The School Board Rules of Osceola County, Florida

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The School Board Rules of Osceola County, Florida are divided into fourteen parts. They are as follows:

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Chapter 2 - District Financial Administration

Chapter 3 - General Operating Rules

Chapter 4 - Professional Support Staff Personnel

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District School System

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1.0 THE DISTRICT SCHOOL SYSTEM

1.1 DISTRICT UNIT

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

Auth: 230.22, F.S.

11 Imple: 230.01, 230.02, F.S.

1.2 CONTROL - ORGANIZATION - ADMINISTRATION

1.2.1. School Board

A. Responsibility - Qualifications

The governing body of the School District of Osceola County shall be known as The School Board of Osceola County, Florida, which shall be composed of five (5) members, as provided by law, and shall determine and adopt such rules and programs as are deemed necessary by it for the efficient operation and general improvement of the Osceola County School District. School Board member residence areas for the purpose of nominating and electing Board members are established by the Board according to Section 230.061, Florida Statutes.

B. <u>Organization</u>

On the third Tuesday after the first Monday in November of each year, the Board shall organize by electing a chairman and a vice-chairman. The superintendent shall act as the ex-officio secretary. If a vacancy shall occur in the chairmanship, the Board shall confirm the succession of the vice-chairman to the chairmanship or elect a new chairman at the next regular or special meeting.

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

C. Duties of the Chairman

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

D. General Powers and Duties of the Board

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

1 2 3 4	(1)	Establish the school calendar showing the opening and closing dates. Approve and designate the school holidays and vacation periods to be observed during the year as required by Section 230.23(4)(f)(g), F.S.
5 6 7	(2)	Establish and maintain public evening schools as authorized by Section 230.23, subsection (4)(i), Florida Statutes.
8 9 10 11	(3)	Appoint members of the Teacher Education Center Council, as provided in Section 231.606, subsection (1), Florida Statutes, and perform other duties and responsibilities as described in subsection (2) of that Section and Board Rule 1.4.
13 14 15 16 17	(4)	Establish a School Advisory Council, as provided in Section 230.22, subsection (l)(b), Florida Statutes, including an evaluation of such Councils, and provide for their participation in the preparation of the Feedback Report in accordance with Section 228.165, Florida Statutes. <i>Amended 6/30/92</i>
19 20 21 22 23 24	(5)	Have the continuing authority to establish Instructional Materials Council to evaluate instructional materials not previously used within the District, in accordance with Section 233.34, subsection (3) and Section 233.43, Florida Statutes. The functions of this committee are further described in Board Rule 1.5.
25 26 27	(6)	Maintain a system of planning and evaluation as required by subsections 229.555 through 229.58, Florida Statutes.
28 29 30 31 32	(7)	Prepare and submit annually to the Department of Education a Master Plan for Inservice Training which shall include a section relating to the Professional Orientation Program as outlined in SBR 6A-5.75 and the Inservice Institute Plan as required by SBR 6A-5.76.
34 35 36 37 38	(8)	Develop training programs, in cooperation with the Department of Education, for teacher aides and other personnel who serve in the early childhood and basic skills development program; and shall provide for the periodic evaluation of all appropriate pupils in grades 1 through 3 in order to identify each pupil's instructional needs.
10 11 12 13	(9)	Elect from the membership of the School Board two (2) members to serve on the Osceola County Board of Tax Adjustment as provided in Section 194.015, Florida Statutes.
14 15 16 17	(10)	Implement the "Raymond B. Stewart Career Achievement Program for Teachers" as required by F.S. 231.5335 and implemented through SBR 6A-4.046.
18 19 50 51 52 53	(11)	The school board has adopted and staff has implemented current school year attendance areas, non-transportation zones, and bus routes and stops for all schools. In the alternative, the school board has provided for same by school board rule when permitted. Section 230.23 (4)(a), 230.23 (8) and (14), 230.33 (10) 234.112, FS. RULES GA-3.017; 6A-3.017; CA-3.018 (6)a.c) FAS.

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E. Meetings

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

Special meetings shall be advertised and held in compliance with Section 230.16 and 230.17, Florida Statutes. *Amended 6/30/92*

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

(2) Public Notice of Meetings or Events Adopted 3/3/92

a. Posting

In any instance where the Board is required, or desires, to give notice of meetings or other events, and except when required by law or regulation to give notice by newspaper advertisement, it shall be deemed sufficient notice to post an announcement of the meeting or event on a bulletin board prominently displayed in the lobby area of the Administrative Center.

b. Responsibility

It shall be the responsibility of the Superintendent to see that public notice is given as to all meetings or events in every instance whether required by law or requested by the Board. In the event that notice has not been posted as required by this rule, or as otherwise may be required by law or regulation, then Board members shall be notified and the meeting or event rescheduled after proper notice.

c. Notices Requiring Publication

In every instance where law or regulation requires that notice of a meeting or event be published in a newspaper, the Superintendent shall also post such notice as required by this Rule.

F. Agenda

An agenda for each Board meeting shall be prepared by the Superintendent and delivered to each Board member at least seven (7) days prior to each regular meeting. Supporting material and information for each time on the agenda shall be included whenever possible. An agenda shall be made available to the press radio stations, principals, and others interested at least seven (7) days prior to each regular meeting. Agenda and minutes shall be posted in each school in a place accessible to all personnel.

 Any person desiring to have an item placed on an agenda shall submit a request in writing to the Superintendent no later than ten (10) days prior to the meeting date. The agenda shall contain the items to be considered in the order of presentation. After the agenda has been made available, change shall be only for good cause, as determined by the Chairman and stated in the official minutes. Notification of such change shall be at the earliest practicable time.

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

The agenda for any special meeting of the Board shall be prepared upon calling of the meeting, but not less than 48 hours prior to such meeting.

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

G. Rules Procedure

All references in these rules to statutes and regulations shall be construed to administrative agency. If any such amendment or substitution requires or mandates action or procedures inconsistent with any of these rules, then such rule shall be reviewed annually, or more frequently as directed by the Board, for the purpose of conforming these rules to current statutes and regulations.

The following procedures shall apply for the purpose of adopting, amending or repealing any policy or rule of the Board.

(1) <u>Content of Proposed Change</u>

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

Amended 7/23/91

(2) <u>Economic Impact Statement</u>

In addition to (l) above, an Economic Impact Statement shall be prepared by using professionally accepted methodology, with qualification of data to the extent practicable, giving effect to both short-term and long-term consequences. The economic impact statement shall include the following information:

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- a. A description of the action proposed, the purpose for taking the action, the legal authority for the action, and the plan for implementing such action
- b. A determination of the least-cost method for achieving the stated purpose.
- c. A comparison of the cost-benefit relation of the action to nonaction.
- d. A determination of whether the action represents the most efficient allocation of public and private resources.
- e. A determination of the effect of the action on competition.
- f. A conclusion as to the economic impact of the proposed agency action on preserving an open market for employment.
- g. A conclusion as to the economic impact upon all persons directly affected by the action, including an analysis containing a description as to which persons will bear the costs of the action and which persons will benefit directly and indirectly from the action.

(3) Notice of Intent

Notice of intent by the Board to adopt, amend, or repeal any rule shall be made 14 days prior to the intended action by publication in a newspaper of general circulation within the District, by mail to all persons who have asked for advance notice of Board proceedings, and by posting the notice in appropriate places so that persons or classes of persons to whom the intended action is directed shall be duly notified. A stated location shall be included in the Notice of Intent as to where the full text of the Economic Impact Statement described in (2) above, may be obtained, if such text is not included in the Notice.

(4) <u>Determination of Validity</u>

Any substantially affected person may seek an administrative determination of the validity of any proposed rule on the grounds that the rule is an invalid exercise of delegated legislative authority, as specified in Section 120.54 subsection (3) Florida Statutes. No rule shall be adopted until 21 days after the notice required by Section 120.54, subsection (1) or until the hearing officer specified in Section 120.54, subsection (3) has rendered his decision. In the event part of a proposed rule is declared invalid, the Board may, in its sole discretion, withdraw the proposed rule in its entirety. Hearings held under the provisions of Section 120.54, subsection (3) shall be conducted in the same manner as provided in Section 120.57, Florida Statutes, except that the hearing officer's order shall constitute the final legal action of the Board.

(5) <u>Petitions for Declaratory Statements</u>

Any person whose interest may be affected by agency action may seek a declaratory statement from the Board as to the applicability of any statutory provision on any rule or order. The Board may hold a hearing on the request and upon its conclusion shall issue a declaratory statement pursuant to such hearings, as provided in Section 120.565, Florida Statutes. In the event no hearing is deemed necessary, a declaratory statement shall be issued by the Board within sixty (60) days of the date the petition is filed with the Office of the Superintendent. The declaratory statement shall be distributed to the person or persons who made petition of the Board and also to those individuals, groups, and organizations as are described in Rule 1.2.1.G(3) with regard to the Notice of Intent by the Board to adopt, amend or repeal any rule.

(6) <u>Filing of Proposed Rules</u>

One certified copy of the proposed rule shall be filed with the Superintendent's office not more than ten (10) days after the conclusion of the final public hearing, and may be withdrawn only in accordance with subsection (11) of Section 120.54, Florida Statutes, prior to its effective date.

(7) <u>Emergency Rules</u>

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

- a. The procedure shall provide at least the procedure protection given by other statutes, the Florida Constitution, or the United States Constitution.
- b. The Board shall take only that action necessary to protect the public interest under the emergency procedure.
- c. The Board shall publish in writing at the time of, or prior to, its action the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that the procedure used is fair under the circumstances.

(8) Waivers Adopted 6/27/95

The School Board may waive any rule for a period of time not to exceed one fiscal year upon receiving an application for waiver. Application for waiver must specifically state the rule to be waived and the alternative treatment to be applied. The Board may waive application of any School Board rule and apply an alternative treatment which does not conflict with federal, state, or local law.

