMENT REQUIREMENTS

6.17\*

Any person desiring employment shall file a completed application on the form provided by the Superintendent.

#### I. Qualifications

- A. Must be of good moral character.
- B. Must have attained the age of eighteen (18) years, with the exception of students employed by the Board.
- C. Must have a high school diploma from an accredited institution, a GED certificate, or an ESE special diploma.
- D. As provided in the District Salary Handbook, in the sole discretion of the Superintendent or designee, the requirements set forth in paragraph “C” above may be waived for positions classified as “critical shortage areas” by the state or by the Superintendent.
- E. Must not be ineligible for employment under 1012.315, F.S., if applying for an instructional, administrative or any other position requiring direct contact with students.

#### II. Certificate Requirements

Each applicant for an instructional or a certificated administrative position shall hold or be eligible for a certificate, or have the proper license to perform services.

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

## CHAPTER 6.00 – HUMAN RESOURCES

cause as determined by the Superintendent, shall result in the termination of employment.

### III. Interviews and Appointments

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

### IV. Initial Employment/Offer of Employment

- A. Any offer of employment with the School District is conditioned on submission of fingerprints as required by Florida Statute and a background investigation by the Superintendent or designee and Professional Practices Committee (PPC). After a job offer, but prior to beginning employment with the District, all candidates for all positions must undergo a criminal and employment background check to determine suitability for employment. The application for employment shall inform applicants they are subject to criminal background checks, and advise applicants that failure to be truthful on the application about prior criminal history will be grounds for ineligibility or dismissal from employment.
- B. As a condition of employment and prior to beginning work, an applicant who has received a conditional job offer must file a complete set of fingerprints taken by authorized an employee of the district trained to take fingerprints. The fingerprints shall be processed by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). All applicants, except food service assistants, bus drivers, bus aides, professional support staff substitutes, and employees who have retired from the District, shall be required to pay for full costs of processing at the time of fingerprinting. However, if such waived persons, within six (6) months of initial employment are employed in a position that would have required payment of the full cost of fingerprinting, they shall reimburse the District for the full cost.
- C. A Professional Practices Committee (PPC) shall be established to review the criminal history of all persons nominated for initial employment. The PPC shall obtain criminal background information for applicants through requests to the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). The PPC shall include, but not be

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limited to, the Director of Human Resources and Employee Relations, the EE Officer, and a representative principal.

- D. When the fingerprint or background check reports are returned, the Committee shall review both the application and the report(s) concerning the individual. The PPC will compare the information provided by the applicant with the information received from the FDLE and/or the FBI pursuant to Florida Statute.
- E. The Superintendent or designee shall conduct employment history checks of applicants for instructional, administrative, or any other positions requiring direct contact with students. The employment history check shall include, but not be limited to, screening through the use of educator screening tools described in law and contact with each previous employer. All findings shall be documented. If the Superintendent is unable to contact a previous employer, he/she shall document all efforts to contact the previous employer.
- F. No applicant who has received a conditional job offer shall begin work before his/her fingerprints are processed, the criminal and pre-employment investigation is completed, and a determination is rendered as to suitability for employment.
- G. Based upon the facts of an application, criminal background check or other valid or reliable data sources, applicants who are, or have been convicted of certain serious offenses may be denied employment by the School District. As used in this section the term conviction is defined as a finding of guilt, a plea of guilty, or a plea of *nolo contendere*, or a verdict of guilty. The withholding of adjudication or the entry of an order sealing or expunging the record requiring a pre-trial intervention or pre-trial diversion shall not be considered an exception to this section. Other information derived from the pre-employment investigation, which indicates the applicant may not be suitable for employment by the School District, may be grounds for denying employment to an applicant.
- H. An applicant shall be disqualified from employment in any position requiring direct contact with students if he/she is ineligible for employment under 1012.315, F.S.
- I. Health Statement - Applicants shall provide evidence of a negative tuberculin skin test or a negative chest x-ray performed within the last twelve (12) months.

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- J. Drug Testing - Evidence of a negative drug screening on each new employee and any employee with a break in service of ninety (90) days or more (not including approved leaves of absence) shall be received by the School District prior to effective date of appointment.
  - K. Any persons under contract to the School District to operate student programs, student teachers, persons participating in short-term teacher assistance experiences or field experiences who have direct contact with students must meet the requirements of IV.A., B., E., and F. Such person may not be in direct contact with students if ineligible under 1012.315, F.S.
  - L. Acceptance of Appointment – Failure to signify acceptance of appointment or to begin working within ten (10) days after receipt of the official notice of appointment shall be considered a rejection of the offer, and the position shall be declared vacant.
- V. Current Employees
- A. As required by statute, periodic refingerprinting of current employees will be completed. Additionally, whenever a personnel investigation of a complaint against an employee is required, a supplemental criminal background check may be conducted as part of the investigation.
  - B. If it is discovered during the period of employment (either by a periodic refingerprint or investigatory supplemental refingerprint) that a regular employee has a prior criminal record and that the employee was requested to provide this information at the time of hire, but did not do so, the employee may be subject to disciplinary action, including dismissal for submitting false information on the employment application, or otherwise having misled the District.
  - C. If it is discovered during the period of employment (either by a periodic refingerprint or investigatory supplemental refingerprint) that an employee has a prior criminal record and no falsification of an application nor attempt to mislead occurred, the record shall be reviewed by the PPC. The committee shall consider all information, including any mitigating conditions, and report findings of fact, possible mitigating circumstances, and recommendations for action to the Superintendent or designee. The employee shall have the opportunity to respond in writing to the findings and recommendation. The Superintendent or designee shall review the record, recommendation, and response before taking appropriate action. Appeal of the Superintendent's action shall follow collective bargaining agreements or School Board Policy, as appropriate.

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- D. If it is discovered during the period of employment, either by a periodic refingerprint or investigatory supplemental refingerprint that an employee has a criminal record which occurred during the period of employment, and which required “self-reporting” but was not previously self-reported by the employee to the District, then the employee may be subject to disciplinary action, including dismissal for failing to self-report such information or otherwise having misled the District.
  - E. If it is discovered during the period of employment , either by a periodic re-fingerprint or investigatory supplemental fingerprint that an employee has a criminal record which occurred during the period of employment, but which did not require “self-reporting”, the record shall be reviewed by the Osceola PPC. The committee shall consider all information obtained, (including any mitigating conditions), and report their findings of fact, and recommendations for action to the Superintendent or designee. The employee shall have the opportunity to respond in writing to the findings and recommendation. The Superintendent or designee shall review the record, recommendation, and response before taking appropriate action.
  - F. An employee whose criminal record after employment would disqualify him/her from employment shall be subject to disciplinary action up to and including termination.
- VI. Reconsideration and Appeal
- A. Applicants, who have been denied employment because of their criminal record and/or background check, may appeal to the Superintendent or designee. Applicants shall receive written notice of the right to appeal the decision by the PPC to the Superintendent. Their appeal must be in writing, and may respond to the findings and decision of the PPC. If new information is to be submitted, the applicant must first request reconsideration by the PPC. The Superintendent’s decision shall be final.
  - B. School Board personnel who have been terminated because of their criminal record or employment background investigation shall receive written notice of the right to appeal such a decision consistent with the collective bargaining agreements and District policy.
- VII. The District shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity so as to ensure equal employment opportunity. Neither the District nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be in informed of the complaint procedure that may be used should they allege discrimination.

## CHAPTER 6.00 – HUMAN RESOURCES

### PHYSICAL EXAMINATIONS

6.171

The Superintendent may require a physical, psychological, and/or psychiatric examination by a physician licensed in the state of Florida when in the Superintendent's judgment such an examination is relevant to the teaching performance or employment status of a School Board employee. If a Florida physician is not available within a reasonable distance, a licensed physician from a nearby state may be used. The Superintendent shall select the physician(s), psychologist(s), or psychiatrist(s) and shall pay all costs incurred in the examination(s). The employee shall allow the report of the physician(s), psychologist(s), or psychiatrist(s) to be submitted to the Superintendent with a copy being forwarded to the employee.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.32, F.S.

**HISTORY:** FORMERLY: 5.1.1.C.(7), 8.6.5, 9.2.10

## CHAPTER 6.00 – HUMAN RESOURCES

### EMPLOYMENT OF SCHOOL BUS OPERATORS

6.172\*

- I. School bus operators are defined as any persons employed or contracted to the School District to transport prekindergarten through grade 12 students in school buses as defined in Section 1006.25, Florida Statutes.
- II. At the time of initial employment the School Board shall assure that the operator of a school bus meets the following requirements:
  - A. Has five (5) years of licensed driving experience.
  - B. Has submitted to the Superintendent a written application for employment in a form prescribed by the School Board.
  - C. Has filed a set of fingerprints for the purpose of the required background check for determining criminal record.
  - D. Has filed form ESE 479, Florida School Bus Operators Medical Examination Report for Commercial Driver Fitness Determination.
- III. Prior to transporting students on a school bus, each operator shall meet the following requirements:
  - A. Hold a valid Commercial Driver's License (CDL) with passenger (P) and school bus (S) endorsements.
  - B. Successfully complete seventy-five (75) hours of preservice training consisting of at least twenty (20) hours of classroom instruction and eight (8) hours of behind-the-wheel training based upon the Basic School Bus Operator Curriculum.
  - C. Demonstrate the ability to prepare required written reports. Be physically capable of operating the vehicle as determined by a physical examination, Form ESE 479, prescribed by the commissioner and given by a physician designated by the School Board and as determined by a dexterity test administered by the District.
  - D. Demonstrate physical and mental capabilities required to carry out all assigned responsibilities as a school bus operator.
- IV. A certification of training provided by the Commissioner shall be issued by the District to each driver successfully completing a minimum of forty (40) hours of preservice training.

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- V. The School Board shall obtain an operator's history record from the Department of Highway Safety and Motor Vehicles for each regular school bus operator, substitute operator, or any other individual certified to drive a school bus by the District. The schedule for reviewing these records shall be as follows:
  - A. Prior to initial employment;
  - B. Prior to the first day of the fall semester;
  - C. Thereafter, the District shall continuously screen operator records using the automated weekly updates, ensuring proper retrieval documentation for every week.
- VI. Driver history records shall be requested and reviewed by the District in a manner prescribed by the Department of Highway Safety and Motor Vehicles using the Automated School Bus Driver's License Record Check System through the Department's database.
- VII. The driving record of each applicant and school bus operator shall be reviewed to determine if the record contains any infractions of the driving code that would make the person unqualified for the position of school bus operator in accordance with the District safe driver plan.
- VIII. Any school bus operator who should have known that his/her driver's license has expired or has been suspended or revoked and who drives a bus shall be subject to disciplinary action up to and including dismissal.
- IX. At least annually, the District shall assure that the operator of a school bus meets the following requirements:
  - A. The requirements of paragraph III.A. of this rule.
  - B. Successful completion of a minimum of eight (8) hours of inservice training related to the operator's responsibilities for transporting students.
  - C. Successful passing of a dexterity test administered by the District and maintenance of a valid operators medical examination report.
- X. At the time of reemployment, the School Board shall assure that each school bus driver meets all the requirements of section II. and III.A. of this policy. If not more than a twelve (12) continuous calendar month break in service has occurred, an operator shall be required to complete eight (8) hours of inservice training related to his/her responsibilities for transporting students prior to driving a school bus with students. If a period exceeding twelve (12) calendar months has occurred,



## CHAPTER 6.00 – HUMAN RESOURCES

the driver shall be required to complete successfully all of the requirements of sections II. through V. of this rule.

- XI. All school bus operators shall be subject to the federal requirements of 49 CFR, Parts 382 and 391 related to substance abuse testing and alcohol detection program.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 322.57, 1001.42, 1001.43, 1012.45, F.S.  
49 CFR 350, *et al.*

**STATE BOARD OF EDUCATION RULE(S):** 6A-3.0141, 6A-3.0171(1)(d)

**HISTORY:** REVISION(S): 12/06/05, 02/05/08  
FORMERLY: 3.1.3

## CHAPTER 6.00 – HUMAN RESOURCES

### RESPONSIBILITIES OF SCHOOL BUS OPERATORS

6.173\*

- I. School bus operators shall be responsible for adhering to the requirements of federal laws and regulations, Florida Statutes, State Board of Education rules, driving regulations, School Board policies, District safe driver plan, and the adopted District job description.
- II. Responsibilities shall include, but not be limited to, the following:
  - A. To maintain an appropriate Florida driver's license.
  - B. To cease and desist from driving with an expired, suspended or revoked license.
  - C. To complete annual school bus operator training.
  - D. To participate in the substance abuse testing and alcohol detection program required by 49 CFR 382 and 49 CFR 391.
  - E. To cease and desist from using a cellular telephone while actively driving a bus.
  - F. To maintain order and discipline on the bus.
  - G. To instruct students, teachers, and chaperones who are being transported on field and activity trips regarding the locations and proper use of school bus emergency exits prior to each trip.
  - H. To perform a complete interior inspection of the bus after each run and trip to ensure that no students remain on the bus.
  - I. To ensure that no one is on the bus while refueling.
  - J. To avoid unnecessary idling of the bus while in the vicinity of students.
- III. Failure to fulfill the responsibilities of a school bus operator may result in disciplinary action up to and including dismissal.

**CHAPTER 6.00 – HUMAN RESOURCES**

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 322.57, 1001.42, 1001.43, 1012.45, F.S.  
49 CFR 382, 49 CFR 391

**STATE BOARD OF EDUCATION RULE(S):** 6A-3.0141, 6A-3.0171

**HISTORY:** **ADOPTED: 02/05/08**  
**REVISION(S): N/A**  
**FORMERLY: NEW**

## CHAPTER 6.00 – HUMAN RESOURCES

### **CONTRACTS: INSTRUCTIONAL AND ADMINISTRATIVE PERSONNEL**

**6.18\***

- I. Any person employed as a member of the instructional staff shall hold a valid Educator's Teaching Certificate or professional license, except as noted elsewhere in policy. Any person employed as an administrator shall meet those qualifications as enumerated in the Board-adopted job description. All instructional and administrative staff shall be entitled to and shall enter into a written contract with the School Board as provided by law. All contracts shall be on prescribed forms. Any member of the instructional or administrative staff who is willfully absent from duty without approved leave shall forfeit compensation for the time absent, and his/her contract shall be subject to cancellation by the Board.
  - A. Contracts with Instructional Staff - Each member of the instructional staff shall receive an annual or professional services contract in accordance with the provisions of law. The first ninety-seven (97) working days of an initial contract shall be a probationary period during which the employee may be dismissed without cause. Any contract shall be in accordance with the duly adopted salary schedule of the Board and shall be for a definite term of service.
  - B. Contracts with Administrative Staff - Each member of the administrative staff on initial employment shall be given a written contract. Renewal of the contract from year to year will be based on an annual review of the services rendered and renewed only when acceptable and satisfactory service has been rendered. The first ninety-seven (97) working days of the initial contract shall be a probationary period during which the employee may be dismissed without cause.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 120.57, 1001.43, 1012.22, 1012.32, 1012.34, 1012.56, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0502, 6A-1.064

**HISTORY:** REVISION(S): 12/06/04  
FORMERLY: 5.1.4, 5.1.8.D, 5.2.1.A, 5.4.7.D, 9.1.6

## CHAPTER 6.00 – HUMAN RESOURCES

### **PROBATIONARY STATUS FOR PROFESSIONAL SUPPORT STAFF**

**6.181+**

Upon initial employment, educational support employees shall serve a probationary period. If a collective bargaining agreement does not provide for the conditions of a probationary period, then the following provisions shall govern the implementation of this policy:

- I. The probationary period shall begin the first day of regular employment.
- II. The probationary period shall be ninety (90) calendar days in duration or the time period established by a collective bargaining agreement.
- III. Employment during the probationary period must be continuous in the position for which the employee is hired in order for probation to be successfully completed.
- IV. The Superintendent shall determine whether to continue the employee's employment for the duration of the contract year.
- V. A probationary employee who is recommended for termination (nonrenewed) shall not have rights of appeal nor have a written explanation.
- VI. A procedural manual shall include other employment information.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1012.40, F.S.**

**HISTORY:**

**REVISION(S): 02/05/08  
FORMERLY: 4.1.2.C**

## CHAPTER 6.00 – HUMAN RESOURCES

### **CERTIFICATION OF ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL**

**6.20\***

No person shall be employed or continued in employment if he or she does not hold or is ineligible to hold a Florida Educator's Certificate, an Osceola County certificate or hold a professional license. However, a person may be employed as noncertificated instructional personnel pursuant to School Board rules. The staff member shall be responsible for maintaining a valid certificate. The staff member shall register his or her certificate and each certificate reissuance or renewal in the District office as soon as the Department of Education issues the new validity period on the certificate.

- I. The Superintendent shall designate a certification contact person to work directly with the Bureau of Educator Certification, Florida Department of Education, to assist personnel with certification issues.
- II. An individual nominated for an instructional position shall be properly certificated, be eligible for certification, meet conditions prescribed in State Board of Education rules, or qualify for employment or re-employment as a nondegreed vocational education or adult education teacher based on School Board rules.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1011.60, 1012.24,  
1012.54, 1012.55, 1012.56, 1012.57, F.S.**

**STATE BOARD OF EDUCATION RULE(S):**

**6A-1.0501, 6A-1.0502, 6A-1.0503**

**HISTORY:**

**REVISION(S): 12/06/04  
FORMERLY: 5.1.2, 5.1.8.A,  
9.1.2.B(3), 9.1.3**

## CHAPTER 6.00 – HUMAN RESOURCES

### DISTRICT CERTIFICATES

6.21\*+

The School Board authorizes issuance of School District Certificates to substitute teachers, JROTC teachers, and full time and part-time nondegreed vocational education teachers. The areas of certification shall be specified in the procedures manual. Each certificate shall bear an effective date of July 1 of the school fiscal year for which it is issued and shall expire on June 30.

- I. The Substitute Certificate shall remain valid during the period of active employment for up to five (5) school fiscal years and shall be issued to an individual who meets criteria established for employment in the School Board Rule 6.145, Substitute Teachers.
  - A. To renew a valid Substitute Certificate, an individual shall submit an application form to the Department of Human Resources.
  - B. To renew an expired Substitute Certificate, an individual shall submit to the Department of Human Resources an application form and a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel to obtain a records check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). The fingerprint processing fee shall be paid by the individual.
- II. The following types of Full Time Certificates shall be issued at the nondegreed vocational level.
  - A. Nondegreed instructional personnel will be issued a three (3) year Temporary Certificate upon receipt of fingerprint clearance from the FDLE and FBI.
  - B. A five (5) year Professional Certificate will be issued when all requirements have been completed as specified in the Human Resources Procedures Manual.
  - C. To renew a valid Professional Certificate, official transcripts must be filed with the appropriate renewal form showing six (6) semester hours of college credit which includes three (3) semester hours specific to each area on the certificate. One hundred twenty (120) Inservice Points shall be considered equivalent.

**CHAPTER 6.00 – HUMAN RESOURCES**

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.32, 1012.39, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0502

**HISTORY:** REVISION(S): 02/05/08  
FORMERLY: 5.1.2



## CHAPTER 6.00 – HUMAN RESOURCES

### CERTIFICATION OF ADJUNCT EDUCATORS

6.211\*+

- I. Notwithstanding the provisions of ss. 1012.32, 1012.55, and 1012.56, or any other provision of law or rule to the contrary, the Superintendent or his/ her designee shall establish procedures to allow for the issuance of an adjunct teaching certificate to any applicant who fulfills the requirements of s. 1012.56(2)(a)-(f) and (9) and who has expertise in the subject area to be taught. An applicant shall be considered to have expertise in the subject area to be taught if the applicant demonstrates sufficient subject area mastery through passage of a subject area test. The adjunct teaching certificate shall be used for part-time teaching positions. The intent of this policy is to enact state law that allows the school district to hire applicants who may wish to teach part-time in a district public school and to issue adjunct certificates to qualified applicants. Adjunct certificate holders shall be used as a strategy to reduce the teacher shortage; thus, adjunct certificate holders shall supplement a school's instructional staff, not supplant it. Each school principal shall assign an experienced peer mentor to assist the adjunct teaching certificate holder during the certificate holder's first year of teaching, and an adjunct certificate holder may participate in a district's new teacher training program. The district shall provide the adjunct teaching certificate holder an orientation in classroom management prior to assigning the certificate holder to a school. Each adjunct teaching certificate is valid for five (5) school years and is renewable if the applicant has received satisfactory performance evaluations during each year of teaching under adjunct teaching certification.
- II. Individuals who are certified and employed under this policy shall have the same rights and protection of laws as teachers certified under s. 1012.56.

**STATUTORY AUTHORITY:**

**1012.57, F.S.**

**LAW(S) IMPLEMENTED:**

**1012.57, F.S.**

**HISTORY:**

**ADOPTED: 12/06/05  
REVISION(S): N/A  
FORMERLY: NEW**

## CHAPTER 6.00 – HUMAN RESOURCES

### TEACHING OUT -OF-FIELD

6.22+

- I. For initial employment in Osceola County, each member of the instructional or certificated administrative staff shall be employed in the subject field in which he or she is properly certified or has demonstrated sufficient subject area expertise in the subject being taught by one of the methods outlined in district procedures, except as approved by the Superintendent/designee. Employees hired to teach out-of-field must complete the minimum college credit hours or equivalent as specified in this policy each year toward certification in order to be eligible for reappointment.
- II. Continuing and professional services contract personnel who are out-of-field of certification shall complete the minimum college credit hours or equivalent as specified in this policy each year toward certification. Failure to comply with this policy may result in actions permitted by law or the *Code of Ethics of the Education Profession in Florida*.
- III. A teacher out-of-field in a subject other than English for Speakers of Other Languages (ESOL) shall complete at least six (6) semester hours of college credit or the equivalent toward the appropriate certification within one (1) calendar year from date of initial appointment to the out-of-field assignment and each calendar year thereafter until all requirements are completed for the appropriate certification.
- IV. A teacher out-of-field in ESOL only shall complete at least three (3) semester hours of college credit or the equivalent toward the ESOL requirements within the first two (2) calendar years from date of initial assignment and three (3) semester hours or the equivalent during each calendar year thereafter until all course requirements for certification in ESOL or completed.
- V. A teacher out-of-field in ESOL and another subject shall complete at least six (6) semester hours of college credit or the equivalent toward the appropriate certification within one (1) calendar year from the date of initial appointment to the out-of-field assignment and each calendar year thereafter until all course requirements are completed for the appropriate certification. During the first two (2) years, at least three (3) of the required hours or the equivalent shall be completed in ESOL strategies. Beginning with the third year and each year thereafter, at least three (3) semester hours or the equivalent shall be completed in ESOL strategies and at least three (3) semester hours in requirements for the other subject shall be completed until all course requirements are completed for the appropriate certifications.

## CHAPTER 6.00 – HUMAN RESOURCES

- VI. All out-of-field teachers shall sign an agreement to work toward the appropriate certification. The principal shall be responsible for obtaining signatures on the agreement and a copy shall be placed in the teacher's personnel file. Each year as applicable, the out-of-field teacher shall file appropriate verification of course work until fully certified.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.42, 1012.55, 1012.57, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0503

**HISTORY:** REVISION(S): 12/06/04, 12/06/05  
FORMERLY: 5.1.2.E

## CHAPTER 6.00 – HUMAN RESOURCES

### PROFESSIONAL ETHICS

6.27\*

- I. An effective educational program requires the services of personnel of integrity, high ideals, and human understanding. All employees shall be expected to maintain and promote these qualities. The Board shall also expect all administrative, instructional and support staff members to adhere to the *Code of Ethics of the Education Profession in Florida* and the *Principles of Professional Conduct for the Education Profession in Florida*.
- II. Administrative and instructional personnel, as defined by Florida Statute, shall be required to complete training on these ethical standards. All other employees shall be encouraged to participate in training related to professional ethics.
- III. All employees shall be responsible for reporting misconduct by School Board employees that affects the health, safety, or welfare of a student.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

112.313, 1001.42, 1012.01,  
1012.22, 1012.27, 1012.796, F.S.

#### STATE BOARD OF EDUCATION RULE(S):

6B-1.001, 6B-1.006

#### HISTORY:

ADOPTED: 10/21/08  
REVISION DATE(S): N/A  
FORMERLY: NEW

## CHAPTER 6.00 – HUMAN RESOURCES

### REPORT OF MISCONDUCT

6.29\*

The School District of Osceola County shall adhere to all requirements related to employee misconduct that affects the health, safety, or welfare of a student.

#### I. Mandatory Reporting of Misconduct

It is the duty of all employees to report to the Superintendent alleged misconduct by any School Board employee that affects the health, safety, or welfare of a student. Failure of an employee to report such misconduct shall result in disciplinary action.

#### II. Investigation

The Superintendent shall immediately investigate any allegation of misconduct by an employee that affects the health, safety, or welfare of a student.

- A. An employee who is alleged to have committed such misconduct shall be reassigned to a position not requiring direct contact with students pending the outcome of the investigation.
- B. Information related to the alleged misconduct shall be considered confidential during the investigation.
- C. The Superintendent shall report alleged misconduct to the Department of Education as required by Florida Statutes.

#### III. Legally Sufficient Complaint

The Superintendent shall file any legally sufficient complaint with the Department of Education within thirty (30) days after the date the District became aware of the subject matter of the complaint. A complaint is considered to be legally sufficient if it contains ultimate facts that show that an instructional or administrative employee has committed a violation as provided in 1012.795, F.S., and defined by State Board of Education rule.

#### IV. Resignation or Retirement in Lieu of Termination

If an instructional or administrative employee resigns or retires in lieu of termination for misconduct that affects the health, safety, or welfare of a student, the Superintendent shall report the misconduct to the Department of Education as required.

## CHAPTER 6.00 – HUMAN RESOURCES

### V. Employment Reference

A representative of the School District shall not provide an employment reference or discuss the performance of an employee with a prospective employer in an educational setting without disclosing the person's misconduct that affected the health, safety, or welfare of a student. A District official shall not enter into any confidentiality agreement regarding terminated or dismissed personnel or personnel who resigned or retired in lieu of termination.

### VI. Notification

The policies and procedures for reporting alleged misconduct by employees that affects the health, safety, or welfare of a student shall be posted in a prominent place at each school and on each school's website. The notice shall include the name of the person to whom the report is made and the consequences for misconduct.

### VII. Protection from Liability

- A. Any individual who reports in good faith any act of child abuse, abandonment or neglect to the Department of Children and Family Services or any law enforcement agency shall be immune from any civil or criminal liability that might result from such action.
- B. An employer who discloses information about a current or former employee to a prospective employer, at the employee's request or at the prospective employer's request, shall be immune from civil liability for such disclosure as provided by Florida Statute.

### VIII. False or Incorrect Report

The Superintendent, a Board member or any District official shall not sign and/or transmit any report regarding employee misconduct to a state official that he/she knows to be false or incorrect. An individual who knowingly makes a false or incorrect report shall be subject to disciplinary action as prescribed by Florida Statute.

**CHAPTER 6.00 – HUMAN RESOURCES**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 39.203, 112.313, 768.095, 1001.42, 1006.061,  
1012.01, 1012.22, 1012.27, 1012.795, 1012.796, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6B-1.001, 6B-1.006

**HISTORY:** **ADOPTED: 10/21/08**  
**REVISION DATE(S): N/A**  
**FORMERLY: NEW**

## CHAPTER 6.00 – HUMAN RESOURCES

### **VIOLATION OF LOCAL, STATE, AND/OR FEDERAL LAWS**

**6.30**

- I. Anyone known to be violating a local, state, and/or federal law on School Board property or at a school function will be subject to referral for prosecution to the appropriate law enforcement agency. The referral process will be subject to Florida Statutes and School Board rules.
- II. Any employee in violation of the reporting requirement of this policy may be subject to disciplinary action by the Superintendent or School Board up to and including dismissal.
- III. Self-Report of Arrests or Charges
  - A. All employees are required to self-report in writing within forty-eight (48) hours to the Superintendent any arrests or charges involving the abuse of a child or the sale and/or possession of a controlled substance.
  - B. All contractual personnel who have direct contact with students or who have access to or control of funds are required to self-report in writing within forty-eight (48) hours to the Superintendent any arrests or charges involving the abuse of a child or the sale and/or possession of a controlled substance.
  - C. Such notice of arrest and charges shall not be considered an admission of guilt, nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory.
  - D. In addition, self-reporting shall also be required of all employees as well as contractual staff (who have direct contact with students or who have access to or control of funds) of any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or *nolo contendere* for any criminal offense, including DUI or any resulting suspension, revocation or restriction, other than a minor traffic violation within forty-eight (48) hours after the final judgment.
- IV. It is the duty of all employees to report to the Superintendent any misconduct by any School Board employee that affects the health, safety, or welfare of a student in accordance with School Board policy.
- V. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.



