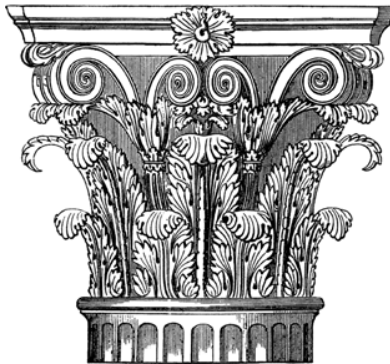




# Employee Orientation Companion Guide



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**[Government and Labor Relations SharePoint Home Page](#)**

**[Every Child ... Every Chance ... Every Day](#)**

**District Mission Statement:** *"Inspiring all learners to reach their highest potential as responsible, productive citizens"*

**District Vision Statement:** *"The School District of Osceola County will work in partnership with families and the community to ensure all learners develop the essential knowledge and skills to strengthen our thriving community."*

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## **Purpose of the SDOC Employee Orientation Annual Requirement**

**Video Link:** <https://youtu.be/Bb2EAuDIqpk>

- All SDOC employees are required to complete the SDOC Employee Orientation every year as a condition of employment.
- The *SDOC Employee Orientation* is a **general overview** of essential policies, procedures, and expectations for employees.
- Employees may be required to complete **additional training** related to the employee's specific work assignment and/ or job tasks.
- More information about the [SDOC Employee Orientation](#) annual requirement may be found on the [SDOC Employee Orientation](#) webpage of the SDOC public website.

## **Annual Reminders**

**Video Link:** <https://youtu.be/Bb2EAuDIqpk>

- All School District employees are required to read, understand, and comply with the policies contained in the Osceola County School Board Rules that apply to their work assignments.
- The content of certain modules within the [SDOC Employee Orientation](#) may be subject to further revision throughout the school year in response to:
  - the outcomes of the current Legislative Session;
  - ongoing State Board of Education rules development;
  - related technical assistance from the Florida Department of Education; and
  - subsequent revisions to Osceola County School Board policies and procedures.
- All School District employees are required to check the [SDOC Employee Orientation Updates](#) webpage to review updates regularly.

## **What's New for the 2023-24 School Year?**

**1. The following sections have been added:**

- [\*\*Teachers' Bill of Rights\*\*](#)
- [\*\*Youth Mental Health Awareness Training \(YMHAT\) Requirement\*\*](#)
- [\*\*Payroll Information\*\*](#)

**2. The existing sections on [Purpose](#) and [Annual Reminders](#) have been updated to include a supporting video and to add information about mid-year revisions pursuant to new state law and Osceola County School Board Rules.**

**3. The existing section on [Professional Ethics](#) has been revised to include specific information on revisions to state law and **new state requirements** for employees within:**

**Osceola County School Board Rules**

- [6.75 – Whistleblower Protection](#)

**State Board of Education Rules**

- [6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#)

**Florida Statutes**

- [Section 1001.42 – Powers and duties of district school board](#)
- [Section 1003.41 – State Academic Standards](#)

**4. The existing section on [Parents' Bill of Rights](#) has been revised to include specific information on revisions to state law and **new state requirements** for employees within:**

**State Board of Education Rules**

- [6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#)

**5. The existing section on [Curriculum and Instruction Expectations](#) has been revised to include specific information on revisions to state law and **new state requirements** for employees within:**

**State Board of Education Rules**

- [6A-7.0713 – Elementary School Website Listing of Library Materials and Reading Lists](#)
- [6A-7.0714 – Library and Instructional Materials Objection Report](#)
- [6A-7.0715 – Certifications and Plans for Instructional Materials and Library Media](#)
- [6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#)

**Florida Statutes**

- [Section 1001.42 – Powers and duties of district school board](#)
- [Section 1003.41 – State Academic Standards](#)

**6. The existing section on [Technology Awareness and Security Training \(TAST\)](#) has been revised to include specific information on **new state requirements** for certain software and technology; and the School District's policy for employees' use of **approved School District software only** and the consequences for sustained violations of this policy.**

**Osceola County School Board Rules**

- [3.52 – Copyrighted Materials](#)

### State Board of Education Rules

- [6A-1.0955 – Education Records](#)

### Florida Statutes

- [Section 1001.42 – Powers and duties of district school board](#)
- [Section 1003.02 – District school board operation and control of public K-12 education within the school district](#)
- [Section 1003.32 – Authority of teacher; responsibility for control of students; district school board and principal duties](#)
- [Section 1003.41 – State Academic Standards](#)
- [Section 1003.42 – Required Instruction](#)
- [Section 1006.07 – District school board duties relating to student discipline and school safety](#)
- [Section 1012.01 – Definitions](#)

7. The existing section on the *Test Security Agreement* has been revised to reflect and be consistent with state law and **new state requirements**.

8. The following policies have been added to the existing section *Essential Laws and Osceola County School Board Policies*.

### Osceola County School Board Rules

- [3.40 – Safe and Secure Schools](#)
- [3.52 – Copyrighted Materials](#)
- [6.75 – Whistleblower Protection](#)

### State Board of Education Rules

- [6A-1.0955 – Education Records](#)
- [6A-7.0713 – Elementary School Website Listing of Library Materials and Reading Lists](#)
- [6A-7.0714 – Library and Instructional Materials Objection Report](#)
- [6A-7.0715 – Certifications and Plans for Instructional Materials and Library Media](#)

### Florida Statutes

- [Chapter 1015 – Teachers' Bill of Rights](#)
- [Section 1001.212 – Office of Safe Schools](#)
- [Section 1001.42 – Powers and duties of district school board](#)
- [Section 1003.02 – District school board operation and control of public K-12 education within the school district](#)
- [Section 1003.31 – Students subject to control of school](#)
- [Section 1003.32 – Authority of teacher; responsibility for control of students; district school board and principal duties](#)
- [Section 1003.41 – State Academic Standards](#)
- [Section 1006.07 – District school board duties relating to student discipline and school safety](#)
- [Section 1008.23 – Confidentiality of assessment instruments](#)

### United States Regulations

- [US 34 CFR Part 98 – Protection of Pupil Rights Amendment \(PPRA\)](#)
- [US 34 CFR Part 99 – Family Educational Rights and Privacy \(FERPA\)](#)
- [US CFR – Title 17, Copyright Law of the United States](#)
- [US PL 104-191 -- Health Insurance Portability and Accountability Act \(HIPAA\)](#)
- [USC 20, Ch. 33 Education of Individuals with Disabilities \(IDEA\)](#)

## **Welcome from the Superintendent**

### **Video Link – <https://youtu.be/rFVDXkOhwNE>**

- This section provides a welcome greeting from Dr. Mark Shanoff, our Superintendent, and an overview of our School District's *Employee Orientation* program.
- The *Employee Orientation Companion Guide* serves as:
  - a summary of the information shared while employees view the orientation videos; and
  - a convenient reference for employees to use after completing the orientation videos.
- The “*Resources*” subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees for each *Employee Orientation* topic.

## **Welcome from the Superintendent Resources**

### **The School District of Osceola County Digital Connections**

- **Internet**
  - [Website](#)
  - [Let's Talk](#)
  - [Share Your Great](#)
- **Social Media**
  - [Facebook](#)
  - [Twitter](#)
  - [Instagram](#)
  - [YouTube](#)
  - [LinkedIn](#)
- **SharePoint Sites**
  - [SDOC Resources](#)
  - [Human Resources – Employee Support Resources](#)



# ***I. Fundamental Policies***

Part I of the School District's *Employee Orientation* highlights the fundamental policies that set the standards of service to be offered daily at every worksite.

Part I includes the following five (5) sections:

- School Board Rules
- Faculty Handbook
- Professional Ethics
- Civility
- Customer Service

## School Board Rules

**Video Link:** <https://youtu.be/q5RfhjNdzQM>

- This section highlights the School District’s policies, the School Board Rules.
- Knowing and understanding the essential policies that apply to one’s job is the key to success.
- The [Osceola County School Board Rules](#) are the policies that govern the School District, its employees, parents, and students.
- All School District employees are required to read, understand, and comply with the policies contained in the [Osceola County School Board Rules](#) that apply to their work assignments.
- The most current copy of the [Osceola County School Board Rules](#) may be accessed and downloaded as an electronic file from our School District website or the links within the *Employee Orientation Companion Guide*.
- The “Resources” subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

### School Board Rules Resources

- [Osceola County School Board Rules](#)
  - [2.261 – Family and School Partnership for Student Achievement](#)
  - [2.70 – Prohibiting Discrimination, Including Sexual and Other Forms of Harassment](#)
  - [2.80 – Reporting Child Abuse, Abandonment, or Neglect](#)
  - [2.90 – Tobacco-Free Environment](#)
  - [2.95 – Wellness Program](#)
  - [3.40 – Safe and Secure Schools](#)
  - [3.401 – Safety on School Grounds](#)
  - [3.50 – Public Information and Inspection of Records](#)
  - [3.52 – Copyrighted Materials](#)
  - [3.61 – Religious Expression in Public Schools](#)
  - [4.10 – The Curriculum](#)
  - [4.19 – Instructional Supplies and Donations](#)
  - [4.21 – Selection and Management of Instructional Materials](#)
  - [4.22 – Educational Media Materials Selection](#)
  - [4.42 – Public Appearance of School Groups](#)
  - [4.45 – Speaker Guidelines](#)
  - [4.60 – District and Statewide Assessment Program](#)
  - [4.61 – Security of Tests](#)
  - [5.30 – Student Control](#)
  - [5.301 – Student Dignity](#)
  - [5.31 – Student Detention, Search, and Seizure](#)
  - [5.321 – Prohibiting Bullying and Harassment](#)
  - [5.343 – Use of Time Out, Seclusion, and Physical Restraint for Students with Disabilities](#)
  - [5.70 – Student Records](#)
  - [6.12 – Nepotism](#)
  - [6.27 – Professional Ethics](#)

- [6.29 – Report of Misconduct](#)
  - [6.30 – Violation of Local, State, or Federal Laws](#)
  - [6.31 – Records and Reports](#)
  - [6.321 – Employee Use of Cellular Telephones](#)
  - [6.33 – Alcohol and Drug-Free Workplace](#)
  - [6.34 – Political Activities of Employees](#)
  - [6.361 – Confidentiality of Internal Investigations](#)
  - [6.37 – Suspension and Dismissal](#)
  - [6.39 – Reporting Unlawful Acts](#)
  - [6.391 – Zero Tolerance for Workplace Violence](#)
  - [6.392 – Employee Relations – Civility](#)
  - [6.511 – Absence without Leave](#)
  - [6.75 – Whistleblower Protection](#)
  - [6.84 – Prohibited Interaction with Students](#)
  - [6.96 – Gifts to Employees](#)
  - [7.32 – Internal Funds](#)
  - [7.33 – Petty Cash Funds or Change Funds](#)
  - [7.65 – Antifraud](#)
  - [7.70 – Purchasing and Competitive Solicitations](#)
  - [7.78 – Gifts](#)
  - [8.60 – Network Acceptable Use](#)
  - [8.601 – Social Media](#)
  - [9.30 – Community Use of Facilities](#)
  - [9.40 – Advertising and Commercial Activities](#)
  - [9.50 – Distribution of Literature and Materials to Students](#)
  - [9.63 – Civility and Orderly Conduct among School District Employees, Parents, and the Public](#)
- [Meet Our School Board Members](#)