H. Official Minutes

The minutes, when approved by the Board, shall be signed by the Board Chairman and the Superintendent. They shall then be kept as a part of the public record in the office of the Superintendent.

I. <u>Legal Counsel</u>

Should legal services be needed, the Board may employ or retain a competent attorney to render such services. A formal opinion or an informal interpretation of law from the general counsel for the Department of Education for administrative purposes may be requested when necessary by the Superintendent or a Board member through the Director of the Division of Public Schools.

J. <u>Appointment and Reappointment of Personnel</u>

- (1) The Board shall act in compliance with Section 230.23, subsection (5), Florida Statutes, with regard to the appointment of instructional and professional support staff.
- (2) In emergency cases, the Superintendent may make temporary appointments to approved positions pending action by the School Board at the next meeting.
- (3) The School Board may reject for good cause any supervisor, principal or other employee nominated in accordance with Section 230.23, subsection (5) (b), Florida Statutes. In the event the third nomination by the Superintendent for any position is rejected, the School Board shall then proceed on its own motion to fill such position.
- (4) The School Board recognizes the importance of the School Advisory Councils in the quality of education at the individual schools, and is committed to the concept of School Advisory Councils being involved in the planning process at each school. *Adopted 8/17/93*
 - a. Each School Advisory Council may, on an annual basis, provide input to the Superintendent relative to the administrative leadership at each school.
 - b. Before making any recommendation to the School Board for the transfer, reappointment or assignment of a principal or assistant principal to a school site that is different from the school assignment that preceded the reappointment, assignment or transfer, the Superintendent will review the input of the School Advisory Council of each affected school.
 - c. The Superintendent shall not be bound by the advice or recommendation of the School Advisory Council, and shall be free to accept or reject its recommendation.

K. <u>Collective Bargaining</u>

The School Board shall serve as public employer with the responsibility for ratification of collective bargaining agreements.

L. <u>Personnel Records</u>

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

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

M. <u>Board Salary - Expenses</u>

The salary for the Board Members is established by law. In addition to the salary provided, each member of the Board shall be allowed, from District School Funds, reimbursement for travel and per diem expenses at the maximum rate authorized by Section 112.061, Florida Statutes.

When lodging or meals are provided at a state institution, the traveler is not eligible for the normal maximum allowances and may be reimbursed only for actual expenses for lodging and meals, not to exceed the normal maximum allowances.

For conferences, the per diem rate shall be the maximum authorized by said statute. Whenever a Board member is required to incur either Class A or Class B travel, on emergency notice to the member, such member may request the District to pay his expenses for meals and lodging directly to the vendor, and the District may pay the vendor the actual expenses for his meals and lodging during the travel period, limited to an amount not to exceed that authorized by current laws and State Board of Education rules.

N. Retirement

School Board members shall participate in the Florida Retirement System and are eligible for Social Security through regular deductions from their salaries.

In the event a School Board member is a former member of a State Retirement System, that member shall have the option of continuing to receive his retirement benefits and his salary as a Board member (in which event only Social Security will be deducted once he has been paid \$500), or he may make immediate application to the Division of Retirement in Tallahassee upon his retirement to suspend his retirement benefits, have his service as a Board member counted as retirement service and have his retirement recomputed at a later date. Written application to the Division of Retirement should include his social security number.

1.2.2 Superintendent

The Superintendent, as secretary and executive officer of the School Board, shall be elected and shall serve for a term of four (4) years in accordance with Sections 230.24 and 230.31, Florida Statutes. The office shall be maintained and furnished by the School Board of Osceola County in accordance with Section 230.29, Florida Statutes.

 The Superintendent shall have the authority and exercise when necessary the powers granted him in Section 230.32, Florida Statutes, and other applicable laws and regulations. The Superintendent shall perform the duties and responsibilities prescribed in Section 230.33, Florida Statutes, and other applicable laws and regulations, provided that in so doing he shall advise and counsel with the School Board.

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

A. Child Welfare

Recommended plans for child welfare shall be made in accordance with Section 230.33, subsection (8), Florida Statutes, and shall be supplemented by the requirements of Chapter 6 of these Board Rules.

B. Transportation of Pupils

Transportation needs shall be ascertained and recommendations for safe transport made as specified in Section 230.33, subsection (10), Florida Statutes, and shall be supplemented by Board Rule 3.1.

C. Courses of Study and Other Instructional Aides

Recommendations for improving, providing, distributing, accounting and caring for textbooks and other instructional materials shall be made in compliance with Section 230.33, subsection (9), Florida Statutes, and shall be supplemented by Board rule 3.2.

D. Finance

Recommendations governing matters of finance for educational facilities throughout the District shall be made in compliance with Section 230.33, subsection (12), Florida Statutes, and shall be supplemented by Chapter 2 of these Board rules.

E. Personnel

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

1 (2) The Superintendent may reassign personnel to other worksites 2 during their contract period pending approval of the School Board at 3 its next meeting. Adopted 6/29/93 4 F. Records and Reports 5 6 7 The Superintendent shall recommend that records be kept, and shall have such reports made as are called for in Section 230.33, subsection (13), 8 9 Florida Statutes. 10 The Superintendent is authorized to develop and implement procedures for 11 the reproduction, and destruction of all documents, records, papers, general 12 correspondence, data and information generated by the District in 13 accordance with the Department of State, Division of Archives, History and 14 15 Records Management. 16 G. **School Plants** 17 18 19 Recommendations concerning school plants shall be made in accordance 20 with Section 230.33, subsection (11), Florida Statutes 21 **Miscellaneous** 22 Η. 23 24 The Superintendent shall cooperate with individuals and agencies specified 25 in Section 230.33, subsections (14) through (23), Florida Statutes, in the 26 manner prescribed therein. 27 I. 28 Superintendent's Salary - Expenses 29 30 The Superintendent's salary is set by law and shall be based on the 31 population of Osceola County in accordance with the provisions of F.S. 32 230.303. The school board, by majority vote, may approve a salary in 33 excess of the amount specified therein. 34 35 In addition to the salary provided, the Superintendent shall be allowed reimbursement from District school funds for travel and per diem expenses 36 at the maximum rates authorized by Section 112.061, Florida Statutes. 38 When lodging and meals are provided at a state institution, the Superintendent is not eligible for the normal maximum allowances and may be reimbursed only for actual expenses of lodging and meals, not to exceed the normal maximum allowances. For conferences, the per diem rate shall be the maximum authorized by said statute. Amended 6/30/92 Whenever the Superintendent is required to incur either Class A or Class B travel, on emergency notice the Superintendent may request the District to pay his expenses for meals and lodging directly to the vendor; and the District may pay the vendor the actual expenses for his meals and lodging during the travel period, limited to an amount not to exceed that authorized for per diem for such period.

> J. Specific Duties Delegated to the Superintendent

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The following duties are specifically delegated to the Superintendent, and

1 2		any a Board	ction taken by him in any of these matters shall appear as a part of the diminutes:
3 4		(1)	Approve or deny requests for zone changes by students.
5 6 7 8 9		(2)	Appoint teachers under emergency replacements, such appointments to be subject to Board approval at the next meeting when they can be placed on the agenda.
10 11 12		(3)	Act on maternity, professional, illness-in-line-of-duty or personal leave requests. Such leave requests shall then be subject to final approval by the School Board.
13 14 15		(4)	Approve or deny requests for the use of school buses in accordance with Board policies.
16 17 18		(5)	Act on vacation leave requests.
19 20 21		(6)	Approve or deny requests of teachers to leave school early in order to attend college classes.
22 23		(7)	Authorize the removal of property from inventory records.
24 25		(8)	Authorize purchase orders for food purchases of unlimited amounts.
26 27	Κ.	<u>Duties</u>	s of Principals
28 29		The p	rincipal shall:
30 31 32 33 34 35		(1)	Assume administrative responsibility and instructional leadership, under the supervision of the Superintendent and in accordance with rules and regulations of the school board, for the planning management, operation, and evaluation of the educational program of the school to which he is assigned.
36 37 38 39		(2)	Submit recommendations to the Superintendent regarding the appointment, assignment, promotion, transfer, and dismissal of all personnel assigned to the school.
40 41 42 43		(3)	Assume administrative responsibility for all records and reports required regarding pupils, for the transfer of pupils within the school, and for the promotion of pupils.
44 45 46 47		(4)	Have the authority to administer corporal punishment in accordance with the rules and regulations of the school board and to suspend students from school or from a school bus as provided for in 232.26.
48 49 50 51		(5)	Perform such other duties as may be assigned by the Superintendent pursuant to the rules and regulations of the School Board and the State Board of Education.
52 53 54		Auth:	230.22 and 11.45, F.S.

1 2 3 4			Imple	229.5 447.2	3(3), 230.24, 65, 229.57, 09, 230.22, 85, F.S.	194.015,	120.52,	120.54(14).	447.203(2	2).
5 6 7	1.3	ADV	ISORY (COMM	ITTEES					
8 9	1.3.1	Schoo	ol Advis	ory Coi	<u>uncils</u>	Revised	6/29/93			
10 11 12		A.	election	on and a	229.58, Florid appointment of the Scho	f advisory c	ouncil me	mbers and co	ertain practic	ne es
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18 19 20			(1)	Teach	ers shall be no	ominated an	d elected b	y teachers.		
21 22 23			(2)	Educa educa	tion support tion support e	employees mployees.	shall be	nominated a	nd elected b	у
24			(3)	Stude	nts shall be no	minated and	d elected b	y students.		
25 26			(4)	Paren	ts shall be non	ninated and	elected by	parents.		
27 28 29 30 31			(5)	year,	school princip to the Superion a, the followir	ntendent an				
32 33 34 35 36				a.	and electing	g to the S parents of th	SAC, tea	chers, educ	or nominatin ation suppo l and student	rt
37 38 39 40 41				b.	member of	the SAC s for nominat to ensure	o elected ion and el fairness ar	and a state lection were	entifying eac ment that th designed an r all member	ne nd
42 43 44 45 46			(6)	nomin	oard may requation and electrand rand equitable	tion procedi	minations ures if non	and election ninations or a	s, or modifie an election ar	d æ
47 48 49 50 51		C.	and position	st seco levels	be members of ndary levels. may be mem- each SAC.	Students a	t the mide	ile school a	nd elementar	v
52 53 54		D.	subject	t to the	other communication of calculus of the communication of the calculus of the ca	ed herein. I	Each school	ol principal s	hall submit o	n

Board, a list that identifies (including the name, business and civic activities) business and community members appointed by the principal to the School Advisory Council. This membership list shall be presented on the first agenda after its preparation. The School Board has the right to appoint additional members to the School Advisory Council from the business and community, and shall make such additional appointments as are necessary to achieve proper representation of the ethnic, racial, and economic community served by the school. The School Board shall have the discretion to appoint additional members to the School Advisory Council whenever the Board deems it in the best interest of the District for the Board to make such additional appointments.