## CHAPTER 6.00 – HUMAN RESOURCES

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 887.13, 943.0585, 943.059, 1001.41, 1001.42,  
1001.43, 1006.145, 1012.22, 1012.27, 1012.465, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6B-1.006(5)

**HISTORY:** REVISION(S): 12/06/04, 12/06/05, 10/21/08  
FORMERLY: 1.1.8, 3.1.3.B, 4.1.1.P,  
5.1.1.B.(12), 9.1.2.B.(10)

## CHAPTER 6.00 – HUMAN RESOURCES

### CONFLICT OF INTEREST IN PURCHASING

6.301

- I. No employee of the District shall on behalf of the District either directly or indirectly purchase, rent, or lease any realty, goods, or services from any business entity of which the employee or the employee's spouse or child has a material interest. No business in which an employee holds ownership or material interest shall provide either directly or indirectly purchase, rent, or lease any realty, goods, or services to the District, subject to Florida Statutes and provisions herein.
- II. This policy is not intended to prohibit the School Board from authorizing purchases or other related activities from or with a business or individual related to an employee who provides an acceptable bid or quote for such services or goods and, when all other conditions are equal or comparable. This policy does not prohibit reimbursements to employees for purchases made in connection with their employment.
- III. Any employee who is found to have violated the provisions of this policy shall be subject to the provisions of policy 6.30.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**112.313, 1001.43, F.S.**

**STATE BOARD OF EDUCATION RULE(S):**

**6B-1.006(5)**

**HISTORY:**

**FORMERLY: NEW**

## CHAPTER 6.00 – HUMAN RESOURCES

### RECORDS AND REPORTS

6.31\*

All School Board employees shall faithfully and accurately maintain records and file reports as may be required by Florida Statutes, State Board of Education rules, and School Board rules, or as the Superintendent may deem necessary for the effective administration of the District school system. Such records shall include student attendance, property inventory, personnel, school funds, and other types of information. Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time. The Superintendent may withhold any salary warrants until the required report is submitted in acceptable form. School Board employees who resign shall receive the final salary warrant when all reports are current and officially checked.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.22, 1012.53, F.S.

**HISTORY:** FORMERLY: 5.3.4

**CHAPTER 6.00 – HUMAN RESOURCES**

<b>TELEPHONE CALLS, ELECTRONIC COMMUNICATIONS, AND FACSIMILES</b>	<b>6.32+</b>
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Use of District phones, cellular phones, radios, pagers, facsimile, e-mail, or other communications devices is for the sole purpose of conducting official District business, and personal communications are discouraged and should be kept to a minimum.

- I. Prior authorization for all personal long distance calls and facsimiles shall be given by the principal or site administrator. Any expense for personal use shall be reimbursed to the District within fourteen (14) calendar days of the District's receipt of the invoice. Failure to reimburse the District in a timely manner or excessive use of the District equipment for personal reasons may be cause for suspension or dismissal.
- II. Employee use of District cell telephones shall be, to the extent possible, limited to business use only. The District shall be reimbursed for any personal calls made by the employee. Procedures for implementing this provision shall be developed.
- III. Any long distance telephone calls made by a School Board member and charged to the District office shall be paid by the School Board, provided the purpose of the call was to conduct School Board business.
- IV. Procedures shall be developed to review telephone and facsimile bills.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.22, F.S.

**HISTORY:** REVISED: 05/01/07  
FORMERLY: NEW

**CHAPTER 6.00 – HUMAN RESOURCES**

**EMPLOYEE USE OF CELLULAR TELEPHONES**

**6.321+**

I. District Cellular Telephones

It is the policy of the School Board to provide selected employees cellular telephones in support of fulfilling their assigned duties. The Superintendent shall develop procedures governing cellular telephone usage.

Failure to follow procedures may result in disciplinary action including suspension or termination from employment.

II. Personal Cellular Telephones

Employees shall not use personal cellular telephones or other personal communication devices (including wireless earpieces or ear sets) for personal or non-school use during the workday except within recognized break or lunch times or circumstances of emergency.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1012.27, F.S.**

**HISTORY:**

**ADOPTED: 12/06/04, 04/15/08  
FORMERLY: NEW**

## CHAPTER 6.00 – HUMAN RESOURCES

### ALCOHOL AND DRUG-FREE WORKPLACE

6.33+

- I. The School Board strictly prohibits its employees from being on duty and unlawfully possessing, using, distributing, or being under the influence of alcohol, marijuana, or any drug not prescribed for the employee. Further, the Board prohibits its employees from misusing alcohol or possessing, using, or distributing drugs off the job, to the extent that any off-duty possession, use, or distribution impacts upon their effectiveness and ability to perform their employment duties or adversely affects the interests of the Board.
- II. The penalty for violation of this policy may include termination of employment or some other form of discipline which the School Board, in its discretion, deems appropriate, and loss of workers' compensation benefits.
- III. The Board maintains an alcohol and drug-free workplace in compliance with applicable laws and rules; related procedures are in the procedures manual.

#### STATUTORY AUTHORITY:

893.01, 1001.41, 1012.22,  
1012.23, 1012.27, F.S.

#### LAW(S) IMPLEMENTED:

420.102, 1001.41, 1001.43, 1012.795, F.S.  
DRUG FREE WORKPLACE ACT OF 1988,  
34 CFR PART 85, SUBPART F

#### HISTORY:

REVISION(S): 12/06/04  
FORMERLY: 1.18

**CHAPTER 6.00 – HUMAN RESOURCES**

**POLITICAL ACTIVITIES OF EMPLOYEES**

**6.34**

- I. School Board employees shall not solicit support for any political candidate, partisan or non-partisan, during regular work hours.
  
- II. A School Board employee who offers himself/herself as a candidate for public office shall notify the Superintendent immediately upon qualifying for election. He/she shall conduct his/her campaign so as not to interfere with his/her responsibilities.
  - A. Such candidate shall adhere strictly to Florida Statutes governing political activity on the part of public officials and public employees.
  
  - B. A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or School Board, to evaluate the compatibility of the dual responsibility and the need for personal leave without pay.

**STATUTORY AUTHORITY:** **1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:** **104.31, 106.15, 1001.41, 1001.43, F.S.**

**HISTORY:** **FORMERLY: NEW**

## CHAPTER 6.00 – HUMAN RESOURCES

### GRIEVANCE PROCEDURE FOR PERSONNEL

6.35\*+

This grievance procedure shall apply to any problem dealing with the treatment of personnel due to the alleged violation of existing School Board rules or policies, except discrimination, and harassment which are included to policy 2.70. 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, the more formal procedures stated herein will be followed in an effort to resolve grievances and preserve good morale. No grievance shall be processed anonymously.

#### I. Definitions

*Grievance* - Any claim by an employee or group of employees that there has been a violation, misinterpretation or misapplication of a School Board rule or policy, except Policy 2.70. 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 grievant.

*Grievant* – Any person or group of persons who initiated a grievance unable to be resolved in an informal manner.

*Superintendent* – The Superintendent, as duly holding office in Osceola County.

*School Board* – The School Board of Osceola County, Florida

*Administrative Channel* – The normal chain of command of administrative responsibility of the Osceola District Schools.

*Days* – Actual working days.

*Rights* – The rights of employees to

- A. Call upon any representative to aid and assist in any level of the grievance procedure.
- B. Request and receive for his representative a copy of all information pertaining to the grievance.
- C. Have all documents, communications and records dealing with the processing of the grievance kept separate from the assessment file of the participants.



## CHAPTER 6.00 – HUMAN RESOURCES

- D. No reprisals of any kind shall be taken against any participant in the grievance procedures by reason of such participation.
- E. Sample forms shall be made available to all persons by the Superintendent.
- F. The number of days of each level shall be considered a maximum except when extended in writing by mutual consent.
- G. 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.
- H. Failure of the grievant to appeal the grievance to the next level within five (5) days shall be deemed to be acceptance of the decisions rendered at that level.
- I. The grievant and his representative shall have the right to be present at any and all levels.
- J. No employees, including probationary or substitute employee (OPS), may use the grievance procedure in any way to appeal discharge or a decision by the Superintendent not to renew his contract.
- K. Failure at any step of this procedure to communicate the decision on a grievance within the specified time shall permit the grievant to appeal at the next step of this procedure.

### II. 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 principal or worksite supervisor 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 by submitting a written “Statement of Grievance” on a form (FC-120-183) provided by the School Board with the Assistant Superintendent of Personnel and Administrative Services, and a copy to any representative of his choice. It shall include the name of the employee involved, the facts giving rise to the grievance, the identity

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by appropriate reference of all rules or policies alleged to be violated, the contention of the employee with respect to those provisions, and the specific relief requested. The Assistant Superintendent of Personnel and Administrative Services shall respond in writing within five (5) days. Copies shall be sent to any representative designated by the grievant.

Level 3 – If the grievant is not satisfied with the disposition of the grievance at level two (2) or if no decision has been rendered in writing within five (5) days the grievant may forward the written grievance form directly to the Superintendent, with copies to the person who caused the grievance and any other representative of his choice.

The Superintendent shall, within ten (10) days file his reply in writing to the grievance with copies to the person who caused the grievance and the grievant's representative.

If satisfactory results are not obtained at this level, then:

Level 4 – The grievant or his representative may forward the written grievance form within five (5) days directly to the School Board with copies to all concerned. Within fifteen (15) days after receipt of the grievance, the School Board chairperson shall call a meeting for the purpose of resolving the grievance. The School Board, at the discretion of the chairperson, may appoint an independent committee of its choosing to investigate the grievance. With twenty (20) days after the above meeting, the Board shall communicate its decision in writing and state its reason in writing, if requested to the grievant.

### STATUTORY AUTHORITY:

**1001.41, 1012.22, 1012.23, F.S.**

### LAW(S) IMPLEMENTED:

**447.401, 1001.43, 1001.49,  
1012.22, 1012.27, F.S.**

### HISTORY:

**FORMERLY: 3.15**

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### COMPLAINTS AGAINST EMPLOYEES

6.36\*+

- I. Anyone who has a complaint about a District employee may submit his/her complaint to the Superintendent, an Assistant Superintendent, appropriate Director, or another administrator. The complainant must identify himself/herself and submit the complaint in writing if possible. The administrator will take written notes of the specific information and investigate or forward to another appropriate administrator for investigation.
- II. The Superintendent or designee shall report to the Department of Education legally sufficient complaints within thirty (30) calendar days after the date on which the complaint comes to the attention of the School District.
- III. Failure to report to the Superintendent or designee within forty-eight (48) hours a legally sufficient complaint shall result in disciplinary action.
- IV. The Superintendent shall develop procedures to comply with the reporting requirements for legally sufficient complaints.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1012.22, 1012.796, F.S.**

**HISTORY:**

**REVISED: 02/06/07  
FORMERLY: NEW**

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### SUSPENSION AND DISMISSAL

6.37

- I. No employee may be suspended from duty except by the Superintendent or the School Board. The Superintendent may suspend a member of the staff during an emergency for a period extending to and including the next meeting of the School Board.
- II. In the case of a suspension without pay by the School Board, an affected employee shall be entitled to a hearing on the charges as to why he/she should be suspended without pay. Said hearing shall be upon reasonable notice by the School Board.
- III. If any dismissal proceeding in which the substantial interest of the employee is affected, or in which the employee has a property interest, the employee shall be entitled to a hearing on the merits of the case in accordance with the provisions of Chapter 120, Administrative Procedure Act.
- IV. In the event an employee is entitled to a hearing, the Superintendent shall notify the affected employee in writing of his/her right to a hearing at the time a petition for suspension or dismissal is filed. The petition for suspension or dismissal must set forth the charges against the employee and shall further notify the employee that in the event a written request for a hearing is not received by the Superintendent within fifteen (15) calendar days after receipt of said notice, that the employee waives his/her right to a hearing.
- V. In the event a hearing is requested as prescribed by law, pursuant to this policy, a written notice of hearing shall be furnished to the employee in a timely manner according to law stating the date, place, and time of the hearing.
- VI. No member of the staff may be dismissed except by action of the School Board.
- VII. Any suspension or dismissal shall be as prescribed by law.
- VIII. Employees terminated during their probationary period or upon expiration of a time-limited contract shall not be subject to this policy.
- IX. Any provision in the Collective Bargaining Agreement to the contrary shall supersede this policy.

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**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** CHAPTER 120, 1001.43,  
1012.22, 1012.27, 1012.33, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6B-4.009

**HISTORY:** REVISION(S): 12/06/04, 02/06/07  
FORMERLY: 4.3.2, 5.1.2.D(5),  
5.1.5, 9.1.7, 10.1

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### SUSPENSION WITH PARTIAL OR NO PAY

6.38

The School Board hereby delegates authority of employee suspension with partial or no pay to the Superintendent in order to facilitate personnel management, to maintain an orderly and productive work environment, to avoid public embarrassment to employees, and to eliminate minor disciplinary action from the School Board's agenda.

- I. The suspension shall not exceed five (5) days.
- II. The suspension may be wholly or partially without pay.
- III. An employee who is suspended under the authority of this rule shall be granted all due process rights accorded by the Florida Statutes.
- IV. This rule grants the Superintendent authority in addition to that provided by Florida Statutes. It shall not be construed to limit the Superintendent's statutory powers.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.22, 1012.27, 1012.33, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6B-4.009

**HISTORY:** REVISION(S): 12/06/04  
FORMERLY: NEW

## CHAPTER 6.00 – HUMAN RESOURCES

### REPORTING UNLAWFUL ACTS

6.39

- I. Employees are encouraged to report unlawful acts to the Director for Human Resources and Employee Relations or specific designee.
- II. Employees shall be afforded reasonable confidentiality and protection from harassment or retribution.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, F.S.**

**HISTORY:**

**FORMERLY: NEW**

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### ZERO TOLERANCE FOR WORKPLACE VIOLENCE

6.391+

- I. Employees shall not engage in speech, conduct, behavior, verbal or nonverbal, or commit any act of any type which is reasonably interpreted as abusive, profane, intolerant, menacing, intimidating, threatening, or harassing against any person in the workplace.
  - A. *Person* means any natural person, including an employee, student, parent, or guardian.
  - B. *Workplace* means any place where job performance is implicated, including but not limited to, any facility owned and operated by the School Board, during travel to and from any educational facility, attendance at any school related or school sponsored function, and any environment where the reputation and credibility of the School District may be impaired by inappropriate conduct.
- II. Each employee must report to his/her immediate supervisor any violation of this policy. If, for any reason, an employee believes that he/she cannot report a violation of this rule to the immediate supervisor, the complaint must be filed with the Superintendent.
- III. Violation of this policy by an employee will subject that employee to disciplinary action up to and including termination from employment.
- IV. The Superintendent shall establish procedures for the implementation of this policy.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, F.S.**

**HISTORY:**

**FORMERLY: 1.22**



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### EMPLOYEE RELATIONS -- CIVILITY

6.392\*

#### I. Purpose

The purpose of this policy is to provide rules of conduct for employees that permit and encourage communication between employees, but which also identify behaviors that are unacceptable, inappropriate, and/or disruptive to the operation of the School District.

It is the intent of the School Board to promote mutual respect, civility, and orderly conduct among District employees. It is not the intent of the School Board to deprive any employee of his or her right to freedom of expression. The intent of this policy is to encourage positive communication by and among employees and to prohibit rude, impolite, disruptive, volatile, hostile, pejorative, derisive, disparaging discriminatory, scandalous, false, threatening, or aggressive communications or actions by employees.

#### II. Expected Behavior

Employees at all levels will treat other employees with courtesy and respect.

#### III. Unacceptable Behavior

Prohibited behavior includes, but is not necessarily limited to:

- A. Behavior that interferes with or threatens to interfere with the operation of an employee's department, work unit, workspace, work area, office area, or any other area owned, operated, or maintained by the School Board;
- B. Using loud, offensive, rude, impolite, disruptive, volatile, hostile, pejorative, derisive, disparaging, discriminatory, scandalous, false, threatening or aggressive language; swearing, cursing, using profane language; or the display of temper in the presence of, directed to, or stated about another employee or employees;
- C. Threatening to do bodily or physical harm to another employee regardless of whether or not the behavior constitutes or may constitute a criminal violation;
- D. Damaging or destroying school or School Board property;
- E. Spreading rumors or making false statements about another employee or other employees;

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- F. Being rude or disrespectful to another employee or other employees; and
- G. Any other behavior that disrupts the orderly operation of a school, a school classroom, any other School Board facility, work unit, or work site.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.23, F.S.

**HISTORY:** ADOPTED: 04/15/08  
REVISION DATE(S): N/A  
FORMERLY: NEW

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### ASSESSMENT OF EMPLOYEES

6.40\*

The Superintendent shall develop or select personnel performance assessment systems for all staff. The School Board will adopt instructional and administrative employee performance criteria in compliance with Florida Statutes.

Each member of the staff shall receive an annual evaluation by his/her immediate administrative supervisor. The purpose of the evaluation shall be to improve the services of personnel in all departments. The administrative supervisors and department heads shall use the evaluation form provided by the Superintendent/designee.

- I. A copy of each employee's evaluation report shall be filed in the District Human Resource Department.
- II. The assessment of all employees shall be based on observations of the individual's work by his/her immediate supervisor and shall be made at least once each year prior to reappointment.
- III. The Superintendent or designee shall arrange for the assessment of all principals, supervisors and administrative personnel as required by law.
- IV. The principal and/or administrator supervising personnel shall arrange for the assessment of all employees under his/her supervision as required by law.
- V. Prior to preparing the written report of the assessment, the individual being assessed shall be informed as to the criteria and the procedure to be used.
- VI. The written report of the assessment shall be reviewed with the employee and discussed with him/her by the person who made the assessment.
- VII. An employee may respond to an assessment in the manner provided by law or other approved procedures.

#### STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

#### LAW(S) IMPLEMENTED:

1001.43, 1008.36, 1012.22,  
1012.27, 1012.34, F.S.

#### HISTORY:

REVISION(S): 12/06/05  
FORMERLY: 5.1.1.C, 5.1.2.D60, 5.1.7.C

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### LEAVE OF ABSENCE

6.50\*+

- I. Leave of Absence - A leave of absence is permission granted by the School Board or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any absence of a member of the staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority.
- II. Generally, no leave, except military leave or illness-in-line-of-duty leave, will be granted for a period in excess of one year. Illness-in-line-of-duty leave may not be extended beyond the maximum medical improvement date or a maximum of two (2) years from the date of injury, whichever is the earliest date. Leave may be with or without pay as provided by law, regulations of the State Board, and these rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.
- III. A leave shall not be granted to any employee to accept other employment. Accepting employment while on a leave of absence cancels the leave automatically. The person on leave will be notified that he/she must return to work with the School Board immediately, resign, or be terminated.
- IV. The Superintendent shall develop procedures to implement leave provisions.

#### STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

#### LAW(S) IMPLEMENTED:

1001.43, 1012.22, 1012.61,  
1012.63, 1012.64, 1012.66, F.S.

#### STATE BOARD OF EDUCATION RULE(S):

6A-1.079, 6A-1.080

#### HISTORY:

FORMERLY: 4.2, 5.3, 5.3.1, 5.3.2,  
5.3.3, 9.3, 9.3.1

**CHAPTER 6.00 – HUMAN RESOURCES**

**LEAVE APPLICATION**

**6.501\***

An application for leave shall be made in writing and on the form prescribed by the School Board, approved by the principal or site supervisor, and shall be directed to the School Board. The principal, supervisor, or other person under the direct supervision of the Superintendent, shall submit any leave application directly to the Superintendent. Leave granted for a school year or for the remaining part thereof will expire at the end of the school year or school fiscal year for which such leave is granted.

A District employee having leave for the year or for the remaining part thereof and who plans to return to duty the next school fiscal year shall send a copy of such notice to the administrative supervisor by April 1 of that fiscal year.

**STATUTORY AUTHORITY:** **1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:** **1001.43, 1012.66, F.S.**

**STATE BOARD OF EDUCATION RULE(S):** **6A-1.079**

**HISTORY:** **FORMERLY: 4.2, 5.3, 5.3.2, 5.3.3, 9.3.2, 9.3.3**

## CHAPTER 6.00 – HUMAN RESOURCES

### APPROVAL OF LEAVES

6.502\*

All requests for leave shall be submitted on the proper form and shall be approved by either the School Board or the Superintendent as provided herein:

- I. The following types of leave require approval of the School Board:
  - A. Military Leave in excess of seventeen (17) working days
  - B. Personal Leave in excess of six (6) working days
  - C. Charter School Leave
  - D. Illness-or-Injury-in-Line-of-Duty Leave
  - E. Natural Disaster Leave
  - F. Professional Leave in excess of five (5) working days
  - G. Family and Medical Leave
  - H. Sabbatical Leave
- II. The Superintendent is authorized to grant the following types of leave:
  - A. Sick Leave
  - B. Personal Leave not in excess of six (6) working days
  - C. Vacation Leave
  - D. Professional Leave not to exceed five (5) working days
  - E. Jury/Witness Duty assignment
  - F. Military Leave not to exceed seventeen (17) working days
  - G. Temporary Duty elsewhere
- III. Each principal or administrative department head shall have the authority to:
  - A. Release employees for less than one-half (1/2) day for temporary absence without Superintendent or Board approval.

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- B. Grant leave for up to two (2) hours per month for volunteer, mentor, or assisting schools and departments.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.22, 1012.61,  
1012.63, 1012.64, 1012.66, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.080, 6A-1.081, 6A-1.082

**HISTORY:** REVISED: 02/06/07, 02/05/08  
FORMERLY: 4.2, 5.3, 9.3

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### NOTIFICATION OF ABSENCE

6.51\*

- I. The principal or designee shall notify and submit the appropriate leave form to the Superintendent when he/she plans to be away from school for a half-day or longer. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his or her absence.
- II. An employee who is absent from duty for any reason shall notify the principal or his or her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1012.22, 1012.66, 1012.67, F.S.**

**HISTORY:**

**FORMERLY: 4.2, 5.3**



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### ABSENCE WITHOUT LEAVE

6.511\*

- I. Administrative and Instructional - Any member of the administrative or instructional staff who is willfully absent from duty without leave shall forfeit compensation for the time of the absence and the employee's contract shall be subject to cancellation by the School Board. In addition, such absence without leave shall interrupt continuity of service.
- II. Professional Support - Any other employee who is willfully absent from duty without leave shall be subject to dismissal from employment and shall forfeit compensation for the time of the absence.
- III. Three (3) working days of failure to report for duty or be on approved leave will be determined abandonment of position and employee will be subject to termination.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1012.33, 1012.66, 1012.67, F.S.**

**HISTORY:**

**FORMERLY: 5.3.11, 9.3.13**

## CHAPTER 6.00 – HUMAN RESOURCES

### RESIGNATIONS

6.52

- I. Any administrative or instructional staff member who wishes to resign shall submit his/her resignation in writing addressed to the Superintendent. The letter of resignation shall state the reasons for the resignation and the desired effective date. The resignation of any administrative or instructional staff member shall be sent to and countersigned by the person's administrative supervisor who shall forward the resignation to the Superintendent for presentation to the School Board. Any resignation must be approved by the School Board before it is considered final.
  - A. The resignation of an administrative or instructional staff member may be accepted during the contractual period of service, provided that an acceptable reason is given and a qualified and satisfactory replacement is available. Any resignation for an ensuing school year shall be accepted without question if submitted prior to June 20 of the current school year.
  - B. All resignations shall be processed through the Human Resources Department.
  - C. An employee who violates the terms of an employment agreement or written contract by leaving his/her position without first being released from the agreement or contract by the School Board shall be subject to the jurisdiction of the Education Practices Commission. When this occurs, the Superintendent shall be responsible for notifying the Commissioner of Education about the School Board's action of declaring the position as abandoned and vacant.
- II. A professional support employee who wishes to resign shall submit his or her resignation in writing addressed to the Superintendent on the prescribed resignation form. Whenever possible, two (2) weeks prior notice shall be given. The letter of resignation shall state the reason for the resignation and the desired effective date. A resignation of an employee shall be sent to and countersigned by his/her immediate administrative supervisor. The resignation shall be submitted to the School Board at its next regular or special meeting. Any resignation must be approved by the School Board before it is considered final; the School Board may refuse to accept any resignation for cause.
- III. When possible an exit interview shall be conducted with an instructional employee, prior to last official day of employment.

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**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.22, 1012.23, 1012.33,  
1012.34, 1012.795, F.S.

**HISTORY:** REVISION(S): 12/06/05  
FORMERLY: 4.3.1, 5.1.6, 9.1.8

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**EFFECTIVE DATE FOR LEAVE, SUSPENSION, OR  
TERMINATION**

**6.521\***

The effective date of any employment termination or unpaid leave of absence shall be the first day on which a School Board employee is not paid, unless otherwise provided. The effective date of any suspension or paid leave of absence shall be the first day on which a School Board employee does not work.

An employee eligible to receive holiday pay must be on paid status the day before and the day after the holiday to receive pay for the holiday.

**STATUTORY AUTHORITY:** **1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:** **1001.43, 1011.60, 1012.22, 1012.66, F.S.**

**HISTORY:** **REVISION(S): 02/05/08**  
**FORMERLY: NEW**

## CHAPTER 6.00 – HUMAN RESOURCES

### DEFERRED RETIREMENT OPTION PROGRAM (DROP)

6.531

The Deferred Retirement Option Program (DROP) as defined in Chapter 121, Florida Statutes, is an alternative method of deferred payment of retirement benefits for up to sixty (60) or ninety-six (96) months after an eligible member of the Florida Retirement System reaches his/her normal retirement date but wishes to continue employment with a Florida Retirement System employer. In order to participate, the employee must submit a binding letter of resignation, establishing a deferred termination date. DROP will allow the participant to defer all retirement benefits payable during the DROP period. Upon termination of DROP, the participant will receive the DROP benefits and the regular retirement benefits under Chapter 121, Florida Statutes.

- I. Participation in DROP - All members of the Florida Retirement System are eligible for DROP. Members electing to participate in DROP must meet the eligibility and timeline requirements outlined in Florida Statute.
- II. Benefits Payable
  - A. Sick Leave - Upon election to participate in DROP, and following completion of one full fiscal year in DROP, sick leave benefits shall be paid in accordance with 6.912 (V) according to the following schedule:

On a calculation date commencing on June 30<sup>th</sup> following the completion of a full fiscal year in the DROP program, and on each June 30<sup>th</sup> annually thereafter, a payment will be made to the employee's 401A / 403B plan in an amount representing a percentage of the sick leave balance calculated as follows:

- i. If there is 1-12 months then remaining from the calculation date to the Deferred Termination Date the payment will be made as 50% of the value of the accumulated sick leave.
- ii. If there is 13-24 months then remaining from the calculation date to the Deferred Termination Date the payment will be made as 33.33% of the value of the accumulated sick leave.
- iii. If there is 25-36 months then remaining from the calculation date to the Deferred Termination Date the payment will be made as 25% of the value of the accumulated sick leave.

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- iv. If there is 37-48 months then remaining from the calculation date to the Deferred Termination Date the payment will be made as 20% of the value of the accumulated sick leave.
1. Sick leave will be earned during DROP as prescribed by Florida Statutes. Accumulated sick leave earned during DROP participation will be paid to the employee at the end of their DROP participation or as prescribed in any Board approved alternative retirement plan.
  2. It is in the intent of this policy that an individual entering DROP will be allowed to use sick leave which was accrued prior to their retirement and entrance into DROP, in accordance with 6.915.
- B. Annual Leave - Employees electing to participate in DROP shall be entitled to terminal pay for accrued annual leave as required by state law, Board policy, and/or union contract. Upon election to participate in DROP, and the employee's election to receive a lump-sum payment of accrued annual leave, payment shall be made in the last paycheck prior to the effective beginning date of DROP.
1. Annual leave earned prior to entering DROP which exceeds the maximum lump sum payment allowed by Board policy may be used during DROP: however, the employee shall not be entitled to compensation at the end of DROP for any unused portion of the accumulated leave.
  2. Employees will earn annual leave during the DROP period as prescribed by Florida Statute, Board policy and/or union contract. Annual leave accumulated during DROP participation will not be paid to the employee at the end of DROP participation, except to the extent the employee has earned additional annual leave which combined with the original payment does not exceed the maximum lump-sum payment allowed by Board policy.

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**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 121.091, 1001.43, F.S.

**HISTORY:** REVISION(S): 12/06/05, 02/06/07  
FORMERLY: 4.2.4, 5.2.2, 9.3.12

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### VACATION LEAVE

6.541\*

- I. Twelve (12) month professional support employees shall accumulate vacation as follows:

One (1) day for each month of employment for those employed by the District for less than five (5) active service years.

One and one-fourth ( $1\frac{1}{4}$ ) days per month of employment for those employed five (5) active service years or more.

One and one-half ( $1\frac{1}{2}$ ) days per month of employment for those employed ten (10) active service years or more.

- II. Twelve (12) month instructional and administrative employee shall accumulate vacation as follows:

One (1) day for each month of employment for those employed by the District for less than five (5) active service years.

One and one-half ( $1\frac{1}{2}$ ) days per month of employment for those employed five (5) active service years or more.

- III. Earned leave shall be credited at the end of the month. An employee earning pay for at least seventy-five percent (75%) of the workdays in the month shall be treated as earning benefits for a month of employment.

- A. A full time employee whose normal working day is less than eight (8) hours shall earn and use vacation days in proportion to hours worked.
- B. No professional support staff employee shall earn more than one and one-half ( $1\frac{1}{2}$ ) seven and one-half ( $7\frac{1}{2}$ ) hour vacation days per month. A maximum of sixty (60) vacation days may be carried over at the end of each fiscal year.
- C. Each employee must use half of each year's earned vacation within the year in which it is earned.
- D. Annual vacation leave time for an individual employee shall be approved by the Superintendent/designee and scheduled so that there will be a minimum disruption of the operation of the school system.



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- E. A leave application shall be filed with the Superintendent or designee showing the annual leave dates.
- F. Annual leave used shall be charged to accumulated balances on a last-in-first-out basis.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1011.60, 1012.22, 1012.62, 1012.66, F.S.