## **Faculty Handbook**

**Video Link:** <https://youtu.be/rvPGdXRI7Wo>

- This section highlights the School District’s essential procedures document, the *Faculty Handbook*.
- Each School District employee is required to acknowledge by signature that the employee has received, read, and understands the policies and procedures outlined in the Faculty Handbook for each current school year.
- The employee’s completion of the *Policy Acknowledgment Page* and digital signature within the School District’s Employee Orientation program online shall fulfill this requirement.
- The “*Resources*” subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

### **Faculty Handbook Resources**

- [Faculty Handbook](#)
- [Faculty Handbook, Individual Signature Page](#)

## Professional Ethics

Video Link: <https://youtu.be/QKJ8N13A5Yo>

- This section outlines the School District's expectations for all employees regarding professional ethics.
- An effective educational program requires the services of employees who reflect:
  - integrity,
  - high expectations, and
  - human understanding.
- All School District employees shall be expected to maintain and promote these qualities.
- *Section 1001.42, Florida Statutes*, requires that all instructional and administrative personnel must be trained on ethics.
- The School Board shall also expect administrative, instructional, and support staff members to adhere to [State Board of Education Rule 6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#).
- *The Principles of Professional Conduct for the Education Profession in Florida* are the foundation for all School District and worksite operations.
- Recent revisions to [State Board of Education Rule 6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#) include:
  - *Obligation to the student requires that the individual:*
    - *Shall not intentionally provide classroom instruction to students in:*
      - ✓ *Pre-Kindergarten through Grade 8 on sexual orientation or gender identity; and in*
      - ✓ *Grades 9 through 12 on sexual orientation or gender identity unless such instruction is either expressly required by state academic standards as adopted in Rule 6A-1.09401, F.A.C., or is part of a reproductive health course or health lesson for which a student's parent has the option to have his or her student not attend; and*
    - *Shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in Section 39.01, F.S.; and*
    - *Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination. Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in Section 1000.05(4)(a), Florida Statutes [which states]:*

*It shall constitute discrimination on the basis of race, color, national origin, or sex under this section to subject any student or employee to training or instruction that espouses, promotes, advances, inculcates, or compels such student or employee to believe any of the following concepts:*

- 1. Members of one race, color, national origin, or sex are morally superior to members of another race, color, national origin, or sex.*
  - 2. A person, by virtue of his or her race, color, national origin, or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.*
  - 3. A person's moral character or status as either privileged or oppressed is necessarily determined by his or her race, color, national origin, or sex.*
  - 4. Members of one race, color, national origin, or sex cannot and should not attempt to treat others without respect to race, color, national origin, or sex.*
  - 5. A person, by virtue of his or her race, color, national origin, or sex, bears responsibility for, or should be discriminated against or receive adverse treatment because of, actions committed in the past by other members of the same race, color, national origin, or sex.*
  - 6. A person, by virtue of his or her race, color, national origin, or sex, should be discriminated against or receive adverse treatment to achieve diversity, equity, or inclusion.*
  - 7. A person, by virtue of his or her race, color, sex, or national origin, bears personal responsibility for and must feel guilt, anguish, or other forms of psychological distress because of actions, in which the person played no part, committed in the past by other members of the same race, color, national origin, or sex.*
  - 8. Such virtues as merit, excellence, hard work, fairness, neutrality, objectivity, and racial colorblindness are racist or sexist, or were created by members of a particular race, color, national origin, or sex to oppress members of another race, color, national origin, or sex.*
- **Osceola County School Board Rule 6.12 – Nepotism** requires that the School Board shall not employ two (2) or more close relatives or family members where one (1) individual is the immediate supervisor of another relative or family member. Such close relatives or family members are defined as: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.
  - Alleged violations of professional ethics, including, but not limited to, *State Board of Education Rule 6A10.081 Principles of Professional Conduct for the Education Profession in Florida* and *Osceola County School Board Rule 6.12 – Nepotism*, shall be reported to the employee's site administrator/ supervisor **and** the Chief Human Resources Officer for review and determination of an investigation.
  - Depending on the circumstances of the allegations, the investigation may be handled at the worksite by the administrator/ supervisor, or the matter may be assigned to School District investigation through the Department of Human Resources.
  - Employees are required to review and comply with the document entitled *State Board of Education Rule 6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida* and the resources linked to the *Professional Ethics Resources* section of the *Employee Orientation Companion Guide*.

- **Violations of this policy may result in employee discipline up to and including termination. In addition, certified educators may receive sanctions against the educator’s state-issued certificate.**
- The “*Resources*” subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

## Professional Ethics Resources

### Essential Resources

- [SDOC Professional Ethics](#)
- [Reporting Misconduct and Abuse](#)
- [Ethics in Education Act Resources](#)
- [SDOC Employees, Political Activities, and the Law](#)
- [Required Instruction Resources](#)
- [Individual Freedom Act Resources](#)

### Osceola County School Board Rules

- [6.12 – Nepotism](#)
- [6.27 – Professional Ethics](#)
- [6.29 – Reporting of Misconduct](#)
- [6.30 – Violation of Local, State, or Federal Laws](#)
- [6.39 – Reporting Unlawful Acts](#)
- [6.75 – Whistleblower Protection](#)

### State Board of Education Rules

- [6A-5.056 – Criteria for Suspension and Dismissal](#)
- [6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#)
- [6A-10.083 – Standards Relating to Gross Immorality and Acts of Moral Turpitude](#)

### Florida Statutes

- [Chapter 119 – Public Records](#)
- [Chapter 286 – Public Business – Miscellaneous Provisions](#)
- [Chapter 1014 – Parents' Bill of Rights](#)
- [Section 1001.42 – Powers and duties of district school board](#)
- [Section 1003.41 – State Academic Standards](#)

### Florida Commission on Ethics Resources

- [Disclosures Required by Gifts Law](#)
- [Guide to the Sunshine Amendment and the Code of Ethics, 2021](#)
- [Honoraria Law](#)
- [Overview of Laws Relating to Things of Value, Gifts, and Expenditures](#)

### Florida Government in the Sunshine Law Resources

- [Government in the Sunshine Manual, 2022](#)
- [Sunshine Law \(Open Government\) Overview](#)

## **Civility**

### **Video Link: <https://youtu.be/RgwKnOsDW1I>**

- This section outlines the School District's expectations for all employees regarding civility in all communications and interactions between the employee and other employees; between the employee and parents; and between the employee and members of the public.
- The School District shall provide all employees, to the greatest extent reasonably possible, a safe, secure, and civil workplace that is free from harassment and bullying of any kind.
- Osceola County School Board Rules [6.391 – Zero Tolerance for Workplace Violence](#), [6.392 – Employee Relations – Civility](#), and [9.63 – Civility and Orderly Conduct among School District Employees, Parents, and the Public](#) are our School District's civility policy.
- It is the responsibility of every School District employee to read, understand, and comply with our School District's civility policy.
- Florida state law and Osceola County School Board Rules prohibit conduct that constitutes bullying and harassment.
- The purposes and intent of the School District's civility policy are to:
  - promote mutual respect, civility, and orderly conduct among School District employees, parents, and the public;
  - provide rules of conduct for employees that permit and encourage positive communication by and among employees, but which also identify behaviors that are unacceptable, inappropriate, and/or disruptive to the operation of the School District;
  - maintain, to the greatest extent reasonably possible, a safe, secure workplace that is free from harassment and bullying of any kind for teachers, students, administrators, other staff, parents, and other members of the community; and
  - prohibit rude, impolite, disruptive, volatile, hostile, pejorative, derisive, disparaging, discriminatory, scandalous, false, threatening, or aggressive communications or actions by employees.
- It is not the intent of the School Board, however, to deprive any person of his or her right to freedom of expression.
- Alleged violations of this policy shall be reported to the employee's site administrator/ supervisor for review and determination of an investigation.
- Depending upon the circumstances of the allegations, the investigation may be handled at the worksite by the administrator/ supervisor, or the matter may be assigned to School District investigation through the Department of Human Resources.
- **Violations of this policy may result in employee discipline up to and including termination. In addition, certified educators may receive sanctions against the educator's state-issued certificate.**



- The “Resources” subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

## Civility Resources

### Osceola County School Board Rules

- [6.27 – Professional Ethics](#)
- [6.29 – Reporting of Misconduct](#)
- [6.391 – Zero Tolerance for Workplace Violence](#)
- [6.392 – Employee Relations – Civility](#)
- [9.63 – Civility and Orderly Conduct among School District Employees, Parents, and the Public](#)

### State Board of Education Rules

- [6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#)
- [6A-10.083 – Standards Relating to Gross Immorality and Acts of Moral Turpitude](#)
- [6A-5.056 – Criteria for Suspension and Dismissal](#)

## Customer Service

**Video Link:** <https://youtu.be/KK1SNO0Jsww>

- This section highlights the School District's expectations for all employees to provide high quality customer service for all students, parents, fellow employees, visitors, and members of the Osceola County community.
- The School District believes that a major component of ensuring high student achievement is providing excellent customer service to everyone.
- When an employee interacts with parents, school partners, or visitors, the School District's expectation is that employees shall provide their very best in:
  - *courtesy and respect;*
  - *communication;*
  - *responsiveness;* and
  - *environment.*
- The "*Resources*" subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

## Customer Service Resources

- [SDOC Website – Employees Webpage](#)
- [SDOC Customer Service Standards and Guidelines](#)

## **Parents' Bill of Rights**

**Video Link:** <https://youtu.be/pGI516kO0aQ>

- This section outlines the School District's expectations for all employees regarding compliance with the State of Florida's "Parents' Bill of Rights."
- *Chapter 1014 – Parents' Bill of Rights, Florida Statutes*, provides that:
  - It is the fundamental right of parents to direct the upbringing, education, and care of the parent's minor children.
  - The state, its political subdivisions, any other governmental entity, or other institution may not infringe upon the fundamental rights of a parent to direct the upbringing, education, health care, and mental health of a parent's minor child.
  - The School District shall not withhold from the minor child's parent any important information relating to the minor child's health, well-being, and education.
  - Florida's parents' rights include, but are not limited to, the right to:
    - direct the education, care, and moral or religious training of the parent's minor child;
    - apply to enroll the parent's minor child in the school of the parent's choice;
    - access and review all education and/ or medical records relating to the parent's minor child, unless otherwise prohibited by law;
    - make health care decisions for the parent's minor child, unless otherwise prohibited by law;
    - exempt the parent's minor child from immunizations;
    - consent in writing before any record of the parent's minor child's biometric scan, blood, or genetic information is made, shared, or stored, except as required by general law or court order.
    - consent in writing before any video or voice recording of the parent's minor child is made, shared, or stored, except as required and/ or permitted by law, such as:
      - ✓ authorized academic or extracurricular activities;
      - ✓ regular classroom instructions;
      - ✓ safety, security, or surveillance of buildings or grounds and student transportation vehicles; or
      - ✓ a photo identification card.
    - be notified promptly if an employee suspects that a criminal offense has been committed against the parent's minor child, unless otherwise prohibited by law;
    - inspect instructional materials and object to such materials on the basis of morality, sex, religion, or the belief that the materials are harmful;
    - provide a written objection to and withdraw the parent's minor child from participation in any portion of the School District's comprehensive health education that relates to sex education, acquired immunodeficiency syndrome (AIDS) education, or any instruction regarding sexuality;

- enroll the parent’s eligible minor child in gifted or special education programs; and
- opt out of any School District-level data collection relating to the parent’s minor child not required by law.