- E. The principal and the School Advisory Council shall report to the Superintendent and Board, as soon as reasonably possible, any change in the membership of the Council, and shall further report the meeting schedule and agenda for all meetings of the School Advisory Council. Each School Advisory Council and principal shall advise the Superintendent and School Board in advance of each scheduled meeting and agenda.
- F. Each meeting of the School Advisory Council shall be held in a location at such time and under such circumstances as reasonably necessary to ensure that no one shall be denied access on the basis of handicap, race, religion, gender or national origin. There shall be an agenda prepared in writing, before each meeting, copies of which shall be sent to the School Board members and the Superintendent.
- G. The School Advisory Council shall be subject to the public records and sunshine laws (286.011 Florida Statutes and Chapter 119 Florida Statutes). Meetings and records shall be open to the public unless an exemption is provided under law. The conduct of the meetings shall be at the discretion of the School Advisory Council and the principal, subject to this policy and the right of the School Board to further regulate the conduct of meetings if such regulation is necessary to ensure that the meetings are conducted in a reasonable, efficient and fair manner. The principal of each school is designated as the custodian of records kept and maintained in the operation of each School Advisory Council. The Superintendent shall provide for a duplicate set of all School Advisory Council records and documents to be kept and maintained in the office of the Superintendent or the designee of the Superintendent. Such records will be kept and maintained consistent with Department of Education rules governing School Board documents.

H. Standards applicable to all School Advisory Councils:

- (1) The minimum number of members of each Council should be at least fifteen (15), and the maximum number of members of each Council shall be forty (40), with the exception of such additional appointments as the School Board may make from time to time.
- (2) Each School Advisory Council shall meet at least monthly during the school's academic year, and the agenda shall be distributed at least seven (7) days in advance of each meeting to each member of the committee, the press, Superintendent, School Board members and all other persons who request a copy of the agenda in writing.

- (3) Each principal will ensure that the meeting is held in a room large enough to accommodate those members of the public and other interested persons (including media) who wish to attend and observe the meeting. Each SAC may develop its own guidelines for permitting public participation, but the privilege of voting will be extended only to members of the Council.
- (4) Each school principal shall be responsible for notifying each teacher, parent and guardian, education support employee, and eligible high school and post secondary (and if applicable, each eligible middle school and/or elementary school) student in the school, and to advise each such person of the following:
 - a. The existence of the School Advisory Council and the fact that each such person is eligible to be nominated for election to the SAC.
 - b. The procedure for having a person's name submitted for nomination.
 - c. The fact that self-nomination is permitted.
 - d. The name and telephone number at the school of the employee who can give further information concerning nomination and election to the School Advisory Council, and further explanation concerning the purpose and mission of the SAC.
 - e. The schedule of elections to SAC, and the waiting list procedure.
- (5) The principal shall develop a waiting list, whereby interested persons in excess of the maximum number of forty (40) members shall remain on a regularly and publicly maintained list. If a vacancy occurs on the SAC, the SAC will elect a member from the list who will serve the remaining term of the vacating member.
- (6) Elections will be held annually, between May 1 and October 1 in each year.
- (7) Members shall be elected in equal proportions of staggered terms, as follows:
 - a. Terms for members shall be two (2) years
 - b. In order to establish staggered terms, one-half (1/2) of the members shall be elected to two (2) year terms and one-half (1/2) of the members shall be elected to one (1) year terms for the first election only.
- (8) No limit shall be placed on the number of consecutive terms a member of each School Advisory Council may serve.

1.3.2 <u>Vocational Advisory Committees</u> Revised 6/29/93 Α. Each high school and post secondary job preparatory vocational program shall have a functioning Vocational Advisory Committee for each program Each advisory committee shall be composed of employees, supervisors, or master craftsmen of the occupation involved. Current or past students may serve on the committee. В. Vocational, Adult, and Community Education Advisory Council - This

- B. Vocational, Adult, and Community Education Advisory Council This council is composed of members representative of the various adult education programs. Students, staff, businessmen, industry, community organizations, etc. may serve on this committee. This committee will serve the programs, staff, and administration in an advisory capacity to assess needs, develop community understanding and support, motivate students, develop recruitment and retention processes, assist in student placement, assist in securing quality instructors, identify resources, etc., to improve the quality of vocational, adult and community education in Osceola County.
- C. <u>Career Education Advisory Committee</u> A committee composed of the Occupational specialist from the high schools, counselors and CRT's from the middle schools and elementary schools, Director of Student Services, and representative from exceptional education, adult education, and vocational education.

This committee will serve the district in an advisory capacity to assess needs, promote career education as an integral part of the curriculum, review the district's Career Education Plan, serve as a liaison between the school and the Coordinator of Adult Education, etc.

D. The members of the committees will be appointed by the Superintendent for three year terms. Terms shall be staggered in order to provide for continuity of membership. Each committee shall meet a minimum of twice per year. Minutes shall be maintained and distributed by the Director.

Auth: 230.22, F.S. Imple: 230.22(1), 229.555(10), 229.575, F.S.

1.3.3 <u>Regional Articulation Council for Vocational Education, Adult General Education, and Community Instructional Services</u>

- A. The district director of vocational and adult education shall arrange his daily schedule to permit attendance at and participation in each scheduled meeting of the Regional Articulation Council. The time necessary for the director of vocational and adult education to attend such council meeting including reasonable travel time shall be considered as part of the director's assigned duties. *Amended* 6/29/83
- B. The superintendent shall cooperate with the council when the council is carrying out its assigned duties and responsibilities which include:
 - (1) The review and evaluation of existing courses and programs.
 - (2) The analysis of current training, counseling, and placement programs in the district.

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2 3 4			(3) Other effects of the council in carrying out its assigned responsibilities.							
5 6 7 8 9		C.	The superintendent shall, prior to recommending the approval of new and additional vocational and adult education programs, provide assurance that the approval of such recommendations meet the requirements of the council and thereby qualify for state and federal funding.							
10 11		D.	The superintendent shall keep the School Board informed of the findings of the council by submitting periodic reports.							
12 13 14 15		E.	Findings and recommendations of the council that are not concurred with by this board shall be appealed to the State Board of Vocational Education for a final decision.							
16 17 18			230.23 (4)(h) 6A-6.67							
19 20 21	1.3.4	Specia	Interest Committees							
22 23 24		The Su	perintendent may, from time to time, establish special interest committees for pose of gathering input relative to any issue. Adopted 6/30/92							
25	1.3.5	Found	tion for Osceola Education Adopted 6/29/93							
26 27 28 29		to rece	ne Foundation for Osceola Education, Inc. is organized and operated exclusively receive, hold, invest and administer property and to make expenditures to or for e benefit of public prekindergarten through 12th grade education.							
30 31 32		A.	<u>Duties</u>							
33 34 35 36 37			The Foundation shall perform its duties as prescribed in its corporate charter and by-laws on file with the Department of State subject to the provisions of State Board of Education Rule 6A-1.0013, and Section 237.40, Florida Statutes							
38 39		B.	Audit							
40 41			(1) The fiscal year of the Foundation shall begin on July 1 and end on June 30.							
42 43 44 45 46			(2) At the close of each fiscal year, the Foundation's Board of Directors shall provide for an audit in accordance with State Board of Education Rule 6A-1.0013 and Section 237.40, Florida Statutes.							
47		C.	District Property							
48 49 50 51 52 53			The Foundation is authorized to use the District's property, facilities and personal services as determined annually by the Superintendent to operate the Foundation.							
54										

1		D.	Board of Directors	
2 3 4			The Foundation Bo School Board.	pard of Directors shall be approved annually by the
5 6		E.	Not for Profit	
7 8 9 10			The Foundation sha under the provisions State.	ll be a Florida Corporation not for profit, incorporated s of Chapter 617, and approved by the Department of
11 12	1.4	TEAC	CHER EDUCATION (CENTER COUNCIL
13 14	1.4.1	Memb	<u>pership</u>	
15 16 17 18 19 20		memb comm Superi	ers nominated by i unity colleges, comr	a Teacher Education Center (OTEC) shall consist of instructional personnel, administrators, universities, nunity agencies and other interested groups. The imend members to the Board. Membership on the
21 22		A.	One (l) classroom tea	acher from each school.
23 24		В.	One (l) elementary b	uilding level administrator.
25 26		C.	One (l) secondary bu	ilding level administrator.
27 28		D.	One (l) representativ	e of the University of Central Florida.
29 30		E.	One (l) representative	e of Valencia Community College.
31 32 33		F.		onal Student Education (ESE) is not represented in part large ESE teacher shall be appointed.
34 35 36		G.	In the event vocation at-large vocational ed	al education is not represented in part (a) above, one (l) ducation teacher shall be appointed.
37 38		Auth:	230.22, F.S.	Imple: 231.601(4), 231.606(1)(a) and (2)(a), F.S.
39 4 0	1.4.2	Voting	Authority of the Cent	er Director
41 42 43		The Content	enter Director shall be Council.	entitled to vote only when a tie occurs in voting by the
14 15		Auth:	230.22, F.S.	Imple: 231.606(2)(b), F.S.
16 17	1.4.3	Term o	of Office for Classroon	m Teachers
18 19 50 51 52		years, membe	except that the term er may be appointed f	cil Member who is a classroom teacher shall be two (2) of an at-large member shall be for one (1) year. A for two (2) successive terms. A teacher who fills an ar or less shall be eligible for up to two (2) full terms.
54		Auth:	230.22, F.S.	Imple: 231.606(1)(a) and (2)(a), F.S.