**STATE BOARD OF EDUCATION RULE(S)** 6A-1.082

**HISTORY:** REVISION(S): 12/06/05, 02/06/07, 02/05/08  
FORMERLY: 4.2.6, 5.2.2.A, 9.2.2

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### FAMILY AND MEDICAL LEAVE

6.542\*

- I. In compliance with the Family and Medical Leave Act of 1993, full time qualified school employees are entitled to take up to twelve (12) weeks unpaid leave a year for the following reasons:
  - A. The birth of the employee's child;
  - B. The placement of a child with the employee for adoption or foster care;
  - C. To care for the employee's spouse, child, or parent who has a serious health condition; or
  - D. A serious health condition rendering the employee unable to perform his/her job
- II. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to a total of twenty-six (26) weeks of leave during a twelve (12) month period to care for the service member. This leave is available only during a single twelve (12) month period.
- III. During the single twelve (12) month period described in section II., an eligible employee is entitled to a combined total of twenty-six (26) weeks of leave under the provisions of sections I. and II. This does not limit the availability of leave under section I. during any other twelve (12) month period.
- IV. Employees are to provide at least thirty (30) calendar days notice, if possible, of their intention to take leave. Medical certification that the leave is needed is required for the employee's own serious health condition or that of a family member. The School Board will continue the employee's health insurance under the same conditions as if the employee were working. Upon returning from leave, the employee will be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

**CHAPTER 6.00 – HUMAN RESOURCES**

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.66, F.S.  
THE FAMILY AND MEDICAL LEAVE ACT OF  
1993, PART 825 OF THE CODE OF FEDERAL  
REGULATIONS, TITLE 29, U.S. DEPARTMENT  
OF LABOR, EMPLOYMENT STANDARDS  
ADMINISTRATION, WAGE AND HOUR DIVISION

**HISTORY:** REVISED: 10/21/08  
FORMERLY: 4.2.1.B, 5.3.16, 9.3.B

## CHAPTER 6.00 – HUMAN RESOURCES

### ILLNESS-OR-INJURY-IN-LINE-OF-DUTY LEAVE

6.543+

- I. Any employee shall be entitled to illness-or-injury-in-line-of-duty leave for a period not to exceed ten (10) working days per fiscal year when he/she has to be absent from work because of a personal injury received in the discharge of his/her duties or because of illness from any contagious or infectious disease contracted in the performance of his/her duties. Illness-in-line-of-duty leave is intended to deal with the illnesses normally known as childhood diseases, such as mumps, measles, and chicken pox. This leave does not include normal adult illnesses, such as colds and influenza. This leave is noncumulative.
- II. In order to be considered for injury-in-line-of-duty leave, the following conditions shall be met:
  - A. The employee must provide written testimony or evidence that his/her injury was received in the line of duty.
  - B. The employee must supply a letter from a medical doctor who treated the patient, stating that in his/her opinion, there is a strong probability that the illness was contracted at the work site.
  - C. The employee must file a written claim as outlined below.
  - D. The employee must complete a drug test with negative results.
- III. Leave for any employee, as prescribed by law, shall be authorized for a total not to exceed ten (10) working days during any school fiscal year for an illness contracted or an injury sustained in the line of duty. The employee granted such leave is entitled to full pay status for a period not to exceed ten (10) working days.
- IV. It is the goal of the Board to avoid whenever possible lost time due to injuries. In the event of a lost-time injury, the goal is to return the employee to productive employment as soon as possible. Guidelines for returning employees to productive employment on a temporary and long-term basis can be found in the procedures manual.

**CHAPTER 6.00 – HUMAN RESOURCES**

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.61, 1012.63, 1012.66, 1012.69, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.080

**HISTORY:** REVISION(S): 12/06/05, 02/06/07, 04/15/08  
FORMERLY: 2.2.2.J, 4.2.5, 5.3.5, 9.3.4

## CHAPTER 6.00 – HUMAN RESOURCES

### JURY/WITNESS DUTY

6.544\*

- I. An employee of the Board who is summoned as a member of a jury panel may be granted temporary duty leave. If the employee is released from jury duty at a point in time that is more than half of the employee's regular workday, the employee may request, and the Superintendent or designee may grant temporary duty leave for the full day. Otherwise, the employee shall return to work upon release. Any jury fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.
- II. An employee who is subpoenaed as a witness, not involving personal litigation, may be granted temporary leave. Any witness fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.
  - A. When an employee is subpoenaed in line of duty to represent the Board as a witness or defendant, he/she may be granted temporary duty leave, since his/her appearance in such cases shall be considered a part of his/her job assignment. The employee may retain any fees received from the court. In the event no fees are received from the court, he/she may be paid per diem and travel expenses.
  - B. In no case shall temporary duty leave be granted for court attendance when an employee is engaged in personal litigation. In such cases, an employee may request personal leave.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**40.24, 40.271, 1001.43, 1012.66, F.S.**

**HISTORY:**

**REVISION(S): 02/05/08  
FORMERLY: 4.2.8, 4.2.9, 5.3.14,  
5.3.15, 9.3.14, 9.3.15**

## CHAPTER 6.00 – HUMAN RESOURCES

### MILITARY LEAVE

6.545\*

- I. Military leave shall be granted to an employee who is required to serve in the armed forces of the United States or of the state of Florida in fulfillment of obligations incurred under the Selective Service Laws or because of membership in the reserves of the armed forces or the National Guard.
- II. An employee granted military leave for extended active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice, provided that an application for re-employment is filed within six (6) months following the discharge date or release from active military duty. Following receipt of the application for re-employment, the School Board shall have a reasonable time, not to exceed six (6) months, to assign the employee to duty in the same or similar position he/she left in the District.
- III. Compensation allowed during military leave shall not exceed seventeen (17) working days as provided in Section 115.07, Florida Statutes.
- IV. Extended Active Duty During National/Regional Emergency
  - A. District employees who are reserve members of the armed forces or National Guard shall be granted benefits as stated below, provided the following conditions are met:
    1. The appropriate federal or state authority has declared a national or regional emergency.
    2. The employee called to active duty provides a copy of his or her official orders for active duty.
    3. The period of active duty exceeds seventeen (17) working days.
  - B. Salary
    1. For the first thirty (30) days of active duty, the employee shall receive all District salary and benefits regardless of compensation received from the active duty service.
    2. For any period exceeding an initial thirty (30) days of active duty for up to eighteen (18) months, the employee shall be entitled to receive from the District salary or wages equal to the difference between the employee's military pay and the employee's District salary, provided the employee's military pay does not exceed his/her District salary or wages. The employee must provide the

## CHAPTER 6.00 – HUMAN RESOURCES

District with all documentation necessary to permit the aforementioned computation prior to the expiration of the initial thirty (30) day period. For periods beyond eighteen (18) months, the Board will review and consider approval for any further extensions.

3. Employees who do not request District pay or who fail to provide the documentation required in this policy shall not be entitled to receive any District salary or wages as set forth in this policy.

### C. Benefits

If the employee provides documentation of orders for active duty and requests benefit continuance in writing, the employee shall be entitled to continue to receive District health or other insurance benefits. The Board's contribution toward benefits will continue. The employee will continue to pay the employee portion of all premiums.

### D. Continued Employment

Notwithstanding any other provision in Board rules or policy, employees called to active duty pursuant to this section shall be granted military leave for period of active duty without loss of seniority and shall be entitled to re-employment upon release of active duty as provided in School Board Policies.

- V. An employee who enters active military service shall be governed by the provisions of Sections 115.09, 115.14, 121.111, and 250.341, Florida Statutes.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 115.07, 115.09, 115.14, 121.111, 250.341, 1001.43, 1012.66, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.080

**HISTORY:** REVISION(S): 12/06/05  
FORMERLY: 4.2.3, 5.3.7, 9.3.7



## CHAPTER 6.00 – HUMAN RESOURCES

### PERSONAL LEAVE

6.546\*

- I. Personal Leave Chargeable to Sick Leave - Employees may be allowed six (6) days paid leave for personal reasons each year to be charged against accrued sick leave. Such leave shall be non-cumulative and any request for such leave shall be approved, in advance, by the Superintendent or his/her designee.
- II. Unpaid Extended Personal Leave - Extended leave shall be defined as leave without pay for more than ten (10) consecutive days. Employees shall make written application for such leave without compensation. Professional support staff shall be eligible for extended leave without pay after three (3) or more years of continuous service. The three (3) year requirement may be waived in extenuating circumstances as recommended by the Superintendent and approved by the Board. Extended leave, when granted, shall not exceed one (1) year, except that military leave shall be granted for a longer period as necessary for the completion of active duty. Maternity leave is exempt from ~~for the~~ three (3) year provision. Personal leave shall terminate at the end of the contractual period. Personal leave may be granted at the discretion of the School Board as hereinafter provided:
  - A. Leave to serve in the armed services.
  - B. Leave for academic study.
  - C. Leave for serving in the Peace Corps.
  - D. Leave for child rearing (for natural or adoptive child).
  - E. Leave for childbearing or adoption.
  - F. Leave to run for or serve in an elected office.
  - G. Leave to participate in exchange programs in other states or countries.

Each extended leave-without-pay request shall be considered on its own merit by the School Board. Return from leave is contingent on there being a vacant position in the system which the employee is qualified to fill. Requests for extended leave to take another position for salary shall be denied unless there are extenuating circumstances that are acceptable to the Board.

## CHAPTER 6.00 – HUMAN RESOURCES

### III. Personal Leave Without Pay

- A. Professional support staff employees may be granted personal leave without pay for ten (10) days or less by the supervisor provided the request is submitted at least one (1) week prior to the beginning date of the leave. Employees absent without leave shall be subject to dismissal. An employee having vacation or personal charged to sick leave available may not receive personal leave without pay except in circumstances approved by the Superintendent.
- B. An employee on personal leave, without pay, may not receive holiday pay unless he/she works or is on paid leave the day before and day after the holiday. Anyone on personal leave without pay for more than ten (10) days shall be placed on extended leave, if eligible, and the position advertised. Professional support staff employees who are not eligible for extended leave will be terminated after ten (10) days of personal leave without pay. The Superintendent may extend this leave in extenuating circumstances.

### IV. CORE Personal Leave

In addition to the above, any member of the professional support staff who is enrolled in the Creating Opportunities and Resources for Education (CORE) Program and completing the senior internship CORE Program requirement may be granted unpaid extended personal leave to complete such internship in a public school within the School District of Osceola County. The unpaid extended personal leave described in this paragraph IV shall not exceed one (1) academic semester. Appropriate documentation as described in the CORE Program must be submitted with the request for unpaid extended personal leave. Professional support staff granted unpaid extended personal leave under this subparagraph IV may be eligible to receive paid benefits or receive a stipend for participation in the senior internship CORE Program requirement. Nothing in this rule would prohibit the payment of both benefits and stipend. Such payment of benefits or a stipend associated with the CORE Senior Internship Program shall not constitute a violation of paragraph II.H. above. *This policy is effective retroactive to 07-01-04.*

### V. Leave Related to Domestic or Sexual Violence

- A. An employee, who has been employed by the District for at least three (3) calendar months, may request and shall be granted up to three (3) days of unpaid personal leave within a twelve (12) month period if he/she has been a victim of domestic or sexual violence or if a family or household member has been a victim of domestic or sexual violence.

## CHAPTER 6.00 – HUMAN RESOURCES

- B. The leave must be used for one or more of the following purposes:
1. To seek an injunction for protection against domestic violence or for protection in cases of repeat violence, dating violence or sexual violence;
  2. To obtain medical care and/or mental health counseling for the employee or a family or household member;
  3. To obtain services from a victim-services organization;
  4. To make the employee's home secure from the perpetrator or to seek new housing; and/or
  5. To seek legal assistance related to the violence.
- C. All records related to such leave will be considered confidential.
- D. This leave shall be noncumulative and shall be requested in advance except in the case of an emergency.
- E. If an employee elects to be on paid leave, he/she may request personal leave chargeable to sick leave provided that the employee is eligible to be on such leave or he/she may request annual (vacation) leave provided that the employee accrues annual leave and has an annual leave balance.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F. S.**

**LAW(S) IMPLEMENTED:**

**741.313, 1001.43, 1012.61, 1012.66, F.S.**

**HISTORY:**

**REVISION(S): 12/06/04, 10/21/08  
FORMERLY: 4.2.2, 5.3.6, 5.3.8,  
5.3.13, 9.3.5, 9.3.6, 9.3.8, 9.3.16**

**CHAPTER 6.00 – HUMAN RESOURCES**

**PROFESSIONAL LEAVE**

**6.547\***

- I. Any member of the administrative or instructional staff who has been employed with the District for the previous three (3) continuous years may be granted professional leave.
- II. Professional leave is leave granted to an employee to engage in activities that will contribute to the profession or will result in his/her professional benefit or advancement, including the earning of college credits and degrees.
- III. Extended professional leave is leave in excess of thirty (30) consecutive days. Such leave is primarily for the benefit of the employee or of the teaching profession and only incidentally for the benefit of the School Board. Extended leave for professional improvement may be granted to a member of the instructional or administrative staff provided he/she has served satisfactorily in the District for a period of three (3) years or more. Extended professional leave shall be without pay. (See Sabbatical Leave 6.548)

**STATUTORY AUTHORITY:** **1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:** **1001.43, 1012.66, F.S.**

**STATE BOARD OF EDUCATION RULE(S):** **6A-1.081**

**HISTORY:** **FORMERLY: 5.3.9, 9.3.9**

## CHAPTER 6.00 – HUMAN RESOURCES

### SABBATICAL LEAVE

6.548\*

- I. Instructional Personnel - Sabbatical leave for study, research, educational travel or such reason as approved by a sabbatical committee shall be granted by the Board to teachers who have four (4) or more years of service in Osceola County. This leave shall be granted for a period not to exceed one (1) year.
- II. Administrative Personnel - Sabbatical leave for study or research may be granted to administrative employees by the Board upon recommendations of the Superintendent. Such leave shall be granted under the following conditions:

Sabbatical leave for study or research may be granted to administrative employees by the board upon recommendations of the Superintendent. Such leave shall be granted under the following conditions:

  - A. Sabbatical leave shall be in recognition of significant service to the District for the purpose of encouraging scholarly achievement which contributed 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 (1/2) pay for such leave, as provided by the Board in accordance with Florida Statutes.
  - D. The penalty for breaking the sabbatical leave contract shall involve either:
    1. The administrator's refunding any salary received during his sabbatical leave; or
    2. The Administrator's paying the Board's incurred cost for collecting said monies.
- III. Educational Expenses - In lieu of sabbatical leave, the School Board may approve 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.

**CHAPTER 6.00 – HUMAN RESOURCES**

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F. S.

**LAW(S) IMPLEMENTED:** 1001.41, 1001.43, 1012.64, 1012.66, F. S.

**HISTORY:** REVISION(S): 02/05/08  
FORMERLY: 5.3.12, 9.3.10, 9.3.11

## CHAPTER 6.00 – HUMAN RESOURCES

### SICK LEAVE

6.549\*

- I. Any full time employee of the District who is unable to perform his/her duty in the District on account of personal sickness, accident disability, or extended personal illness, or because of illness or death of father, mother, brother, sister, husband, wife, child, or other close relative, or member of his/her own household, and consequently has to be absent from his/her work shall be granted leave of absence for sickness by the Superintendent. Sick leave must be certified by an application signed by the applicant and approved by the principal or supervisor.
  - A. Sick leave may be taken for maternity.
  - B. Sick leave for professional support staff shall amount to one (1) day for each month of employment to be credited at the end of the month and may be earned at the rate of one day per month.
  - C. An employee earning pay for at least seventy-five percent (75%) of the workdays in the month shall be treated as earning benefits for a month of employment. Such sick leave shall be cumulative from year to year.
  - D. There shall be no limit on the number of days of sick leave an employee may accrue.
  - E. In cases of investigated sick leave abuse, the supervising administrator may recommend to the Superintendent that the employee present a certificate of illness from a licensed physician.
  - F. Employees working in a combination of two (2) or more positions shall be assigned a primary position and shall be entitled to all benefits earned in the position. All other work shall be considered as extra pay and no additional benefits will be earned.
  - G. Employees formerly employed by the School District shall have any accumulated sick leave reinstated upon reemployment. The reinstated leave shall be reduced only to the extent that the number of days used in another district exceeds the number earned in that district.
  - H. An employee may authorize his or her spouse, child, parent, or sibling who is also an employee to use sick leave that has accrued to the authorizing employee. The recipient may not use the donated sick leave until all of his/her sick leave has been depleted, excluding sick leave from the sick leave pool. Donated sick leave shall have no terminal value.

**CHAPTER 6.00 – HUMAN RESOURCES**

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.61, 1012.62, 1012.66, F.S.

**HISTORY:** REVISION(S): 12/06/04  
FORMERLY: 4.2.4, 5.3.10.A, 9.3.12



## CHAPTER 6.00 – HUMAN RESOURCES

### TEMPORARY DUTY ELSEWHERE

6.55\*+

- I. An employee may be assigned to be temporarily away from his/her regular duties and place of employment for the purpose of performing other educational services, including participation in surveys, professional meetings, study courses, workshops and similar services of direct benefit to the School District. Such assignment may be initiated by the Superintendent or by the individual who desires the temporary duty as days of duty.
- II. The Superintendent shall develop procedures and guidelines to implement this policy.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.32, 1001.43, 1012.27, 1012.66, F.S.**

**HISTORY:**

**REVISION(S): 02/05/08  
FORMERLY: 4.2.10, 5.2.3, 9.2.3**

## CHAPTER 6.00 – HUMAN RESOURCES

<b>PALLBEARER</b>	<b>6.551</b>
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The school principal or any department head is authorized to approve any employee's request to serve as a pallbearer.

**STATUTORY AUTHORITY:** **1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:** **1001.43, F.S.**

**HISTORY:** **FORMERLY: 4.6.A, 5.2.6, 9.2.8**

## CHAPTER 6.00 – HUMAN RESOURCES

### CHARTER SCHOOL LEAVE

6.552

An employee of the School Board may take unpaid leave to accept employment in a Charter School upon the approval of the School Board. While employed by the Charter School and on leave that is approved by the School Board, the employee may retain seniority accrued in the School District and may continue to be covered by the benefit programs of the School District, if the Charter School and the School Board agree to this arrangement and its financing. The employee must apply for Charter School Leave on an annual basis. An employee who is granted Charter School Leave may not participate in the sick leave pool because the employee is not an employee of the District while on Charter School leave. If the District at the end of the leave employs the employee, the employee may participate in the sick leave pool and will be credited with accumulated sick leave in accordance with School Board policy when the employee returns.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.61, 1012.66, F.S.

**HISTORY:** FORMERLY: 4.2.11, 5.3.17, 9.3.17

## CHAPTER 6.00 – HUMAN RESOURCES

### NATURAL DISASTER LEAVE

6.553

If an employee is affected by a Natural Disaster in the county where the employee resides, then that employee may be eligible for Natural Disaster Leave.

- I. Natural Disaster - A Natural Disaster means a tornado, hurricane, flood, fire, or similar event.
- II. Eligibility - An employee may be eligible for Natural Disaster Leave if the employee has been directly affected by the natural disaster. A person is directly affected by the natural disaster under the following circumstances:
  - A. Personal injury as a result of the natural disaster;
  - B. Substantial loss of property (defined as the employee's primary physical residence) as a result of the natural disaster.
- III. Application - An eligible employee may file an application for a maximum of ten (10) days of paid Natural Disaster Leave. The application must include documentation to support the employee's eligibility and the number of days requested. An eligible employee must file an application for Natural Disaster Leave within thirty (30) days of the natural disaster.
- IV. Approval of Leave - A determination of eligibility for Natural Disaster Leave is solely within the discretion of the Superintendent/designee. The number of days of Natural Disaster Leave granted to an eligible employee is also solely within the discretion of the Superintendent/designee. An employee who has been granted Natural Disaster Leave may request an extension of the number of days of the leave. Approval of an extension is solely within the discretion of the Superintendent.
- V. Reimbursement - The Natural Disaster Leave shall be paid retroactively to eligible employees as a reimbursement after their application has been approved by the Superintendent.

**CHAPTER 6.00 – HUMAN RESOURCES**

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.61, 1012.66, F.S.

**HISTORY:** REVISION(S): 12/06/05  
FORMERLY: 4.2.12, 5.3.18, 9.3.18

## CHAPTER 6.00 – HUMAN RESOURCES

### EMPLOYEE VOLUNTEER LEAVE

6.554

All full time employees of the School District, who have been employed for three (3) consecutive months, may receive a maximum of two (2) hours of paid discretionary volunteer leave, for every calendar month of the school calendar year, for the purpose of volunteering, mentoring, or otherwise assisting in Osceola County public schools. For the purposes of this policy, the school calendar year is defined as the adopted student school year consisting of one-hundred eighty (180) days. An employee is eligible for this leave after three (3) months of consecutive employment. Discretionary volunteer leave time is noncumulative.

It is the responsibility of the employee to make prior arrangements regarding the appropriate completion of their job responsibilities during the requested leave. The employee must submit the proposed arrangements for completion of job responsibilities and requested leave time in advance to the employee's direct supervisor for approval.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.61, 1012.66, F.S.

**HISTORY:** FORMERLY: 4.2.13, 5.3.19, 9.3.19

## CHAPTER 6.00 – HUMAN RESOURCES

### OTETA EMPLOYEE DRUG AND ALCOHOL TESTING

6.60\*+

- I. The *School Board Omnibus Transportation Employee Testing Act Drug and Alcohol Testing* procedures are hereby incorporated by reference and made a part of this rule. All zero tolerance provisions of current School Board rules shall apply. Any revisions shall be approved and adopted by the School Board.
- II. In 1991, Congress passed the *Omnibus Transportation Employee Testing Act (OTETA)*, 49 CFR Part 382. This law applies to anyone who holds a Commercial Driver's License (CDL) and drives a commercial vehicle.
- III. For employees of the School Board, OTETA applies to anyone who holds a Commercial Driver's License (CDL) and drives a school bus, a county vehicle weighing over twenty-six thousand (26,000) pounds, or who is in a "safety sensitive position" in regard to transporting passengers, equipment, or School Board property. This federally mandated OTETA is now incorporated into the Board rules. These include random unannounced alcohol and other drug testing, additional driver and supervisor training, and other items.

#### STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F. S.

#### LAW(S) IMPLEMENTED:

112.0455, 440.102, 1001.43, 1012.45, F.S.,  
49 CFR PART 40, DOT, 49 CFR PARTS 382 & 391,  
FEDERAL HIGHWAY ADMINISTRATION

#### HISTORY:

REVISED: 02/06/07  
FORMERLY: 1.18.5

## CHAPTER 6.00 – HUMAN RESOURCES

### **HIV, AIDS, OR OTHER COMMUNICABLE DISEASES, BLOODBORNE PATHOGENS AND ENVIRONMENTAL HAZARDS** **6.61+**

- I. It is the School Board's intent to protect employees and students from exposure to infectious diseases and from risk occasioned by infectious diseases and environmental hazards and to provide reasonable accommodations to infected School Board employees.
- II. It is recognized that employees with any illness, including HIV infected persons, may continue to work. As long as employees are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a threat to themselves nor to others, they shall be assured of continued employment as would any other employees. If it becomes necessary, reasonable accommodations shall be made to enable the qualified individual to continue to work.
- III. All information regarding such matters shall be held in strict confidence and released only to those who have a legitimate need to know.
- IV. The School Board shall receive and review procedures governing immunization against Hepatitis B infection, HIV, AIDS, bloodborne pathogens, other communicable disease, and environmental hazards.
- V. Staff members shall cooperate with public health authorities by practicing and promoting standard precautions, as deemed by the Centers for Disease Control and Prevention (CDC). Procedures for dealing with employees who pose a threat of transmitting a bloodborne health condition shall be developed.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:** **381.0098, 1001.43, 1012.27, 1013.12, F.S.**

**STATE DEPARTMENT OF HEALTH RULE(S):** **64E-16**

**HISTORY:** **REVISION(S): 12/06/05, 02/07/08**  
**FORMERLY: 1.21**



## CHAPTER 6.00 – HUMAN RESOURCES

### STAFF TRAINING

6.70+

- I. The School Board recognizes that proper training of employees is essential to maintaining a safe, effective, and efficient workforce. State mandates, federal requirements, and local conditions require that certain training be required for all employees and other training of selected employees, depending upon their work assignments.
- II. The Osceola County School Board provides appropriate training to employees of the District.
- III. Professional Development Center (PDC)
  - A. A Professional Development Center shall provide professional development activities for all employees that will enable the school community to succeed in school improvement and whenever possible to provide those activities that meet the requirements for the renewal of teacher certificates.
  - B. The Professional Development Center Council (PDC Council) shall be established and consist of members nominated by the Osceola Teacher Education Center Council, the Professional Support Inservice Committee, administrators, universities, community colleges, community agencies and other interested groups. The Superintendent shall recommend members to the School Board for approval. Membership on the PDC Council shall include instructional personnel, professional support staff personnel, business/community members, university and community college personnel, and administrative personnel. PDC Council size shall not exceed eleven (11) members.
    1. Term of Office for PDC Council Members - The term of office of a PDC Council member shall be one (1) year. Members may be appointed to successive terms on the PDC Council.
    2. Attendance at Professional Development Council Meetings – Appointment to the PDC Council is an honor and should be received as such. With the appointment, the member accepts the responsibility or representing all employees of the School Board. In order to properly represent employees, the representative must make every reasonable effort to attend all meetings.

## CHAPTER 6.00 – HUMAN RESOURCES

- IV. Training for employees should include the following:
- A. Identifying and reporting child abuse and neglect;
  - B. Nondiscrimination provisions;
  - C. Harassment guidelines;
  - D. Handling hazardous materials and toxic substances, including bloodborne pathogens, chemicals, and petroleum products;
  - E. District policies and procedures related to HIV or AIDS disease, communicable diseases, alcohol and drug-free facilities, use of tobacco products, possession of weapons, and *Code of Student Conduct*; and
  - F. Other topics as deemed appropriate by the Superintendent or required by law, rule, or other governing provision.
- V. Training guidelines are available in the District Master Inservice Plan.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.22, 1012.27, 1012.38, 1012.98, 1012.985, F.S.

**HISTORY:** FORMERLY: 1.4, 1.8, 4.6.F

## CHAPTER 6.00 – HUMAN RESOURCES

### WHISTLEBLOWER PROTECTION

6.75

- I. This policy shall be known as the Whistleblower Protection Policy.
- II. Definitions
  - A. *Employee* – Any person hired by the School Board after completing the personnel procedures required by the School Board.
  - B. *Independent Contractor* – Any person or company other than a School Board employee, who provides goods and/or services to the School Board and enters into a contractual agreement with the School Board.
  - C. *Adverse personnel action* – Discharge, suspension, transfer, demotion, reprimand, warning, withholding or reduction of salary or benefits of employee, or any other adverse action taken against an employee within the terms and conditions of employment by the School Board; or debarment, suspension, cancellation of contract of an independent contractor.
- III. Prohibited Action
  - A. Neither the School Board, Superintendent, department heads, nor principals shall take or recommend to the School Board to take adverse personnel actions against an employee for disclosing information pursuant to the provisions of this policy.
  - B. Neither the Superintendent nor the School Board shall take any adverse personnel action that affects the rights or interests of an independent contractor in retaliation for the contractor's disclosure of the information under this policy.
  - C. The provisions of this policy shall not be applicable when an employee or independent contractor discloses information known to be false.
- IV. Disclosure of Information
  - A. The information disclosed under this section shall include reporting of any violation or suspected violation of federal, state, or local laws, School Board policy, or administrative directive by a School Board member, employee, or independent contractor which presents a substantial and specific danger to interests of the School Board. Additionally, information disclosed, which indicates acts or suspected acts of malfeasance,

## CHAPTER 6.00 – HUMAN RESOURCES

misfeasance, gross waste of funds or neglect of duty committed by an agency, shall be included.

- B. The information shall be disclosed to the appropriate entity having the authority to investigate, police, manage, or otherwise remedy the violation or act.

### V. Protection

- A. This policy protects employees and other persons who disclose information on their own motive in a written and signed complaint, or who are requested to participate in an investigation, hearing or other inquiry conducted by the Superintendent, School Board, state agency, or federal government.
- B. Any employee who is subject to adverse personnel action has a right to file a grievance pursuant to the applicable collective bargaining agreement or School Board policy. An independent contractor may appeal to the School Board for administrative review.

### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

### LAW(S) IMPLEMENTED:

112.3187, 1001.32, 1001.43, F.S.

### HISTORY:

ADOPTED: 02/06/07  
FORMERLY: NEW

**CHAPTER 6.00 – HUMAN RESOURCES**

**REIMBURSEMENT FOR DAMAGE TO PERSONAL ITEMS**

**6.82**

The Board shall reimburse professional support staff for damage to clothing, dentures, eyeglasses, prosthetic devices or artificial limbs where such damage occurs as a result of:

- I. Breaking up a fight;
- II. Protecting students or other employee(s) from physical harm or injury;
- III. Assault and/or battery occurring in the course of the legal performance or assigned duties. Such reimbursement shall not exceed the replacement cost nor be paid when the above loss is reimbursable from other sources.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**CHAPTER 440, 1001.43, 1001.51, F.S.**

**HISTORY:**

**FORMERLY: 4.6.E, 9.4.11**

**CHAPTER 6.00 – HUMAN RESOURCES**

**NAME AND ADDRESS OF EMPLOYEE**

**6.85**

- I. Any employee who legally changes his/her name or address shall notify the human resources department within ten (10) days after a change of name or address.
- II. Any employee who is required to have a Florida Educator Certificate or other license or certificate shall maintain the license or certificate in his/her legal name.
- III. Any employee who is a certificated educator is responsible for maintaining his/her current name and address with the Department of Education. The Department of Education shall be notified in writing or electronically of any changes of name and/or address.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1012.561, F.S.**

**HISTORY:**

**ADOPTED: 12/06/05  
REVISION(S): 02/06/07  
FORMERLY: NEW**

## CHAPTER 6.00 – HUMAN RESOURCES

### **SOCIAL SECURITY NUMBERS**

**6.88\***

#### I. Collection

- A. Social security numbers shall be collected only when allowed by law or when necessary for the performance of the school system's duties.
- B. The District shall collect the social security number of each applicant and employee for the following reasons:
  - 1. Identification and verification;
  - 2. Benefit processing;
  - 3. Data collection;
  - 4. Tax reporting; and
  - 5. Criminal background checks.
- C. The District may also use the social security number for search purposes.