• Recent revisions to **State Board of Education Rule 6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida** include:

○ **Obligation to the student requires that the individual:**

- **Shall not intentionally provide classroom instruction to students in:**

✓ **Pre-Kindergarten through Grade 8 on sexual orientation or gender identity; and in**

✓ **Grades 9 through 12 on sexual orientation or gender identity unless such instruction is either expressly required by state academic standards as adopted in Rule 6A-1.09401, F.A.C., or is part of a reproductive health course or health lesson for which a student’s parent has the option to have his or her student not attend; and**

- **Shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student’s mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in Section 39.01, F.S.; and**

- **Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination. Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in Section 1000.05(4)(a), Florida Statutes [which states]:**

**It shall constitute discrimination on the basis of race, color, national origin, or sex under this section to subject any student or employee to training or instruction that espouses, promotes, advances, inculcates, or compels such student or employee to believe any of the following concepts:**

- 1. Members of one race, color, national origin, or sex are morally superior to members of another race, color, national origin, or sex.**
- 2. A person, by virtue of his or her race, color, national origin, or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.**
- 3. A person’s moral character or status as either privileged or oppressed is necessarily determined by his or her race, color, national origin, or sex.**
- 4. Members of one race, color, national origin, or sex cannot and should not attempt to treat others without respect to race, color, national origin, or sex.**
- 5. A person, by virtue of his or her race, color, national origin, or sex, bears responsibility for, or should be discriminated against or receive adverse treatment because of, actions committed in the past by other members of the same race, color, national origin, or sex.**

6. A person, by virtue of his or her race, color, national origin, or sex, should be discriminated against or receive adverse treatment to achieve diversity, equity, or inclusion.

7. A person, by virtue of his or her race, color, sex, or national origin, bears personal responsibility for and must feel guilt, anguish, or other forms of psychological distress because of actions, in which the person played no part, committed in the past by other members of the same race, color, national origin, or sex.

8. Such virtues as merit, excellence, hard work, fairness, neutrality, objectivity, and racial colorblindness are racist or sexist, or were created by members of a particular race, color, national origin, or sex to oppress members of another race, color, national origin, or sex.

- If a Florida school district or its employees do not comply with these state laws, a parent may:
  - bring legal action against the School District to obtain declaratory judgment; and
  - receive monetary awards of injunctive relief, damages, reasonable attorney fees, and court costs.
- Alleged violations of this policy shall be reported to the employee’s site administrator/ supervisor for review and determination of an investigation.
- Depending upon the circumstances of the allegations, the investigation may be handled at the worksite by the administrator/ supervisor, or the matter may be assigned to School District investigation through the Department of Human Resources.
- **Violations of this policy may result in employee discipline up to and including termination. In addition, certified educators may receive sanctions against the educator’s state-issued certificate.**
- The “*Resources*” subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

## Parents' Bill of Rights Resources

### Essential Resources

- [Parents' Bill of Rights Resources](#)

### Osceola County School Board Rules

- [2.261 – Family and School Partnership for Student Achievement](#)
- [6.27 – Professional Ethics](#)
- [6.29 – Reporting of Misconduct](#)
- [6.30 – Violation of Local, State, or Federal Laws](#)
- [6.39 – Reporting Unlawful Acts](#)

### State Board of Education Rules

- [6A-5.056 – Criteria for Suspension and Dismissal](#)
- [6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#)
- [6A-10.083 – Standards Relating to Gross Immorality and Acts of Moral Turpitude](#)

### Florida Statutes

- [Chapter 119 – Public Records](#)
- [Chapter 286 – Public Business – Miscellaneous Provisions](#)
- [Chapter 1014 – Parents' Bill of Rights](#)

## **Teachers' Bill of Rights**

**Video Link:** <https://youtu.be/hENVvuNTdFE>

- This section outlines the School District's expectations for all employees regarding the State of Florida's "Teachers' Bill of Rights."
- [Chapter 1015 – Teachers' Bill of Rights](#) establishes "a clear set of rights for [Florida's public school] teachers regarding their profession and classrooms" in four (4) areas:

### **1. Rights of employment** include that the teacher:

- shall have a right to work whether or not the teacher is a member of any labor union;
- may not be held civilly or criminally liable for actions carried out in conformity with State Board of Education rules, except in cases of excessive force or cruel and unusual punishment;
- may have access to liability coverage through the State of Florida's educator liability insurance program;
- may receive a reimbursement of reasonable expenses for legal services from the School District if the teacher is charged with civil or criminal actions arising out of and in the course of the performance of assigned duties and responsibilities;
- shall have the right to be free from discrimination in public K- 20 educational institutions; and
- shall be provided multiple pathways to earn a Florida educator certificate.

### **2. Right to continuing education** includes that the teacher:

- shall have a guaranteed coordinated system of professional development with the goals of increasing student achievement, enhancing classroom instruction, and preparing students for continuing their education or joining the workforce; and
- may receive a waiver for tuition and fees for up to six (6) credit hours per term at a state university or Florida College System institution.

### **3. Right to control the classroom** includes that the teacher, **in accordance with state and federal law and the Osceola County School Board's [Code of Student Conduct](#) and [Matrix of Infractions and Possible Consequences](#):**

- has the authority to control and discipline students in the teacher's classroom and in other places in which the teacher is assigned to be in charge of students;
- may establish classroom rules of conduct;
- may establish and implement consequences, which are designed to change behavior, for infractions of classroom rules of conduct;
- may have disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students removed from the classroom for behavior management intervention;

- have violent, abusive, uncontrollable, or disruptive students directed to appropriate school or School District personnel for information and assistance;
- assist in enforcing school rules on school property, during school-sponsored transportation, and during school-sponsored activities;
- request and receive information relating to the disposition of any referrals to administration for a violation of classroom rules of conduct or school rules;
- request and receive immediate assistance in classroom management if a student becomes uncontrollable or in the case of an emergency;
- request and receive training and other assistance to improve the teacher's skills in classroom management, violence prevention, conflict resolution, and related areas;
- press charges if there is a reason to believe that a crime has been committed on school property, during school-sponsored transportation, or during school-sponsored activities;
- use reasonable force, according to standards adopted by the State Board of Education, to protect the teacher's self or others from injury; and
- has a rebuttable presumption that the teacher was taking necessary action to restore or maintain the safety or educational atmosphere of the teacher's classroom in cases in which a teacher faces litigation or professional practices sanctions for an action so taken.

**4. Right to direct classroom instruction** includes that the teacher:

- has the right to direct the teacher's classroom instruction in accordance with state and federal law and Osceola County School Board Rules;
  - may either request that the Commissioner of Education appoint a special magistrate to review the dispute or bring an action against the School District to obtain declaratory or injunctive relief if a School District or school administrator directs the teacher to take some action contrary to state law; and
  - has the right to receive student assessment data in a timely manner in order to assist in instruction.
- Further, pursuant to [Section 1003.32 – Authority of teacher; responsibility for control of students; district school board and principal duties, Florida Statutes](#),
    - When a student is sent by a teacher to the school principal's office for behavioral concerns, the school principal shall determine whether the student violated the Osceola County School Board's [Code of Student Conduct](#) and shall apply student discipline in accordance with the Osceola County School Board's [Code of Student Conduct](#) and [Matrix of Infractions and Possible Consequences](#).
    - The school principal must inform the referring teacher of any disciplinary action taken, or lack thereof, if the situation so warrants.
    - If the school principal deviates from the teacher's recommended course of action, then the school principal must inform the teacher in writing of the basis for such a deviation from the teacher's recommendation.



- Alleged violations of this policy shall be reported to the employee’s site administrator/ supervisor for review and determination of an investigation.
- Depending upon the circumstances of the allegations, the investigation may be handled at the worksite by the administrator/ supervisor, or the matter may be assigned to School District investigation through the Department of Human Resources.
- **Violations of this policy may result in employee discipline up to and including termination. In addition, certified educators may receive sanctions against the educator’s state-issued certificate.**
- The “*Resources*” subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

## Teachers' Bill of Rights Resources

### Essential Resources

- [SDOC Professional Ethics](#)
- [Reporting Misconduct and Abuse](#)
- [Ethics in Education Act Resources](#)
- [Required Instruction Resources](#)
- [Individual Freedom Act Resources](#)

### Osceola County School Board Rules

- [2.261 – Family and School Partnership for Student Achievement](#)
- [6.27 – Professional Ethics](#)
- [6.29 – Reporting of Misconduct](#)
- [6.30 – Violation of Local, State, or Federal Laws](#)
- [6.39 – Reporting Unlawful Acts](#)
- [6.75 – Whistleblower Protection](#)
- [Osceola County School Board Code of Student Conduct](#)
- [Osceola County School Board Code of Student Conduct Matrix of Infractions and Possible Consequences](#)

### State Board of Education Rules

- [6A-5.056 – Criteria for Suspension and Dismissal](#)
- [6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#)
- [6A-10.083 – Standards Relating to Gross Immorality and Acts of Moral Turpitude](#)

### Florida Statutes

- [Chapter 1015 – Teachers' Bill of Rights](#)
- [Section 1001.42 – Powers and duties of district school board](#)
- [Section 1003.02 – District school board operation and control of public K-12 education within the school district](#)
- [Section 1003.31 – Students subject to control of school](#)
- [Section 1003.32 – Authority of teacher; responsibility for control of students; district school board and principal duties](#)
- [Section 1003.41 – State Academic Standards](#)
- [Section 1003.42 – Required Instruction](#)
- [Section 1006.07 – District school board duties relating to student discipline and school safety](#)
- [Section 1012.01 – Definitions](#)

## Curriculum and Instruction Expectations

**Video Link:** <https://youtu.be/uD-rle9am18>

- This section outlines the School District's expectations for all employees regarding curriculum and instruction that employees provide for Osceola County parents and students.
- It is the responsibility of every School District employee to read, understand, and comply with our School District's policies and procedures for curriculum and instruction, including, but not limited to, the document [SDOC Guidance for the Instruction of Sensitive Factual Content](#).
- **State Board of Education Rule 6A-1.094124 – Required Instruction Planning and Reporting, Florida Administrative Code (FAC)** [as amended June 10, 2021; excerpt] states:

*(3) As provided in Section 1003.42(2), F.S., members of instructional staff in public schools must teach the required instruction topics efficiently and faithfully, using materials that meet the highest standards of professionalism and historical accuracy.*

*(a) Efficient and faithful teaching of the required topics must be consistent with the state academic standards and the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards.*