1.4.4 Term of Office for Non-Classroom Members

The term of office for Council Members who are not classroom teachers shall be one (l) year. Non-classroom teachers may succeed themselves on the Council.

Auth: 230.22, F.S.

 Imple: 231.606(1)(a) and (2)(a), F.S.

1.4.5 <u>Recommendations for Appointment</u>

In making recommendations for appointments to the Council, the Superintendent shall consider all nominations received. Non-teaching members of the Council may be nominated by any interested individual or group. Council members who are classroom teachers may be nominated by an interested individual or group. All appointments to the Council shall be made by the Board.

Auth: 230.22, F.S.

 Imple: 231.606(1)(a) and (2)(a), F.S.

1.4.6 Attendance at OTEC Meetings

Appointment to the OTEC Council is an honor and should be received as such. With the appointment, the member accepts the responsibility of representing all employees of the Board. In order to properly represent employees, the representative must make every reasonable effort to attend all meetings.

When a representative misses more than two meetings in any one school year, that position shall be declared vacant and a new representative will be appointed.

1.4.7 The Center Staff

The Center staff shall consist of the Center Director and all other groups or persons contracted to provide staff development of educational personnel. The Superintendent shall recommend an individual to serve as Director of the Teacher Education Center. The Board shall appoint the Director and staff of the Center, in accordance with Section 231.606, subsection (2)(d), Florida Statutes. Removal of the Center Director or other personnel shall be for cause or upon recommendation of the Superintendent, with the approval of the Board.

Auth: 230.22, F.S. Imple: 231.606(2)(d), F.S.

1.4.8 Center Staffing and Program

In developing Center staffing and program:

A. A prioritized list of inservice needs, with suggested methods of implementation, shall be established by the Council.

B. The Council shall evaluate the needs in terms of available resources and recommend to the In-Service Director or the Center Director programs for implementation.

The Center Director shall collaborate with the university representative for C. personnel to implement the programs. D. Priority needs not staffed by university personnel may be contracted by the Center Director if confirmed by the Center Council. E. All programs shall be evaluated to determine the value to the participant and to aid the Center Council in determining future Center activities.

Auth: 230.22, F.S.

Imple: 231.606(1)(b), F.S.

1.4.9 Goals and Objectives

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

A. Augmentation of present college and university teacher education programs.

B. Augmentation of present school district inservice education programs, including the application of prescriptive techniques to meet language arts and computational needs, particularly in the area of reading.

C. Provision of time and opportunity for preservice and inservice teachers to interact with faculty and staff of the colleges and universities, as well as other school districts, in their common search for the most beneficial educational experience for students.

Auth: 230.22, F.S.

Imple: 231.601(4) and 231.606(1)(b), F.S.

1.4.10 The Center Budget

The Center Council shall recommend a budget to the Superintendent on an annual basis to provide for the requested Teacher Center activities. The budget shall then be approved by the Board and administered by the Center Director.

Auth: 230.22, F.S.

Imple: 231.606(1)(b) 4 and (2)(b) and (c), F.S.

1.5 DISTRICT INSTRUCTIONAL MATERIALS COUNCILS FOR THE STATE LEVEL TEXTBOOK ADOPTION PROCESS

The Superintendent or a designee shall appoint councils, each consisting of no fewer than six (6) persons--one-third (1/3) shall be lay members and one-half (1/2), teachers. The teacher members must be certified in an area directly related to the academic area or level being considered for adoption. Personnel designated as associate master teachers of the year pursuant to Section 231.533, or selected as a teacher of the year at the school, district, regional or state level pursuant to the provisions of the program conducted by the Department of Education, shall be encouraged to serve on instructional materials councils (Section 233.09, Florida Statutes). State instructional materials council members may not be members of the district instructional materials council. Membership of the council shall elect a chairman. Each district council member shall complete the Department of Education

training program, related to the evaluation and selection of instructional materials. prior to the beginning of the review and selection process.

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District council meetings are open and shall be conducted in compliance with Section 286.011, Florida Statutes; and date, time, and place shall be announced to the public in the local media two (2) weeks in advance. The district shall make materials available for public review.

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Each member of a district instructional materials council must sign an affidavit pursuant to Section 233.08, Florida Statutes, before transacting the business of the council.

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Pursuant to Section 233.115, Florida Statutes, members of the district instructional materials council are prohibited from accepting gifts, money, emoluments, or other valuables which shall directly or indirectly influence the adoption or purchase of any instructional materials.

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The district instructional materials council shall not deny any publisher, manufacturer, or a representative time to present a product(s) equal to that time given for any other publisher, manufacturer, or representative.

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The district shall forward to the Department of Education a statement of criteria and procedures for evaluation of materials. This statement shall include whether any of the submissions were piloted and/or used in the district and the number of council members and meetings.

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The District Instructional Materials Council will evaluate all submissions. Each instructional material shall be ranked numerically as to its choice in relation to all other materials of the same type evaluated, and no two (2) materials in the same subject area may receive the same numerical ranking.

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Auth: 230.22, F.S

Imple: 233.08, 233.09(3)(c), 233.095, and 233.115, F.S.

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1.6 SCHOOL BASED MANAGEMENT (SBM)

School based management in Osceola County is defined as a systematic way of bringing district staff, principals, teachers, students and parents together to participate in determining and improving school programs. (SBM) encourages effective use of educational resources, reduces time in the decision making process and places considerable emphasis on school effectiveness.

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Elements of School Based Management in Osceola County include the following:

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Α. The school is the principal planning unit in the budget process. The opportunity exists for school level input into the budgeting process and each school develops an annual budget based on its unique needs. budgeted, funds can be shifted to other functions and objects by following district procedures.

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В. The system of planning is continuous and reflects input from school level administrators and teachers.

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11 12			230.22, F.S. 229.555, 230.33(5), 230.23(3), and 236.02(7),F.S.
13 14	1.7	MAN	AGEMENT INFORMATION SYSTEM
15 16		The So	chool Board shall:
17 18 19		Α.	Establish a District reports and forms control management system. Amended 6/30/92
20 21 22 23		В.	With assistance from the Department of Education, develop systems compatible with the state management information system and unique local systems. **Amended 6/30/92**
24 25 26 27 28		C.	Provide, with the assistance of the Department of Education, inservice training dealing with management information system purposes and scope, a method of transmitting input data, and the use of output report information.
29 30 31		D.	Establish a plan for continuous review and evaluation of local management information system needs and procedures.
32 33 34 35		E.	Advise the Commissioner of Education of all District management information needs.
36 37 38		F.	Transmit required data input elements to the appropriate processing locations in accordance with guidelines established by the Commissioner.
39 40 41 42 43		G.	Determine required reports, comparisons, and relationships to be provided to district school systems by the system output reports and continuously review these reports for usefulness and meaningfulness, and submit recommended additions, deletions and change requirements in accordance with the guidelines established by the Commissioner.
14 15 16		Н.	Be responsible for the accuracy of all data elements transmitted to the Department.
47 48 49 50 51		I.	RECORDS RETENTION MANUAL (ADOPTED JULY 7, 1987) The School Board adopts and maintains a Records Retention manual that delineates procedures for the care and maintenance of records of the District. This manual shall be administered through the Office of Records Management.
53 54		Auth:	229.555(2)(b), F.S.
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Planning for program and curriculum changes takes place in individual schools based upon the needs of the individual school, the district and state

Teacher placement decisions are a shared responsibility between the district and local school.

Community input is received from School Advisory Councils unique to each school. *Amended* 6/30/92

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mandates.

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1.8 INSERVICE EDUCATION

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

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A. Develop a systematic procedure for identification of personnel improvement and performance needs.

B. Develop a comprehensive plan with long and short range objectives, consistent with the established needs.

C. Improve the level of performance of all personnel through programs or activities conducive to obtaining the desired level of performance, and particularly for those who serve in the early childhood and basic skills development program.

D. Increase competencies, skills and knowledge of personnel for more efficient and effective personnel utilization.

E. Develop a systematic procedure for evaluating the effectiveness of staff development activities.

F. Develop and implement a program for beginning teachers that conforms to the Florida Professional Orientation Program in accordance SBR 6A-5.75.

G. Develop a District Management Training Program for school effectiveness which will implement training in managerial competencies determined by the Florida Council on Educational Management per Section 231.087(5), F.S.

A copy of the Master Plan shall be filed in the library of each school.

Auth: 230.22, F.S. and 230.2311(6), F.S. Imple: 231.603(3), F.S.

1.9 EDUCATIONAL EVALUATION

 The School Board shall provide for the periodic assessment of student performance and achievement in each school. Such assessment programs shall be based upon local goals and objectives which are compatible with the State's plan for education and which supplement the minimum performance standards approved by the State Board of Education. Data from the assessment programs shall be provided to the Commissioner of Education when it is required in order to evaluate specific instructional programs or processes or when the data is needed for other research or evaluation projects. The School Board may provide acceptable, compatible District assessment data to substitute for any assessment data needed at the state level when the Commissioner certifies that such data is acceptable for the purposes of this action.

A. District Report

A feedback report shall be prepared on the status of education in the Osceola County School District. The report shall contain information about how well school instructional programs enable students to meet performance standards, results of program evaluations, information about the needs of

education in the District, information on District policy decisions, and any other information and analysis which explain or clarify the status of education in the District. The District report shall be made available to the general public and the citizens of the District, to each school in the District, and to appropriate local news media. Amended 6/30/92

B. School Report

Each school shall annually report on its status of education and shall base its report upon information for the prior school year. The report shall contain:

- (1) Information on how well the school is meeting its goals and objectives.
- (2) Interpretation and analysis of student progress, including information on how well students are achieving the minimum performance standards.
- (3) Fiscal information, including the school budget.
- (4) Information on the needs of the schools and its students.
- (5) Summaries of teacher, student, parent, and community attitudes toward the school.
- (6) Any other information and analysis which explain or clarify the status of education.