#### II. Notification

The District shall notify each applicant and employee of the reasons for which his/her social security number may be collected.

#### III. Review

The Superintendent shall review the collection of social security numbers to ensure that the reasons for collection and the process for collection and maintenance are consistent with Florida Statutes. The Superintendent shall report his/her findings as required by law.

#### IV. Confidentiality

A social security number shall be considered confidential and exempt from public inspection in accordance with Florida Statutes. Social security numbers may be disclosed to another agency or governmental entity if it is necessary for the receiving entity to perform its responsibilities.

## CHAPTER 6.00 – HUMAN RESOURCES

### V. Release to Commercial Entities

- A. Social security numbers may be released to a commercial entity as allowed by law. The commercial entity must state the reason for requesting the social security numbers.
- B. The District, as required by law, shall annually report the identity of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been received during the preceding year, the District shall report that information.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 119.071, 1001.43, 1012.23, F.S.

**HISTORY:** **ADOPTED: 04/15/08**  
**REVISION DATE(S): N/A**  
**FORMERLY: NEW**



## CHAPTER 6.00 – HUMAN RESOURCES

### PERSONNEL RECORDS

6.90

The term *personnel file*, as used in this rule with respect to any employee, shall mean all records, information, data, or materials uniquely applicable to that employee and maintained by the District in any form or retrieval system whatsoever.

- I. A personnel record shall be maintained by the Superintendent on each employee. The record shall include
  - A. Application for employment
  - B. References
  - C. Annual evaluations
  - D. Letters of commendation, reprimand, etc.
  - E. Data substantiating placement on the salary schedule (education, official transcripts, experience, etc.)
  - F. Teaching certificate, if applicable
  - G. Any other pertinent data.
- II. Except for materials pertaining to work performance or other matters that may be cause for discipline, suspension, or dismissal under laws of this state, no derogatory materials relating to an employee's conduct, service, character, or personality shall be placed in the personnel file of such employee. No anonymous letter or anonymous materials shall be placed in the personnel file.
- III. Materials relating to work performance, discipline, suspension, or dismissal must be reduced to writing and signed by a person competent to know the facts or make the judgment.
  - A. No such materials may be placed in a personnel file unless they have been reduced to writing within forty-five (45) calendar days, exclusive of the summer vacation period, of the administration becoming aware of the facts reflected in the materials.
  - B. Additional information related to such written materials previously placed in the file may be appended to such materials to clarify or amplify as needed. A copy of such materials to be added to an employee's personnel file shall be provided to the employee either by certified mail or by personal delivery.

## CHAPTER 6.00 – HUMAN RESOURCES

- IV. The employee's signature on a copy of materials to be filed in the employee's personnel file signifies receipt and does not necessarily indicate agreement with its content. The employee will be afforded every right as outlined in Florida Statutes.
- V. Personnel files, regardless of their location in the school system, are open to inspection pursuant to Florida Statutes, except as follows:
  - A. Any complaint and any material relating to the investigation of a complaint against an employee shall be confidential until the conclusion of the preliminary investigation or until such time as the preliminary investigation ceases to be active as defined in Florida Statutes.
  - B. Employee evaluations prepared pursuant to Florida Statutes, rules adopted by the State Board of Education, or a local School Board shall be confidential until the end of the school year immediately following the school year during which each evaluation is made. No evaluations prepared prior to July 1, 1983, shall be made public.
  - C. No material derogatory to the employee shall be open to inspection until ten (10) calendar days after the employee has been notified pursuant to III.B. of this rule.
  - D. The payroll deduction records of the employee shall be confidential.
  - E. Employee medical records, including medical claims, psychiatric and psychological records, shall be confidential. However, at any hearing relative to an employee's competency or performance, the hearing officer or panel shall have access to such records.
  - F. Any information in a report of injury or illness filed pursuant to Florida Statute that would identify an ill or injured employee.
- VI. Notwithstanding other provisions of this rule, all aspects of each employee's personnel file shall be open to inspection at all times by School Board members, the Superintendent, and the principal or their respective designees in the exercise of their respective duties.
- VII. Notwithstanding other provisions of this rule, all aspects of each employee's personnel file shall be made available to law enforcement personnel in the conduct of a lawful criminal investigation.

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**STATUTORY AUTHORITY:** 1001.43, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 112.08(7), 1001.43, 1012.31, F.S.

**HISTORY:** FORMERLY: 1.1, 1.16, 5.1.2.D.(3), 5.1.7, 9.2.5

**CHAPTER 6.00 – HUMAN RESOURCES**

**SALARY SCHEDULES**

**6.91\***

- I. All personnel shall be paid in accordance with salary schedules as adopted by the School Board.
- II. Salary schedules shall include provisions for differentiated pay in accordance with Florida Statutes and may include provisions for performance based pay.
- III. Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who is required to work in excess of forty (40) hours in any work week, shall be compensated for the hours in excess of forty (40) at the rate of one and one-half (1½) times the regular rate of pay for the service performed or shall be provided compensatory time.
- IV. Any employee working beyond his/her designated total weekly hours without prior permission of the Superintendent through the principal or supervisor may be subject to disciplinary action.

**STATUTORY AUTHORITY:** **1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:** **1001.43, 1011.60, 1012.22, 1012.55, F.S.**

**STATE BOARD OF EDUCATION RULE(S):** **6A-1.052**

**HISTORY:** **REVISED: 02/06/07, 02/05/08**  
**FORMERLY: 2.4, 4.1.3, 5.1.2.D(4),**  
**5.4.7, 8.6.4, 9.4.7**

## CHAPTER 6.00 – HUMAN RESOURCES

### SICK LEAVE BANK

6.911

#### Employees Voluntary Sick Leave Bank

##### I. Membership

Any full time employee of the District, having been employed by the School District for at least one (1) year and having at least ten (10) days accrued sick leave by the end of September of each year (inclusive of four [4] days sick leave advanced), may enroll in the sick leave bank by voluntarily contributing one (1) sick leave day to the Bank. The enrollment shall be opened each year during the months of September and February only. Employees on leave returning to service may join the Bank within ten (10) days of their employment if they meet all other criteria.

- A. Enrollment must be made on the prescribed form furnished by the Personnel Department.
- B. Any sick leave day contributed pursuant to this section shall be removed from the personally accumulated sick leave balance of that employee and shall not be returned except as provided in section IX.
- C. Membership in the Sick Leave Bank shall be continuous from the initial enrollment until an individual member has withdrawn from the plan or has drawn the maximum allowed from the Bank (see VI.D.).

##### II. Establishment and Duration

- A. The Sick Leave Bank will not come into existence until at least twenty percent (20%) of the total number of employees eligible to join the pool elect to do so and will remain in existence unless the participation drops below twenty percent (20%) of the number of employees eligible.
- B. In the event the Sick Leave Bank is discontinued, distribution of remaining sick leave will be in accordance with section IX. below.

##### III. Replenishment Contributions

If the Bank is depleted during a school year, members may be assessed up to a maximum of three (3) days per year.

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### IV. Administration and Governance

- A. Personnel Department Committee will administer the Sick Leave Bank and will determine the validity of claims against the Bank.
- B. The Personnel Department will make available an annual report of usage of the Bank to the School Board and to participating members.
- C. Appeals shall be handled by the Superintendent who will establish a five (5) member Appeals Committee, representative of both association and management for the purpose of settling any dispute arising from claims against the Bank. The Committee will be comprised of two (2) members from the OCTA appointed by the President, two (2) members appointed by the Superintendent and one professional support staff employee mutually agreed upon by the Association President and the Superintendent. This Appeals Committee shall be the final authority on all disputes or interpretation involving eligibility for benefits.

### V. Eligibility

In the event of a serious personal illness, accident or injury over which the employee has no control, causing a participating employee to be absent from work for an extended period of time, the employee may receive paid leave as follows:

- A. All accumulated sick leave of the employee must first be expended, followed by a leave, not charged to sick, of five (5) workdays per incident.
- B. Applications must be made to the Personnel Department; including a statement from a doctor attesting to the members extended illness, accident, or injury. The statement must certify:
  - 1. The nature of the illness, accident, or injury.
  - 2. That in the event of an operation, it is absolutely necessary and could not reasonably be delayed until a break in the employee's duty schedule.
  - 3. The probable date the member would be able to return to work.
- C. Application must also provide permission to investigate medical records and other information needed for review or appeal.

## CHAPTER 6.00 – HUMAN RESOURCES

- D. A participating member shall not be eligible to use sick leave from the Bank if the employee is on leave for injury or illness in the line of duty, workers' compensation, or on medical retirement.

### VI. Benefits

- A. All cases will be reviewed by the Sick Leave Bank Approval Committee when each twentieth (20th) day of benefits has been reached up to the maximum amount allowable. At this time, the Committee may request additional medical certification. Also, at this time, any sick leave, which may have been accrued by the participant, must then be used before resumption of drawing from the Sick Leave Bank.
- B. Upon approval of application, a member will be allowed to draw up to a maximum of forty (40) paid sick leave days from the Bank, provided there remain sufficient leave days in the Bank.
- C. The employee shall not have to pay back in any manner the number of days used from the Sick Leave Bank except as outlined in Section VII. below.
- D. In the event a member draws from the Sick Leave Bank, that individual membership shall be suspended from the Bank membership after drawing all days authorized from the Bank. Such individuals may reinstate membership by meeting qualifications in section I. above.

### VII. Participation Abuse

Alleged abuse of the Sick Leave Bank shall be investigated by the Personnel Department. If an employee is found to have abused the use of the Sick Leave Bank, the employee shall repay all sick leave credited (in dollars) drawn from the Sick Leave Bank and, after review by the Appeals Committee, be subject to such other disciplinary action as determined by the School Board.

### VIII. Withdrawal from Participation

Any participating employee who wishes to withdraw from participation in the Sick Leave Bank may do so and withdrawal will be effective immediately upon receipt by the Personnel Department of written notification of the employees intent to withdraw. Any previously contributed sick leave will become the property of the Sick Leave Bank.

## CHAPTER 6.00 – HUMAN RESOURCES

### IX. Discontinuance of Sick Leave Bank

If it becomes necessary to terminate the Sick Leave Bank, unused sick leave in the Bank will be distributed in the following manner:

- A. Each member will receive an equal share of the unused days to be credited to his/her personal accumulated sick leave account in fourths of a day.
- B. Any balance left will be disposed of at the sole discretion of the Board.
- C. In no instance will the days credited back to members be greater than the number remaining in the Bank.
- D. Any member joining this Sick Leave Bank acknowledges that the limits of liability for any challenge to the Appeals Committees decision is limited to the number of days the individual contributed to the Bank.

#### **STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

#### **LAW(S) IMPLEMENTED:**

**1001.43, 1012.61, F.S.**

#### **HISTORY:**

**FORMERLY: 4.2.4.C, 9.3.12.I**



## CHAPTER 6.00 – HUMAN RESOURCES

### TERMINAL SICK LEAVE PAY

6.912

- I. Terminal Pay for Sick Leave – The beneficiary of any employee whose service is terminated by death, and any employee with at least six (6) years service with the School District of Osceola County, shall be entitled to payment for accumulated sick leave as follows:
  - A. During the first three (3) years of service in the District, the daily rate of pay multiplied by thirty-five percent (35%) times the number of days of accumulated sick leave.
  - B. During the next three (3) years of service in the District, the daily rate of pay multiplied by forty percent (40%) times the number of days of accumulated sick leave.
  - C. During the next three (3) years of service in the District, the daily rate of pay multiplied by forty-five percent (45%) times the number of days of accumulated sick leave.
  - D. During the next three (3) years of service in the District, the daily rate of pay multiplied by fifty percent (50%) times the number of days of accumulated sick leave.
  - E. During and after the thirteenth (13) year of service in the District, the daily rate of pay multiplied by one-hundred percent (100%) times the number of days of accumulated sick leave.
- II. Instructional Staff and Educational Support Employees  

Terminal pay for accumulated sick leave shall be paid at the daily base rate of pay at the time of retirement.
- III. Other Full Time Employees  

Full time employees who are not classified as instructional staff or educational support employees as defined by law shall be eligible for terminal sick leave payment at the time of normal retirement as follows:

  - A. Terminal pay for sick leave accrued prior to July 1, 2004 shall be paid at the daily base rate of pay at the time of retirement.
  - B. Terminal pay for sick leave accrued after June 30, 2004 shall be paid at the base rate of pay at the time it was earned.

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- C. Payment shall be calculated according to the schedule in I.A. – I.E.
- IV. For employees with five or more years experience in the District, terminal payment for unused sick leave shall be made to the District's Section 401(a)/ 403 (b) qualified Special Pay plan to the extent allowed by the plan document and applicable law.
- V. Annual contributions to the Special Pay Plan ("the plan") based on accumulated sick leave shall be made for employees enrolled in DROP to the extent allowed by the plan document and applicable law. Such contributions will be calculated each June 30 subsequent to the employee's completion of one full fiscal year in DROP. Days for which contribution is made to the plan will be deducted from the employee's leave balance on a first in first out basis. Contributions will be calculated based on the employee's daily rate of pay as of each computation date subject to the limitation of section III, B above. Amounts contributed will not be adjusted for subsequent changes in daily rate of pay. The Cumulative total number of days for which contributions are made to the plan and paid as terminal sick pay will not exceed the number of days for which payment would be allowed as terminal sick pay under rules in effect on each computation date. For this calculation, days previously deducted due to plan contributions will be added back to leave balances on the computation date. Days previously contributed to the plan properly computed as of the computation dates will not be withdrawn due to subsequent leave usage by the employee or other subsequent events, except as required by law or rule. Any distribution from the 401 (a)/ 403(b) plan shall be made in accordance with the Plan documents.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.61, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1052

**HISTORY:** REVISED: 12/06/04, 12/06/05, 02/06/07  
FORMERLY: 2.4.3, 4.2.4.B, 5.2.2.B,  
5.3.10.B, 9.3.12.B, 9.4.12

**CHAPTER 6.00 – HUMAN RESOURCES**

**USE OF SICK LEAVE BY FAMILY MEMBERS**

**6.913\***

- I. Any District employee may authorize the use of his/her accrued sick leave as follows:
  - A. As provided by any existing provision in negotiated contracts.
  - B. By the spouse, child, parent, or sibling who is also a District employee.
- II. Sick leave donated as provided in I.B. cannot be used until all of the individual's sick leave has been depleted, excluding any Sick Leave Bank entitlement.
- III. Donated sick leave shall have no terminal pay value.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1012.61, F.S.**

**HISTORY:**

**FORMERLY: NEW**

**CHAPTER 6.00 – HUMAN RESOURCES**

**UTILIZATION OF SICK LEAVE**

**6.915**

Full time employees shall utilize accumulated sick leave as follows:

- I. Sick leave earned prior to July 1, 2004 shall be used only after all sick leave earned on and after July 1, 2004 has been exhausted. Sick leave earned prior to July 1, 2004 shall be carried forward for terminal pay in accordance with School Board rule 6.912.
- II. Sick leave earned on and after July 1, 2004 by employees in positions not classified as instructional or educational support, as defined by law, shall be used first, until exhausted, on a first in, first out basis. Once all such leave has been exhausted, sick leave earned on and after July 1, 2004 by employees in positions classified as instructional or educational support, as defined by law, shall then be used on a first in, first out basis.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, F.S.**

**HISTORY:**

**ADOPTED: 12/06/04  
FORMERLY: NEW**

## CHAPTER 6.00 – HUMAN RESOURCES

### TERMINAL ANNUAL (VACATION) LEAVE PAY

6.916

- I. At the time of retirement or separation of employment, unused vacation leave shall be paid as terminal pay.
- II. The number of days which shall be paid shall be the number of days accumulated as of June 30, 2001 plus the number of days accumulated after June 30, 2001 up to a maximum of sixty days accumulated after June 30, 2001. For employees under three year contracts on June 30, 2001, the number of days which shall be paid shall be the number of days accumulated as of June 30, 2004 plus the number of days accumulated after June 30, 2004 up to a maximum of sixty days accumulated after June 30, 2004. In no case shall the number of days paid exceed the maximum number allowed by law.
- III. Those persons earning vacation leave, upon entering the Deferred Retirement Option Program (DROP) may choose to receive payment for all or part of their accumulated vacation leave at the time of entrance into the DROP. Those persons choosing to receive a partial payment will receive the remainder at the time of separation from employment.
- IV. If at the time of retirement, or separation from the district, or entry into DROP, if the employee has 5 years of continuous employment with the district, the payment for unused vacation leave shall be made to the district's 401(a)/ 403 (b) Qualified Special Pay Plan to the extent allowed by the plan Document and applicable law. Any distribution from the 401(a) / 403 (b) Qualified Special Pay Plan shall be made in accordance with the Plan document.
- V. All payments for Terminal Annual Leave shall be made at the current daily rate of pay.
- VI. If service is terminated by death, payment shall be made to the employee's beneficiary.

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**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.65, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.052

**HISTORY:** ADOPTED: 12/06/04  
REVISION(S): 12/06/05, 02/06/07  
FORMERLY: NEW

## CHAPTER 6.00 – HUMAN RESOURCES

### HEALTH INSURANCE PREMIUMS

6.92

- I. The School Board may contribute to the cost of an employee's normal group health insurance plan.
- II. A School Board member or employee who is a Florida resident and a member of the Florida National Guard or a reserve in any branch of the United States military and who is called into active military duty is entitled to health insurance pursuant to the provisions and conditions prescribed in Section 250.341, Florida Statutes.
- III. Employees on approved leave of absence without pay shall be eligible to continue on group insurance benefits at their expense.
- IV. Retired School Board personnel may continue to participate in the current group health insurance plan of the District, provided the person is enrolled at the time of retirement from active employment with the School Board and continues coverage without interruption. Retirement shall mean application for and receipt of retirement benefits under any Florida Retirement System plan. Current participants not meeting this definition will be allowed to remain enrolled in their current Plan until 09/30/2008, at which time they will be offered COBRA coverage for 18 months at the active employee rate plus the COBRA administration fee. The health insurance coverage shall be identical to that offered to School Board employees. Health insurance premiums for continued participation shall be paid by the retiree without contribution from the School Board.

#### STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

#### LAW(S) IMPLEMENTED:

112.0801, 250.341, 340.33, 1001.43, F.S.

#### HISTORY:

REVISION(S): 02/05/08  
FORMERLY: 2.4.3.B, 9.4.8, 9.4.9, 9.4.13

## CHAPTER 6.00 – HUMAN RESOURCES

### TRANSFERS

6.93+

- I. Any transfer of an employee from one work site to another work site or position shall be made on the recommendation of the Superintendent and the approval of the School Board. In case of an emergency the Superintendent may transfer the person subject to the subsequent approval of the School Board.
- II. Transfer procedures outlined in the procedures manual will be followed.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.41, 1001.43, F.S.**

**HISTORY:**

**FORMERLY: 5.1.3, 9.1.5**



## CHAPTER 6.00 – HUMAN RESOURCES

### RETIREMENT ANNUITIES PROGRAM

6.94

- I. The School Board will consider annually, upon the recommendation of the Superintendent, requests for retirement annuities for school personnel with twenty-five (25) years or more years of creditable service (at least five of which must have been in this District) who have reached the age fifty-five (55) and have applied for retirement under the Florida Retirement System or Teachers Retirement System.
  - A. All requests must be received between September 1 and October 31 of the calendar year for those requesting retirement during or at the conclusion of that school year or four (4) months prior to retirement if planning retirement before February of that school year.
  - B. A copy of the official determination, by the Division of Retirement, of the projected monthly benefits at the effective date of retirement based on the average monthly compensation and creditable service as of the member's early retirement date and the actual early retirement benefits shall accompany the request.
  - C. Requests of applicants between the ages of fifty (50) and fifty-four (54) may also be considered by the School Board if the School Board first determines for that year that it is economically feasible to do so.
- II. Between November 1 and November 30 an annual survey and study will be conducted prior to the determination of the Superintendent and School Board on the feasibility of the program being offered during that school year with no commitment to offer the program in future years unless the School Board opts to do so after reviewing the annual survey. The employee may be required to contribute to the annuity in order to qualify.
- III. The School Board upon the recommendation of the Superintendent will determine before January 15, whether or not the program will be offered for that year.
- IV. If the program is offered, the Superintendent shall make recommendations pertaining to either the investment in a specific amount of current funds or the purchase of an adequate annuity either of which would provide earned income in an amount sufficient to provide the annual early retirement supplemental benefit for the named employee.

## CHAPTER 6.00 – HUMAN RESOURCES

- V. In the event an employee has military service credit or earned experience in a public school system in another state, the School Board may choose to purchase such experience (up to five years) as is necessary to provide regular retirement benefits. This experience may not be purchased in addition to an annuity.
- VI. The maximum monthly benefit to any individual shall be in compliance with Florida Statutes.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1012.685, F.S.**

**HISTORY:**

**FORMERLY: 4.5, 5.4.1, 9.4.1**

## CHAPTER 6.00 – HUMAN RESOURCES

### REDUCTION IN FORCE

6.95

- I. In the event the Superintendent determines that there is to be a reduction in employee allocations for any reason, an affected employee shall be given the opportunity to transfer to an available position, provided the employee meets the qualifications of the new position and has clearly demonstrated the ability to meet the requirements of said position.
- II. In making involuntary transfers or layoffs, length of service in the District shall be considered.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.41, 1001.43, F.S.**

**HISTORY:**

**FORMERLY: 4.1.2.C.(5), 10.7**

## CHAPTER 6.00 – HUMAN RESOURCES

### GIFTS TO EMPLOYEES

6.96

- I. *Gift* means anything accepted by a person or on that person's behalf, whether directly or indirectly, for that person's benefit, and for which equal or greater consideration is not given. The term includes real property, tangible personal property or the use of such property; a preferential rate or term on a transaction which is not available to others similarly situated; forgiveness of a debt; transportation (unless provided by an agency in relation to officially approved governmental business); lodging; parking; food or beverage, including a meal which is consumed at single sitting or event; dues, fees, and tickets; plants and flowers; personal services for which a fee is normally charged by the provider; and any other thing or service having an attributable value. The term gift does not include salary, benefits, services, fees, gifts, commissions, or expenses associated primarily with one's employment as an officer or director of a corporation or organization; campaign contributions or expenditures pursuant to the election laws; an honorarium or honorarium expense; an award, plaque, or certificate given in recognition of public, civic, charitable or professional service; honorary membership in a service or fraternal organization; and the use of a public facility or public property made available by a governmental agency for public purpose.
- II. *Lobbyist* means any individual, firm, association, partnership, corporation or any other such group who, for compensation, seeks or sought during the preceding twelve (12) months, to influence the governmental decision-making, or to encourage the passage, defeat, or modification of any proposal or recommendation by the employee or the School Board.
- III. Solicitation and Acceptance of Gifts

An employee shall not solicit or accept a gift from any lobbyist or person, natural or corporate, doing business or soliciting business with the School Board or any public school within the District based upon any understanding that the vote, official action, or judgment of the employee would be influenced thereby.

An employee is prohibited from accepting a gift with a value equal to or in excess of one hundred dollars (\$100.00) from any lobbyist or person, natural or corporate, doing business or soliciting business with the School Board or any public school within the District.

An employee may accept a gift with a value that is less than one hundred dollars (\$100.00) from any lobbyist or person, natural or corporate, doing business or soliciting business with the School Board or any public school within the District, if it is reported in writing to the Superintendent and reported to the Commission on Ethics as required under Florida Law. An employee need not report a gift in

## CHAPTER 6.00 – HUMAN RESOURCES

value equal to or less than twenty-five dollars (\$25.00). 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 School Board may be accepted, providing such gifts or bonuses become and remain the property of the school or the District.

- IV. This section shall not act to prohibit the acceptance of gifts from those persons who are not lobbyists or persons, natural or corporate, doing business or soliciting business with the School Board or any public school within the District.
- V. The willful violation of this rule by any employee shall be cause for disciplinary action up to and including dismissal.

### STATUTORY AUTHORITY:

**1001.41, 1012.22, 1012.23, F.S.**

### LAW(S) IMPLEMENTED:

**1001.43, F.S.**

### HISTORY:

**FORMERLY: 2.5.1**

**SCHOOL BOARD POLICY MANUAL**  
**FOR SCHOOL DISTRICT OF**  
**OSCEOLA COUNTY**

**CHAPTER 7.00: BUSINESS SERVICES**

## CHAPTER 7.00 - BUSINESS SERVICES

### SCHOOL BUDGET SYSTEM

7.10+

The Superintendent shall prepare an annual District budget in the manner prescribed by the State Board of Education. In formulating the budget, the Superintendent shall take into consideration the immediate and long-range needs of the District's school system and student achievement data obtained pursuant to Florida Statutes. The Superintendent shall submit the proposed annual budget to the School Board for review. The School Board shall adopt a balanced budget in accordance with Florida Statutes and submit it to the state on or before the date prescribed in State Board of Education rules or established by the Commissioner of Education.

In order to ensure appropriate preparation and management of the District budget, the Superintendent or designee is authorized to develop and implement appropriate budgetary development, accounting and record keeping procedures consistent with mandatory federal and state laws, rules and regulations, and with School Board rules. Such procedures shall be consistent with good business practice.

Expenditures shall be made in accordance with state law and rules of the School Board of Education.

The proposed budget and any amendments submitted to the School Board by the Superintendent each year shall include projected ending fund balances in all funds of zero or greater and, in the general fund, a projected ending fund balance of at least 2% of estimated revenues. The School Board, by majority vote, may waive the minimum fund balance upon prior disclosure and request of the Superintendent. Such disclosure shall specifically state the estimated ending fund balance and that it deviates from this policy.

With respect to long-term debt obligations that are either secured by the 2-mill capital outlay tax (FS.§1011.71(2)) or not secured by any other revenue source, the total of payments due under all such long-term debt obligations shall not exceed the projected revenues from 1.25 mills of the 2-mill tax levy for any fiscal year. Failure to meet this target must be disclosed to the School Board and approved by majority vote. Such disclosure shall specifically state the amount of the total payments due under such long-term debt obligations and that it deviates from this policy.

## CHAPTER 7.00 - BUSINESS SERVICES

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1008.385,  
1011.01 – 1011.18, F.S.

**STATE BOARD OF EDUCATION RULES:** 6A-1.002, 6A-1.004, 6A-1.006,  
6A-1.007, 6A-1.0071

**HISTORY:** REVISION(S): 05/01/07  
FORMERLY: 2.1, 2.2, 2.3



## CHAPTER 7.00 - BUSINESS SERVICES

### ACCOUNTING AND CONTROL

7.20\*+

- I. The financial records and accounts of the School Board shall be kept by the Superintendent on forms and in the manner prescribed by State Board of Education rules. If such forms are not prescribed by State Board of Education rules or Florida Statutes, then forms prescribed by the Superintendent shall be used.
- II. The Superintendent shall submit to the School Board a financial statement for each month of the school fiscal year. The format of the statement shall be approved by the School Board and shall include a cumulative report to date of all receipts and expenditures for the school fiscal year.
- III. The Superintendent shall develop and the School Board approve procedures under which any funds under their control are allowed to be transmitted by electronic transaction.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

215.85, CHAPTER 668, 1001.43,  
1001.51, 1010.11, 1011.60, 1011.62, F.S.

#### STATE BOARD OF EDUCATION RULE(S):

6A-1.001

#### HISTORY:

REVISED: 10/21/08  
FORMERLY: 2.6(1), 2.11(1)

## CHAPTER 7.00 - BUSINESS SERVICES

### EDUCATIONAL ENHANCEMENT FUNDS

7.30\*+

- I. Lottery Trust Fund Allocations (enhancement funds) received from state proceeds will be used to provide educational opportunities based on the needs of students, as determined by the School Board or as required to be distributed by state law, and consistent with proviso language included in the annual state appropriations bill or other state requirements.
- II. Enhancement funds may be used for the following:
  - A. Maintain approved programs.
  - B. Develop and implement school improvement plans.
  - C. Supplement school funding through the expansion of existing programs.
  - D. Enhance equipment or facilities as permitted by state law.
  - E. Provide financial awards for school recognition.
  - F. Provide such other services programs, or distribution as may be required or permitted by state law or regulations. Such services or programs shall be identified during the annual budget adoption process by the Board.
  - G. Maintain a pupil/teacher ratio as low as possible.
- III. Enhancement funds provided directly to schools shall be subject to annual audits to assure compliance with state law and sound business practices.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1011.62, F.S.  
ANNUAL STATE APPROPRIATIONS ACT**

**HISTORY:**

**FORMERLY: NEW**

## CHAPTER 7.00 - BUSINESS SERVICES

### INTERNAL FUNDS

7.32\*+

#### I. Definition

*School Organizations* are those whose existence is derived from the school program or from personal associations in the school setting. Members normally consist of students. Adult leadership, in the form of a teacher, coach or sponsor, and space and equipment are normally provided by the School District. Bands, choruses, other music classes, and combined groups involving more than one such organization from the same school or from different schools are included. Football, basketball, and all athletic teams fielded by the school are included. All student classes and clubs with a Board employee as sponsor approved by the Principal to meet on school grounds are included.