*(b) Instruction on the required topics must be factual and objective, and may not suppress or distort significant historical events, such as the Holocaust, slavery, the Civil War and Reconstruction, the civil rights movement and the contributions of women, African American and Hispanic people to our country, as already provided in Section 1003.42(2), F.S. Examples of theories that distort historical events and are inconsistent with State Board approved standards include the denial or minimization of the Holocaust, and the teaching of Critical Race Theory, meaning the theory that racism is not merely the product of prejudice, but that racism is embedded in American society and its legal systems in order to uphold the supremacy of white persons. Instruction may not utilize material from the 1619 Project and may not define American history as something other than the creation of a new nation based largely on universal principles stated in the Declaration of Independence. Instruction must include the U.S. Constitution, the Bill of Rights, and subsequent amendments.*

*(c) Efficient and faithful teaching further means that any discussion is appropriate for the age and maturity level of the students, and teachers serve as facilitators for student discussion and do not share their personal views or attempt to indoctrinate or persuade students to a particular point of view that is inconsistent with the state academic standards and the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards.*

- Recent revisions to [State Board of Education Rule 6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#) include:

- **Obligation to the student requires that the individual:**

- **Shall not intentionally provide classroom instruction to students in:**

- ✓ **Pre-Kindergarten through Grade 8 on sexual orientation or gender identity; and in**

- ✓ **Grades 9 through 12 on sexual orientation or gender identity unless such instruction is either expressly required by state academic standards as adopted in Rule 6A-1.09401, F.A.C., or is part**

of a reproductive health course or health lesson for which a student's parent has the option to have his or her student not attend; and

- Shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in Section 39.01, F.S.; and
- Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination. Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in Section 1000.05(4)(a), Florida Statutes [which states]:

It shall constitute discrimination on the basis of race, color, national origin, or sex under this section to subject any student or employee to training or instruction that espouses, promotes, advances, inculcates, or compels such student or employee to believe any of the following concepts:

1. Members of one race, color, national origin, or sex are morally superior to members of another race, color, national origin, or sex.
2. A person, by virtue of his or her race, color, national origin, or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.
3. A person's moral character or status as either privileged or oppressed is necessarily determined by his or her race, color, national origin, or sex.
4. Members of one race, color, national origin, or sex cannot and should not attempt to treat others without respect to race, color, national origin, or sex.
5. A person, by virtue of his or her race, color, national origin, or sex, bears responsibility for, or should be discriminated against or receive adverse treatment because of, actions committed in the past by other members of the same race, color, national origin, or sex.
6. A person, by virtue of his or her race, color, national origin, or sex, should be discriminated against or receive adverse treatment to achieve diversity, equity, or inclusion.
7. A person, by virtue of his or her race, color, sex, or national origin, bears personal responsibility for and must feel guilt, anguish, or other forms of psychological distress because of actions, in which the person played no part, committed in the past by other members of the same race, color, national origin, or sex.
8. Such virtues as merit, excellence, hard work, fairness, neutrality, objectivity, and racial colorblindness are racist or sexist, or were created by members of a particular race, color, national origin, or sex to oppress members of another race, color, national origin, or sex.

- Alleged violations of this policy shall be reported to the employee’s site administrator/ supervisor for review and determination of an investigation.
- Depending upon the circumstances of the allegations, the investigation may be handled at the worksite by the administrator/ supervisor, or the matter may be assigned to School District investigation through the Department of Human Resources.
- **Violations of this policy may result in employee discipline up to and including termination. In addition, certified educators may receive sanctions against the educator’s state-issued certificate.**
- The “*Resources*” subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

## Curriculum and Instruction Expectations Resources

### Essential Resources

- [SDOC Guidance for the Instruction of Sensitive Factual Content](#)
- [Required Instruction Resources](#)
- [Individual Freedom Act Resources](#)

### Osceola County School Board Rules

- [2.261 – Family and School Partnership for Student Achievement](#)
- [2.70 – Prohibiting Discrimination, Including Sexual and Other Forms of Harassment](#)
- [3.61 – Religious Expression in Public Schools](#)
- [4.10 – The Curriculum](#)
- [4.42 – Public Appearance of School Groups](#)
- [4.45 – Speaker Guidelines](#)
- [5.321 – Prohibiting Bullying and Harassment](#)
- [6.27 – Professional Ethics](#)
- [6.29 – Reporting of Misconduct](#)
- [6.30 – Violation of Local, State, or Federal Laws](#)
- [6.321 – Employee Use of Cellular Telephones](#)
- [8.60 – Network Acceptable Use](#)
- [8.601 – Social Media](#)
- [9.30 – Community Use of Facilities](#)
- [9.50 – Distribution of Literature and Materials to Students](#)
- [9.63 – Civility and Orderly Conduct among School District Employees, Parents, and the Public](#)

### State Board of Education Rules

- [6A-1.094124 – Required Instruction Planning and Reporting](#)
- [6A-5.056 – Criteria for Suspension and Dismissal](#)
- [6A-7.0713 – Elementary School Website Listing of Library Materials and Reading Lists](#)
- [6A-7.0714 – Library and Instructional Materials Objection Report](#)
- [6A-7.0715 – Certifications and Plans for Instructional Materials and Library Media](#)
- [6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#)
- [6A-10.083 – Standards Relating to Gross Immorality and Acts of Moral Turpitude](#)

### Florida Statutes

- [Chapter 1014 – Parents' Bill of Rights](#)
- [Section 104.31 – Political activities of state, county, and municipal officers and employees](#)
- [Section 106.15 – Certain acts prohibited](#)
- [Section 110.233 – Political activities and unlawful acts prohibited](#)
- [Section 1001.42 – Powers and duties of district school board](#)
- [Section 1003.41 – State Academic Standards](#)
- [Section 1003.42 – Required Instruction](#)
- [Section 1012.01 – Definitions](#)

## **Employee Attendance Expectations**

**Video Link:** <https://youtu.be/QSI6rajIZ1A>

- This section outlines the School District's expectations for all employees regarding attendance, being on time for work, and reporting absences from work prior to the absence.
- It is the responsibility of every School District employee to read, understand, and comply with our School District's policies and procedures within the document [SDOC Employee Attendance Expectations](#).
- All employees are expected to be present for work on *scheduled workdays* at *assigned times* unless on approved leave only when necessary.
- **No employee absence without authorized leave shall be accepted.**
- Employees who take any unauthorized leave from work shall be subject to progressive discipline up to and including dismissal in accordance with Osceola County School Board Rules and the terms and conditions of our applicable collective bargaining agreements (e.g., contracts).
- To report an absence from work, **instructional employees** shall:
  1. Request a substitute through the automated substitute calling system (e.g., Frontline) prior to seven o'clock p.m. (07:00 PM) the night before the absence except when unforeseen events make such arrangements impractical; **and**
  2. Request the appropriate leave through the SDOC Employee Portal.
  3. School administrators or their designees (e.g., substitute coordinators) may request, but not require, that instructional employees call to report an absence from work so that appropriate coverage for student safety, supervision, and instruction can continue efficiently.
- To report an absence, **all other employees** shall:
  1. Request the appropriate leave through the SDOC Employee Portal by noon (12:00 PM) of the workday before the absence except when unforeseen events make such arrangements by the employee impractical; **and**
  2. Contact the employee's administrator/ supervisor.
- Alleged violations of this policy shall be reported to the employee's site administrator/ supervisor for review and determination of an investigation.
- Depending upon the circumstances of the allegations, the investigation may be handled at the worksite by the administrator/ supervisor, or the matter may be assigned to School District investigation through the Department of Human Resources.
- **Violations of this policy may result in employee discipline up to and including termination. In addition, certified educators may receive sanctions against the educator's state-issued certificate.**
- The "*Resources*" subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

## Employee Attendance Expectations Resources

### Essential Resources

- [SDOC Employee Attendance Expectations](#)

### Osceola County School Board Rules

- [6.27 – Professional Ethics](#)
- [6.29 – Reporting of Misconduct](#)
- [6.30 – Violation of Local, State, or Federal Laws](#)
- [6.39 – Reporting Unlawful Acts](#)

### State Board of Education Rules

- [6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#)
- [6A-10.083 – Standards Relating to Gross Immorality and Acts of Moral Turpitude](#)
- [6A-5.056 – Criteria for Suspension and Dismissal](#)



## **Political Activities of Employees**

**Video Link:** <https://youtu.be/kFNi-sZ13Hs>

- This section outlines the School District's expectations for all employees regarding political activities.
- It is the responsibility of every School District employee to read, understand, and comply with our School District's policies and procedures, including, but not limited to, the document [SDOC Employees, Political Activities, and the Law](#).
- As individuals, all SDOC employees may exercise all rights and obligations of citizenship provided in the Florida Constitution and state laws and the United States Constitution and federal laws.
- Florida's *Principles of Professional Conduct for the Education Profession in Florida* state that each public education employee has an "[o]bligation to the public" and "requires that the individual:
  1. *Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.*
  2. *Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.*
  3. *Shall not use institutional privileges for personal gain or advantage.*
  4. *Shall accept no gratuity, gift, or favor that might influence professional judgment.*
  5. *Shall offer no gratuity, gift, or favor to obtain special advantages."*
- **During off-duty, non-work hours only**, all School District employees may:
  - Vote.
  - Be a poll worker.
  - Run for public office in partisan or nonpartisan elections.
  - Campaign for and hold office in political clubs and organizations.
  - Actively campaign for candidates for public office in partisan and nonpartisan elections.
  - Contribute money to political organizations.
  - Attend political fundraising functions.
- All School District employees shall **not**:
  - Hold, or be a candidate for, public office while on duty or during work hours.
  - Take any active part in a political campaign while on duty or during work hours.
  - Use official authority or influence to interfere with or affect the results of an election or nomination.
  - Directly or indirectly coerce contributions from subordinates in support of a political party or candidate.
  - Involve students in national, state, or local political activities during the instructional day.
  - Use school buildings, grounds, or equipment for personal political activities.
  - Use the data network for political advertisements or political activities.
  - Post personal views on social, political, religious, or other non-business-related matters on the School District network.
- Alleged violations of this policy shall be reported to the employee's site administrator/ supervisor for review and determination of an investigation.
- Depending upon the circumstances of the allegations, the investigation may be handled at the worksite by the administrator/ supervisor, or the matter may be assigned to School District investigation through the Department of Human Resources.