The principal, with the assistance of teachers, students and the School Advisory Council shall prepare the report. The report shall be distributed in accordance with established timelines. The report shall be reproduced and distributed at the least possible cost and may be issued in a series or as part of existing school publications. The report shall be distributed to the parent or guardian of each student in the school and made available to all other interested citizens upon request. Amended 6/30/92

1.10 EARLY CHILDHOOD AND BASIC SKILLS DEVELOPMENT

The School Board shall establish a program for early childhood and basic skills development. This program shall be developed cooperatively by school administrators, teachers, parents and other groups or individuals having an interest in the program and having expertise in the field of early childhood education or basic skills development. Such a program shall be based on the guidelines prepared by the Department of Education pursuant to Chapter 7-A-238, Laws of Florida, and further delineated in Chapter 6 of this Rules Manual.

1.11 EVALUATION OF SCHOOL PERSONNEL

The School Board shall annually review the system of evaluating the personnel of the District, as presented by the Superintendent. Such evaluation shall be for the purpose of maintaining and improving the educational program of the District.

Auth: 230.22, F.S.

54 Imple: 229.57(3), 229.57(5), 230.22(5), 230.23(5), 230.2311(3), 231.29(2)

1.12 SUPPLEMENTS Amended 6/30/92

Supplements may be provided for extracurricular activities or other assignments as outlined in the Master Teacher Contract and Board adopted salary schedule.

1.13 REPORTS AND FORMS CONTROL

A. <u>Purpose</u>

To provide the schools, district, state, and federal agencies with required data in a timely and accurate faction while reducing duplication.

B. Definitions

- (1) Form Any written communication, whether in memorandum, survey or standard form format, with blank spaces for the filling in of data.
- (2) Report Any form in which the blanks have been completed or any summary of data prepared after aggregation of data on forms.

C. Authorization and List of Forms

Those School District forms, as indexed in the Forms Index and located in the Office of Records Management, constitute the approved district forms as required by F.S. 120.53(1) (b). A copy of any form listed in the Index may be obtained without cost from the Office of Records Management.

D. New or Revised Forms

Any new or revised forms must be submitted to the Office of Records Management for review in accordance with the procedures set forth in the Forms Management Handbook. Any form developed by the District which imposes any requirement or solicits any information not required by statute or by an existing rule must be submitted for approval by the Board, and on approval shall be included in the Forms Index and placed on file in the Office of Records Management.

1.14 AFFIRMATIVE ACTION AND EQUITY

1.14.1 General Statement Revised 4/14/92

The School District of Osceola County, Florida is legally responsible to ensure that equal education opportunities are available to all individuals within the district who are eligible under the laws of the State of Florida to receive a free public education in the district. The district is also responsible to ensure equal employment opportunities to all individuals. Educational programs and employment opportunities shall be made available free of any sexual harassment and discrimination based on race, gender, color, disability, religion, marital status, national origin or other non-merit factor. In limited circumstances, gender or disability may be disqualifying as permitted by law.

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1.14.2 <u>Definitions</u>

The following definitions shall apply to the terms stated throughout this Policy:

- A. <u>Affirmative Action</u> is a concept which requires an employer to do more than refrain from discriminatory practices and policies, and to go beyond the maintenance of policies of passive non-discrimination, by taking positive results-oriented steps toward the elimination of discriminatory barriers.
- B. <u>Complaint</u> is a statement which alleges that an organization or person has been or is engaged in employment discrimination.
- C. <u>Investigation</u> is a detailed examination of the facts to determine if discriminatory employment practices did or did not occur.
- D. <u>Party</u> is a complainant or respondent.
- E. <u>Respondent</u> is a person, agency or part of any agency accused of discriminatory conduct regarding employment by the School Board.
- F. <u>No Reasonable Cause</u> means, upon consideration of the facts, a person could conclude that the respondent has not engaged in an employment practice made unlawful by State or Federal law.
- G. <u>Equal Employment Opportunity Designee</u> is an employee appointed by the Assistant Superintendent for Personnel and Administrative Services to coordinate the complaint process in an organizational or institutional unit.
- H. <u>Discrimination</u> is illegal treatment of a person or group (either intentional or unintentional) based on race, color, religion, political opinions or affiliations, age, sex, handicap, veteran status, national origin or other nonmerit factor, except where a previously mentioned condition is a bona fide occupational qualification of employment. The term also includes the failure to remedy the effects of past discrimination.
- I. <u>Bona Fide Occupational Qualifications</u> means employment in particular jobs may not be limited to persons of particular sex, age, race, creed, color, religion, or national origin unless an employer can demonstrate that sex, age, religion, or national origin is an actual qualification of performing the job.

J. Sexual Harassment includes:

(1) Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, ethnic background, gender or handicapping condition which has the purpose or effect of creating an intimidating, hostile, or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities;

1 2 3 4			(2)	The denial of or the provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors; or
5 6 7			(3)	Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such
8				conduct is made either explicitly or implicitly a term or condition of
9				an individual's employment or educational career; submission to or rejection of such conduct is used as a basis for educational or
10				employment decisions affecting the individuals; or such conduct has
11				the purpose or effect of unreasonably interfering with an
12				individual's work or educational performance or creating an
13				intimidating, hostile, or offensive working or educational
14				environment.
15				
16	1.14.3	Affirm	native A	ction Adopted 6/28/94
17				•
18		There	is here	eby created an Affirmative Action Committee which shall
19		consis	t of fift	een (15) members. The members of the Committee shall be
20		recom	mended	by the Superintendent and appointed by the School Board
21		and sh	all serv	e three (3) years. The following shall apply to the operation
22 23		or the	Amrma	tive Action Committee:
23 24		A.	The A	ffirmative Action Committee in distinct in 1. 1.
25		Α.	Comm	ffirmative Action Committee is distinguished from the Equity ittee of the School Board, which investigates individual
26			compl	aints, in that the Affirmative Action Committee is not
27				arily comprised solely of employees of the District. The
28			Affirm	native Action Committee shall not have access to materials or
29				which are confidential by law.
30				,,
31 32		В	Respondent notation	nsibilities of the Affirmative Action Committee shall include to the following:
33			(1)	Manter than 11 of the state of
34 35			(1)	Monitoring all educational programs and employment
36				opportunities to ensure that they are available to all
37				individuals with the district who are eligible under the State of Florida and the School Board of Osceola County, Florida.
38				of Florida and the School Board of Osceola County, Florida.
39			(2)	Monitoring the hiring of protected classes of employees.
40			(-)	the mining of protected classes of employees.
41			(3)	Reviewing promotional opportunities for protected class
42			` /	employees.
43				• •
44			(4)	Reviewing the percentage of disciplinary actions against
45				protected classes of students and employees.
46				• •
47			(5)	Monitoring the participation of protected classes of students
48				and parents in school activities and providing motivational
49				programs to promote increased participation if needed.
50			(6)	Mantaga at 1
51 52			(6)	Monitoring the dropout rate among protected classes of
52 53				students.
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1 2 3		(7)	Monitoring academic skills among protected classes of students.
4 5		(8)	Reviewing curriculum content to ensure motivation and self- esteem development for protected classes of students.
6 7 8		(9)	Monitoring the providing of programs designed to create awareness of college/vocational opportunities.
9 10		(10)	Monitoring retention of teachers among protected classes.
11 12 13		(11)	Monitoring redistricting activities and out-of-zone transfers.
13 14 15 16 17 18 19 20	C.	at least shall in Board Action	firmative Action Committee shall report to the School Board once per school year. This presentation to the School Board sclude, but not be limited to a discussion of current School efforts in minority hiring, trends detected by the Affirmative Committee, problems and potential problems identified by mmittee.
20 21 22 23 24 25 26 27 28	D.	membe facilitie Commi prepara Commi	aperintendent shall name a representative as an ex-officion of the Affirmative Action Committee, and shall make the softhe School Board available for the business of the attee, including meeting locations, use of equipment for ation of reports, communications of official business of the attee and for other similar purposes, and shall provide able secretarial and clerical services.
29 30 31 32 33 34		Board i job op otherwi	firmative Action Committee may provide input to the School n developing a program or programs for the advertisement of portunities in various minority communities, and may see assist the School Board in recruiting qualified minorities bloyment within the District.
35 36 37 38 39		other te	firmative Action Committee may review job descriptions and sting requirements for employment in the District and present alts of the review to the Board. They may also present any ed EEO barriers to employment or advancement.
40 41 42 43 44 45		does no or Distr the Sch	firmative Action Committee is purely an advisory body and at have the authority to commit or obligate the School Board ict in any manner. The Committee serves at the discretion of ool Board and may be modified or dissolved by future Board in accordance with law.
46 47	E.	<u>Implem</u>	entation Revised 4/14/92
48 49 50		The Sur Board b	perintendent shall implement the affirmative action policy of this by all appropriate means, including the following:
51 52 53			Ascertain that all unnecessary references to sex, race, religion, disability or national origin have been removed from any and all applications for employment or for enrollment in programs.