The receipts of all school organizations, regardless if derived on or off school grounds, or during or outside the normal school day, will be deposited in internal accounts. Parking fees, concession stand sales, program sales, etc., that are derived from performances by school organizations and athletic events will be deposited to the internal account of that organization unless another school organization or school-related organization conducts the sale and is authorized by the Principal to receive the proceeds. Admission charges will be deposited to internal accounts.

All funds handled by School Board employees during normal working hours are internal funds unless accounted for in the District level accounting system.

Faculty and staff funds will be accounted for in internal funds.

Collections for student pictures and school insurance will not be handled by school personnel and will not be deposited in internal accounts. Transactions will be handled directly between the parent or student and vendor.

#### II. Administration

*Internal funds* shall be classified in accordance with the several activities of the school having funds. Depositories may be established using any institution authorized to hold public funds.

#### III. Responsibilities

A. The School Board will

## CHAPTER 7.00 - BUSINESS SERVICES

1. Require that written procedures and rules governing the receipt, use, and accounting of all internal funds be developed and approved by the Board (see Internal Funds Procedure Manual).
  2. Require that all internal funds be used for legal public purposes.
  3. Provide for an annual audit of all internal funds by a qualified auditor/internal staff to be presented to the School Board by the last School Board meeting in March of the following fiscal year.
- B. The Superintendent or designee shall administer all rules and policies established by the School Board relating to internal funds.
- C. The principal shall
1. Be held accountable for the handling of all phases of internal accounting in his or her school.
  2. Use a uniform system of accounting as directed by the Superintendent.
  3. Prepare monthly and annual reports of internal funds in a timely manner.
  4. Assure that the maximum sum of funds permitted to be kept in the school overnight shall not exceed amounts as prescribed in the procedures manual.

### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

### LAW(S) IMPLEMENTED:

1001.43, 1011.07, 1011.18, F.S.

### STATE BOARD OF EDUCATION RULE(S):

6A-1.001, 6A-1.085,  
6A-1.087, 6A-1.091

### HISTORY:

FORMERLY: 2.9

## CHAPTER 7.00 - BUSINESS SERVICES

### PETTY CASH FUNDS/CHANGE FUNDS

7.33\*+

Petty cash funds shall be used for operating expenses in accordance with State Board of Education rules and provisions described herein.

- I. A principal or District department head may establish a petty cash fund by submitting a request to the finance division for approval.
- II. The Superintendent or designee shall reimburse the funds from the budgetary accounts of schools and District departments when petty cash is exhausted.
- III. Each petty cash fund must be authorized by the Superintendent or designee at a set amount, the amount of which shall be commensurate with the volume and the purpose of transactions, but in no case shall the amount exceed the amount authorized in State Board Rules.
- IV. An itemized receipt for each expenditure shall be kept to receive reimbursement.
- V. The Finance Department is authorized to develop related procedures.

Change funds are authorized for each school and shall be established at a set amount by the Superintendent/designee. No expenditures are to be made from any change fund, nor shall checks be cashed or loans made from any change fund.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, 1006.21, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1010.4, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.057, 6A-1.087

**HISTORY:** FORMERLY: 2.2.2.H, 2.9.3.3.F

## CHAPTER 7.00 - BUSINESS SERVICES

### HOSPITALITY FUNDS

7.34

The Superintendent or designee may authorize expenditures for purposes of promotion, public relations activities and hospitality, as set forth herein. Such expenditures are restricted as to the source of funds, amount of annual expenditures and conditions for expenditures, as set forth herein and as limited by law or regulations.

- I. Expenditures may include promotion and public relation activities and hospitality of business guests provided they will directly benefit or are in the best interest of the District.
- II. Expenditures shall be made from auxiliary enterprises and undesignated donations to the District for promotion and public relations except that federal funds may be used to purchase food when federal program guidelines permit such use.
- III. School internal account funds may not be spent on the hospitality of business guests.
- IV. Expenditures for hospitality of business guests shall be limited to the maximum permitted by state law and rule.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F. S.

#### LAW(S) IMPLEMENTED:

1001.43, 1010.08, F. S.

#### STATE BOARD OF EDUCATION RULE(S):

6A-1.0143

#### HISTORY:

REVISED: 02/06/07  
FORMERLY: 2.6

## CHAPTER 7.00 - BUSINESS SERVICES

### INVESTMENT OF FUNDS

7.35

#### I. Purpose

The purpose of this policy is to set forth the investment objectives and parameters for the management of public funds of the School Board of Osceola County, Florida. These policies are designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

#### II. Scope

In accordance with Section 218.415, Florida Statutes, this investment policy applies to all cash and investments held or controlled by the School Board with the exception of Pension Funds and funds related to the issuance of debt where there are other existing policies or indentures in effect for such funds. Funds held by state agencies (e.g., Department of Education) are not subject to the provisions of this policy.

#### III. Investment Objectives

##### A. Safety of Principal

The foremost objective of this investment program is the safety of the principal of those funds within the portfolios. Investment transactions shall seek to keep capital losses at a minimum, whether they are from securities defaults or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

##### B. Maintenance of Liquidity

The portfolios shall be managed in such a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. Periodical cash flow analyses will be completed in order to ensure that the portfolios are positioned to provide sufficient liquidity.

##### C. Return on Investment

Investment portfolios shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on

## CHAPTER 7.00 - BUSINESS SERVICES

investment is of least importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

### D. Delegation of Authority

The responsibility for providing oversight and direction in regard to the management of the investment program resides with the School Board's Assistant Superintendent for Business Services (hereinafter the "Assistant Superintendent"). The daily management responsibility for all School Board funds in the investment program and investment transactions is delegated to the Director of Finance. The Assistant Superintendent shall establish written procedures for the operation of the investment portfolio and a system of internal accounting and administrative controls to regulate the activities of employees. The School Board may employ an Investment Manager to assist in managing some of the School Board's portfolios. Such Investment Manager must be registered under the Investment Advisors Act of 1940.

### E. Standards of Prudence

The standard of prudence to be used by investment officials shall be the "Prudent Person" standard and shall be applied in the context of managing the overall investment program. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported to the Assistant Superintendent in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. The "Prudent Person" rule states the following:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.

While the standard of prudence to be used by investment officials who are officers or employees is the "Prudent Person" standard, any person or firm hired or retained to invest, monitor, or advise concerning these assets shall be held to the higher standard of "Prudent Expert". The standard shall be that in investing and reinvesting moneys and in acquiring, retaining,



## CHAPTER 7.00 - BUSINESS SERVICES

managing, and disposing of investments of these funds, the contractor shall exercise: the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.

### F. Ethics and Conflicts of Interest

Employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Also, employees involved in the investment process shall disclose to the Superintendent or designee any material financial interests in financial institutions that conduct business with the School Board, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the School Board's investment program.

### G. Internal Controls and Investment Procedures

The Assistant Superintendent shall establish a system of internal controls and operational procedures that are in writing and made a part of the School Board's operational procedures. The internal controls should be designed to prevent losses of funds, which might arise from fraud, employee error, and misrepresentation, by third parties, or imprudent actions by employees. The written procedures should include reference to safekeeping, repurchase agreements, separation of transaction authority from accounting and recordkeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. No person may engage in an investment transaction except as authorized under the terms of this policy.

The independent auditor, as a normal part of the annual financial audit to the School Board shall conduct a review of the system of internal controls to ensure compliance with policies and procedures.

### H. Continuing Education

The Assistant Superintendent, the Director of Finance, and other appropriate staff shall annually complete eight (8) hours of continuing education in subjects or courses of study related to investment practices and products.

## CHAPTER 7.00 - BUSINESS SERVICES

### I. Authorized Investment Institutions and Dealers

Authorized School Board staff and Investment Advisors shall only purchase securities from financial institutions, which are qualified as public depositories by the Treasurer of the State of Florida, institutions designated as "Primary Securities Dealers" by the Federal Reserve Bank of New York or from direct issuers of commercial paper and bankers' acceptances.

Authorized School Board staff and Investment Advisors shall only enter into repurchase agreements with financial institutions that are state qualified public depositories and primary securities dealers as designated by the Federal Reserve Bank of New York.

### J. Maturity and Liquidity Requirements

To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements. Investments of current operating funds shall have maturities of no longer than twenty-four (24) months.

Investments of debt service reserves, construction funds, and other non-operating funds ("core funds") shall have a term appropriate to the need for funds and in accordance with debt covenants, shall not exceed five (5) years. Longer term maturities require School Board approval prior to the purchase of the investments.

The maturities of the underlying securities of a repurchase agreement will follow the requirements of the Master Repurchase Agreement.

### K. Competitive Selection of Investment Instruments

1. After the Director of Finance or the Investment Advisor has determined the approximate maturity date based on cash flow needs and market conditions and has analyzed and selected one or more optimal types of investments, a minimum of three (3) qualified banks and/or approved broker/dealers must be contacted and asked to provide bids/offers on securities in questions. Bids will be held in confidence until the bid deemed to best meet the investment objectives is determined and selected. Internal Funds may purchase certificates of deposit from depository banks on a non-competitive basis.

## CHAPTER 7.00 - BUSINESS SERVICES

However, if obtaining bids/offers is not feasible and appropriate, securities may be purchased utilizing the comparison to current market price method on an exception basis. Acceptable current market price providers include, but are not limited to:

- a. Telerate Information System
  - b. Bloomberg Information Systems
  - c. Wall Street Journal or a comparable nationally recognized financial publication providing daily market pricing
  - d. Daily market pricing provided by the School Board's custodian or their correspondent institutions
2. The Director of Finance or the Investment Advisor shall utilize the competitive bid process to select the securities to be purchased or sold. Selection by comparison to a current market price, as indicated above, shall only be utilized when, in judgment of the Director of Finance or the Investment Advisor, competitive bidding would inhibit the selection process.

Examples of when this method may be used include:

- a. When time constraints due to unusual circumstances preclude the use of the competitive bidding process
  - b. When no active market exists for the issue being traded due to the age or depth of the issue
  - c. When a security is unique to a single dealer, for example, a private placement
  - d. When the transaction involves new issues or issues in the "when issued" market
3. Overnight sweep instruments including repurchase agreements and money markets will not be bid, but may be placed with the Board's depository bank relating to the demand account for which the investment was purchased.

## CHAPTER 7.00 - BUSINESS SERVICES

### L. Authorized Investments and Portfolio Composition

Investments should be made subject to the cash flow needs, such cash flows are subject to revisions as market conditions, and the School Board's needs change. However, when the invested funds are needed in whole or in part for the purpose originally intended or for more optimal investments, the Director of Finance may sell the investment at the then-prevailing market price and place the proceeds into the proper account at the School Board's custodian.

The following are the investment requirements and allocation limits on security types, issuers, and maturities as established by the School Board. The Assistant Superintendent or the Director of Finance shall have the option to further restrict investment percentages from time to time based on market conditions, risk, and diversification investment strategies. The percentage allocations requirements for investment types and issuers are calculated based on the original cost of each investment. Investments not listed in this policy are prohibited. Internal Funds are exempt from the maturity and asset allocation requirements.

#### 1. The Florida Local Government Surplus Funds Trust Fund (SBA)

##### a. Investment Authorization

The Director of Finance may invest in the SBA.

##### b. Portfolio Composition

A maximum of 100% of available funds may be invested in the SBA.

#### 2. United States Government Securities

##### a. Purchase Authorization

The Director of Finance may invest in negotiable direct obligations, or obligations the principal and interest of which are unconditionally guaranteed by the United States Government. Such securities will include, but not be limited to the following:

## CHAPTER 7.00 - BUSINESS SERVICES

- Cash Management Bills
- Treasury Securities - State and Local Government Series (SLGS)
- Treasury Bills
- Treasury Notes
- Treasury Bonds
- Treasury Strips

b. Portfolio Composition

A maximum of 100% of available funds may be invested in the United States Government Securities.

c. Maturity Limitations

The maximum length to maturity of any direct investment in the United States Government Securities is five (5) years from the date of purchase.

3. United States Government Agencies

a. Purchase Authorization

The Director of Finance may invest in bonds, debentures, notes or callables issued or guaranteed by the United States Governments agencies, provided such obligations are backed by the full faith and credit of the United States Government. Such securities will include, but not be limited to the following:

United States Export - Import Bank

-Direct obligations or fully guaranteed certificates of beneficial ownership

Farmer Home Administration

-Certificates of beneficial ownership

Federal Financing Bank

-Discount notes, notes and bonds

Federal Housing Administration Debentures

General Services Administration

United States Maritime Administration Guaranteed

-Title XI Financing

New Communities Debentures

-United States Government guaranteed debentures

United States Public Housing Notes and Bonds

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- United States Government guaranteed public housing notes and bonds
- United States Department of Housing and Urban Development
- Project notes and local authority bonds

b. Portfolio Composition

A maximum of fifty percent (50%) of available funds may be invested in United States Government agencies.

c. Limits on Individual Issuers

A maximum of twenty-five percent (25%) of available funds may be invested in individual United States Government agencies.

d. Maturity Limitations

The maximum length to maturity for an investment in any United States Government agency security is five (5) years from the date of purchase.

4. Federal Instrumentalities (United States Government sponsored agencies)

a. Purchase Authorization

The Director of Finance may invest in bonds, debentures, notes or callables issued or guaranteed by United States Government sponsored agencies (Federal Instrumentalities) which are non-full faith and credit agencies limited to the following:

- Federal Farm Credit Bank (FFCB)
- Federal Home Loan Bank or its Board banks (FHLB)
- Federal National Mortgage Association (FNMA)
- Federal Home Loan Mortgage Corporation (Freddie-Macs) including Federal Home Loan Mortgage Corporation participation certificates
- Student Loan Marketing Association (Sallie-Mae)

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b. Portfolio Composition

A maximum of eighty percent (80%) of available funds may be invested in Federal Instrumentalities.

c. Limits on Individual Issuers

A maximum of forty percent (40%) of available funds may be invested in any one issuer.

d. Maturity Limitations

The maximum length to maturity for an investment in any Federal Instrumentality security is five (5) years from the date of purchase.

5. Interest Bearing Time Deposit or Saving Accounts

a. Purchase Authorization

The Director of Finance may invest in non-negotiable interest bearing time certificates of deposit or savings accounts in banks organized under the laws of this state and/or in national banks organized under the laws of the United States and doing business and situated in the State of Florida, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes.

b. Portfolio Composition

A maximum of twenty-five percent (25%) of available funds may be invested in non-negotiable interest bearing time certificates of deposit.

c. Limits on Individual Issuers

A maximum of fifteen percent (15%) of available funds may be deposited with any one issuer.

d. The maximum maturity on any certificate shall be no greater than one (1) year from the date of purchase.

## CHAPTER 7.00 - BUSINESS SERVICES

### 6. Repurchase Agreements

#### a. Purchase Authorization

- (1) The Director of Finance may invest in repurchase agreements composed of only those investments based on the requirements set forth by the School Board's Master Repurchase Agreement. All firms are required to sign the Master Repurchase Agreement prior to the execution of a repurchase agreement transaction.
- (2) A third party custodian with whom the School Board has a current custodial agreement shall hold the collateral for all repurchase agreements with a term longer than one (1) business day. A clearly marked receipt that shows evidence of ownership must be supplied to the Director of Finance and retained.
- (3) Securities authorized for collateral are negotiable direct obligations of the United States Government, Government Agencies, and Federal Instrumentalities with maturities under five (5) years and must have a market value for the principal and accrued interest of one-hundred two percent (102%) of the value and for the term of the repurchase agreement. Excluded from this requirement are one (1) business day agreements and overnight sweep agreements, which will be in accordance with the terms of the Master Repurchase Agreement. Immaterial short-term deviations from one-hundred two percent (102%) requirement are permissible only upon the approval of the Director of Finance.

#### b. Portfolio Composition

A maximum of fifty percent (50%) of available funds may be invested in repurchase agreements excluding one (1) business day agreements and overnight sweep agreements.



## CHAPTER 7.00 - BUSINESS SERVICES

c. Limits on Individual Issuers

A maximum of twenty-five percent (25%) of available funds may be invested with any one institution.

d. Limits on Maturities

The maximum length to maturity of any repurchase agreement is sixty (60) days from the date of purchase.

7. Commercial Paper

a. Purchase Authorization

The Director of Finance may invest in commercial paper of any United States company that is rated, at the time of purchase, "Prime-I" by Moody's and "A-1" by Standard & Poor's (prime commercial paper). If the commercial paper is backed by a letter of credit ("LOC"), the long-term debt of the LOC provider must be rated "A" or better by at least two nationally recognized rating agencies.

b. Portfolio Composition

A maximum of thirty-five percent (35%) of available funds may be directly invested in prime commercial paper.

c. Limits on Individual Issuers

A maximum of ten percent (10%) of available funds may be invested with any one issuer.

d. Maturity Limitations

The maximum length to maturity for prime commercial paper shall be one-hundred eighty (180) days from the date of purchase.

8. Bankers' Acceptances

a. Purchase Authorization

## CHAPTER 7.00 - BUSINESS SERVICES

The Director of Finance and Audit may invest in Bankers' acceptances issued by a domestic bank or a federally chartered domestic office of a foreign bank, which are eligible for purchase by the Federal Reserve System, at the time of purchase, the short-term paper is rated, at a minimum, "P-1" by Moody's Investors Services and "A-1" Standard & Poor's.

b. Portfolio Composition

A maximum of thirty-five percent (35%) of available funds may be directly invested in Bankers' acceptances

c. Limits on Individual Issuers

A maximum of ten percent (10%) of available funds may be invested with any one issuer.

d. Maturity Limitations

The maximum length to maturity for Bankers' acceptances shall be one-hundred eighty (180) days from the date of purchase.

9. Registered Investment Companies (Money Market Funds)

a. Investment Authorization

The Director of Finance may invest in shares in open-end and no-load money market and short-term government bond funds provided such funds are registered under the Federal Investment Company Act of 1940 and which invest solely in securities otherwise permitted under this policy. Money market funds must be operated in accordance with 17 CFR § 270.2a-7, which stipulates that money market funds must have an average weighted maturity of 90 days or less. In addition, the share value of the money market funds must equal to \$1.00.

b. Portfolio Composition

A maximum of fifty percent (50%) of available funds may be invested in money market or short-term government bond funds.

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c. Limits of Individual Issuers

A maximum of thirty-five (35%) of available funds may be invested with any one money market or short-term government bond fund.

d. Rating Requirements

The mutual funds shall be rated "AAAf," "AAm" or "AAm-G" or better by Standard & Poor's, or the equivalent by another rating agency.

e. Due Diligence Requirements

A thorough review of any investment mutual fund is required prior to investing.

M. Derivatives and reverse Repurchase Agreements

Investment in any derivative products or the use of reverse repurchase agreements is specifically prohibited by this investment policy. A "derivative" is defined as a financial instrument the value of which depends on, or is derived from, the value of one or more underlying assets or indices or asset values.

N. Performance Measurements

In order to assist in the evaluation of the portfolio's performance, the School Board will use performance benchmarks for short-term and long-term portfolios. The use of benchmarks will allow the School Board to measure its returns against other investors in the same markets.

1. The State Board of Administration's Local Government Surplus Funds Trust Fund ("SBA Pool") will be used as a benchmark as compared to the portfolios' net book value rate of return for current operating funds.
2. Investment performance of funds designated as core funds and other non-operating funds that have a longer-term investment horizon will be compared to an index comprised of U.S. Treasury or Government securities. The appropriate index will have a duration and asset mix that approximates the portfolios and will be utilized as a benchmark to be compared to the portfolio's total rate of return.

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3. Investment advisors will report performance on both book value and total rate of return basis and compare results to the above- stated benchmarks.

### O. Reporting

The Assistant Superintendent shall provide the Board with quarterly investment reports. Schedules in the quarterly report should include the following:

1. A listing of individual securities held at the end of the reporting period
2. Coupon, discount or earning rate

### P. Third-party Custodial Agreements

1. Securities, with the exception of certificates of deposits, shall be held with a third party custodian; and all securities purchased by, and all collateral obtained by, the School Board should be properly designated as an asset of the School Board. The securities must be held in an account separate and apart from the assets of the financial institution. A third party custodian is defined as any bank depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida as defined in Section 658.12, Florida Statutes, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida. Certificates of deposits will be placed in the provider's safekeeping department for the term of the deposit.
2. The custodian shall accept transaction instructions only from those persons who have been duly authorized by the Assistant Superintendent and which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, shall be made from safekeeping, shall be permitted unless by such a duly authorized person.
3. The custodian shall provide the Assistant Superintendent with safekeeping receipts that provide detail information on the securities held by the custodian. Security transactions between a broker/dealer and the custodian involving the purchase or sale of securities by

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transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction. Securities held as collateral shall be held free and clear of any liens.

Q. Investment Policy Adoption

The investment policy shall be adopted by School Board resolution. The Assistant Superintendent and the Director of Finance shall review the policy annually and modification made thereto.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.32, 1001.43, 1011.09, F.S.**

**HISTORY:**

**REVISED: 12/06/04  
FORMERLY: 2.2.3, 2.9.3.1.N**

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### **INDEBTEDNESS CREATED AGAINST A SCHOOL OR THE SCHOOL BOARD**

**7.36**

Any school employee or other person shall be personally liable for creating any bill of indebtedness against a school or against the School Board unless authority exists under duly adopted policy of the School Board or unless authorized in writing by the Superintendent. Any employee violating the provisions of this rule shall be subject to cancellation of his or her contract or dismissal from employment.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1012.22, F.S.**

**HISTORY:**

**REVISED: 02/06/07  
FORMERLY: NEW**

## CHAPTER 7.00 - BUSINESS SERVICES

### **BONDED PERSONNEL**

**7.37\***

Each School Board member, the Superintendent, and any employee of the School Board who is responsible for school funds or property shall be placed under a bond or insured in an amount to be determined by the School Board as provided in State Board of Education rules or state law.

**STATUTORY AUTHORITY:** 112.08, 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 112.08, 1001.43, 1010.07, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0692

**HISTORY:** FORMERLY: 2.2.2.I

## CHAPTER 7.00 - BUSINESS SERVICES

### FACSIMILE SIGNATURE

7.38

- I. In accordance with Florida Statutes, after filing a manual signature certified under oath, the Superintendent and Chairperson of the School Board may execute or cause to be executed a facsimile signature.
  - A. Any public security as permitted by Florida Statutes.
  - B. Any instrument of payment.
  - C. Any official order, proclamation, instrument of conveyance, or resolution, provided, however, that the same has been authorized by said School Board and such authorization be reflected in the minutes thereof.
  - D. Contracts with school personnel.
- II. Definitions as used in this policy are as follows:
  - A. Public security means a bond, note, certificates of indebtedness, or other obligation for the payment of money issued by the Board.
  - B. Instrument of payment means a check, draft, warrant, or order for the payment, delivery, or transfer of funds.
  - C. Instrument of conveyance means an instrument conveying any interest in real property.
  - D. Facsimile signature means a reproduction by engraving, imprinting, stamping, or other means of the manual signature of an authorized officer.
- III. The vice-chairperson shall have no authority to sign warrants or school documents except when he or she is required to assume the duties of the chairperson, in which case he or she shall be legally empowered to sign warrants and other legal documents as the chairperson would be empowered to sign.



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**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 116.34, 1001.43, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0421

**HISTORY:** FORMERLY: NEW

## CHAPTER 7.00 - BUSINESS SERVICES

### FUND-RAISING FOR SCHOOL PROJECTS AND ACTIVITIES

7.40

All fund-raising projects and activities by schools or groups within the school shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program as administered by the Superintendent.

- I. Money derived from any school fund-raising project or activity shall be deposited in the school's internal funds account and shall be disbursed as prescribed by School Board rules and State Board of Education rules. A financial report must be filed with the principal after each fund-raising activity.
- II. Each school shall continuously evaluate its fund-raising projects and extracurricular activities of the school program, the promotion of education experiences, the time involved for students and teachers, and the additional demands made on the school community.
- III. The determination of the fund-raising projects and activities for a school shall be the responsibility of the principal and staff and shall conform to the following conditions and any directives by the Superintendent:
  - A. Fund-raising activities and projects within all schools shall be kept within a reasonable limit. Before approving any project or activity, the principal shall require full written justification of the need and explanation of the manner in which the funds will be expended.
  - B. Merchandising projects shall be kept to a minimum.
  - C. Any fund-raising activity which might expose the School Board to extraordinary liability requires advance approval of the Superintendent or designee.
  - D. Charitable Fund raising – Door-to-door fund raising drives or public solicitations for external organizations such as United Way, March of Dimes, or Red Cross shall not be conducted by students in Osceola District Schools. Such organizations are not permitted to organize students on campus or to distribute literature in schools encouraging student participation in door-to-door fund raising drives or public solicitation. The name of the school or any school organization will not be associated with charitable fund raising by mail, door-to-door, or public solicitation.

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With the Principal's approval, schools and school organizations may make contributions of time, goods, and money to philanthropic, educational, and charitable causes of interest to the school. Such activities shall not conflict with the educational program.

Fund-raising activities for the benefit of a private individual (e.g., sickness or financial hardship cases) must be approved by the Principal or other site administrator. Any fund-raising approved shall be conducted in a nonintrusive manner, and shall not be conducted during work hours.

- IV. A parent-teacher association or any other organizations connected with the school may sponsor fund-raising activities, provided schoolwork and time are not adversely affected. Such activities shall be conducted in accordance with School Board rules (see Rule 9.10). Unlawful activity shall be prohibited by any school group or on School Board property.
- V. Schools shall not raise funds through lotteries, raffles, and other activities of chance.
- VI. Admission Fees
  - A. Admission fees may be charged for school-sponsored events, such as athletic competitions, held during the regular school day under the following conditions:
  - B. Attendance is optional and voluntary,
  - C. Attendance is not required as part of any academic program or for credit in any class, and
  - D. Time in attendance for students participating in the programs shall not be used to meet or reduce FTE contract hours and mandated by law.
- VII. Door-to-door fund-raising by elementary and middle school students is prohibited.
- VIII. Individuals and business agencies shall not be subject to excessive annoyances from the solicitation of funds by school groups or school personnel. The solicitation of funds away from school shall require the principal's approval. When possible, all necessary money shall be raised for school needs without recourse to any solicitation away from the school. The principal shall approve a solicitation activity only when funds cannot be raised otherwise. This rule does not preclude private or volunteer contributions for athletic or other purposes.

## CHAPTER 7.00 - BUSINESS SERVICES

- IX. Food and beverage services which are available to students shall be provided only during the school day by the food service program. However, school organizations approved by the School Board shall be permitted to sell food and beverage items to students as follows:
- A. School organizations are authorized to conduct the sale of food and beverage items only one (1) hour following the close of the last lunch period, as provided in policy 8.43, Competitive Sales Regulations.
  - B. Food sold by school organizations shall comply with the provisions of State Board of Education rules.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.51, 1006.07, 1010.01, 1011.07, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.085, 6A-7.0411  
**FINANCIAL AND PROGRAM COST  
ACCOUNTING AND REPORTING FOR  
FLORIDA SCHOOLS (REDBOOK)  
CH.7 SECTION 4.4(C)**

**HISTORY:** REVISED: 10/21/08  
FORMERLY: 2.9, 2.9.3.4, E and G

## CHAPTER 7.00 - BUSINESS SERVICES

### **PAYMENT OF VOUCHERS/INVOICES**

**7.50**

Disbursements for payment of vouchers and invoices shall be made by warrants or electronic transfers of the School Board. Authorization for such payments shall be deemed approved by the Board if within amounts approved in the Board-adopted District budget or amendment thereto. In cases of expenditures exceeding approved purchasing limits, specific School Board approval is required and shall be reflected in School Board minutes. The School Board shall not be required to approve individual warrants, themselves. Payment for purchases and services shall be made in a timely manner as set forth in Chapter 218, Florida Statutes.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**218.72-75, 1001.43, 1001.51, 1011.06, F.S.**

**HISTORY:**

**FORMERLY: NEW**

## CHAPTER 7.00 - BUSINESS SERVICES

### PAYROLL PROCEDURES

7.51

- I. Payrolls shall be submitted for all School Board employees and shall be properly signed by a designated administrative employee. Such payrolls shall be supported, where applicable, by time records.
- II. Payroll checks or warrant distribution dates shall be established administratively to ensure that the employees are paid promptly in accordance with Florida Statutes.
- III. No payment shall be made except to properly authorized and approved personnel.
- IV. Payment shall be based on the duly adopted salary schedule for each position. No employee shall be paid for school-related duties directly by another organization or from school internal funds.
- V. Full time and part-time regular, probationary, and temporary employees shall be paid at the regular established pay period.
- VI. Principals shall be responsible for submitting accurate payrolls in accordance with the payroll time schedules and procedures.
- VII. Salary Corrections – Amounts overpaid to employees shall be recovered by deductions from subsequent salary payments within the same fiscal year that the error is discovered. The number of subsequent checks to be effected shall be no greater than the number of checks that contained the error. If an employee terminates prior to reimbursing the District in full, the remaining balance due to the School Board shall be deducted from the final check. In the event that the amount due to the School Board is greater than the final check, or if the overpayment occurred on a person who is no longer an employee, recovery shall be by direct reimbursement and shall be due and payable within thirty (30) days of notice of the amount due.
- VIII. A payroll deduction for an employee beyond those required by Florida Statutes shall have the Superintendent's approval and shall be made only upon the written request of the employee. An authorized payroll deduction may be initiated during any fiscal year in which the group or organization deduction authorization and the written request of the employee(s) are in the district office on or before the date established as the final date for the initiation of employee deductions. Insurance deductions shall not be granted to any group or organization unless such group or organization is approved by the Superintendent.