- **Violations of this policy may result in employee discipline up to and including termination. In addition, certified educators may receive sanctions against the educator’s state-issued certificate.**
- The “*Resources*” subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

## Political Activities of Employees Resources

### Essential Resources

- [SDOC Employees, Political Activities, and the Law](#)

### Osceola County School Board Rules

- [2.261 – Family and School Partnership for Student Achievement](#)
- [2.70 – Prohibiting Discrimination, Including Sexual and Other Forms of Harassment](#)
- [4.10 – The Curriculum](#)
- [4.42 – Public Appearance of School Groups](#)
- [4.45 – Speaker Guidelines](#)
- [5.321 – Prohibiting Bullying and Harassment](#)
- [6.27 – Professional Ethics](#)
- [6.29 – Reporting of Misconduct](#)
- [6.30 – Violation of Local, State, or Federal Laws](#)
- [6.321 – Employee Use of Cellular Telephones](#)
- [6.34 – Political Activities of Employees](#)
- [6.39 – Reporting Unlawful Acts](#)
- [8.60 – Network Acceptable Use](#)
- [8.601 – Social Media](#)
- [9.30 – Community Use of Facilities](#)
- [9.40 – Advertising and Commercial Activities](#)
- [9.50 – Distribution of Literature and Materials to Students](#)
- [9.63 – Civility and Orderly Conduct among School District Employees, Parents, and the Public](#)

### State Board of Education Rules

- [6A-1.094124 – Required Instruction Planning and Reporting](#)
- [6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#)
- [6A-10.083 – Standards Relating to Gross Immorality and Acts of Moral Turpitude](#)
- [6A-5.056 – Criteria for Suspension and Dismissal](#)

### Florida Statutes

- [Chapter 1014 – Parents' Bill of Rights](#)
- [Section 104.31 – Political activities of state, county, and municipal officers and employees](#)
- [Section 106.15 – Certain acts prohibited](#)
- [Section 110.233 – Political activities and unlawful acts prohibited](#)
- [Section 1003.42 – Required Instruction](#)
- [Section 1012.01 – Definitions](#)

## ***II. Prohibiting Discrimination and Bullying***

Part II of the School District's *Employee Orientation* highlights critical policies that prohibit specific behaviors at every worksite.

Part II includes the following two (2) sections:

- Prohibiting Discrimination
- Prohibiting Bullying

## **Prohibiting Discrimination**

**Video Link:** [https://youtu.be/GQ\\_VYM2H8Nk](https://youtu.be/GQ_VYM2H8Nk)

This section outlines the School District's policy that prohibits employees from engaging in discrimination, harassment, and/ or retaliation toward students or employees.

No School District employee may engage in any behavior which is discrimination, harassment, and/ or retaliation against an employee who files a complaint alleging a violation of related School Board policies.

[Osceola County School Board Rule 2.70 – Prohibiting Discrimination, Including Sexual and Other Forms of Harassment](#) states:

*No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, genetic information, sexual orientation, gender identity, or pregnancy 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. ...*

*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.*

...

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

*Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation of, or filing a complaint of, discrimination.*

- Alleged violations of this policy shall be reported to the employee's site administrator/ supervisor **and** the Chief Human Resources Officer for review and determination of an investigation.
- Depending upon the circumstances of the allegations, the investigation may be handled at the worksite by the administrator/ supervisor, or the matter may be assigned to School District investigation through the Department of Human Resources.
- **Violations of this policy may result in employee discipline up to and including termination. In addition, certified educators may receive sanctions against the educator's state-issued certificate.**
- The "*Resources*" subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

## Prohibiting Discrimination Resources

### Osceola County School Board Rules

- [2.70 – Prohibiting Discrimination, Including Sexual and Other Forms of Harassment](#)
- [5.321 – Prohibiting Bullying and Harassment](#)
- [6.27 – Professional Ethics](#)
- [6.29 – Reporting of Misconduct](#)
- [6.30 – Violation of Local, State, or Federal Laws](#)
- [6.39 – Reporting Unlawful Acts](#)
- [6.391 – Zero Tolerance for Workplace Violence](#)
- [8.60 – Network Acceptable Use](#)
- [8.601 – Social Media](#)

### State Board of Education Rules

- [6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#)
- [6A-10.083 – Standards Relating to Gross Immorality and Acts of Moral Turpitude](#)
- [6A-5.056 – Criteria for Suspension and Dismissal](#)

## **Prohibiting Bullying**

**Video Link:** <https://youtu.be/imSqjKxUbl4>

- This section outlines the School District's policy that prohibits:
  - students from engaging in bullying of other students; and
  - employees from engaging in bullying of students or other employees.
- [Osceola County School Board Rule 5.321 – Prohibiting Bullying and Harassment](#) states:

*“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, including, but not limited to cyberbullying.”*
- Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees.
- Bullying is 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.
- Bullying and/ or harassment of any student or school employee is prohibited:
  - during any educational program or activity conducted by a public K-12 educational institution;
  - during any school related or school sponsored activity;
  - on a school bus of a public K-12 educational institution;
  - using data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution.
- All School District employees and volunteers shall:
  - model and demonstrate appropriate behavior;
  - treat others with civility and respect;
  - refuse to tolerate bullying or harassment; and
  - report alleged violations of this policy by anyone to the employee's administrator/ supervisor.
- School District employees and volunteers shall be reasonably aware of the warning signs that a student is being bullied, including, but not limited to, social withdrawal, tardiness, and absenteeism, and report such students to the employee's administrator/ supervisor.
- School District employees and volunteers shall apply appropriate bullying prevention strategies and participate in bullying prevention efforts at the employee's worksite.
- School District employees and volunteers may consult the School District Bullying Prevention Specialist for additional training and resources.
- Alleged violations of this policy shall be reported to the employee's site administrator/ supervisor for review and determination of an investigation.

- Depending upon the circumstances of the allegations, the investigation may be handled at the worksite by the administrator/ supervisor, or the matter may be assigned to School District investigation through the Department of Human Resources.
- **Violations of this policy may result in employee discipline up to and including termination. In addition, certified educators may receive sanctions against the educator’s state-issued certificate.**
- The “Resources” subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

## Prohibiting Bullying Resources

### Osceola County School Board Rules

- [2.70 – Prohibiting Discrimination, Including Sexual and Other Forms of Harassment](#)
- [5.30 – Student Control](#)
- [5.301 – Student Dignity](#)
- [5.31 – Student Detention, Search, and Seizure](#)
- [5.321 – Prohibiting Bullying and Harassment](#)
- [6.27 – Professional Ethics](#)
- [6.29 – Reporting of Misconduct](#)
- [6.30 – Violation of Local, State, or Federal Laws](#)
- [6.39 – Reporting Unlawful Acts](#)
- [6.391 – Zero Tolerance for Workplace Violence](#)
- [6.84 – Prohibited Interaction with Students](#)
- [8.60 – Network Acceptable Use](#)
- [8.601 – Social Media](#)

### State Board of Education Rules

- [6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#)
- [6A-10.083 – Standards Relating to Gross Immorality and Acts of Moral Turpitude](#)
- [6A-5.056 – Criteria for Suspension and Dismissal](#)

### Websites

- [Stop Bullying](#)
- [iSafe](#)
- [Teaching Tolerance](#)
- [National Crime Prevention Council](#)

### **III. Reporting Child Abuse, Abandonment, or Neglect**

Part III of the School District's *Employee Orientation* highlights the critical policy that all School District employees are required to report immediately any cases of known or suspected child abuse, abandonment, or neglect to the Florida Department of Children and Families (DCF).

Part III includes the following section:

- Reporting Child Abuse, Abandonment, or Neglect



## **Reporting Child Abuse, Abandonment, or Neglect**

**Video Link:** <https://youtu.be/PziBuFaul9Q>

- This section outlines the School District’s expectations for all employees regarding mandatory reporting of child abuse, abandonment, and neglect.
- The safety and security of all Osceola County students is the priority of all School District employees.
- All School District employees shall read, understand, and comply with all requirements within [Osceola County School Board Rule 2.80 – Reporting Child Abuse, Abandonment, or Neglect](#), which states:
  - “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 and Families (DCF) Florida Abuse Hotline (**1-800-96-ABUSE**, 24 hours a day, 7 days a week).”
- Employees **and** their administrators/ supervisors shall follow the School District protocol for reporting known or suspected cases of child abuse, abandonment, and neglect to:
  - the Florida Department of Children and Families;
  - the appropriate local law enforcement agency; and
  - the School District Department of Human Resources.
- Administrators/ supervisors shall complete and submit the appropriate School District report form to School District Leadership.
- *Section 1012.98(13) – School Community Professional Development Act, Florida Statutes*, requires all School District employees to complete the Florida Department of Children and Families (DCF) online training at least once during employment with the School District. The DCF training may be accessed at the following link:
  - <http://www3.fl-dcf.org/RCAAN/>
- Once the employee completes the one (1) hour training, the employee shall submit a copy of the certificate of completion to the employee’s administrator/ supervisor.
- If an employee transfers to another work site within the School District, the employee shall be required to provide the receiving administrator/ supervisor with a copy of the certificate of completion.
- Administrators/ supervisors shall maintain a record of this required DCF training for each employee.
- **In addition, all School District employees shall review the School District’s policies and procedures for mandatory reporting of child abuse, abandonment, and neglect at least annually.**
- **Violations of this policy may result in employee discipline up to and including termination. In addition, certified educators may receive sanctions against the educator’s state-issued certificate.**
- The “*Resources*” subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

## Reporting Child Abuse, Neglect, or Abandonment Resources

### Osceola County School Board Rules

- [2.70 – Prohibiting Discrimination, Including Sexual and Other Forms of Harassment](#)
- [2.80 – Reporting Child Abuse, Abandonment, or Neglect](#)
- [3.401 – Safety on School Grounds](#)
- [5.30 – Student Control](#)
- [5.301 – Student Dignity](#)
- [5.321 – Prohibiting Bullying and Harassment](#)
- [5.343 – Use of Time Out, Seclusion, and Physical Restraint for Students with Disabilities](#)
- [6.27 – Professional Ethics](#)
- [6.29 – Report of Misconduct](#)
- [6.30 – Violation of Local, State, or Federal Laws](#)
- [6.321 – Employee Use of Cellular Telephones](#)
- [6.361 – Confidentiality of Internal Investigations](#)
- [6.39 – Reporting Unlawful Acts](#)
- [6.391 – Zero Tolerance for Workplace Violence](#)
- [6.392 – Employee Relations – Civility](#)
- [6.84 – Prohibited Interaction with Students](#)
- [8.60 – Network Acceptable Use](#)
- [9.63 – Civility and Orderly Conduct Among School District Employees, Parents, and the Public](#)

### State Board of Education Rules

- [6A-5.056 – Criteria for Suspension and Dismissal](#)
- [6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#)
- [6A-10.083 – Standards Relating to Gross Immorality and Acts of Moral Turpitude](#)

### Florida Statutes

- [Section 39.201 – Mandatory reports of child abuse, abandonment, or neglect; mandatory reports of death; central abuse hotline, Florida Statutes](#)
- [Section 1012.01 – Definitions, Florida Statutes](#)

## **IV. Technology Policies**

Part IV of the School District's *Employee Orientation* highlights the critical policies that govern all School District employees and students when using the School District's technology and/ or network.