1 2 3			(2)	The term "Equal Opportunity Agency" shall be printed on all stationary and applications for employment.
4 5 6 7			(3)	Maintain a continuous review of all curriculums and curriculum materials to avoid materials biased as to sex, race, national origin, religion, and/or disability.
8 9 10			(4)	Disseminate information to all employees that a credit union is available to help meet their financial needs.
11 12 13 14			(5)	Maintain an exit interview program to ascertain reasons for and solutions to any existing turnover problems among minority and female employees.
15 16 17 18			(6)	Provide ample opportunities for employees to discuss individual problems informally outside normal administrative channels to obtain needed advice and counseling with complete confidentiality.
19 20 21 22 23 24			(7)	Promulgate an administrative memorandum providing a method for the filing of formal written complaints alleging discrimination and assuring that such complaints will be fully investigated, receive an impartial review, and take appropriate action on the same if warranted.
25 26 27 28			(8)	Continue to maintain an active recruitment program in colleges throughout Florida and the southeastern United States having predominantly black graduates.
29 30 31 32			(9)	Report at least annually to the Board as to the implementation of this Plan and to recommend to the Board any change in this policy or additions thereto from time to time as he may deem advisable or appropriate.
33 34	1.14.4	Equity	<u>'</u>	appropriate.
35 36 37 38 39 40		A.	intimid has file	applicant and employee has the right to present a complaint of alleged nination or sexual harassment and, in so doing, be free from restraint, lation, harassment, interference, coercion, or reprisal because he/she ed a charge, testified, assisted, or participated in any phase of gations, proceedings, or hearings pursuant to this policy.
41 42 43 44 45 46 47 48 49 50		В.	employ composithe der Superin ex-offic Commi	uity Committee is hereby established for the purpose of providing a ure for registering complaints for employees and/or applicants for ment with the School District of Osceola County, Florida. The sition of this committee shall be seven (7) members representative of mographics and employee categories of the staff. The Assistant attendent for Personnel and Administrative Services will serve as an action member of the Equity Committee. All appointments to the Equity attee will be approved by the School Board. Appointees will serve ared three (3) year terms.
51 52 53 54		C.	discrim before	event an employee intends to register a complaint based upon alleged ination, remedies should be sought through administrative channels resorting to other means of resolving disputes. Complaints must be ithin 90 days of the incident. It is expected that both employees and

 their supervisors will make every reasonable effort to resolve such conflicts. The following procedures are intended to facilitate these administrative remedies:

- (1) Employees should first express their complaints to their immediate supervisors. At the same time, employees may wish to involve the Assistant Superintendent for Personnel and Administrative Services or a member of the Equity Committee to assist them at this informal level. If a resolution to the complaint can be reached at this level, no further action is to be taken.
- (2) If no resolution was reached between the employee and the immediate supervisor, the employee should notify the supervisor in writing that he/she intends to file a formal complaint with the Assistant Superintendent for Personnel and Administrative Services requesting an investigation concerning the alleged discriminatory practice. The Assistant Superintendent for Personnel and Administrative Services shall notify the supervisor and the appropriate division head when a formal complaint has been filed.
- (3) An investigative panel will be established consisting of two (2) members of the Equity committee and one (1) person appointed by the complainant. This person must be a School Board Employee from another department/school. One member will be selected as chairman.
- (4) The Investigative Panel shall conduct a fair and impartial investigation into the alleged discriminatory practice and shall keep all parties involved fully apprised of the status during the investigation.
- (5) Upon completing the investigation, which shall include reviewing applicable data, the Equity Committee shall communicate its recommendations to the Superintendent, who has the ultimate responsibility of investigating complaints under this section, via the Assistant Superintendent for Personnel and Administrative Services.
- (6) In each and every case involving the Equity Committee in matters of alleged discrimination, all steps shall be followed to insure reasonably prompt action in light of all the circumstances presented in the individual case being investigated.
- (7) In the event the Complainant is dissatisfied with the recommendation of the Investigative Panel or Superintendent or the final action of the School Board he/she may file a complaint with the EEOC office at the federal level.
- D. Applicants for employment alleging discrimination may present their concerns for investigation to the Assistant Superintendent for Personnel and Administrative Services who will process such complaints in a manner similar to that established in the procedures for complaints of district employees.

alleging discrimination. 3 4 5 F. The district's functions of leadership, technical assistance, and evaluation 6 shall be applied to the implementation of this commitment. The commitment 7 of providing equal educational opportunities shall apply in all program 8 areas. 9 G. 10 This policy does not derogate any federal or state law, and should be 11 interpreted in a manner consistent with applicable court rulings and statutes of Florida and the United States. 12 13 14 H. For additional information or to file a concern or complaint, contact an 15 Equity Committee member. 16 17 18 I. The School District encourages victims of sexual harassment to come forward with such claims. This may be done through the Employee 19 20 Grievance Resolution Procedure or through a written complaint to the 21 Equity Committee. 22 J. 23 Employees who feel that administrators or supervisors are conditioning 24 promotions, increases in wages, continuation of employment, or other 25 terms or conditions of employment upon sexual favors, are encouraged to 26 report these conditions to the appropriate administrator. If the employee's 27 direct administrator or supervisor is the offending person, the report shall be 28 made to the next higher level of administration or supervision. 29 30 Κ. Employees are also urged to report any unwelcome conduct of a sexual 31 nature by supervisors or fellow employees if such conduct interferes with 32 the individual's work performance or creates a hostile or offensive working 33 environment. 34 35 L. Confidentiality will be maintained in accordance with applicable statutes and 36 no reprisals or retaliation will be allowed to occur as a result of the good 37 faith reporting of charges of sexual harassment. 38 39 M. In determining whether alleged conduct constitutes sexual harassment, the 40 totality of the circumstances, the nature of the conduct, and the context in

Students may also follow the above procedures regarding complaints

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N. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or termination subject to applicable procedural requirements.

which the alleged conduct occurred will be investigated.

- O. This policy does not derogate any federal or state law, and should be interpreted in a manner consistent with applicable court rulings and statutes of Florida and the United States.
 - It is the policy of the School District of Osceola County, to create an educational and work environment free of harassment on the basis of race, sex, national origin or handicap. The School District will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to

1 2 3			non-er author	mployee rities.	volur	nteers	who	work	subje	ect to	the	contro	ol of	sc	hoo
4															
5		P.	Discrimination In Employment shall mean:												
7 8 9 10 11 12 13			(1)	to dis- compe- becaus disabli where	or refunctions or refunctions of some	ate ag n, teri uch in dicap, age, c	gainst, ms, c ndivid , nation or phy	any conditi ual's r nal ori vsical	indivi ons, c ace, c gin or or me	dual or pr color, other	with rivileg religi r non-	respection, age	et to emp ge, se factor	his oloyr ex, 1 r, ex	s/her ment non- ccept
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17 18 19				a.	Depri	ve an i	indivi	dual of	emple	oyme	nt opp	ortuni	ties;		
20 21 22 23 24 25				b.	emplo politic origin	oyee be cal opi or no cal or	ecause inions on-me ment	of su or affi rit fac al con	ch ind iliatior tor, ex idition	lividu 1s, ag kcept	al's ra e, sex where	yee's ace, co , handi e sex, a fide	olor, i icap, age	relig nation	gion, onal other
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34 35	1.14.5	<u>Chapte</u>	er 1 Con	nparabil	<u>ity</u>	Adoj	pted 7.	/23/91							
36 37 38 39 40		an equal	e intent o itable ba on, a Cha Board fo	asis usii apter 1 c	ng Boa ompara	urd est ability	tablish calcu	ned for	rmulas	to e	nsure	comp	arabii	litv.	In
41 42 43	1.15	INVO	LVEME	NT OF	STUD]	ENTS	IN PO	OLITIO	CAL A	CTIV	VITY				
44 45 46		Emplo politica	aployees of the Osceola County School Board, shall not involve students in itical activities during the school day.												
47 48	1.16	PERSO	ONNEL	RECO	RDS										
49 50	1.16.1	<u>Definition of Terms</u>													
51 52		A.	<u>Evaluations</u>												
53 54			Include reprima	class ands, co	room mmeno	obse dations	rvatio s and o	ns, a	annual ocess	ev docur	aluati nenta	ons, tion.	asse	ssme	ent,

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B. Complaint

An accusation by any member of the public or School Board employee charging an employee with misconduct and/or unacceptable performance.

C. <u>Limited File</u>

(Confidential File: available only to those with complete access)

Information that is not available for public review. This would include medical records, psychiatric, psychological files, payroll deductions, transcripts, preliminary investigations, active investigations, evaluations and assessments prior to July 1, 1983, and subsequent evaluations for one full school year.

D. Custodian of Records

The appointed work site administrator, central office administrator or administrative designee charged by law with the responsibility of maintaining and supervising personnel files for the School Board of Osceola County.

E. <u>Derogatory Material</u>

Typical examples:

- (1) Complaints, allegations, negative assessments, evaluations and charges related to work performance. (Can be placed in file.)
- (2) Employee's conduct, service, character or personality not related to work performance. (Cannot be placed in file.)

F. Designee

Persons authorized by School Board Members, the Superintendent, the principal or the employee to inspect all aspects of the personnel file in the exercise of their respective duties. (Based on the need to know.)

G. <u>Inspection of Records</u> Amended 7/23/91

Every person who has custody of personnel files shall permit the records to be inspected and examined by any person desiring to do so, at reasonable times, under reasonable conditions and under supervision by the custodian of records or his designee. Confidential records are not available for inspection by the public.

H. <u>Lawful Criminal Investigation</u>

Any investigation conducted by local, state and federal law enforcement agencies concerning criminal acts, according to the laws of the state or community as enforced by the courts.

I. <u>Law Enforcement Personnel</u>

Any person employed by an authorized law enforcement agency to conduct an investigation concerning unlawful acts, e.g.; employed by federal, state, or county or municipal agency.

J. <u>Medical Records</u>

Include medical, psychological/psychiatric evaluations, medical releases, workers' compensation reports and other letters, documentation or reports attendant to the employee's medical condition.

K. No Probable Cause

Findings of preliminary investigations showing no evidence to support or continue an investigation.

L. Payroll Deductions

Include Federal Income Tax and FICA deductions, deductions taken for insurance, union dues, retirement contributions, tax sheltered annuities and other investment deductions, alimony and court mandated deductions, charity deductions, credit union.

M. <u>Preliminary Investigation</u>

Investigative actions conducted to determine if there is probable cause to proceed further with complaint or alleged violation or Board Rules and/or statutory provisions.