## **CHAPTER 7.00 - BUSINESS SERVICES**

- IX. Any employee organization certified by the Florida Public Employees Relations Commission as the official bargaining agent for a group of District employees may be entitled to a payroll deduction for membership dues. The organization may be billed annually for the cost of deducting and transmitting such dues to the organization.
- X. No payments shall be made for overtime services without prior approval of the Superintendent or designee.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **106.15, 1001.43, 1011.60, 1012.22, 1012.23, F.S.**

**STATE BOARD OF EDUCATION RULE** **6A-1.052**

**HISTORY:** **FORMERLY: 2.4.2, 2.9.1B and C, 2.9.3**

## CHAPTER 7.00 - BUSINESS SERVICES

### TRAVEL EXPENSE REIMBURSEMENT

7.52\*+

- I. Travel expenses incurred by employees or other authorized persons involved in conducting School Board business may be reimbursed when authorized by the Superintendent or the Board.
- II. Any person requesting reimbursement for travel expenses shall provide required documentation. No person shall receive reimbursement from the Board and from other sources for the same travel expense.
- III. Subsistence (meal) allowances, per diem rates, vehicle mileage rates, and other allowable travel reimbursement rates shall be established annually by the Superintendent, not to exceed the Federal Standard Rates.
- IV. The Superintendent shall establish uniform procedures to implement this policy and prescribe forms and procedures necessary for maintaining accurate, uniform records. Travel procedures shall ensure reasonable economy.
- V. Violation of this policy or falsification of required records shall be grounds for disciplinary action not excluding dismissal.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:**

112.061, 1001.39, 1001.43, F.S.

**STATE BOARD OF EDUCATION RULE(S):**

6A-1.056

**HISTORY:**

REVISED: 12/06/04  
FORMERLY: 2.4.8, 2.9.3.3.G



## CHAPTER 7.00 - BUSINESS SERVICES

### DELINQUENT ACCOUNTS

7.53

The Superintendent is authorized to establish procedures for the collection of amounts owed to the District and for classifying receivables as uncollectible. Uncollectible accounts of one thousand dollars (\$1,000.00) or less may be written off with the Superintendent's approval. Individual receivables in excess of one thousand dollars (\$1,000.00) may be written off with the approval of the School Board.

**STATUTORY AUTHORITY:** 1001.41, 1001.42 F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1010.03, F. S.

**HISTORY:** FORMERLY: 2.5.2

## CHAPTER 7.00 - BUSINESS SERVICES

### AUDITS

7.60\*

- I. District Audits
  - A. Periodic audits shall be made of accounts, records, financial practices, and program elements of the District, pursuant to Florida Statutes and State Board of Education rules.
  - B. The School Board shall select an independent auditor to perform the audits of the District when the Auditor General advises a financial audit will not be completed within the twelve (12) month period immediately following the fiscal year or if otherwise deemed needed by the Board.
    - 1. The School Board shall establish an audit committee as required by Florida Statutes. This committee shall assist in selecting an auditor to conduct the annual financial audit.
    - 2. Selection of the financial auditor shall be pursuant to provisions in Section 218.391, Florida Statutes.
    - 3. The certified public accountant who coordinates the financial audit shall have completed twenty-four (24) hours of inservice training in government or governmental auditing as approved by the Board of Accountancy within the last three (3) years.
    - 4. At the conclusion of the audit fieldwork, the preliminary findings shall be discussed with the Superintendent or designee. The auditor's comments shall reflect items which are intended to be included in the final audit report.
  - C. Other auditors may be selected as permitted by law.
- II. Audits of Internal Accounts
  - A. Each principal shall report in writing or email to the auditor of internal accounts within twenty (20) working days of receiving an audit report. The written report shall address the audit report and any discrepancies cited therein.
  - B. The Superintendent may direct an audit of a school's internal accounts without prior notification. Such audits may be conducted by a School Board employee or an independent accounting firm.
  - C. Reference policy 7.32.

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- III. Nonfinancial audits shall be conducted by persons or entities qualified to conduct audits of the programs, functions, or services to be audited.
- IV. Results of all audits shall be provided to the Board for information and appropriate action consistent with law if action is required.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 11.45, 218.39, 218.391, 1001.42, 1001.43, 1008.35, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.087

**HISTORY:** FORMERLY: 2.9.3.4.D

## CHAPTER 7.00 - BUSINESS SERVICES

### ANTIFRAUD

7.65+

- I. The School Board of Osceola County will not tolerate fraud or the concealment of fraud.
- II. This policy applies to any fraud, suspected or observed, involving District employees, outside support organizations, vendors, contractors, volunteers, outside agencies doing business with the School Board, and any other persons or parties in a position to commit fraud on the School Board.
- III. Fraud includes, but is not limited to, knowingly misrepresenting the truth or concealment of a material fact in order to benefit personally or to induce another to act to his/ her detriment.

Actions constituting fraud include but are not limited to

- A. Falsifying or unauthorized altering of District documents.
  - B. Accepting or offering a bribe, gifts, or other favors under circumstances that indicate that the gift or favor was intended to influence an employee's decision-making.
  - C. Disclosing to other persons the purchasing/bidding activities engaged in, or contemplated by the District in order to give any entity, person, or business an unfair advantage in the bid process.
  - D. Causing the District to pay excessive prices or fees where justification is not documented.
  - E. Unauthorized destruction, theft, tampering or removal of records, furniture, fixtures, or equipment.
  - F. Using District equipment or work time for any outside private business activity.
- IV. Any perceived fraud that is detected or suspected by any staff member or other person shall be reported immediately to Human Resource Services for guidance as to whether pursuit of an investigation is warranted. The obligation to report fraud includes instances where an employee knew or should have known that an incident of fraud occurred. Any investigation required shall be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship. Investigations shall be conducted in a confidential manner.

## CHAPTER 7.00 - BUSINESS SERVICES

- V. Violation of this policy may result in disciplinary action, termination of employment, termination of contract or legal action.
- VI. The Superintendent or designee shall develop procedures to implement this policy. Procedures shall include but not be limited to
  - A. Employee notification and education;
  - B. Self-assessment of risk of fraud;
  - C. Reporting suspected or detected fraud;
  - D. Investigation of fraud;
  - E. Consequences and disciplinary action.

**STATUTORY AUTHORITY:**

**1001.32, 1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.42, 1001.43, F.S.**

**HISTORY:**

**ADOPTED: 02/06/07  
FORMERLY: NEW**

## CHAPTER 7.00 - BUSINESS SERVICES

### PURCHASING AND BIDDING

7.70\*+

The Superintendent is directed to centralize the purchasing activities of the District within the guidelines and requirements of the State Board of Education. All purchases shall be made through the Purchasing Department of the District except to the extent expressly noted hereinafter.

The Superintendent shall publish a purchasing manual defining guidelines and procedures for conducting the function of purchasing in accordance with the policy stated herein and consistent with the State Board of Education rule.

#### I. Purchase Orders and Contracts

##### A. School Board Approval Required

All contracts equal to or exceeding the amount requiring bids according to the rules of the State Board of Education must be approved in advance by the School Board.

##### B. Purchase Orders

All purchases, except petty cash purchases and those otherwise authorized herein shall be based on purchase orders issued by the Purchasing Department of the School District. The Purchasing Department shall review and approve all purchase requisitions and issue all purchase orders that involve the expenditure of funds which are not internal funds, and shall review and approve all internal account purchase requisitions for purchases equal to or greater than three thousand dollars (\$3,000).

1. Pursuant to State Board of Education rule, the School Board designates the Superintendent and his designees in the Purchasing Department of the School District to approve purchase orders. All purchase orders must be issued through the School District Purchasing Department, and approved in writing by the Superintendent or his authorized designee in the Purchasing Department. The Superintendent or designee will not execute any purchase orders or contracts unless funds to cover the expenditure are authorized by the budget, have not been encumbered, and the purchase and purchasing procedure comply with all applicable rules and regulations. Purchase orders shall not be executed for transactions requiring a School Board-approved contract under Paragraph I.A above unless and until the School Board has approved the contract.

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2. Notwithstanding the above, principals and other District level administrators are authorized to issue purchase orders from internal accounts. Internal accounts purchase orders of three thousand dollars (\$3,000) or more must be approved by the Purchasing Department.

### C. Contracts

1. Principals and District Level Administrators are authorized to enter into contracts to be paid from or into internal funds up to the amount requiring bids, and contracts which do not involve the expenditure of funds, so long as those contracts comply with this rule and other rules of the School Board or the Superintendent. The principal or District level administrator is authorized to enter into contracts, which involve the expenditure of funds which are not internal funds so long as those contracts do not exceed three thousand dollars \$3,000 in monetary impact. If the contract involves the expenditure of funds which are not internal funds and the monetary impact is greater than three thousand dollars (\$3,000) and less than or equal to the amount requiring bids according to State Board of Education rule then the Superintendent is authorized to approve the contract. If the monetary impact is greater than the amount requiring bids according to State Board of Education rule, then all contracts must be approved in advance by the School Board.
2. Contracts will be consistent with the best interests of the School District and will provide adequate financial protection for the District. The terms of the contracts will not violate the code of ethics for public officers and employees, Chapter 112, Florida Statutes. The School Board may adopt standard contract provisions which will be circulated to principals and administrators. If a contract is not consistent with the standard contract provisions, it must be approved by the School Board.

### D. State Price List

As required by Florida Statutes, consideration shall be given to the lowest price available under regulations of the Department of Management Services, Division of Purchasing.

## CHAPTER 7.00 - BUSINESS SERVICES

### E. Purchasing Department Is Responsible to Develop Product Specifications

The Purchasing Department of the School District shall have the sole responsibility and authority to develop specifications for services or products to be purchased, other than specifications developed by District Staff and/or Consultants for construction projects which are the responsibility of the Facilities and Maintenance Department. The Purchasing Department shall work in consultation with other employees of the District and its consultants where necessary to develop specifications, and it shall be the responsibility of the Purchasing Department to assure to the greatest extent possible the standardization of specifications on a District-wide basis so that the greatest efficiency in volume purchasing may be achieved.

### F. Scope of Transactions Covered by this Policy

For the purpose of this policy, the term *contract* shall mean any contract agreement, lease, or other pledge or encumbrance, and the term *purchase order* shall mean a purchase order on a form approved and signed by the Superintendent. In the case of both a *contract* and a *purchase order* the School Board is obligated to pay a sum of money in consideration of its receipt of any goods or products whether tangible or intangible, or services, except services performed by employees in the course of their employment with the Board, and travel reimbursements which are excluded from the scope of this policy. In determining whether a purchase exceeds any applicable threshold dollar value stated in this policy, including the value requiring competitive bidding, it shall be improper to breakout into separate purchase orders any goods or services or combination of goods or services, which should reasonably be viewed as a single acquisition at the time of the initial purchase order.

### G. Vendors, contractors, consultants, or their representatives shall not meet with, speak individually with, or otherwise communicate with School Board members, the Superintendent, or School District staff, other than the designated purchasing agent, and School Board members, the Superintendent, or School District staff, other than the designated purchasing agent, shall not meet with, speak individually with, or otherwise communicate with vendors, contractors, consultants, or their representatives, about potential contracts with the School Board once an invitation to bid, request for quote, request for proposal, invitation to negotiate, or request for qualifications has been issued.



## CHAPTER 7.00 - BUSINESS SERVICES

Any such communication shall disqualify the vendor, contractor, or consultant from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate, or request for qualifications.

### II. Price Quotations

Except for items specifically exempted or provided for by the State Board of Education rules and items already on bid, written quotes shall be received from at least three (3) responsive vendors for all purchases between three thousand dollars (\$3,000) and the amount requiring competitive solicitations pursuant to the rules of the State Board of Education. Such quotes may include facsimile and email quotes.

### III. Competitive Solicitations

- A. A competitive sealed Invitation to Bid shall be requested for all authorized purchases equal to or exceeding the amount requiring bids according to State Board of Education rule, or such lesser amount as may be established by the Superintendent, except those specifically exempted by State Board of Education rules, Department of Education guidelines, or Florida Statutes, unless the Superintendent deems it to be in the best interest of the District to solicit bids for these exempted items/services. Bids shall be publicly opened by the Purchasing Department at a preannounced time and place. The Purchasing Department shall evaluate the bids, in some cases with the consultant of District staff members, departments, schools, and the District's consultants where necessary, and make a written recommendation to the Superintendent as to the acceptance of the bid to the lowest responsive, responsible bidder.
- B. A Request for Proposal may be utilized if the Purchasing Director determines in writing that the use of an Invitation to Bid is not practicable and that a Request for Proposal is in the best interest of the School District. The Purchasing Director shall publish procedures for the development and evaluation process of Request for Proposal documents as a part of the Purchasing Manual published by the Superintendent.
- C. An Invitation to Negotiate may be utilized if the Purchasing Director determines in writing that the use of an Invitation to Bid and a Request for Proposal are not practicable and will not result in the best value to the School District. The Purchasing Director shall publish procedures for the development and evaluation process of Invitation to Negotiate documents as a part of the Purchasing Manual published by the Superintendent.

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- D. A Request for Qualifications shall be utilized for services as outlined in Sections 255.103, 287.055, and 1013.45, Florida Statutes, and State Requirements for Educational Facilities (SREF), Chapter 4, as the same shall be amended from time to time. The Purchasing Director shall publish procedures for the development and evaluation process of Request for Qualifications documents as a part of the Purchasing Manual published by the Superintendent.
- E. Design-build contracts for construction projects shall be awarded in accordance with procedures issued by the Superintendent that provide for both a qualifications-based selection process that complies with the applicable subsections of section 287.055 of the Florida Statutes and a competitive proposal selection process. The Chief of School Operations or his designee shall recommend which selection process shall be utilized for each proposed construction project, subject to Board approval.
- F. All solicitations for school construction projects shall be the immediate responsibility of the Assistant Superintendent for Facilities and Maintenance or as designated by the Chief of School Operations. The centralized Purchasing Department shall conduct all purchasing activities pursuant to the requirements of this Rule 7.70, Florida Statutes, and the State Requirements for Educational Facilities adopted by the State Board of Education, including without limitation the Advertising, Bidding, and Awarding Contracts requirements of Chapter 4 thereof. The Purchasing Department shall consult with the Facilities and Maintenance Department staff for the development of scope and evaluation criteria for construction project solicitation documents. Preference may be made to materials, contractors, builders, architects, and laborers who reside within the county and state, whenever such materials can be purchased at no greater expense, or whenever location of the bidder/proposer is a factor in the selection process and undue weight is not given to this factor. All educational facility contractors must be pre-qualified or qualified during the solicitation process to place construction bids.
- G. 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 of Education rules.
- H. All awards equal to or exceeding the threshold requiring bids that relate to an Invitation to Bid, Request for Proposal, Invitation to Negotiate, or Request for Qualifications must be awarded by the School Board.

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- I. Items for which a District bid has been awarded shall be purchased from the vendor to whom the bid has been awarded except in the situations and under the conditions as provided in procedures and manuals approved and authorized by the Superintendent.
  
- III. Electronic Bidding
  - A. Electronic bidding may be utilized when the School Board determines it to be in the best interest of the District. All requirements for advance notification of bid specifications and date and time of bidding shall be met. All awards shall be made pursuant to the procurement policies of the School Board.
  - B. Documentation of the bid process shall be maintained for audit purposes.
  
- V. Resolution of Bid Protests
  - A. The School Board shall follow the procedure specified in Florida Statutes, Section 120.57(3) and as the same may be amended from time to time for the resolution of bid protests.
  - B. The Purchasing Department shall provide notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase by electronic posting.

The notice shall contain the following statement:

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

- C. Any person who is adversely affected by the intended award of a solicitation or contract by the School Board or the recommendation of the Director of Purchasing or other responsible employee of the School Board shall file with the Director of Purchasing as agent for the School Board a notice of protest in writing within 72 hours after the electronic posting of the award or intended decision, and shall file a formal written protest within ten (10) days after the date he or she has filed the notice of protest. With respect to a protest of the specifications contained in a solicitation, the notice of protest shall be filed in writing within 72 hours after the electronic posting of the solicitation, and the formal written protest shall be filed within ten (10) days after the date the notice of protest is filed. All

## CHAPTER 7.00 - BUSINESS SERVICES

formal written protests must be filed with a bond payable to the School District equal to 1% of the estimated contract amount (Florida Statute 287.042(2)(c)). Failure to file a notice of protest or failure to file a formal written protest and bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. The School Board may, in its discretion, waive any procedural irregularity or defect in procedures so long as any opposing party is not materially prejudiced by such waiver. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph. The notice of protest and formal written protest shall be filed in the Purchasing Department between the hours of 8:00 a.m. and 4:30 p.m. upon any day the office is open for business.

The provisions specified herein constitute the exclusive remedy for any adversely affected party with respect to a bid protest. The formal written protest shall state with particularity the facts and law upon which the protest is based.

- D. Upon receipt of the formal written protest which has been timely filed, the Purchasing Director shall stop the bid solicitation process or the contract award process until the subject of the protest is resolved by final agency action, unless the School Board, by duly enacted resolution sets forth in writing the particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay in order to avoid an immediate and serious danger to the public health, safety or welfare.

The School Board finds that a substantial interest in the public welfare is the timely award of contracts when required as a condition of receiving grants or funds from outside sources which will be in addition to the regular school budget.

- E. The Purchasing Director shall schedule a meeting to provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days, excluding Saturdays, Sundays, and state holidays, after receipt of a formal written protest and bond.
- F. If the Purchasing Director cannot resolve the protest by mutual agreement within the seven (7) day period referred to in Paragraph V.E above, the School Board shall conduct an informal administrative hearing, under Section 120.57(2), Florida Statutes, acting as the agency head, where there are no disputed issues of material fact. The informal hearing shall be held with notice of no less than 72 hours, excluding Saturdays, Sundays, and legal holidays within thirty (30) days of receipt of the formal

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written protest and bond, unless the parties, with the consent of the School Board, agree to extend the time for the hearing. The School Board shall have the right to schedule the hearing subject to these provisions.

### VI. Proposals

As may be determined by the Purchasing Director, bids may not be required for the purchase of professional, contractual, or insurance services except where required by Florida Statutes; however, proposals in writing shall be requested for all such services. Proposals shall also be requested for contract services to students, including those for school pictures, graduation supplies and such items as class rings. Procedures for the procurement of such services shall conform to the Purchasing Manual published by the Superintendent.

### VII. 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 of Education rule.

### VIII. State Online Procurement

Purchases, when appropriate, may be made through approved state online procurement.

### IX. Multi-year Contracts

Term contracts are subject to the availability of lawfully appropriated funds. Term contracts may be written from fiscal year to year where the following statement is included in the contract: The School Board's performance and obligation to pay under this contract is contingent upon an annual appropriation by the School Board.

The term *contract* when used in this section shall not apply to intergovernmental or inter-local agreements.

### X. Hazardous Purchases

The purchase of chemicals and the purchase of specific athletic and playground equipment must be authorized by the Risk and Benefits Management Department to ensure that proper safety standards are met. Procedures shall be included in the Purchasing Manual published by the Superintendent.

## CHAPTER 7.00 - BUSINESS SERVICES

### XI. Emergency Purchase

The requirements for competitive solicitations may be dispensed with for the emergency purchase of commodities or contractual services when the Superintendent determines in writing that an immediate danger to the public health, safety, or welfare or other substantial loss to the District requires emergency action. After the Superintendent makes such a written determination, the School Board may proceed with the procurement of commodities or contractual services necessitated by the immediate danger, without requesting competitive solicitations. However, such an emergency purchase shall be made by obtaining pricing information from at least two prospective vendors, which must be retained in the contract file, unless the Superintendent determines in writing that the time required to obtain pricing information will increase the immediate danger to the public health, safety, or welfare or other substantial loss to the District.

### XII. Purchasing Cards

The Superintendent, or his designee, is authorized to issue procedures governing the use of purchasing cards and to delegate authority to individuals to make purchases using the cards.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

112.312, 120.57, 212.0821, 255.04,  
287.017, 287.055, 287.057, 1001.42(10)(j), 1001.43,  
1010.01, 1010.04, 1013.47, F.S.

#### STATE BOARD OF EDUCATION RULE(S):

6A-1.012, 6A-1.013

#### HISTORY:

REVISION(S): 12/06/04, 12/06/05, 02/06/07, 02/05/08, 04/15/08  
FORMERLY: 2.2.2.F, 2.9.3.3

## CHAPTER 7.00 - BUSINESS SERVICES

### SELECTING PROFESSIONAL SERVICES

7.71

In accordance with state law, architectural and engineering services shall be solicited through an application procedure. Except in emergency situations, the Board shall publish a legal advertisement in a local newspaper of wide circulation, describing the project or projects for which services are required and specifying the application procedure. A professional services contract shall be negotiated and recommended to the Board.

The Superintendent or designee may authorize outside consultants to provide professional reviews, assistance, or training to divisions, departments, or schools.

Full or part-time employees of the Board shall not contract for additional services to the Board as program consultants.

**STATUTORY AUTHORITY:** 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 287.055, 1001.43, 1001.51, 1011.06, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-2.0010

**HISTORY:** REVISION(S): 12/06/05, 02/06/07, 10/21/08  
FORMERLY: 7.10

## CHAPTER 7.00 - BUSINESS SERVICES

<b>ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY</b>	<b>7.72</b>
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- I. Acquisition
  - A. All property purchased through District funds, internal funds, or donations from outside sources shall be acquired using District purchasing procedures.
  - B. All property, including vehicular equipment, shall be under the full control and name of the School Board.
  - C. All property with a value consistent with the provisions of Florida Statute 274.02, acquired through internal accounts or donations, shall be reported immediately by the principal or work site supervisor to the designated property records office on the prescribed forms.
  - D. Principals and work site supervisor shall be responsible for determining that all property is identified and accounted.
- II. Exchange - Each principal and work site supervisor shall determine the property needs for his or her school or department. The principal or District department head shall declare any property which is not needed, upon approval of the designated property control office, and may requisition additional property through proper procedures.
  - A. Surplus property shall be reported on proper forms to the designated Property Records office which shall be responsible for acquiring and storing the surplus property.
  - B. Property items with a value as established in I.C. above may be exchanged between District departments when approval is granted by the designated property records office and subsequently by the appropriate District department head. Notification of each approval shall be filed in writing with the designated property records office to adjust property records of schools and District departments.
  - C. School Board equipment may be used by employees away from School Board property under certain conditions when prior approval is obtained from the principal or District department head. These conditions include familiarization with the equipment for instructional purposes or improvement of job performance. The Property Records office shall be notified if the property will be used away from School Board property for longer than five (5) days.



## CHAPTER 7.00 - BUSINESS SERVICES

- D. School Board equipment shall not be used for gainful outside employment or private use of employees or by any outside group or organization.
- III. Acquisition of real property is not included under this policy.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 273.01, 274.02, 1001.43, 1011.06, F.S.

**HISTORY:** REVISED: 12/06/04  
FORMERLY: 2.9.3.3.M

## CHAPTER 7.00 - BUSINESS SERVICES

### ACQUISITION OF REAL PROPERTY

7.73

The provisions of Florida Statute will be followed in the proposed purchase of real property by Board.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1001.44, 1013.14, F.S.**

**HISTORY:**

**FORMERLY: 2.2.2.F(6)**

## CHAPTER 7.00 - BUSINESS SERVICES

### LEASE AND LEASE-PURCHASE OF LAND, FACILITIES AND EQUIPMENT

7.74

The Superintendent shall make recommendations to the School Board regarding any offer received from a person or entity for the lease or lease-purchase of any land owned by the District.

- I. The lessee shall state in writing how the land will be used for educational purposes.
  
- II. The Superintendent's recommendation shall include
  - A. The location and description of the land and its present use;
  - B. The long-range plan for its use;
  - C. The stated use of the land by the prospective lessee;
  - D. The fair market value of the parcel, as determined pursuant to State Board of Education rules, when the land is to be released by a lease to purchase agreement;
  - E. The terms and value to be received from the prospective lessee.
  
- III. Prior to final action on the proposal for a lease or lease-purchase agreement, the School Board shall hold an open and public hearing on the issue after due notice is given as required by Florida Statutes. At this meeting the proposed agreement in its final form shall be made available for inspection and review by the public.

The Superintendent may recommend the acquisition of land, facilities, and equipment under lease or lease-purchase agreements under provision of Florida Statutes through competitive bids or proposals.

- IV. The Superintendent's recommendation shall include
  - A. Such acquisition is in the best interest of the District;
  - B. Length and terms of such agreements;
  - C. Procedures for developing and approval of agreements;
  - D. Estimated annual costs and sources of funding;

## CHAPTER 7.00 - BUSINESS SERVICES

- E. Proposed schedule for any required public advertisements and hearings;
- F. All required written documents necessary for the execution and maintenance of agreements;
- G. Agreements do not constitute a debt, liability, or obligation of the State or Board, or pledge the faith and credit of the State or Board.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1001.44, 1013.15, 1013.19, F.S.**

**HISTORY:**

**FORMERLY: 2.2.2.F(6)**

## CHAPTER 7.00 - BUSINESS SERVICES

### SALE, TRANSFER OR DISPOSAL OF PROPERTY

7.75\*+

Subject to law and regulations of the State Board, the School Board may sell, transfer, or dispose of any school real or tangible property, including instructional materials, which is declared by resolution of the Board to be unnecessary or unsuitable for school purposes because of location, condition, or other cause.

The Superintendent shall develop procedures for disposing of property declared surplus by the Board.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.43, 1006.41, 1013.28, F.S.

#### HISTORY:

REVISION(S): 12/06/05  
FORMERLY: 2.2.2.F (6)

## CHAPTER 7.00 - BUSINESS SERVICES

### INVENTORIES AND PROPERTY RECORDS

7.77\*+

The Superintendent shall develop the procedures for the accountability of property as defined in Florida Statutes.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:**

CHAPTER 274, 1001.43, F.S.

**STATE BOARD OF EDUCATION RULE(S):**

6A-1.087

**HISTORY:**

FORMERLY: NEW

## CHAPTER 7.00 - BUSINESS SERVICES

### GIFTS

7.78

- I. Gifts or property in excess of one hundred dollars (\$100.00), which is donated to the District, the School Board, or any school, must be reported to the Superintendent and accepted by the School Board. Gifts may be received by the School Board or any public school within the District from any source, and such gifts may be tendered to any School Board member or employee for acceptance on behalf of the School 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 School 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 School 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 School Board at the next regular Board meeting.
- II. The willful violation of this rule by an employee shall be cause for suspension or dismissal.
- III. Gifts in the form of chemicals for science labs or art classrooms and playground equipment must be reported to the risk management department to ensure that proper safety standards are met.

#### STATUTORY AUTHORITY:

1001.41, 1001.42 F.S.

#### LAW(S) IMPLEMENTED:

1001.43, F. S.

#### HISTORY:

FORMERLY: 2.5.2

## CHAPTER 7.00 - BUSINESS SERVICES

### RISK MANAGEMENT INSURANCE

7.80+

The Superintendent shall recommend annually to the School Board insurance programs, including property, liability, workers' compensation, and motor vehicle insurance, that provide for protection against loss to the District.

Settlements of claims and lawsuits involving general liability and auto liability at or below fifty thousand dollars (\$50,000.00) will be processed and approved by the Superintendent or his/her designee for payment. Settlements of claims and lawsuits in excess of fifty thousand dollars (\$50,000.00) shall be brought by the Superintendent to the School Board for approval of payment.

Settlements of worker's compensation claims at or below fifty thousand dollars (\$50,000.00) will be processed and approved by the Superintendent or his/her designee for payment. Settlements of workers' compensation in excess of fifty thousand dollars (\$50,000.00) shall be brought by the Superintendent to the School Board for approval of payment.

The Superintendent is authorized to develop risk management procedures.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.43, 1001.57, F.S.

#### HISTORY:

FORMERLY: 1.17, 3.1.3.G, 3.1.4,  
6.6.3, 9.4.10



## CHAPTER 7.00 - BUSINESS SERVICES

### EDUCATION FOUNDATION

7.90

The Osceola County School Board authorizes the District to establish a foundation fund in the name of The Foundation for Osceola Education, Inc. subject to the provisions of Florida Statutes.

- I. The Board of Directors of The Foundation for Osceola Education, Inc. shall be approved by the School Board.
- II. The Board of Directors is allowed to use the property, facilities, and personnel services of the District; however, such use must be in keeping with the District's policies regarding the use of facilities and grounds.
- III. The School Board shall oversee the activities of the organization and The Foundation for Osceola Education, Inc. shall provide for budget and audit review.
- IV. Such organization must be organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to, or for the benefit of, programs of the Osceola County School District.

#### STATUTORY AUTHORITY:

1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.43, 1001.453, F.S.