Part IV includes the following section:

- Technology Awareness and Security Training (TAST)

**Note: This section is only a general orientation. Employees may be required to complete additional training related to the employee's specific work assignment and/ or job tasks.**

## **Technology Awareness and Security Training (TAST)**

**Video Link:** <https://youtu.be/DDBAwAxMAEQ>

- This section outlines the School District's expectations for all employees related to the appropriate use of School District technology.
- **Copyright**
  - Employees shall comply with federal and state copyright laws and acceptable use of all media.
  - The School District shall not support any employee charged with a copyright violation.
- **Data/Cloud Storage**
  - All employees shall have a School District Microsoft Office 365 account with OneDrive storage.
  - Employees shall not use public clouds including, but not limited to, Google Drive or Dropbox for School District business.
- **Electronic Records**
  - Employees shall comply with state law and School District policies and procedures for records retention and destruction of both electronic and hardcopy records.
  - Student data, information, and records are confidential.
- **Electronic Security**
  - Employees shall keep work-related passwords confidential and secured.
  - Employees shall lock computers when not in use.
- **E-mail**
  - Employees shall use their School District e-mail account for School District business.
  - Employees shall use the required standard format for School District e-mail signatures.
  - School District e-mail is stored for all users on an archive server for three (3) years.
  - Employees are responsible for retaining any e-mail records, including attachments, if state law requires their retention for longer than three (3) years.
- **Network**
  - The School District reserves the right to log, monitor, examine, and evaluate all usage of its technology resources.
  - Employees may choose to connect to the School District wireless guest network with personal devices (laptops, tablets, iPads, e-readers, or cell phones).
  - All forms of sabotage to School District technology resources shall be investigated and prosecuted to the full extent of the law.
  - Employees are required to report all suspicious activity to the Help Desk at 407-870-4000 or extension 67000.
- **Social Media**
  - Employees should read [Osceola County School Board Rule 8.601 – Social Media](#) and the [School District Guidelines for the Use of Social Networking Websites and/ or Blogs](#) and ask their administrator/supervisor if they still have questions.
  - *Section 1003.02 – District school board operation and control of public K-12 education within the school district, Florida Statutes*, prohibits the use of TikTok or any successor application or service on School District-owned devices or as a platform to communicate or promote any School District, school, school-sponsored club, extracurricular organization, or athletic team.

- **Software**

- Employees may only install and use software on School District devices and/ or the School District network that the School District Software Committee has approved.

- **Technology Purchases**

- The School District has established procedures and existing vendor bids/ contracts to be used when purchasing computer software and hardware.

- **Using Technology with Students**

- All students have Microsoft Office 365 e-mail accounts, cloud storage, collaborative spaces, online applications (e.g., “apps”), and more.
- The School District Software and Web Tools Committee meets monthly to review and approve new software and web tools for employee and student use.
- Employees and students may use approved software and web tools (free or paid) only.
- Per Section 1003.02 – District school board operation and control of public K-12 education within the school district, Florida Statutes, students may not access social media platforms through the use of Internet access provided by the School District, except when expressly directed by a teacher solely for educational purposes.
- Per Section 1006.07 – District school board duties relating to student discipline and school safety, Florida Statutes, students may not use wireless communications devices during instructional time except when expressly directed by a teacher solely for educational purposes.
- Per Section 1003.32 – Authority of teacher; responsibility for control of students; district school board and principal duties, Florida Statutes, teachers may establish classroom rules of conduct to include designating an area for wireless communications devices to be stored during instructional time.

- **Websites**

- Employees shall not use free or paid web hosting services (e.g., GoDaddy, Weebly, etc.) for conducting School District-related business.
- Teachers shall contact the School District’s webmaster to request creating websites for School District business.

- 
- Alleged violations of this policy shall be reported to the employee’s site administrator/ supervisor for review and determination of an investigation.
  - Depending upon the circumstances of the allegations, the investigation may be handled at the worksite by the administrator/ supervisor, or the matter may be assigned to School District investigation through the Department of Human Resources.
  - **Violations of this policy may result in employee discipline up to and including termination. In addition, certified educators may receive sanctions against the educator’s state-issued certificate.**
  - The “Resources” subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

## Technology Awareness and Security Training (TAST) Resources

### Osceola County School District Procedures

- [Employee Technology Awareness and Security Handbook](#)
- [Guidelines for the Use of Social Networking Websites and/ or Blogs](#)

### Osceola County School Board Rules

- [3.50 – Public Information and Inspection of Records](#)
- [3.52 – Copyrighted Materials](#)
- [5.70 – Student Records](#)
- [6.27 – Professional Ethics](#)
- [6.29 – Reporting of Misconduct](#)
- [6.30 – Violation of Local, State, or Federal Laws](#)
- [6.31 – Records and Reports](#)
- [6.321 – Employee Use of Cellular Telephones](#)
- [8.60 – Network Acceptable Use](#)
- [8.601 – Social Media](#)

### State Board of Education Rules

- [6A-1.0955 – Education Records](#)
- [6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#)

### Florida Statutes

- [Chapter 119 - Public Records](#)
  - [Section 1001.42 – Powers and duties of district school board](#)
  - [Section 1003.02 – District school board operation and control of public K-12 education within the school district](#)
  - [Section 1003.32 – Authority of teacher; responsibility for control of students; district school board and principal duties](#)
  - [Section 1003.41 – State Academic Standards](#)
  - [Section 1003.42 – Required Instruction](#)
  - [Section 1006.07 – District school board duties relating to student discipline and school safety](#)
  - [Section 1012.01 – Definitions](#)

## **V. ChildFind**

Part V of the School District's *Employee Orientation* highlights the federal requirement that all School District employees identify and support students with disabilities in a timely manner.

Part V includes the following section:

- ChildFind

## ChildFind

**Video Link:** <https://youtu.be/DwX-ibySGBY>

- This section outlines the School District’s expectations for all employees regarding compliance with federal requirements for ChildFind.
- ChildFind is a federal requirement to ensure that each school district locates, evaluates, and identifies children with disabilities in a timely manner so that they receive needed instruction, interventions, and accommodations within the general education classroom setting as early as possible.
- ChildFind applies to all students who attend traditional or charter public schools, who attend private schools, or who are homeschooled.
- Child Find requires all School District employees to use their professional experience and knowledge to identify students who demonstrate academic, social, emotional, and/or behavioral difficulties without waiting for the parent to request an evaluation.
- ChildFind requires each school district to evaluate a student when there is “reason to suspect” or a “reason to believe” that the student may have a disability and need special education services, which may be Exceptional Student Education (ESE) and/ or Section 504 supports.
- In Florida, the timeline for evaluation is sixty (60) calendar days from the date the school receives the parent consent to conduct an evaluation.
- When a student receives evidence-based interventions that are implemented with fidelity and the progress monitoring data indicate that the student is not making progress, a team of school professionals along with the parents may recommend an evaluation to determine eligibility for ESE services.
- Parents may request an evaluation of their child at any time if they suspect that there may be a disability.
- If the student does not appear to need ESE services, then the parent and the school team may determine that the student only needs a Section 504 evaluation.
- Evaluation for Section 504 is triggered when a student, because of his or her impairment, needs or is believed to need accommodations in order to access general education. Examples of typical impairments include, but are not limited to, Attention Deficit Hyperactivity Disorder, asthma, diabetes, depression, anxiety, or seizure disorder.
- The “*Resources*” subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.



## ChildFind Resources

### Essential Resources

- [Individuals with Disabilities Education Act, Section 300.111 Child Find](#)
- [Office of Special Education and Rehabilitative Services \(OSERS\)](#)
- [Office of Special Education Programs \(OSEP\)](#)
- [FLDOE ESE Policies and Procedures \(SP&P\) Monitoring](#)

## **VI. Health-Related Policies**

Part VI of the School District's *Employee Orientation* highlights the critical health-related policies that govern all School District employees in limiting their exposure to bloodborne pathogens and knowing their rights regarding safety requirements for chemicals used in the workplace.

Part VI includes the following two (2) sections:

- Bloodborne Pathogens
- Right to Know

**Note:** These sections are only a general orientation. Employees may be required to complete additional training related to the employee's specific work assignment and/ or job tasks.

## **Bloodborne Pathogens**

**Video Link:** <https://youtu.be/9eTet8M8-AM>

- This section outlines the School District's expectations for all employees regarding compliance with health safety policies and procedures that address bloodborne pathogens.
- Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to: Hepatitis B (HBV); Hepatitis C (HCV); and Human Immunodeficiency Virus (HIV).
- Potentially infectious materials include, but are not limited to: blood, urine, saliva, vomit, skin tissue, cell cultures, and other body fluids.
- Bloodborne pathogens are transmitted through contact between blood of other body fluids and non-intact skin or mucus membranes such as eyes, mouth, or nose.
- Needles and other sharps-related injuries may also expose workers to bloodborne pathogens.
- Employees may come in contact with bloodborne pathogens during administering first aid, accidents, post-accident cleaning, custodial work, and/ or maintenance work.
- Hepatitis B vaccinations are available for all potentially exposed employees:
  - Athletic Coaches and Trainers;
  - Bus Drivers and Attendants;
  - Custodians;
  - District/ School Nurses and School Clinic Attendants;
  - Exceptional Student Education (ESE) Teachers and ESE Paraprofessionals;
  - School Resource Officers (SROs);
  - Plumbers and Plumber Helpers;
  - Teen Parenting Employees; and
  - Truancy Officers, etc.
- Eligible employees may contact Risk and Benefits Management at 407-870-4899 for more information.
- An exposure incident is a specific incident of contact of an individual's non-intact skin or mucus membranes with potentially infectious bodily fluid.
- Employees shall report all exposure incidents to their administrator/ supervisor.
- Post-exposure medical evaluations shall be offered to exposed employees.
- The "*Resources*" subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

## Bloodborne Pathogens Resources

- United States Department of Labor, Occupational Safety and Health Administration (OSHA)  
<https://www.osha.gov/SLTC/bloodbornepathogens/>
- U.S. Centers for Disease Control and Prevention (CDC)  
<https://www.cdc.gov/niosh/topics/bbp/genres.html>

## Right to Know

### Video Link: <https://youtu.be/GbZ6ZiLsv4k>

- This section outlines the School District's expectations for all employees regarding compliance with health safety policies and procedures that address the use of chemicals in the workplace.
- The United States Occupational Safety and Health Administration (OSHA) has issued regulation (e.g., 29 CFR 1910.1200) to control the exposure of employees to chemicals on the job and ensure a safer workplace.
- This law states employees have a right to know:
  - what chemicals the employee may be exposed to on the job;
  - how chemicals are supposed to be used;
  - what risks exist when using these chemicals; and
  - what safety precautions employees should take.
- Employees are required to make all chemical purchases through the School District's purchasing process.
  - No chemicals may be brought from home.
  - The order will be checked against the "Prohibited Chemicals List."
  - Prohibited chemicals cannot be used.
  - Employees are responsible for the appropriate disposal of any items the employee orders.
- Administrators and supervisors shall:
  - inform their employees about any hazardous chemicals that the employee may be required to use as part of their job duties;
  - provide specific training for the use of these chemicals and the labeling system for them; and
  - assign personal protection equipment (PPE) to employees as required.
- The "*Resources*" subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

### Right to Know Resources

- United States Department of Labor, Occupational Safety and Health Administration (OSHA)  
<https://www.osha.gov/SLTC/hazardoustoxicsubstances/index.html>
- *Code of Federal Regulations, Title 29: Labor; Part 1910 – Occupational Safety and Health Standards, Subpart Z: Toxic and Hazardous Substances; Section 1910.1200 – Hazard communication*  
[https://www.ecfr.gov/cgi-bin/text-idx?SID=40e8c761a4fdc3f59b5b11283eb8da85&mc=true&node=se29.6.1910\\_11200&rqn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=40e8c761a4fdc3f59b5b11283eb8da85&mc=true&node=se29.6.1910_11200&rqn=div8)

## **VII. Employee Evaluation Procedures**

Part VI of the School District's *Employee Orientation* highlights the School District's employee evaluation procedures for each employee group.