N. <u>Probable Cause</u>

Result of preliminary investigation with findings of reasonable grounds for suspecting that violation of School Board Rules or criminal offense has been committed. May lead to further investigation, disciplinary action or charges filed.

0. Right of Inquiry

The employee has the right to request that the Superintendent or his designee make an informal inquiry regarding material in his personnel file which an employee believes to be false. The official conducting the inquiry shall append a written report of his findings to the personnel file.

1.16.2 Personnel Files

A. <u>Definition of Personnel File</u>

The term personnel file means all records, information, data, or materials maintained by the School Board anywhere, (including the work site file, which are uniquely applicable to that employee, whether maintained in one or more locations.

1	В.	Access to Personnel Files			
2 3 4		(1)	The c	omplete file is open as needed	to:
5 6			a.	School Board Members and	the School Board Attorney.
7 8			b.	Superintendent, Assistant Assistant Principals, or their	Superintendents, Principals, respective designees.
9			c.	Supervisor of the employee.	
11 12			d.	Employee.	
13 14			e.	Designees of Employees.	
15					
16 17			f.	Law Enforcement person investigation.	nnel in a lawful criminal
18 19			_	Duefereit	
20			g.	files.	personnel assigned to personnel
21 22		(2)	The li	mited file is open to anyone	ho 61 1 - '
23		(2)	reques	st. After the request is filed an	ho files and signs an appropriate effort shall be made to provide
24			curren	at records within a reasonable t	ime
25					
26		(3)	All m	aterials in the personnel file are	subject to public review except
27			as not	ed below for the period of time	e indicated. The contents of the
28			Limite	ed File include the following:	Amended 7/23/91
29 30				ITEM(a)	
31				ITEM(s)	<u>TIMELINE</u>
32			a.	A complaint or any material	Until: completion of
33			٠.	relating to the investigation	preliminary invest-
34				of a complaint.	igation; no probable
35				1	cause if found;
36					investigation becomes
37					inactive; or within
38					sixty (60) days.
39			L	T 1	_
40 41			b.	Evaluation prepared prior	Permanently exempt.
42				to July 1, 1983.	
43			c.	Evaluation prepared on	Evernet until the and
44			v.	or after July 1, 1983.	Exempt until the end of the school year
45				or arter vary 1, 1705.	following the school
46					year during which the
47					evaluation is made.
48					
49			d.	Derogatory materials.	Exempt until 10 days
50 51					after the employee has
52					been notified.
53			e.	Payroll deductions,	Domonoutly
54			C .	medical, psychiatric	Permanently exempt except to a hearing

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2		(4)	A pre	liminary investigation shall be considered active as long as it is
3			contin	nuing with a reasonable, good faith anticipation that an
4			admii	nistrative finding will be made in the foreseeable future.
5 6		(5)	A	liminam investigation C
7		(5)	A pre	liminary investigation of a complaint must terminate in any of
8			the ro	ollowing ways:
9			a.	With a finding that there is no much able asset to
10			a.	With a finding that there is no probable cause to proceed
11				further. A statement to that effect signed by a responsible investigating official shall be attached to the complaint.
12				investigating official shall be attached to the complaint.
13			b.	With a finding that there is probable cause to proceed further
14				or with disciplinary action taken or charges filed.
15				of the same of the good field.
16			c.	With the investigation ceasing to be active. An investigation
17				shall be presumed to be inactive if no finding relating to
18				probable cause is made within sixty (60) days after the
19				complaint is made.
20 21		(6)	A 11	
22		(6)	All re	quests for information must be in writing, subject to approval
23			by the	Assistant Superintendents or Director of Finance.
24	E.	Repro	duction	Procedures and Fees Amended 7/23/91
25	٠.	repro	auction	Amended 7/23/91
26		Every	person	who has custody of personnel files shall permit the files to be
27		inspec	ted and	I duplicated by any person desiring to do so at reasonable
28		times,	under i	reasonable conditions, and under supervision by the custodian
29		or the	records	or designee. The records custodian or designee shall review
30		the em	iployee'	's file for compliance with exemptions under Florida Statutes
31		Chapte	er 231,	before opening the file for inspection or duplication.
32		D	1	
33 34		Kepro	auction	of records is to be done on School Board premises.
35		An inc	lividual	access record must be all by the first transfer to
36		the file	uviduai Vas in	access record must be added to the employee's file showing aspected and by whom.
37		the m	was III	ispected and by whom.
38		The co	st of re	producing copies of the records shall be as provided in section
39		1.20.2	of thes	e Rules.
40				
41	F.	<u>Person</u>	nel File	<u>Contents</u> Amended 6/30/92 & 6/27/95
42		_		
43		Person	mel Fil	les may include, but are not limited to the following
44		inform	ation:	· ·
45		INICTO	HOTIC	ONIA I
46 47		11/2 I K	<u> UCTIC</u>	<u> DNAL</u>
48		Applic	ations	
49				(Form Only)
50				To Review File
51				ad All Related Forms
52				All Related Forms
53		Code (of Ethic	s Forms
54		Deficie	ency For	rms (Certifications)

1			Employee Process Letter/Substitute Form						
2			Evaluation/Observation Conference Reports						
3			Inservice Printouts/Related Materials						
4			Leaves of Absences/Change Forms						
5			Letters of Commendation						
6			Notification to Begin Work Letters						
7			Reclassification/Transfers						
8			Resignation						
9			Resumes						
10			Social Security Card						
11			Transcripts and University Placement Data						
12			Wage Verifications from Mortgage Companies						
			wage vermeations from wortgage companies						
13									
14			PROFESSIONAL SUPPORT Amended 6/29/93						
15									
16			Applications						
17			Appointments						
18			Authorization to Review File						
19			Employee Process Letter/Substitute Form						
20			Evaluation Forms						
21			Inservice Printouts/Related Materials						
22			Layoff and Recall Letters						
23			Leaves of Absences/Change Forms						
24			Letters of Commendation						
25			Notification to Begin Work Letters						
26			Reappointment Letters						
27			Reclassification/Transfers						
28			Resignations						
29			Resumes						
30			Salary Letters						
			Social Security Cards						
31									
32			Test Scores						
33			Transcripts						
34			Work Permits						
			work i cities						
35									
36			Auth: 119.07 F.S.; 231.262 F.S.; 231.291 F.S.						
37									
38	1 17	O A TOTAL	TWAND HEALTHIN OCCOUNTRY OF TRACE						
39	1.17	SAFE	TY AND HEALTH LOSS CONTROL PROGRAM						
40									
41		Α.	The School Board authorizes the development and administration of a						
42			Cofaty and Haglish Lags Control Draggers that movides from						
			Safety and Health Loss Control Program that provides for:						
43									
44			(1) A safe and healthful educational environment for the student						
45			population;						
			population,						
46									
47			(2) A safe and healthful work place from recognized hazards for each						
48			employee;						
49			employee,						
50			(3) Safe use of facilities by the general public;						
51			-						
52			(4) Protection of the environment and natural resources from any						
53			foreseeable or preventable impairment valeted to Cahaal District						
			foreseeable or preventable impairment related to School District						
54			activities and operations;						

(5) The reduction of property, Workers' Compensation, and general liability losses.

The primary goal of the Safety and Health Program shall be to eliminate all accidental losses of human resources and physical assets. The Program will be administered under the direction of the Superintendent with responsibility for implementation assigned to the Risk Manager.

- B. The School Board establishes a comprehensive program of safety and sanitation inspections for the protection of occupants of public educational and ancillary plants. *Adopted 7/2/96*
 - (1) Each educational and ancillary plant shall be inspected at least once during each fiscal year to determine compliance with standards of sanitation and casualty safety prescribed in State Board Rules.
 - (2) Each educational and ancillary plant shall be inspected annually for fire and safety by persons certified by the Division of State Fire Marshal to be eligible to conduct fire safety inspections in public educational and ancillary plants. Each fire safety inspection report must include a plan of action and a schedule for correction of each deficiency.
 - (3) If immediate life-threatening deficiencies are noted in any inspection, the deficiency shall be promptly corrected or the educational plant shall be withdrawn from use until such time as the deficiencies are corrected.

1.18 DRUG-FREE WORKPLACE

1.18.1 No employee of the School Board shall manufacture, distribute, dispense, possess, use, or be under the influence in the workplace of any alcoholic substance, any intoxicating or auditory, visual, or mental altering chemical or substance or narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal or state law or rule, or any counterfeit of such drugs or substances all being collectively referred to as drugs.

It is recognized that prescription drugs are necessary, but the abuse of such drugs is a violation of the policy.

"Workplace" is defined as the site for the performance of work done in connection with employment. That includes any school building, any school premises; any school vehicle, or any vehicle used to transport students to and from school and school activities off school property during any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the School District.

Amended 6/30/92

1.18.2 Upon reasonable suspicion of drug and/or alcohol abuse, documented by the School Board adopted checklist, written notification shall be given to the employee and a professional evaluation, which may include drug and/or alcohol testing as recommended, shall be performed by qualified personnel.

Any employee testing positive will be considered in violation of the Drug-Free Workplace policy.

Any employee violating the above policy is subject to discipline, up to and including termination and referral for prosecution, for the first offense. *Amended* 6/29/93

1.18.3 Employees have the right to know the dangers of drug and/or alcohol abuse in the workplace, the school district's policy about them, and what help is available to combat drug and/or alcohol problems. This document spells out the school district's policy. The school district will institute an education program for all employees on the dangers of drug and/or alcohol abuse in the workplace. All employees are encouraged to self-identify and to participate in the following rehabilitative help:

Medical benefits for substance-abuse treatment

Information about community resources for assessment and treatment

Counseling program

Employee Assistance Program

In addition, the school district will provide supervisory training to assist in identifying and addressing illegal drug and/or alcohol use by employees.