#### STATE BOARD OF EDUCATION RULE(S):

6A-1.0013

#### HISTORY:

FORMERLY: 1.3.5, 2.9.1.D

**SCHOOL BOARD POLICY MANUAL**  
**FOR SCHOOL DISTRICT OF**  
**OSCEOLA COUNTY**

**CHAPTER 8.00: AUXILIARY SERVICES**

## CHAPTER 8.00 - AUXILIARY SERVICES

<b>SAFETY</b>
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<b>8.10*+</b>
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- I. The principal shall cooperate with the Police Department, the Highway Patrol, and the County Sheriff's Department in providing safe conditions for students.
- II. The principal, bus drivers, teachers, school food service personnel, and custodians shall strive to protect the physical welfare of each student.
- III. Safety handbooks and manuals shall provide procedures.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**316.614, 1006.062(3), 1006.07, F.S.**

**HISTORY:**

**REVISED: 02/06/07  
FORMERLY: 1.17, 3.19**

## CHAPTER 8.00 - AUXILIARY SERVICES

### **SAFETY PROGRAM**

**8.11+**

The Board recognizes the necessity of a comprehensive Risk Management Safety Program designed to provide for the safety and health of its employees, students and the protection of its physical facilities and environment. This program shall ensure compliance with all applicable local, state and federal rules, regulations and procedures as they pertain to the safety and health of employees and students and to the security of District facilities. The Code of Federal Regulations (CFR) as adopted by the state of Florida, for enforcement in all public sector employment locations, shall be strictly adhered to, in addition to the provisions relating to safety and health as contained in Chapter 442.007, Florida Statutes.

This comprehensive safety program shall provide for the following:

- I. Safety requirement for employees, students and visitors
- II. Loss prevention/safety training
- III. Work site safety inspections
- IV. Reporting of hazards
- V. Work site safety committees
- VI. Accident/incident reports
- VII. Security
  - A. Planning
  - B. Security of personnel
  - C. Security of facilities
  - D. Monitoring
- VIII. Contractor safety requirements

## CHAPTER 8.00 - AUXILIARY SERVICES

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 316.614, 1001.43, 1006.062(3), 1006.07, F.S.

**HISTORY:** FORMERLY: 3.19

## CHAPTER 8.00 - AUXILIARY SERVICES

### **TOXIC SUBSTANCES IN SCHOOL WORK AREAS**

**8.12+**

The Superintendent shall develop and implement a program to ensure School Board employees are provided information concerning the nature of toxic substances used in the workplace. The program shall include but not be limited to,

- I. Notification of School Board employees of where to direct requests for information on such substances;
- II. An orientation session, within thirty (30) working days of employment, for all new School Board employees to advise them of any adverse health effects which may occur as a result of contact with toxic substances; and,
- III. Distribution of information regarding the use of any toxic substances in the District school system to the local fire department.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**442.101, 1001.43, F.S.**

**HISTORY:**

**FORMERLY: 1.17, 3.19**

## CHAPTER 8.00 - AUXILIARY SERVICES

### INSPECTIONS

8.14\*

All school buildings shall be inspected at least once during each school fiscal year by a person who is certified by the designated state agency. Such inspection shall be conducted to determine compliance with State Board of Education rules and shall include but not be limited to sanitation, wiring, plumbing, structural parts, safety hazards, and general repair needs. A copy of such inspection report(s) shall be submitted to the principal, Maintenance Department, Construction Services, Superintendent, and School Board.

#### STATUTORY AUTHORITY:

1001.41, 1001.43, F.S.

#### LAW(S) IMPLEMENTED:

404.056, 1001.43, 1013.12, F.S.

#### HISTORY:

REVISED: 12/06/04  
FORMERLY: 1.17, 3.10

## CHAPTER 8.00 - AUXILIARY SERVICES

### FACILITY FIRE SAFETY INSPECTION

8.15\*

When an authorized agent under the Florida Fire Prevention Code conducts a fire safety inspection as authorized in Florida Statutes, and it is determined that a serious fire safety hazard exists which poses an immediate danger to the public health, safety, or welfare, the authorized agent and Superintendent are permitted to issue a joint order to vacate the facility in question, which order shall be effective immediately. The Superintendent shall immediately notify the School Board members about such an order.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

125.56, CHAPTER 633, 1001.43, 1013.12, F.S.

#### HISTORY:

FORMERLY: 1.17



## CHAPTER 8.00 - AUXILIARY SERVICES

### PREVENTIVE MAINTENANCE

8.20

It is the policy of the School Board to strive to provide well-maintained schools and facilities which are safe from hazards, sanitary, properly equipped, adequately lighted and ventilated.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.42, 1001.43, F.S.

**HISTORY:** FORMERLY: 1.17, 3.9.A

## CHAPTER 8.00 - AUXILIARY SERVICES

### SANITATION

8.21

The custodial services, working with the school principal and maintenance, shall be responsible for maintaining satisfactory standards of sanitation and housekeeping. At least once each month, a formal inspection of all buildings, including all toilet areas, food service areas, storage rooms, and other student or staff occupied areas shall be made.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.42, 1001.43, F.S.

**HISTORY:** FORMERLY: 1.17, 8.9

## CHAPTER 8.00 - AUXILIARY SERVICES

### VANDALISM AND MALICIOUS MISCHIEF

8.22+

The principal or designee shall report any vandalism immediately to the Superintendent, Maintenance, Risk Management, and to the proper law enforcement agency giving all available information.

- I. A student who willfully damages school property shall be properly disciplined and his or her parent(s), as defined by Florida Statutes, if the student is a minor, shall be requested in writing to restore or to replace any damaged property in accordance with the true value as determined by the principal, the responsible District department head, or in extreme cases, the Superintendent and/or School Board. In extreme cases of vandalism, a student shall be subject to suspension or expulsion from school under the charge of serious misconduct. The *Code of Student Conduct* shall identify disciplinary procedures for students who abuse school property. An adult student involved in the destruction of school property shall be held solely responsible for the damages.
- II. A civil action against the student's parent(s) may be instituted by the School Board in an appropriate action to recover damages in an amount not to exceed the limit prescribed by Florida Statutes if vandalism or theft of school property is known to have been committed by a minor, and the parent(s) refuses to restore or replace the property.
- III. In any case of willful or negligent damage to school property by a person other than a student, the user or the person responsible for the damage shall replace the property or pay the damages in accordance with the true value as determined by the Superintendent.
- IV. Each organization which is granted a permit for the use of public property shall be responsible for any damage to the buildings, equipment, or grounds beyond that which would be considered normal wear and tear and shall pay for any such damage in accordance with the true value as determined by the Superintendent. Failure to comply with a request for payment of such assessed damages shall result in the individual, group, or organization being ineligible for further use of school property and such legal action as the School Board deems proper to recover the amount of damages.

**CHAPTER 8.00 - AUXILIARY SERVICES**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 741.24, 806.13, 1000.21, 1001.43, 1013.10, F.S.

**HISTORY:** REVISED: 02/06/07  
FORMERLY: NEW

## CHAPTER 8.00 - AUXILIARY SERVICES

### **PURPOSE AND FUNCTIONS OF THE TRANSPORTATION PROGRAM**

**8.30\*+**

The transportation program shall be administered to provide safe and efficient services at the lowest possible cost. Transportation funds shall be used primarily to provide transportation of students to and from the nearest appropriate school as determined by the School Board and in accordance with Florida Statutes.

The Superintendent or designee shall be responsible for supervising, administering, investigating, and resolving problems of the District's transportation system. This shall include determination that all School Board and contracted employees involved with the transportation system are knowledgeable of applicable Florida Statutes and State Board of Education rules.

The Superintendent or designee shall develop a handbook which sets forth guidelines, responsibilities, directions, and procedures for the District's transportation system. The handbooks and modifications to it shall be subject to School Board approval.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **1001.43, 1006.22, 1006.23, 1011.68, F.S.**

**STATE BOARD OF EDUCATION RULE(S):** **6A-3.0171**

**HISTORY:** **FORMERLY: 3.1.1**

## CHAPTER 8.00 - AUXILIARY SERVICES

### STUDENT TRANSPORTATION

8.31\*

The School Board shall provide transportation for every student who should attend school and who lives more than a reasonable walking distance from the school to which he/she is assigned. A reasonable walking distance shall be defined as two (2) miles from the school by the nearest traveled route.

- I. Exceptions may be made in the case where a child is handicapped or when it has been determined that the nearest route taken meets the hazardous walking criteria as outlined in statutes.
- II. When it is impractical to provide bus transportation for reasons of isolation from regular school bus routes to the school of assignment, parents, as defined by Florida Statutes, transporting the student may be authorized by the School Board to be reimbursed at the rate provided by law.
- III. Only a student who is regularly enrolled as a transported student and whose name appears on the bus operator's roster for that bus shall be permitted to ride such bus while it is being operated on a regular school bus route except upon the written approval of the principal or designee.
- IV. A student who arrives early or remains late because of transportation service shall be under school supervision at all times and shall, if practicable, have a planned schedule of activities. The principal shall be responsible for providing such supervision.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1000.21, 1001.43, 1006.21, 1006.23, 1011.68, F.S.

#### STATE BOARD OF EDUCATION RULE(S):

6A-3.001, 6A-3.0171

#### HISTORY:

REVISED: 02/06/07, 02/05/08  
FORMERLY: 3.1.1, 3.13

**CHAPTER 8.00 - AUXILIARY SERVICES**

**USE OF SCHOOL BUSES FOR FIELD AND  
EXTRACURRICULAR TRIPS**

**8.311+**

- I. Buses may be used for field, educational, and extracurricular trips.
- II. The Superintendent or designee is authorized to develop procedures.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.41, 1001.43, 1006.21, F.S.**

**HISTORY:**

**FORMERLY: 3.1.1.E, 3.1.2**

## CHAPTER 8.00 - AUXILIARY SERVICES

### BUS ROUTES

8.32

- I. Designation of Bus Routes - The School Board, after considering the Superintendent's recommendation, shall approve the routes to be traveled regularly by each school bus. Each such route shall meet the following requirements:
  - A. The route shall be planned, scheduled, and adjusted to the capacity of the bus to serve students whose homes are beyond a reasonable walking distance from the school center to which they are assigned, except as otherwise provided by Florida Statutes and State Board of Education rules. The routing and scheduling of buses shall be planned to eliminate the necessity for students to stand while the bus is in motion.
  - B. Designated school bus routes shall be restricted to those areas where road conditions, bridge capacities, and the number of transported students allow such service to be economically feasible and practicable.
  - C. School bus routes shall, insofar as possible, be restricted to main routes and county-maintained roads.
  - D. A suitable turning area shall be available for any route requiring a bus to be turned around.
  - E. Only one (1) bus shall be assigned students on any given route unless the school schedules necessitate a dual assignment of buses.
  - F. The location of each bus stop will conform to the requirements of Florida Statutes.
- II. Change in Routes - School bus operators shall not discontinue stops, begin new stops, or otherwise change a route without prior approval of the Superintendent or designee.
- III. Other Provisions - Students who are approved to attend a District school which is not located in their assigned attendance area shall be ineligible for transportation provided by the School Board except as otherwise permitted by the School Board rule.



**CHAPTER 8.00 - AUXILIARY SERVICES**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 947.1405, 1001.43, 1006.21, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-3.0171

**HISTORY:** REVISION(S): 12/06/05, 02/05/08  
FORMERLY: 3.1.1.G

## CHAPTER 8.00 - AUXILIARY SERVICES

### **BUS EMERGENCY EVACUATION DRILLS AND INSTRUCTION IN SAFETY PRACTICES**

**8.33\***

- I. The Superintendent or designee shall instruct bus operators in the procedures to be followed while conducting a bus emergency evacuation drill. Initial instruction for bus operators shall be provided during the first six (6) weeks of school for students.
- II. The Superintendent or designee shall direct that each bus serving a school conduct an emergency evacuation drill during the first six (6) weeks of each semester.
  - A. The member of the transportation department or principal shall inform the bus operators as to the day on which any practice emergency evacuation drill is to be conducted. The bus operators shall hold the drill as directed, and the transportation member or principal shall record the process.
  - B. A practice emergency evacuation drill shall be held at a point in which the least possible danger exists from traffic.
  - C. The record of the drill shall be filed in the transportation office.
- III. All transported students shall be provided instruction on safe practices on and off the bus during the first six (6) weeks of the first semester of the school year. The principal and transportation staff members shall determine the most effective and practical manner in which to provide such instruction.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1006.21, F.S.**

**STATE BOARD OF EDUCATION RULE(S):**

**6A-3.0171**

**HISTORY:**

**REVISION(S): 02/05/08  
FORMERLY: NEW**

**CHAPTER 8.00 - AUXILIARY SERVICES**

**TRANSPORTATION LIABILITY**

**8.34\***

The Superintendent is directed to ensure that School Board liability is protected when transporting students and persons other than students to events or activities in which the School Board or school has agreed to participate or co-sponsor.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1006.21, 1006.24, F.S.**

**HISTORY:**

**FORMERLY: NEW**

## CHAPTER 8.00 - AUXILIARY SERVICES

### EXITING THE SCHOOL BUS

8.35

No student shall leave the school bus on his or her way to or from school without the student's parent(s), as defined by Florida Statutes, and the principal or designee's written authorization except at the customary destination of the bus which shall be either the school or the assigned stop.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1000.21, 1001.43, 1006.21, 1006.22, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-3.0171

**HISTORY:** REVISED: 02/06/07  
FORMERLY: NEW

## CHAPTER 8.00 - AUXILIARY SERVICES

### TRANSPORTING STUDENTS IN PRIVATE VEHICLES

8.36\*+

- I. The District will normally use school buses, as defined in Florida Statutes, for all regular transportation of students, prekindergarten through grade 12.
- II. The transportation of students in privately-owned motor vehicles for educational field trips or school-sponsored or school-related events shall be approved by the Superintendent or designee on a case-by-case basis pursuant to Florida Statutes, except in an emergency situation.
- III. The vehicle must be a passenger car or multipurpose passenger vehicle or truck, as defined by federal law, designed to transport fewer than ten (10) students.
- IV. Drivers of such vehicles shall be required
  - A. to show proof of insurance coverage at the minimum limits required by Florida Statutes and at other limits that may be required by the School Board;
  - B. to provide proof of a valid driver's license; and
  - C. to comply with the requirements of the District's safe driver plan.
- V. Vehicles shall not transport numbers beyond their rated capacity. Students must be transported in designated seating positions.
- VI. Appropriate safety measures such as use of seat belts shall be observed.
- VII. The parent, as defined by Florida Statutes, of each student shall be notified in writing about the transportation arrangement and shall give written consent before a student is transported in a private vehicle except in an emergency situation.
- VIII. Violation of this policy shall result in disciplinary action up to and including termination.
- IX. The Superintendent shall develop procedures for implementing this policy.
- X. School employees are authorized to transport students under unusual circumstances if approved by the principal.

**CHAPTER 8.00 - AUXILIARY SERVICES**

**STATUTORY AUTHORITY:** 1001.42, 1001.43, F.S.

**LAW(S) IMPLEMENTED:** 1000.21, 1001.21, 1006.22, 1006.24, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-3.0171

**HISTORY:** REVISED: 02/06/07  
FORMERLY: 3.1.3

## CHAPTER 8.00 - AUXILIARY SERVICES

### SEAT BELTS

8.37

- I. The operator and each passenger of a motor vehicle who are conducting School Board business or a school-related activity shall be restrained by a seat belt when the vehicle is in motion. This provision is applicable to all vehicles as defined in Florida Statutes, except for the following:
  - A. A school bus except as required by law or rule;
  - B. A bus used for transportation of persons for compensation;
  - C. A farm tractor or implement of husbandry;
  - D. A truck of net weight of more than five thousand (5,000) pounds; and,
  - E. A motorcycle, moped, or bicycle.
- II. The number of passengers of a vehicle shall not exceed the number of seat belts which were installed by the manufacturer.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**316.003, 316.614, 1001.43, 1006.21, F.S.**

**STATE BOARD OF EDUCATION RULE(S):**

**6A-3.0171**

**HISTORY:**

**FORMERLY: 3.1.3.E**

## CHAPTER 8.00 - AUXILIARY SERVICES

### **AUTOMOTIVE EQUIPMENT**

**8.38+**

All automotive equipment owned by the School Board shall be assigned to the Superintendent or designee for proper care and maintenance.

- I. Automotive equipment shall be used exclusively for school business. It shall not be used for unauthorized purposes.
  - A. The Superintendent shall report any unauthorized equipment usage to the School Board.
  - B. Violation of this rule shall be cause for disciplinary action.
  - C. A vehicle driven home by a School Board Employee must comply with rules of Internal Revenue Service and have the approval of the Superintendent or designee.
- II. Failure of the operator to notify the Director of Transportation as to any mechanical defect of any piece of automotive equipment may be cause for disciplinary action by the School Board.
- III. All mechanical defects of equipment, where repairs are needed, shall be the Superintendent's or designee's responsibility, and repairs shall be made immediately, provided that the vehicle may be withdrawn from use by the Superintendent until the repairs are made. The School Board shall not assume any financial responsibility for purchases or contract for repairs unless prior approval is obtained from the Superintendent or designee.
- IV. The Director of Transportation shall determine that all equipment is inspected at regular intervals. The equipment shall be placed in the District's garages for repairs or service if needed.
- V. Under no conditions shall equipment be repaired by a private shop or private individual without approval of the Superintendent or designee.
- VI. The person who is assigned a vehicle on a full time basis shall be responsible for delivering the vehicle to the District's garage for inspection as prescribed by the Director of Transportation.



**CHAPTER 8.00 - AUXILIARY SERVICES**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1006.21, 1006.22, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-3.0171

**HISTORY:** FORMERLY: 2.7

## CHAPTER 8.00 - AUXILIARY SERVICES

### VEHICLE MAINTENANCE PROGRAM

8.39

- I. All transportation equipment shall be maintained in safe operating condition. The transportation department shall be responsible for a planned program of maintenance to keep all vehicles running safely and efficiently.
- II. The mechanical condition of each school bus shall be determined at least once each thirty (30) working days that the bus is in operation. Any school bus which does not comply with the requirements of Florida Statutes and State Board of Education rules shall be withdrawn immediately from use until it meets such requirements.
- III. Only School Board or government-owned/leased vehicles or vehicles used for instructional purposes may be repaired or serviced in the school bus garage.
- IV. The School Board shall maintain appropriate school bus replacement programs to assure appropriate maintenance of the bus fleet.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1006.21, 1006.22, 1006.25, F.S.**

**STATE BOARD OF EDUCATION RULE(S):**

**6A-3.0171**

**HISTORY:**

**FORMERLY: NEW**

## CHAPTER 8.00 - AUXILIARY SERVICES

### GENERAL FOOD SERVICE REQUIREMENTS

8.40\*+

- I. The school food service program shall operate according to requirements set forth in Florida Statutes and State Board of Education rules. The school food service program shall include the federally reimbursed lunch program, *a la carte* food, beverage offerings, and sale of food and beverage items offered through vending machines or other methods to students (subject to the provisions of policy 7.40 and 8.43) at all school facilities during the school day and shall include the federally reimbursed breakfast and after school snack programs.
- II. The school food service program shall be an integral part of the District's educational program, offering nutritional and educational opportunities to students.
- III. Food and beverages available in schools shall be only those which meet the nutritional needs of students and contribute to the development of desirable health habits unless permitted otherwise by State Board of Education rules and approved by the Superintendent.
- IV. The school food service program shall meet the standards for food service and sanitation and safety as provided by the Florida State Board of Health and Florida State Department of Education.
- V. School food and nutrition service funds shall not be considered or treated as internal funds of the local school, but shall be a part of the district school funds. School food and nutrition service funds shall be subject to all the requirements applicable to district funds, such as budgeting, accounting, reporting, purchasing, and such additional requirements as set forth in the written procedures manual authorized in this policy.
- VI. USDA commodities shall be acquired, stored, and utilized in accordance with United States Department of Agriculture and related State Board of Education rules.
- VII. The Superintendent or designee shall develop a written procedures manual to govern school food and nutritional services programs.
- VIII. The principal and manager shall cooperate with all county and/or state and national efforts during emergencies and/or disaster as directed by the Superintendent.

## CHAPTER 8.00 - AUXILIARY SERVICES

- IX. When the kitchen is used after school hours, the manager or designated representative must be present. Employees who are on duty shall be paid unless they choose to donate their time. Labor costs incurred for school-related functions shall be reimbursed to the district by the sponsoring group.
- X. Food service workers employed in a regular part-time position shall be paid for work as a substitute at their regular established range and step for the hours worked.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1006.06, 1006.0605, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-7.040, 6A-7.041,  
6A-7.0411, 6A-7.045

**HISTORY:** REVISED: 02/06/07  
FORMERLY: 8.1

## CHAPTER 8.00 - AUXILIARY SERVICES

### MEAL PATTERNS

8.41\*

- I. All schools with grades Prekindergarten - 12 shall participate in the National School Lunch Program and shall serve student lunches according to meal patterns established by the United States Department of Agriculture. All schools shall participate in the National School Breakfast Program; breakfast shall be served to students according to meal patterns established by the United States Department of Agriculture.
- II. Offer vs. Serve shall be implemented for all middle and high school students and optional at elementary and shall be in accordance with federal regulations. (Public Law 94-105, enacted October 1975.)
- III. The principal is responsible for scheduling lunch periods for students to provide appropriate time for eating between the hours of 10:00 a.m. and 2:00 p.m.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.43, 1006.06, F.S.

#### STATE BOARD OF EDUCATION RULE(S):

6A-7.040

#### HISTORY:

FORMERLY: 8.7.3, 8.7.5

## CHAPTER 8.00 - AUXILIARY SERVICES

### FREE AND REDUCED PRICE MEALS AND MEAL PRICES

8.42\*

Free or reduced price meals shall be served to all students who qualify based on eligibility criteria approved by the USDA. Principals shall distribute the free and reduced price policy and application to the entire student body at the beginning of each school year and to each student enrolling during the year. The principal has the responsibility for submitting on a daily basis to the food service office all free/reduced price applications collected at the school site. All applications shall be processed by the food service office and shall be administered in accordance with current guidelines. All current free and reduced price applications approved and denied shall be on file in the food service office. A current application must be on file for each student approved for free or reduced price meals before the meal benefits may be received at the school site. All applications shall be retained on file for a period of three (3) years. No records may be destroyed without written approval of the office of the Superintendent.

- I. The income eligibility guidelines for free or reduced price meals shall be in accordance with the scales provided by the Florida Department of Education as adopted by the State Board of Education based upon income guidelines prescribed by the United States Secretary of Agriculture.
- II. Eligibility criteria shall be applicable to all District schools and shall provide that all students from a family meeting the eligibility criteria and attending any District school are offered the same benefits.
- III. Procedures for implementing the free and reduced price meal services shall be reviewed annually and shall be in accordance with procedures and guidelines published by the Florida Department of Education and the United States Department of Agriculture.
- IV. All adult meals will be paid for with the exception of school food service employees. Parents or other visitors may eat in the cafeterias upon invitation from the school administrators.

**CHAPTER 8.00 - AUXILIARY SERVICES**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1006.06, 1006.0605, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-7.0421

**HISTORY:** FORMERLY: 8.7.3, 8.7.5.F

## CHAPTER 8.00 - AUXILIARY SERVICES

### COMPETITIVE SALES REGULATIONS

8.43

- I. All vending machines installed on school premises must have School Board approval and shall not be operated in competition with the school breakfast or lunch programs. Concession sales operated by the student body association or by other such school agency or faculty groups during normal school hours must secure advanced authorization by the Superintendent. The concession sales shall not be operated in competition with the school lunch program.
- II. The Osceola County School Board prohibits the sale of all foods and beverages (carbonated beverages and other minimal nutritional foods as well as nutritious foods) during the breakfast and lunch periods at any location (other than food service operations) that is accessible to students during the meal periods.
- III. Beginning one hour after the close of the last lunch period, the sale of food and beverage items is permitted by other school organizations at secondary schools only.
- IV. Class activities (field trips, incentives, parties) shall be coordinated with the food service manager of the school site at least two (2) weeks prior to the activity to ensure there is no competition with the food service program.
- V. At the high school level only, the sale of carbonated beverages (not to include snacks) by organizations authorized by the principal may be permitted if the following conditions are met:
  - A. At all times, a beverage of one hundred percent fruit juice is sold at each location where carbonated beverages are sold;
  - B. The school board approves the school organizations authorized by the principal before sales can commence; and
  - C. Carbonated beverages are not sold within sight of locations where breakfast or lunch is being served or eaten.
  - D. School operated vending machines are prohibited within the cafeteria.



## CHAPTER 8.00 - AUXILIARY SERVICES

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-7.042

**HISTORY:** FORMERLY: 2.9.3.4.K and M, 8.7.5.E

## CHAPTER 8.00 - AUXILIARY SERVICES

### SCHOOL FOOD SERVICE FUNDS

8.44+

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

- I. Daily deposits of school food service funds shall be made by authorized personnel in a bank(s) designated by the School Board.
- II. Revenue from the sale of all items handled by the Food Service Department shall be considered school food service income. This includes income from sale of cans, bottles, jars, rice bags, swill, and similar items. Such funds shall not be expended as cash.
- III. All payments from school food service funds shall be made by check or electronic means.
- IV. School food service funds shall be used only to pay regular operating costs.
- V. Any loss of records, cash, or supplies through theft or otherwise shall be reported immediately to the Superintendent's office. Such losses shall be itemized and a copy of the report submitted with the regular reports.
- VI. Funds shall be collected and expended in compliance with United States Department of Agriculture and State Board of Education rules.
- VII. The Board shall annually adopt prices charged to students and adults who participate in the food services program.
- VIII. The Superintendent shall develop written procedures for conducting the District's food service program.

**CHAPTER 8.00 - AUXILIARY SERVICES**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 255.04, 287.055, 287.057, 1001.43, 1013.46 - .48, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.012, 6A-1.087

**HISTORY:** FORMERLY: NEW

## CHAPTER 8.00 - AUXILIARY SERVICES

### SUMMER NUTRITION PROGRAM

8.45+

- I. The District shall develop a plan to sponsor a summer nutrition program. One (1) site shall be within five (5) miles of an elementary school at which fifty percent (50%) of the students qualify for free or reduced price school meals and shall operate for thirty-five (35) consecutive days. The remaining sites shall be within ten (10) miles of each elementary school at which fifty percent (50%) of the students qualify for free or reduced price school meals. The Superintendent may collaborate with governmental agencies and not-for-profit entities in implementing this plan.
  
- II. The School Board may seek an exemption from sponsoring a summer nutrition program as provided by law. Annually the School Board shall reconsider the decision to be exempt from providing a summer nutrition program. The School Board shall notify the Commissioner of Education within ten (10) days of the decision to continue the exemption.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.43, 1006.0606, F.S.

#### HISTORY:

ADOPTED: 12/06/05  
REVISION(S): N/A  
FORMERLY: NEW

## CHAPTER 8.00 - AUXILIARY SERVICES

### RENOVATIONS OR REMODELING OF FACILITIES

8.51

- I. When recommending the preliminary school budget or any amendments thereto relating to capital outlay projects, the Superintendent may, after evaluation, recommend to the School Board that suitable projects costing two hundred thousand dollars (\$200,000.00) or less be provided on a day labor basis.
- II. Parent groups, school staff, and civic associations often raise funds to make improvements to various School Board facilities. Such changes are regulated by building codes, Florida State Department of Education rules, School Board rules, and Florida Statutes. In addition, these changes often have cost implications on maintenance, energy usage, and inhibitions to future site construction. Written permission from the School District building code official must be obtained by the school principal for any school improvements by parent groups, school staff, and civic associations. Further, all remodeling and additions must be submitted to the School Board for approval.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**235.30, 1001.43, 1013.01, 1013.35, 1013.45, F.S.**

**STATE BOARD OF EDUCATION RULE(S):**

**6A-2.0010**

**HISTORY:**

**REVISION(S): 12/06/05, 02/06/07  
FORMERLY: 3.9.E, 3.23.E.5**

## CHAPTER 8.00 - AUXILIARY SERVICES

### CHANGE ORDERS

8.52

The Superintendent or designee is authorized to approve and execute any construction contract Change Order which will decrease the construction contract amount or which will increase the construction contract amount by twenty-five thousand dollars (\$25,000.00) or less, provided the approval is in the best interest of the School Board. Each approval shall be reported by the Superintendent to the School Board and entered in the official minutes at the next regular School Board meeting.

- I. Any Change Order which will increase the construction contract amount by more than twenty-five thousand dollars (\$25,000.00) shall be submitted by the Superintendent to the School Board for review and action thereon. No such Change Order shall be binding until it is approved and executed by the School Board.
- II. Requested Change Orders concerning the same subject shall not be split in the event that the sum total of the initial requested change increases the contract amount by more than twenty-five thousand dollars (\$25,000.00).
- III. With all requested Change Orders the Contractor shall provide, prior to commencing the work involved, accurate cost data in sufficient detail to enable any architect or engineer to evaluate and confirm its accuracy and the fair market value of all labor, materials, equipment, and incidentals required to accomplish the change.
- IV. With all requested Change Orders the Architect of Record for the Project shall certify in writing to the Superintendent and the School Board that the cost of the requested change is fair, reasonable, and in proper proportion to the cost of the original work of the contract and shall recommend action thereon.
- V. The cumulative total of all approved Change Orders on any project shall not increase the original construction contract amount by more than eight percent (8%) or \$100,000, whichever is less, without prior School Board approval.
- VI. Emergency Change Orders in construction contracts. The Superintendent shall have the authority to approve emergency Change Orders in contract for construction or alteration of school facilities. Any such Change Orders shall be submitted to the School Board for information and entered in its official minutes.
- VII. All Change Orders shall be in compliance with Florida Statutes, Florida Department of Education publication titled "State Requirements for Educational Facilities, 1999," or any successor statute or rule.