Part VI includes the following section:

- Employee Evaluation Procedures
- Test Security Agreement

## **Employee Evaluation Procedures**

**Video Link:** <https://youtu.be/dwtpFq8SHiA>

- This section introduces the School District’s employee evaluation procedures.
- Each employee group has its own evaluation system and handbook.
- School District administrators and supervisors are required to provide their assigned employees with an orientation for the evaluation system that shall be used to rate each employee’s work performance.
- In addition, each School District employee is required to read the appropriate evaluation handbook and supporting documents that explain how the employee’s administrator/ supervisor shall rate the employee’s work performance.
- An employee’s final summative evaluation rating is the basis for an administrator’s/ supervisor’s decisions regarding an employee’s employment and compensation.
- The “*Resources*” subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

## Evaluation Resources

### Osceola County School District Procedures

- [Employee Evaluation Systems Handbooks](#)

### Osceola County School Board Rules

- [4.60 – District and Statewide Assessment Program](#)
- [4.61 – Security of Tests](#)
- [6.27 – Professional Ethics](#)
- [6.29 – Reporting of Misconduct](#)
- [6.30 – Violation of Local, State, or Federal Laws](#)
- [6.39 – Reporting Unlawful Acts](#)

### State Board of Education Rules

- [6A-1.09422 – Statewide, Standardized Assessment Program Requirements](#)
- [6A-10.042 – Test Administration and Security](#)
- [6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#)
- [6A-10.083 – Standards Relating to Gross Immorality and Acts of Moral Turpitude](#)
- [6A-5.030 – District Instructional Personnel and School Administrator Evaluation Systems](#)
- [6A-5.0411 – Calculations of Student Learning Growth for Use in School Personnel Evaluations](#)
- [6A-5.056 – Criteria for Suspension and Dismissal](#)

### Florida Statutes

- [Section 1001.42 – Powers and duties of district school board](#)
- [Section 1003.41 – State Academic Standards](#)
- [Section 1008.22 - Student assessment program for public schools](#)
- [Section 1008.23 – Confidentiality of assessment instruments](#)
- [Section 1008.24 - Test administration and security; public records exemption](#)
- [Section 1012.34 - Personnel evaluation procedures and criteria](#)



## **Test Security Agreement**

**Video Link:** <https://youtu.be/W7ZdlpxHyQY>

### **The School District of Osceola County, Florida Test Administration and Security Agreement for Assessments Used for Employee Evaluation Purposes**

Florida State Board of Education Rule 6A-10.042, Florida Administrative Code (FAC), was developed to meet the requirements of the Test Security Statutes [Section 1008.22 – Student assessment program for public schools; Section 1008.23 – Confidentiality of assessment instruments; and Section 1008.24 – Test administration and security; public records exemption, Florida Statutes], and applies to anyone involved in the administration of a statewide assessment or any assessment to be used for employee evaluation purposes.

Florida law prohibits activities that may threaten the integrity of the test including, but not limited to, the following examples:

- Reading or viewing the passages or test items;
- Revealing the passages or test items;
- Copying the passages or test items;
- Explaining or reading passages or test items for students;
- Changing or otherwise interfering with student responses to test items;
- Copying or reading student responses; and/ or
- Causing achievement of schools to be inaccurately measured or reported.

Some allowable accommodations for English Language Learners (ELLs), recently exited ELLs, or students with current Individual Education Plans (IEPs) or Section 504 Plans require test administrators to view test content or transcribe student responses. Test administrators are permitted to provide the accommodation(s) following the instructions provided by the Florida Department of Education.

**All School District employees are prohibited from examining or copying the test items and/ or the contents of the test.**

**The security of all test content must be maintained before, during, and after each test administration.**

**Inappropriate actions by any School District employee shall result in further investigation, possible loss of teaching certification, and possible involvement of law enforcement agencies.**

I understand that I must:

- ✓ receive appropriate training regarding the administration of any assessment to be used for employee evaluation purposes; and
- ✓ read the information and instructions provided in all applicable sections of the relevant test administration manual and/ or directions, Florida Statutes, State Board of Education Rules, Osceola County School Board Rules, and School District procedures.

I agree to follow all test administration and security procedures, applicable to my role, outlined in the relevant test administration manual and/ or directions, Florida Statutes, State Board of Education Rules, Osceola County School Board Rules, and School District procedures.

Further, I shall not reveal or disclose any information about the test items or engage in any acts that would violate the security of statewide assessments or cause student achievement to be inaccurately represented.

## VIII. Policy Acknowledgment Page

Video Link: <https://youtu.be/j3cqdKoVZjg>

### Employee's Acknowledgment of School Board Policies and School District Procedures

**I hereby acknowledge the following statements:**

1. The School District employee orientation program and its components:
  - reflect a summary of information within School Board policies, School District procedures, and applicable state and federal laws and regulations;
  - serve as a notice of the obligations and privileges as an employee of the School District of Osceola County, Florida;
  - are not an employment contract and do not grant an employee any contractual rights, promissory terms or conditions of employment, or property interest related to employment; and
  - intend to comply with applicable collective bargaining agreement(s); therefore, any actual or perceived conflict shall be resolved in favor of the terms and conditions written within the applicable collective bargaining agreement(s).
2. The Osceola County School Board reserves the right to alter, modify, amend, or terminate these policies, procedures, and benefits in content or application as it deems appropriate, subject to applicable law(s) and collective bargaining agreements; and these changes may be implemented even if they have not been communicated, reprinted, or substituted in this employee orientation program or its components.
3. I am responsible for reading, understanding, and complying with the School Board policies and School District procedures that apply to my job assignment, and I understand that current digital copies are available on the School District web site at:
  - [Osceola County School Board Rules](#)
4. I have read and understand the Osceola County School Board's policies that were a component of the School District's employee orientation program, including, but not limited to, the following components:
  - School Board Rules
  - Faculty Handbook
  - Professional Ethics
  - Civility
  - Customer Service
  - Parents' Bill of Rights
  - Teachers' Bill of Rights
  - Curriculum and Instruction Expectations
  - Employee Attendance Expectations
  - Political Activities of Employees
  - Prohibiting Discrimination
  - Reporting Child Abuse, Neglect, or Abandonment
  - Prohibiting Bullying
  - Technology Awareness and Security Training (TAST)
  - ChildFind
  - Bloodborne Pathogens
  - Right to Know
  - Evaluation Procedures

5. I have read and understand *School Board Rule 6.30 – Violation of Local, State, and/ or Federal Laws*, which outlines the employee's duty to self-report any arrests and/ or conviction; and I understand that I shall self-report to my immediate supervisor and to the Superintendent's office within forty-eight (48) hours:
  - Any arrests or charges involving the abuse of a child or the sale and/ or possession of a controlled substance or any disqualifying offense;
  - Any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or Nolo Contendere for any criminal offense, including Driving Under the Influence (DUI) or any resulting suspension, revocation, or restriction other than a minor traffic violation; or
  - Any employee in violation of the reporting requirements of *School Board Rule 6.30 – Violation of Local, State, and/ or Federal Laws* may be subject to disciplinary action by the Superintendent or School Board up to or including dismissal.
6. I understand that omission of this acknowledgment or any part of this acknowledgment [e.g., Part 1, (Items 1 through 4); and Part 2 (Items 5 through 8)] shall not relieve any employee from the requirement to comply with the information shared in the School District employee orientation program and its components, School Board policies, and/ or School District procedures.
7. I understand that my selection of the submission button below is my electronic signature for this acknowledgment.
8. I understand that my electronic signature is my acknowledgment and receipt of notice of Osceola County School Board's policies and the School District's procedures that apply to my job and does not constitute my agreement with them.

## **Essential Laws and Osceola County School Board Policies**

### **Osceola County School Board Rules**

- [2.261 – Family and School Partnership for Student Achievement](#)
- [2.70 – Prohibiting Discrimination, Including Sexual and Other Forms of Harassment](#)
- [2.80 – Reporting Child Abuse, Abandonment, or Neglect](#)
- [2.90 – Tobacco-Free Environment](#)
- [2.95 – Wellness Program](#)
- [3.40 – Safe and Secure Schools](#)
- [3.401 – Safety on School Grounds](#)
- [3.50 – Public Information and Inspection of Records](#)
- [3.52 – Copyrighted Materials](#)
- [3.61 – Religious Expression in Public Schools](#)
- [4.10 – The Curriculum](#)
- [4.19 – Instructional Supplies and Donations](#)
- [4.21 – Selection and Management of Instructional Materials](#)
- [4.22 – Educational Media Materials Selection](#)
- [4.42 – Public Appearance of School Groups](#)
- [4.45 – Speaker Guidelines](#)
- [4.60 – District and Statewide Assessment Program](#)
- [4.61 – Security of Tests](#)
- [5.30 – Student Control](#)
- [5.301 – Student Dignity](#)
- [5.31 – Student Detention, Search, and Seizure](#)
- [5.321 – Prohibiting Bullying and Harassment](#)
- [5.343 – Use of Time Out, Seclusion, and Physical Restraint for Students with Disabilities](#)
- [5.70 – Student Records](#)
- [6.12 – Nepotism](#)
- [6.27 – Professional Ethics](#)
- [6.29 – Report of Misconduct](#)
- [6.30 – Violation of Local, State, or Federal Laws](#)
- [6.31 – Records and Reports](#)
- [6.321 – Employee Use of Cellular Telephones](#)
- [6.33 – Alcohol and Drug-Free Workplace](#)
- [6.34 – Political Activities of Employees](#)
- [6.361 – Confidentiality of Internal Investigations](#)
- [6.37 – Suspension and Dismissal](#)
- [6.39 – Reporting Unlawful Acts](#)
- [6.391 – Zero Tolerance for Workplace Violence](#)
- [6.392 – Employee Relations – Civility](#)
- [6.511 – Absence without Leave](#)
- [6.75 – Whistleblower Protection](#)
- [6.84 – Prohibited Interaction with Students](#)
- [6.96 – Gifts to Employees](#)
- [7.32 – Internal Funds](#)
- [7.33 – Petty Cash Funds or Change Funds](#)
- [7.65 – Antifraud](#)
- [7.70 – Purchasing and Competitive Solicitations](#)

- [7.78 – Gifts](#)
- [8.60 – Network Acceptable Use](#)
- [8.601 – Social Media](#)
- [9.30 – Community Use of Facilities](#)
- [9.40 – Advertising and Commercial Activities](#)
- [9.50 – Distribution of Literature and Materials to Students](#)
- [9.63 – Civility and Orderly Conduct among School District Employees, Parents, and the Public](#)

## State Board of Education Rules

- [6A-1.094124 – Required Instruction Planning and Reporting](#)
- [6A-1.09422 – Statewide, Standardized Assessment Program Requirements](#)
- [6A-1.0955 – Education Records](#)
- [6A-5.030 – District Instructional Personnel and School Administrator Evaluation Systems](#)
- [6A-5.0411 – Calculations of Student Learning Growth for Use in School Personnel Evaluations](#)
- [6A-5.056 – Criteria for Suspension and Dismissal](#)
- [6A-5.065 – The Educator Accomplished Practices](#)
- [6A-7.0713 – Elementary School Website Listing of Library Materials and Reading Lists](#)
- [6A-7.0714 – Library and Instructional Materials Objection Report](#)
- [6A-7.0715 – Certifications and Plans for Instructional Materials and Library Media](#)
- [6A-10.042 – Test Administration and Security](#)
- [6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#)
- [6A-10.083 – Standards Relating to Gross Immorality and Acts of Moral Turpitude](#)