**CHAPTER 8.00 - AUXILIARY SERVICES**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1013.48, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-2.0010

**HISTORY:** REVISION(S): 12/06/05, 02/06/07  
FORMERLY: 2.2.2.G. (4)

## CHAPTER 8.00 - AUXILIARY SERVICES

### IMPROVEMENTS TO SCHOOL PLANTS AND GROUNDS

8.53

Any group, including the parent-teacher organization, which desires to improve the school site, to add facilities, or to install equipment, shall submit a written proposal to the principal and Superintendent for approval. Any such improvement or addition shall become the property of the School Board. Permanent structures shall have utilitarian value in the operation of the school or may be erected in memory of some individual or group that has been associated with the school either as a student or School Board employee or an organization which has made some outstanding contribution to the school or District school system. All improvements or additions must meet current building codes, including Americans With Disabilities Act and wind uplift requirements and meet the requirements of Board Policy 8.51(2).

- I. Articles of equipment donated to schools by individuals, groups, or organizations may be accepted if they contribute to the operation of the school program. Donors shall be notified that the title of this gift be in the name of the School Board.
- II. All property, acquired, moved, or transferred, which requires alterations to the buildings or grounds for utilization of the facilities, is subject to the Superintendent or designee's approval or disapproval. Further, all remodeling and additions must be submitted to the School Board for approval.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.43, 1013.37, 1013.371, 1013.372, F.S.

#### HISTORY:

FORMERLY: 3.23.C.5



## CHAPTER 8.00 - AUXILIARY SERVICES

### NAMING OF FACILITIES OR SITES

8.54

- I. The School Board will name or rename school plants, sites, or facilities by a vote of the School Board. Names for new schools shall be selected by the Board members, which shall have complete discretion and flexibility to make those choices on behalf of the people of Osceola County.
- II. Prior to recommending a name for a school, the members of the School Board should be consulted for their recommendations. The School Board shall ask a committee representing the community to be served by the school to suggest names for consideration. Community input is desired and shall be highly valued. School Board members may also offer alternative recommendations. However, in general, the Board will use the following guidelines to make a decision:
  - A. Person
    1. Schools shall not be named after a living person
    2. The name shall be limited to one outstanding educator, community leader, or citizen of local, state, or national repute with good moral character.
  - B. Geography
    1. Schools shall not be named after individual subdivisions.
    2. Schools may be named after geographic features that represent a particular location.
- III. Individual buildings, additions, or other campus facilities (e.g., a stadium, theatre, or media center) may be named, at the discretion of a school's principal, subject to approval by the Superintendent.
- IV. Plaques, which are in memory of or in recognition of students or citizens, may be placed on school facilities at the discretion of a school's principal, subject to approval by the Superintendent.

**CHAPTER 8.00 - AUXILIARY SERVICES**

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-2.0010

**HISTORY:** REVISION(S): 12/06/05, 02/06/07, 02/05/08  
FORMERLY: 3.24

## CHAPTER 8.00 - AUXILIARY SERVICES

### NETWORK ACCEPTABLE USE

8.60+

- I. The network system of the District is available for all employees and students of the District in order to provide them with equal access to the computing resources which serve public education. The network system is an electronic highway which connects thousands of computers all over the world and millions of individual subscribers. The term *network* may include electronic mail, worldwide web browsing, or any method of connecting with other computer equipment. All personnel having authorization to use the network will have access to a variety of information.
- II. Some material on the network might not be considered to be of educational value in the context of the school setting. In addition, some material, individual contacts, or communications may not be suitable for school-aged children. The District views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the District supports information retrieval from the network which enhances the research and inquiry of the learner and which faculty and staff direct. The District network will filter inappropriate material. At each school, each student's access to use of the network will be under the teacher's direction and monitored as a regular instructional activity.
- III. The District cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the District. This is particularly possible since access to the network may be obtained at sites other than school.
- IV. At each school and facility owned or operated by the District, in each room where computers are present, notices shall be conspicuously posted that state the following:

Users of the network system of the School District of Osceola County are responsible for their activity on the network. The School District has developed a data network acceptable use policy. All users of the network are bound by that policy. Any violation of the policy will result in the suspension of access privileges or other disciplinary action, including student expulsion and employee dismissal. This notice shall also become part of the login process.
- V. The use of the network shall be consistent with the mission, goals, policies, and priorities of the District. Successful participation in the network requires that its users regard it as a shared resource and that members conduct themselves in a responsible, ethical, and legal manner while using the network.

## CHAPTER 8.00 - AUXILIARY SERVICES

Any use of the network for illegal, inappropriate, or obscene purposes, or in support of such activities, will not be tolerated. For compliance with the requirements of the Elementary and Secondary Education Act (ESEA) and the Children's Internet Protection Act (CIPA), please see procedures entitled "Student Internet Use Procedures."

Examples of unacceptable uses of the network include, but are not limited to:

1. Violating the conditions of The Code of Ethics and Principles of Professional Conduct of the Education Profession of Florida dealing with student's rights to privacy, employee rights to privacy, or violating any other section of the Code;
2. Using, accessing, visiting, downloading, or transmitting inappropriate material, messages or images such as pornography, profanity or obscenity;
3. Reposting personal communications without the author's consent;
4. Copying, sending (uploading) or receiving (downloading) commercial software in violation of copyright law or other copyright protection of trademarked material;
5. Using the network for financial gain or for any commercial or illegal activity;
6. Using the network for political advertisement or political activity;
7. Taking any actions that affect the ability of the District to retrieve or retain any information contained on the computer equipment, in the data network system or acting to modify any software or any data without specific written permission;
8. Sending any student identifying information, via e-mail, over the network system, may be done only when the sender and receiver are members of the District's FirstClass e-mail. FirstClass e-mail is encrypted to protect the confidentiality of the message. E-mail containing confidential student information must adhere to the *District's E-Mail and Student Confidentiality* policy;
9. Creating and/or forwarding advertisements chain letters, mass mailings, get rich quick schemes, and pyramid schemes to individual mailboxes and/or mailing lists;

## CHAPTER 8.00 - AUXILIARY SERVICES

10. Gambling or conducting any illegal activity;
  11. Posting personal views on social, political, religious or other nonbusiness related matters;
  12. Creating and/or forwarding messages, jokes, etc., which violate School Board harassment policies and/or create an intimidating or hostile environment.
- VI. The e-mail system and the hardware are owned by the District and are intended for District business use. Minor personal use of e-mail and the internet by school district employees is acceptable, but should not interfere or conflict with District business.
- VII. Employees may use the Classified Ad section of the e-mail system to advertise personal items and garage or yard sales. The e-mail system shall not be used to advertise a commercial business. The Superintendent shall develop guidelines for the use of classified ads.
- VIII. District business conducted by e-mail must be done using the e-mail account that the district supplies. When an employee conducts official business of the District via e-mail, the employee must retain a copy of the e-mail including attachments in paper form or store these documents electronically on district owned equipment in accordance with the Florida Public Records law and the District Records Management Manual.
- IX. Failure to adhere to this policy may result in suspending or revoking the offender's privilege of access to the network and other disciplinary action up to and including termination of the employee or expulsion in the case of a student.
- X. Any student shall be exempt from accessing the internet upon request in writing from the parents, as defined by Florida Statutes, to the principal. The request for exemption shall expire at the end of each school year. It shall be the responsibility of the parent to renew the request yearly.
- XI. The District reserves the right to monitor and/or retrieve the contents of e-mail messages for legitimate reasons such as, but not limited to, ensuring the integrity of the system, complying with investigations of wrongful acts, or recovering from a system failure.
- XII. District employees' and students' passwords are confidential, and in order to maintain network security, employees/ students shall:

## CHAPTER 8.00 - AUXILIARY SERVICES

- A. Change passwords at least four (4) times a year, or whenever the employee feels his/her password may have been compromised;
- B. Use passwords that contain letters and numbers and that are difficult to guess, or
- C. Type in passwords at each log in.
- D. Employees shall not share passwords and shall not set passwords to an automatic log in mode.
- E. It may become necessary to know employee or student passwords for maintenance purposes. Only authorized computer maintenance personnel will be allowed to know passwords. Upon completion of the maintenance activity, the user will need to change their password.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1000.21, 1001.43, F.S.**

**HISTORY:**

**REVISION(S): 12/06/05, 05/01/07, 02/05/08, 10/21/08  
FORMERLY: 3.21**

## CHAPTER 8.00 - AUXILIARY SERVICES

### TELEPHONE SERVICE

8.61+

In order to promote efficiency and economy, the Superintendent or designee shall develop a uniform system for implementing effective telephone service systems, including use of telephone lines to support technology. School personnel shall be informed of this system.

The system shall encourage use of SUNCOM networks or equivalent services.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.43, F.S.

#### HISTORY:

REVISION(S): 12/06/05  
FORMERLY: NEW

## CHAPTER 8.00 - AUXILIARY SERVICES

### MANAGEMENT INFORMATION SYSTEM

8.70+

The District shall develop and maintain an integrated information system for educational management. The Superintendent or designee shall ensure that compatibility exists with the state comprehensive management information system. Procedures and guidelines shall be developed to ensure that adequate management information support needs are met.

- I. The School District shall establish and maintain a Forms Management system. This shall include a Forms Management Committee which shall periodically recommend procedures for the creation, revision, consolidation, reduction and elimination of data collection instruments in accordance with guidelines established by the School District.
- II. The Records Management Department shall maintain a system which includes current copies of all forms that have been adopted for use by the Forms Management Committee.
- III. Procedures regarding the management of School District forms shall be approved by the School Board and contained in the Forms Management Manual.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.11, 1001.43, 108.385, F.S.

#### STATE BOARD OF EDUCATION RULE(S):

6A-1.0014

#### HISTORY:

REVISION(S): 12/06/04, 12/06/05, 02/05/08  
FORMERLY: 1.7



## CHAPTER 8.00 - AUXILIARY SERVICES

### RECORDS MANAGEMENT

8.80+

- I. The School District shall establish and maintain a system for the identification, inventory, retention, storage and disposal or preservation of School District records pursuant to the Public Records Law and in accordance with the guidelines, including records retention schedules, set forth by the Florida Department of State, Division of Library and Information Services, Bureau of Archives and Records Management and per recommendations as set forth by the School Board, Superintendent and staff.
- II. The Superintendent shall designate a Records Management Liaison Officer (RMLO) who shall function as the primary contact between the District and the Bureau of Archives and Records Management.
- III. Procedures regarding the management of School District records shall be approved by the School Board and contained in the Records Management Manual.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

119.01, 257.37, 1001.43, 1001.52, F.S.

#### HISTORY:

REVISED: 12/06/04, 02/06/07, 10/21/08  
FORMERLY: NEW

**SCHOOL BOARD POLICY MANUAL**

**FOR SCHOOL DISTRICT OF**

**OSCEOLA COUNTY**

**CHAPTER 9.00: SCHOOL-COMMUNITY RELATIONS AND  
INTERLOCAL AGREEMENTS**

## CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

### PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS 9.10

- I. Each school principal is encouraged to cooperate with parent and school support groups in the District. The school principal shall be responsible for forming and assisting organizations which are desired and necessary for the school program; such organizations shall be kept active by the school principal for the duration of their need and encouraged to maintain accurate financial and activity records.
- II. School Related Organizations (or organizations operating in the name of the school) are those holding themselves out to be associated with or supporting a school or school organization but not meeting the definition of school organization. Included are PTO's, Band Booster organizations, and Athletic Booster organizations.
  - A. All such organizations will maintain their financial records on the same fiscal year as the School District. Annual Reports will be filed with the School Board in the format prescribed by the Accounting Department by the due date for the District's Annual Financial Report established in State Board Rules.
  - B. School related organizations may not make payments directly to School Board employees for services covered by School Board-approved salary schedules. Any such payments must be processed through the District's payroll system and be in accordance with rules of the School Board. No payments may be made in excess of the School Board-approved salary schedule.
  - C. No school related organization may solicit funds in a manner implying that such funds will become property of the school unless such funds are deposited directly in internal accounts.
  - D. No school related organization may utilize students in door-to-door sales or solicitations. School related organizations may not solicit contributions from the general public through the mail.
  - E. With the principal's permission, school related organizations may collect funds on campus for their own accounts before or after the students day or during lunch.
  - F. A maximum of one fund raising activity per semester by school related organizations may be permitted on campus during the student day. Use of

## **CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS**

school facilities requires the recommendation of the Superintendent and Principal.

- G. The Principal may veto activities of school-related organizations that are in conflict with the school program or detrimental to the reputation of the school.
- H. Failure to comply with these rules will disqualify the organization from using the school name, from using any school facility, and from making any contribution, in kind or monetary, to the District or any school or school organization.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, F.S.**

**HISTORY:**

**FORMERLY: NEW**

**CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS**

**PUBLIC INFORMATION**

**9.20**

Because the schools belong to the people who created them by consent and who support them by taxation, it is the declared intent of the School Board:

- I. To keep the citizens adequately informed through appropriate channels of communication on policies, programs, problems, needs, and the planning of the school system and to carry out this policy through its own efforts and the Office of the Superintendent.
- II. To seek advice and opinion of the people of the School District.
- III. To require each school and the District staff members to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens of the District and which would promote the welfare of the school system, provided that any news release by a particular school be approved by the principal and that any release relating to the District as a whole shall be approved by the Superintendent.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1001.51, F.S.**

**HISTORY:**

**FORMERLY: NEW**

**CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS**

**SCHOOL REPORTS**

**9.21+**

- I. Each school shall make available annually, to parents and the community, school reports required by federal and state laws and State Board of Education rules.
- II. Reports shall follow a uniform District-wide format that is easy to read and understand.
- III. Schools may include other information in the report about the school's progress and other related school information.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **1000.21, 1001.11, 1001.43, 1008.25, 1008.345, F.S.**

**STATE BOARD OF EDUCATION RULE(S):** **6A-1.0998**

**HISTORY:** **REVISED: 02/06/07**  
**FORMERLY: NEW**

## CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

### COMMUNITY USE OF FACILITIES

9.30\*+

- I. Use of Building and Grounds
  - A. Facilities are only for use in the educational program and are not for personal political activity.
  - B. It is the policy of the District that the right of free speech and access shall be granted in accordance with law. However, the paramount purpose of the District is the provision of its program of education. Accordingly, all District property, equipment and facilities, including all methods of communication though the use of School Board facilities and equipment such as, but not limited to, duplication machines, photocopying machines, telecommunication facilities and wires, computer transmission facilities, including modems, desktop publishing and facsimile transmission or telecopy facilities, are deemed facilities dedicated for use in the educational program and not for use by any person or group except as expressly permitted in this policy.
  - C. Nothing in this policy prohibits the use of any District facility by an employee of the District in the performance of the employee's job, including the use of the District facilities for communications between employees of the District which are related to the performance of their work, communications with School Board members which are related to any business of the District, or to communicate with students and their families in connection with the work of the employee for the District (but not including the use of District facilities for communicating to students or their families the personal opinion, unrelated to the educational program of the District, of the employee concerning any issue pending before the School Board or the voters of Osceola County at any general or special election, including any referendum).
  - D. Restriction on use of facilities for private or personal profit: No individual, including an employee of the School Board, group, or organization may use buildings for private profit or personal gain. However, non-profit and youth organizations shall be permitted to use buildings for fund-raising purposes, when prior approval is obtained from the school principal and the Superintendent. The term *non-profit* shall mean those organizations, which are 501c(3) exempt and recognized as such by the Internal Revenue Service. The term *youth organizations* shall refer to charitable non-profit organizations which are deemed to operate for the benefit of the children of Osceola County. Theaters, Auditoriums, and other facilities approved by the

## **CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS**

Superintendent may be rented to for-profit organizations pursuant to The Standard Facilities Use Agreement approved by the Board.

- E. All nonschool organizations, groups or individuals desiring to use buildings and grounds must schedule their use in advance with the building administrator and must provide in advance, proof of insurance coverage in amounts prescribed by the School Board, and assume all liability of or damage to property, whether owned by the Board or otherwise, and for personal injury, whether by negligence or intent of any person, occurring on Board property during the use of the building or grounds. Notwithstanding the foregoing, the public may have access to the resources generally made available to the public in the Support Services Building under the control and supervision of the Media Specialist for the District.
- F. All such use shall be under the supervision of the building administrator. Specific fees for use of school facilities shall be based on annual fee schedule as recommended by the Superintendent, and shall be payable to the School Board. Payment must be made in advance. Fees may be reduced or waived by direction of the Superintendent or designee, but only for those groups that directly benefit the students and/or programs of the school district. Fifteen percent (15%) of any fees or donations for facilities use shall be remitted to the district office to offset the cost of utilities or maintenance.
- G. Persons using the 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.
- H. Alcoholic beverages and gambling are forbidden on premises; use of tobacco products and possession of weapons is prohibited.
- I. Students are not to be in the school buildings without faculty supervision, except for the attendance at public gatherings or by special permission of the school principal.
- J. Firearms and other weapons
  - 1. Firearms - no person shall, while on the grounds or in any building owned or operated by the School Board of Osceola County, Florida, possess, carry and/or transport on or about his/her person or discharge any firearm, as defined in Section 790.001(6), Florida



## CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

Statutes, excluding duly authorized law enforcement officers in the lawful performance of their duties.

2. Other Weapons - No person shall, while on the grounds or in any building, owned or operated by the School Board, possess, carry and/or transport on or about his/her person any weapon as defined under Florida Statutes. This shall not apply to items necessary for job performance.
3. The authority to approve exceptions to this rule is granted exclusively to the Superintendent and may not be delegated to any other person.
  - Non-operational replicas, models, or simulations of firearms or weapons must be pre-approved in writing by the Superintendent, which approval may be withheld in the Superintendent's sole discretion.

### II. Use of School Equipment

- A. It should be understood by each employee of this district that all school equipment if purchased by tax, or donated dollars is intended for use in the educational process of the students attending District Schools.

These materials may be checked out by parents of students attending District Schools after execution of Form #FC-820-894. This form indicates:

- Acceptance of financial responsibility
  - Educational purpose
  - Agreement to return said materials immediately upon request
  - Date checked out and date to be returned
  - Complete parent/guardian information *i.e.*, social security number, address, phone etc.
- B. Personal use of school equipment is prohibited and employees should refrain from submitting such requests to the principal.

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Employees requesting the use of equipment which directly relates to their job responsibilities may be granted permission by the appropriate administrator upon execution of form #FC-820-894.

- C. Non-Profit organizations with good cause may be exempt from the above rule provided advanced approval is secured from the Principal. The term *non-profit* shall mean those organizations which are 501c(3) exempt and recognized as such by the Internal Revenue Service. The Principal may not approve of any practice or use in violation of this policy.

### III. Regulation of Employee Use of Facilities, and Statement of Equal Access

- A. To the extent any School Board facility or property is permitted by this policy to be used by any person or group for any purpose other than the delivery of the educational program, then such use will be made available on similar terms and conditions to any person or group without regard to the content of the particular message being communicated and without discrimination on the basis of whether the person using the facility is or is not a School Board employee and without discrimination based on any other classification prohibited by general or special federal or state law or applicable regulation.
- B. All employees of the School Board reserve their right to freedom of expression. However, no employee shall have the right to utilize any facility of the District for personal gain or advantage under terms and conditions which are not generally available to other residents of the County under the same general terms and conditions unless the School Board has, previous to such use, expressly permitted such a privilege. Additionally, the facilities of the District shall not be used by any School Board employee for the purposes of advocating a position concerning an issue pending before the School Board or the voters of Osceola County at any general or special election, including any referendum.
- C. Nothing herein shall limit the right of the School Board to determine in a particular campaign that the District should actively participate in a campaign, the outcome of which will have a substantial bearing on the general ability of the School Board and the District to furnish a public education program consistent with School Board policy. No School Board employee shall have the right to decide when the use of a District item or property or a District facility is for the betterment of the District, only the School Board has the authority to dedicate the use of its facilities and property for such purposes. Nothing herein limits the right of any employee of the Board to speak or appear before the Board.

## CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

### IV. Exceptions

Exceptions to this rule include, but are not limited to the following:

- A. District personnel may use Electronic Mail for sending announcements such as blood drives, funerals, united fund drives, meetings, etc., in accordance with guidelines determined by the Superintendent or School Board.
- B. Personal use of telephones on an occasional basis is reasonable as long as the privilege is not abused. Long distance personal calls shall be paid by the caller.
- C. Professional Organizations, to which some district personnel belong, may promote the school district as a community participant (FASPA, FASA, FASBA, Rotary, Kiwanis, Red Cross, Salvation Army, Chamber of Commerce, FASCD, Educational Organizations, etc.) through use of the courier, Electronic Mail, and other means of communication. Organizations must gain the approval of the Superintendent prior to using the facilities of the District. The Superintendent shall notify the School Board of the organizations receiving approval.
- D. The Osceola County Administrative Association and other bona fide nonprofit employee organizations may use computers, equipment, and the courier for business purposes of communicating notices, minutes, and agendas.
- E. District personnel may use computers and equipment for schoolwork or professional development or to improve their personal skills, subject to guidelines issued by the Superintendent.

An employee may use District computer equipment for personal reasons under the following circumstances:

- 1. The use is consistent with the employee's obligations to students, the public, and the School Board and not illegal under any policy, law, or applicable administrative regulation;
- 2. The personal use of the computer equipment is not done during the regular working hours of that employee; and
- 3. The personal use of the computer equipment does not interfere in any manner whatsoever with the operation of the District.

**CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS**

- F. District personnel may use copy machines at employee rates.
- G. District personnel may use phone calls to notify parents of upcoming events (meetings). Such calls shall be limited to date, place, time and agenda.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **106.15, 1001.33, 1001.43, 1001.51, 1013.10, F.S.**

**HISTORY:** **REVISION(S): 02/05/08**  
**FORMERLY: 1.17, 3.12**

**CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS**

**ADVERTISING IN SCHOOLS**

**9.40**

School facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency or individual organization; nor shall School Board employees or students be employed in such a manner. Advertising on school buses shall be prohibited. The following are exceptions:

- I. School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and noncontroversial.
- II. A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.
- III. The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.
- IV. Demonstrations of educational materials and equipment shall be permitted with the principal's approval.
- V. Schools may utilize athletic facilities for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, F.S.**

**HISTORY:**

**FORMERLY: NEW**

**CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS**

**DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS**

**9.50**

Literature or materials which originate from out-of-school sources shall be approved by the Superintendent or designee prior to distribution to students.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **1001.43, 1006.08, F.S.**

**HISTORY:** **FORMERLY: 6.6.3.B**

**CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL  
AGREEMENTS**

**VISITORS**

**9.60**

Any person entering the premises of a school shall report to the principal or designee and make known the purpose of the visit.

- I. This policy does not apply to routine deliveries or scheduled maintenance visits.
- II. A student not enrolled in the school or a student not accompanied by a parent, as defined by Florida Statutes, is prohibited from visiting a school unless otherwise approved by the principal.
- III. Parents are invited to visit the schools. To avoid interrupting the daily program, the parent should request a conference for after school hours or during a teacher's conference period. Parents are encouraged to plan such conferences with teachers and shall sign in at the principal's office and be issued a visitor's badge at the time they arrive on the campus.
- IV. Any person who enters or remains upon District property without legitimate purpose may be found to be trespassing and, therefore, in violation of Florida Statutes and subject to arrest and penalties as defined by statutes.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1000.21, 1001.43, 1006.145, 1006.07, F.S.**

**HISTORY:**

**REVISED: 02/06/07  
FORMERLY: 6.6.3.B, 6.6.4**

**CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND  
INTERLOCAL AGREEMENTS**

**CIVILITY AND ORDERLY CONDUCT AMONG SCHOOL DISTRICT  
EMPLOYEES, PARENTS, AND THE PUBLIC**

**9.63\***

The School Board recognizes that education of children is a process that involves a partnership between a child's parents, teacher, school administrators, and other school and School Board personnel. The School Board recognizes that parental participation in their child's educational process through parent/teacher conferences, classroom visitation, serving as a school volunteer, serving as a field trip chaperone, PTA participation, and other such service is critical to a child's educational success. For that reason, the School Board welcomes and encourages parental participation in the life of their child's school.

However, from time to time parents and other visitors to schools, any other District facilities, or school or district sponsored events sometimes act in a manner that is disruptive and which is threatening and/or intimidating to school and District employees.

The purpose of this policy is to provide rules of conduct for parents, other visitors to schools, and District employees which permit and encourage communication between parents, other persons, and school and District personnel concerning students or other matters and to encourage participation in school or District activities, while at the same time enabling the School Board to identify and deal with those behaviors which are inappropriate and disruptive to the operation of a school, any other District facility, or a school or district sponsored event.

It is the intent of the School Board to promote mutual respect, civility, and orderly conduct among district employees, parents, and the public. It is not the intent of the School Board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents, and other members of the community. In the interest of presenting teachers and other employees as positive role models, the School Board encourages positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions.

- I. Expected Level of Behavior
  - A. School and School District personnel will treat parents and other members of the public with courtesy and respect.
  - B. Parents and other visitors to schools and District facilities will treat teachers, school administrators, other school staff, and District employees with courtesy and respect.



## **CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS**

### **II. Unacceptable/Disruptive Behavior**

Disruptive behavior includes, but is not necessarily limited to:

- A. Behavior which interferes with or threatens to interfere with the operation of a school, a school classroom, an employee's office or office area, areas of a school or facility open to parents/guardians and the general public, areas of a school or facility which are not open to parents/guardians and the general public, or a school or district sponsored event;
- B. Using loud and/or offensive language, swearing, cursing, using profane language, or display of temper;
- C. Threatening to do bodily or physical harm to a teacher, school administrator, school employee, or student regardless of whether or not the behavior constitutes or may constitute a criminal violation;
- D. Damaging or destroying school or School Board property;
- E. Any other behavior which disrupts the orderly operation of a school, a school classroom, any other School Board facility, or a school or district sponsored event; or
- F. Abusive, threatening, or obscene e-mail or voice mail messages.

### **III. Parent Recourse**

Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member should notify the staff member's immediate supervisor.

### **IV. Authority of School Personnel:**

#### **A. Authority to Direct Persons to Leave School or School Board Premises**

Any individual who displays the following behavior may be directed to leave the school, school board premises, or the site of a school or district sponsored event by a school's principal or assistant principal, or in their absence a person who is lawfully in charge of the school or any district-level administrator:

- 1. Disrupts or threatens to disrupt school or District operations or the operations of a school or district sponsored event;

## **CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS**

2. Threatens to or attempts to do or does physical harm to School Board personnel, students, or others lawfully on a school, School Board premises, or the site of a school/district sponsored event;
3. Threatens the health or safety of students, School Board personnel, or others lawfully on a school, School Board premises, the site of a school or district sponsored event;
4. Intentionally causes damage to school, School Board property, or property of others lawfully on a school campus, School Board premises, or the site of a school or district sponsored event;
5. Uses loud or offensive language; or
6. Enters a school district facility or the site of a school or district sponsored event without authorization.

If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the offender threatens personal harm, the employee may contact law enforcement.

### **B. Authority to Deal with Persons Who Are Verbally Abusive**

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation.

If the meeting or conference is at a school, on School Board premises, or the site of a school or district sponsored event, any employee may request that an administrator or other authorized personnel direct the speaker to promptly leave the premises. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

**CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND  
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**C. Abusive, Threatening, or Obscene E-mail or Voice Mail Messages**

If any District employee receives an email or voice mail message which is abusive, threatening, or obscene, the employee is not obligated to respond to the e-mail or return the telephone call. The employee may save the message and contact his or her immediate supervisor. If the message threatens personal harm, the employee may contact law enforcement.

**V. Intent**

It is the intent of the School Board to promote mutual respect, civility, and orderly conduct among District employees, parents, and the public. It is not the intent of the School Board, however, to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents, and other members of the community. In the interest of presenting teachers and other employees as positive role models, the School Board encourages positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions.

**STATUTORY AUTHORITY:**

**1001.41, 1001.43, F.S.  
ARTICLE IX, SECTION 4, FLORIDA CONSTITUTION**

**LAW(S) IMPLEMENTED:**

**1001.42, F.S.**

**HISTORY:**

**ADOPTED: 04/15/08  
REVISION DATE(S): N/A  
FORMERLY: NEW**

**CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS**

**RELATIONS WITH GOVERNMENTAL AUTHORITIES**

**9.70**

- I. When possible, the Board will cooperate with local, state, and federal organizations or agencies; however, such cooperation shall not be at the expense of district-level or local school programs.
- II. The Superintendent may initiate or accept proposals and requests for cooperative endeavors; major final action shall be subject to Board review and approval.
- III. Community relations of a continuing nature may be temporarily approved by the Superintendent if they involve no cost to the system and will neither disrupt the school system nor involve substantial use of facilities or personnel.
- IV. Formal agreements shall require advance Board approval. The Board shall also review and approve major cooperative agreements or arrangements between other school districts, colleges, universities, correctional schools, or other educational organizations.
- V. Guidelines related to joint activities and requests for cooperation shall address costs which may be incurred, the extent of school personnel involvement, and prior agreements or arrangements with the same or similar organizations.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1001.51, 1013.33, 1013.36, F.S.**

**HISTORY:**

**FORMERLY: 2.2.2.G. (2)**

**OSCEOLA COUNTY SCHOOL BOARD**

**APPENDIX A**

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