## Florida Statutes

- [Chapter 119 – Public Records](#)
- [Chapter 286 – Public Business – Miscellaneous Provisions](#)
- [Chapter 1014 – Parents' Bill of Rights](#)
- [Chapter 1015 – Teachers' Bill of Rights](#)
- [Section 39.201 – Mandatory reports of child abuse, abandonment, or neglect](#)
- [Section 104.31 – Political activities of state, county, and municipal officers and employees](#)
- [Section 106.15 – Certain acts prohibited](#)
- [Section 110.233 – Political activities and unlawful acts prohibited](#)
- [Section 1001.212 – Office of Safe Schools](#)
- [Section 1001.42 – Powers and duties of district school board](#)
- [Section 1003.02 – District school board operation and control of public K-12 education within the school district](#)
- [Section 1003.31 – Students subject to control of school](#)
- [Section 1003.32 – Authority of teacher; responsibility for control of students; district school board and principal duties](#)
- [Section 1003.41 – State Academic Standards](#)
- [Section 1003.42 – Required Instruction](#)
- [Section 1006.07 – District school board duties relating to student discipline and school safety](#)
- [Section 1008.22 – Student assessment program for public schools](#)
- [Section 1008.23 – Confidentiality of assessment instruments](#)
- [Section 1008.24 – Test administration and security; public records exemption](#)
- [Section 1012.01 – Definitions](#)
- [Section 1012.34 – Personnel evaluation procedures and criteria](#)

## United States Regulations

- [US 34 CFR Part 98 – Protection of Pupil Rights Amendment \(PPRA\)](#)
- [US 34 CFR Part 99 – Family Educational Rights and Privacy \(FERPA\)](#)
- [US CFR – Title 17, Copyright Law of the United States](#)
- [US PL 104-191 -- Health Insurance Portability and Accountability Act \(HIPAA\)](#)
- [USC 20, Ch. 33 Education of Individuals with Disabilities \(IDEA\)](#)

## **Safety and Security Training Requirement**

In addition to our SDOC Employee Orientation annual requirement, Florida law requires all SDOC employees to complete annual safety and security training each school year [e.g., *Section 1006.07 – District school board duties relating to student discipline and school safety, Florida Statutes; Florida State Board of Education Rule 6A-1.0018 – School Safety Requirements and Monitoring, Florida Administrative Code (FAC)*].

In particular, SDOC Employees must complete “[Active Assailant/ Active Shooter Training](#)” each school year. This training course reviews related facts and history, prevention strategies, preparedness, and what to do if an “active assailant/ active shooter” incident happens at the employee’s worksite.

SDOC employees may access the required training at:

- <https://osceolaschools-fl.safeschools.com/training/home>

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## **Youth Mental Health Awareness Training (YMHAT) Requirement**

In addition to our SDOC Employee Orientation annual requirement, Florida law requires all school personnel in elementary, middle, and high schools to complete the Youth Mental Health First Aid Training [e.g., *Section 1012.584 – Continuing education and inservice training for youth mental health awareness and assistance, Florida Statutes; Florida State Board of Education Rule 6A-1.094120 – Youth Mental Health Awareness Training and Reporting, Florida Administrative Code (FAC)*].

The Florida Department of Education (FDOE) has identified **Youth Mental Health First Aid (YMHFA)** as the evidence-based, nationally recognized youth mental health awareness and assistance training program to help school personnel identify and understand the signs of mental health concerns and substance use disorders, and provide such personnel with the next steps to find help for a person who is developing or experiencing mental health concerns or a substance use disorder.

SDOC employees shall receive more information about specific training opportunities from the School District Department of Student Services and their supervising administrators.

## **Payroll Information**

The [SDOC Payroll Department](#) webpage on the SDOC public website is your source for information on:

✓ **Payroll Calendars**

✓ **Payroll Reference Tools**

▪ ***How to Read Your Paystub***

▪ ***Deductions Processed through Payroll***

✓ **Forms**

✓ **Kronos Information**

✓ **Miscellaneous Information**

SDOC employees may access the [SDOC Payroll Department](#) webpage at:

• <https://www.osceolaschools.net/Page/1473>

Beginning July 01, 2023, *Section 447.303 – Dues; deduction and collection, Florida Statutes*, states:

*... [A]n employee organization that has been certified as a bargaining agent may not have its dues and uniform assessments deducted and collected by the employer from the salaries of those employees in the unit. A public employee may pay dues and uniform assessments directly to the employee organization that has been certified as the bargaining agent.*

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## **Employee Benefits Information**

The [SDOC Risk and Benefits Management Department](#) webpage on the SDOC public website is your source for information on:

✓ **Employee Benefits;**

✓ **Workers' Compensation;**

✓ **Employee Wellness;**

✓ **Family Medical Leave Act (FMLA); and**

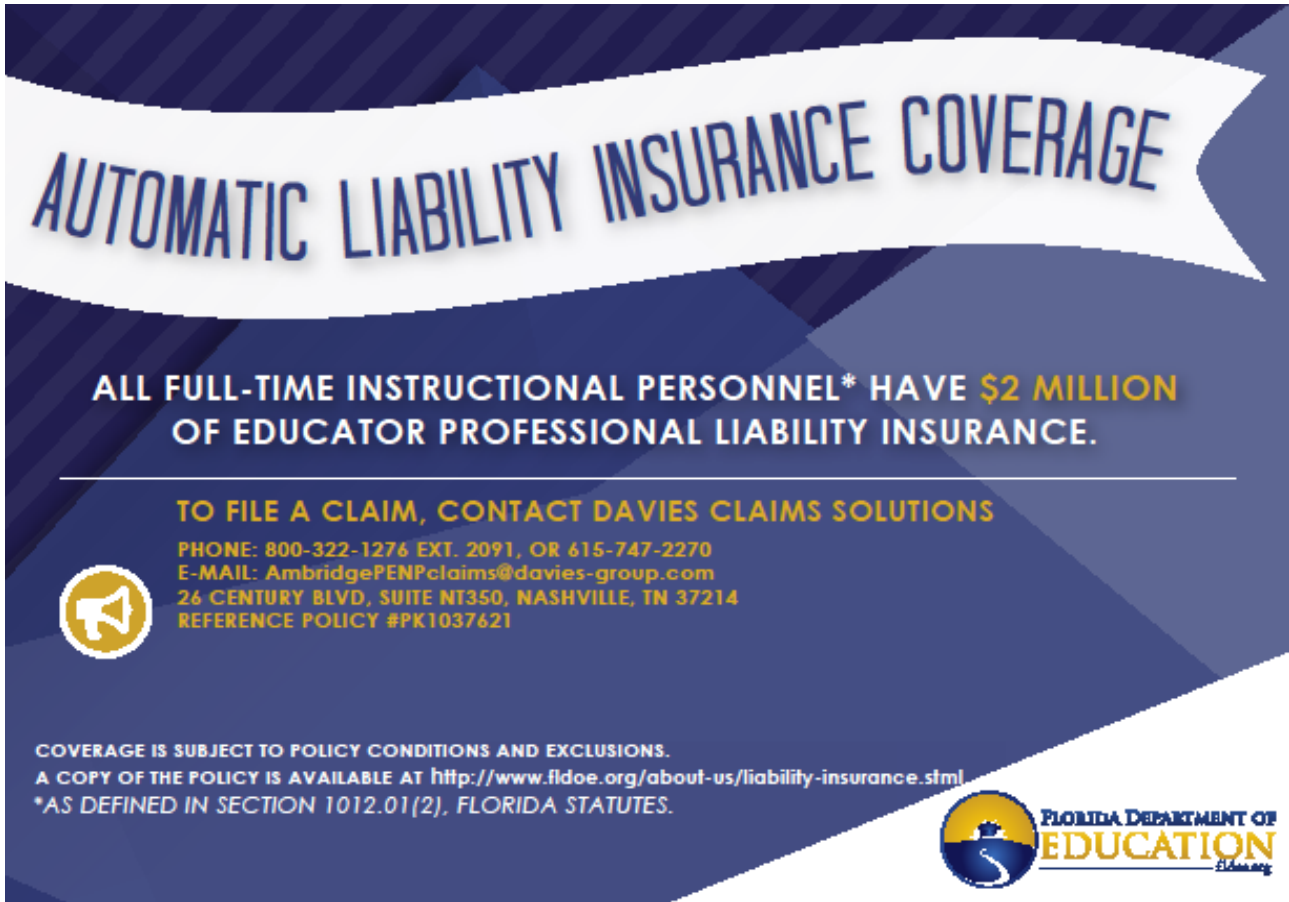
✓ **Tax Sheltered Annuities and Property/Casualty Insurance**

SDOC employees may access the [SDOC Risk and Benefits Management Department](#) webpage at:

• <https://www.osceolaschools.net/Domain/156>



## Florida Educators' Professional Liability Insurance Program




**AUTOMATIC LIABILITY INSURANCE COVERAGE**

**ALL FULL-TIME INSTRUCTIONAL PERSONNEL\* HAVE \$2 MILLION OF EDUCATOR PROFESSIONAL LIABILITY INSURANCE.**


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**TO FILE A CLAIM, CONTACT DAVIES CLAIMS SOLUTIONS**

PHONE: 800-322-1276 EXT. 2091, OR 615-747-2270  
E-MAIL: [AmbridgePENPclaims@davies-group.com](mailto:AmbridgePENPclaims@davies-group.com)  
26 CENTURY BLVD, SUITE NT350, NASHVILLE, TN 37214  
REFERENCE POLICY #PK1037621



COVERAGE IS SUBJECT TO POLICY CONDITIONS AND EXCLUSIONS.  
A COPY OF THE POLICY IS AVAILABLE AT <http://www.fldoe.org/about-us/liability-insurance.shtml>  
\*AS DEFINED IN SECTION 1012.01(2), FLORIDA STATUTES.



## ***Non-Discrimination Notice***

The School District of Osceola County, Florida, does not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its educational programs, services or activities or in its hiring or employment practices. Retaliation against an employee for engaging in a protected activity is prohibited.

The School District also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

Applicants/ individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the District's ADA Office at 407-870-4800 for assistance.

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Tammy Cope-Otterson, Chief Human Resources Officer  
The School District of Osceola County  
Department of Human Resources Administrative Services  
799 Bill Beck Boulevard  
Kissimmee, FL 34744  
Phone: 407-870-4800  
Email: [Tammy.Otterson@osceolaschools.net](mailto:Tammy.Otterson@osceolaschools.net)

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### **Principles of Professional Conduct for the Education Profession in Florida**

#### **Florida Education Standards Commission**

#### ***Professionalism through Integrity***

This information is available on-line at the following website:

- <http://www.fldoe.org/teaching/professional-practices/code-of-ethics-principles-of-professio.stml>