 1.18.4 Any employee convicted of violating a criminal drug statute in this workplace must inform the school district of such conviction (including pleas of guilty and nolo contendere) within five (5) days of the conviction occurring. Failure to so inform the school district subjects the employee to disciplinary action, up to and including termination for the first offense. By law, the school district will notify the federal contracting officer within ten (10) days of receiving such notice from an employee or otherwise receiving notice of such a conviction.

The school district reserves the right to offer employees convicted of violating a criminal drug statute in the workplace participation in an approved rehabilitation or drug and/or alcohol-abuse assistance program as an alternative to discipline. If such a program is offered, and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment.

1.18.5 CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM Adopted 5/2/95

Employees of the District performing safety sensitive functions and holding commercial drivers' licenses are required to participate in a drug and alcohol testing program pursuant to the Omnibus Transportation Employee Testing Act of 1991 (hereinafter "OTETA"), regulations of the Federal Highway Administration contained in 49 C.F.R., parts 40 and 382, section 234.091, Florida Statutes, and other applicable state and federal safety programs. It is the policy of the Board that an employee in a safety sensitive position may be considered impaired by any measurable level of controlled substance or alcohol use.

Α. **Definitions** 2 3 **(1)** Alcohol: 4 5 The intoxicating agent in beverage alcohol, ethyl alcohol, or other 6 low molecular weight alcohols including methyl and isopropyl 7 alcohol. 8 Q **(2)** Alcohol Use: 10 11 The consumption of any beverage, mixture, or preparation. 12 including any medication containing alcohol. The use of alcohol is 13 prohibited both during the work day and for four hours prior to reporting for duty. The use of alcohol is also prohibited for eight 14 hours following an accident, or until the employee is tested. 15 16 17 **(2)** Controlled Substance or Drug: 18 19 Any illegal drug or substance as identified in Schedules I through V of section 202 of the Controlled Substance Act and as further 20 21 defined by 21 C.F.R. SS 1300.11-1300.15. This includes, but is not limited to, marijuana, amphetamines, opiates, phencyclidine 22 23 (PCP), and cocaine. Illegal use includes use of any illegal drug or 24 misuse of legally prescribed or obtained prescription drug. 25 26 27 (3)**Covered Employees:** 28 29 Covered employees include District employees, both permanent and 30 temporary, who are required to hold a Commercial Driver's License 31 as a condition of employment and perform safety-sensitive 32 functions. 33 34 **(4)** Medical Review Officer (MRO): 35 36 The MRO is a physician with knowledge of substance abuse 37 disorders and who has appropriate medical training to interpret and 38 evaluate laboratory positive drug test results in a confidential 39 manner, in conjunction with an individual's medical history, and 40 any other relevant biomedical information, to determine alternative 41 medical explanations for positive results. 42 43 **(5)** Program Manager: 44 45 Superintendent shall designate within the District one or more 46 persons as OTETA program manager(s). Any person who desires 47 information regarding the program may contact the Personnel 48 Department. 49 50 (6) Refusal to Submit to an Alcohol or Controlled Substance Test: 51 52 An employee has refused to submit to an alcohol or controlled substance test if the employee (1) fails to provide adequate breath for 53 54 testing without a valid medical explanation after he or she has

received notice of the requirement for breath testing; (2) fails to provide adequate urine for controlled substance testing without a valid medical explanation after he or she has received notice of the requirement for urine testing; or (3) engages in conduct that clearly obstructs the testing process. Refusal to submit to an alcohol or controlled substance test is a positive result.

(7) <u>Safety Sensitive Function:</u>

Any function for which a Commercial Driver's License is mandated and any of those on duty functions set forth in 40 C.F.R. ss 395.2, on duty time.

(8) Substance Abuse Professional:

A licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

B. Policy

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Covered employees testing positive for alcohol (concentration of .02 or greater) and controlled substances are in violation of district policy and will be removed from safety sensitive positions immediately. Any violation of federal, state, or district policy shall be grounds for dismissal. Any employee who is terminated for violation of this policy shall be provided with a list of substance abuse providers.

Employees shall not report for duty or remain on duty requiring the performance of a safety sensitive function when the employee uses any controlled substance, except when the use is pursuant to the instructions of a physician who has documented to the employee that the controlled substance will not adversely effect the employee's ability to perform safety-sensitive functions. It is the responsibility of the employee to notify the district of physician directed use of controlled substances. Employees shall not use or possess alcohol while performing safety sensitive functions. Employees shall not perform safety sensitive functions within four hours after using alcohol. Employees shall not report for duty or remain on duty requiring the performance of a safety sensitive function when the employee uses any alcohol or while having an alcohol concentration of 0.02 or greater.

C. <u>Testing and Analysis</u>

It is the intent of the school district to comply with all alcohol and controlled substance testing procedures contained in applicable laws and regulations. The school district recognizes the need to protect individual dignity, privacy and confidentiality in the program. Specimen analysis shall be conducted in a manner to assure a high degree of accuracy and reliability and using laboratory facilities which are certified by the United States Department of

Health and Human Services, and the Florida Agency for Health Care Administration.

The following are conditions under which testing may be conducted:

(1) <u>Pre-Employment Testing</u>

As a condition of employment, all applicants for employment with the district who are required to possess a commercial Driver's License will submit to a drug test prior to employment in accordance with applicable state and federal law. Any applicant who previously failed a drug or alcohol test by a covered employer shall be disqualified from employment by the district, unless otherwise provided by law. If the district, in conformance with the law, hires the employee, the employee will be subject to return to duty and follow-up testing.

Amended 6/27/95

(2) Reasonable Suspicion Testing

A supervisor or designee who has been trained in accordance with the requirements of federal regulations shall require an employee to submit to an alcohol or drug test when there exists reasonable suspicion that an employee has violated this policy.

Reasonable suspicion must be based on documented objective facts and circumstances which are consistent with the long-term and short-term effects of alcohol or substance abuse, including but not limited to, physical signs or symptoms, appearance, behavior, speech, odor, patterns of absenteeism, inefficiency, and misconduct.

The required observations for alcohol and/or controlled substance reasonable suspicion testing shall be made by a supervisor or designee who has been trained for at least 60 minutes on alcohol misuse and an additional 60 minutes on controlled substance misuse.

(3) <u>Post-Accident Testing</u>

Alcohol or drug testing will be administered when the employee was performing a safety sensitive function and an accident occurs. For the purposes of post-accident testing, the term "accident" is defined in 49 C.F.R. ss 390.5. Testing will occur if the accident resulted in a fatality; or if the driver receives a citation under state or local law for a moving traffic violation arising from the accident and there is bodily injury to a person who immediately receives treatment away from the scene of the accident or one or more of the vehicles involved was towed from the scene due to operational impairment. Such testing must be conducted within the time limits set forth by law: alcohol testing will occur within 8 hours of the accident and drug testing will occur within 32 hours of the accident. An employee who is subject to post-accident testing must remain available to be

tested, or the employee will be considered to have refused to submit to testing.

(4) Random Testing

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All covered employees shall be subject to random, unannounced drug and alcohol testing while on duty. The annual random rate for alcohol testing shall be greater than or equal to 25% of the covered employees. The annual random rate for controlled substance testing shall be greater than or equal to 50% of the covered employees.

(5) Return to Duty and Follow-up Testing

In the event a decision is made to return an employee to duty following a positive finding for alcohol or controlled substances, at the employee's expense, the employee will be required to be tested prior to returning to work. The employee must be evaluated by a substance abuse professional and participate in any assistance program prescribed. At the employee's expense, the employee shall be subject to a minimum of six unannounced follow-up controlled substance and/or alcohol tests in the first 12 months.

D. Positive Results

- (1) Prior to verifying a positive test result, the MRO shall make every reasonable effort to contact the employee by telephone and afford him/her the opportunity to discuss the test result. The employee will immediately telephone the MRO when notified that the MRO is attempting to contact said employee. If, after making all reasonable efforts, the MRO is unable to contact the employee directly, the MRO shall contact the program manager. The employee will be suspended until the matter is resolved, or pending further School Board action, which may include suspension without pay or termination.
- Any employee who questions the results of a required drug test set **(2)** forth in this policy may request that a test of the split sample be conducted within 72 hours of being notified by the MRO. Superintendent will not recommend further job action to the School Board against the employee, including suspension without pay and/or any other permitted action under this policy during this 72hour period, and if a split sample test is timely requested, during such period of time reasonably necessary for the test results to be obtained from the testing lab. This test may be conducted at the same or different testing laboratory, as long as that laboratory is a United States Department of Health and Human Services certified laboratory. The employee shall be responsible for prepayment of the second test by certified check or money order. The cost of the second test will be reimbursed to the employee only if the second test results are negative. If the second portion of the sample also tests positive, then the employee is subject to the sanctions of this policy. If the second portion produces a negative result, or for any reason the second portion is not available, the test is considered negative and no sanctions are imposed.

1.19.2 Effective July 1, 1991, all new School Board worksites, including buildings and grounds shall be tobacco free. *Adopted 7/23/91*

1.20 PUBLIC RECORDS Adopted 7/23/91

Public Records means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business of any agency.

1.20.1 Inspection Procedures

- A. Every person who has custody of a public record shall permit the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or his designee.
- B. All public records which are presently provided by law to be confidential or prohibited from being inspected by the public are exempt from inspection or duplication.

1.20.2 <u>Duplication Fees</u>

- A. When a copy of a public record is requested, the custodian of the record, or his designee, is authorized to furnish a copy of the record. Reproduction of public records is to be done on the School Board premises.
- B. In cases where the copies consist of more than two (2) pages, the custodian shall charge a payment of fifteen cents (.15) for one side of a duplicated copy or twenty cents (.20) for a two sided duplicated copy.
- C. A fee of one dollar (\$1.00) shall be charged for certification of a public record, using the District Seal.
- D. In cases where audio cassettes are requested, the custodian will charge one dollar (\$1.00) or the actual cost of the cassette, whichever is greater.
- E. If the nature or volume of the public records requested to be inspected, examined or copied requires extensive use of information technology resources and/or extensive clerical or supervisory assistance by District personnel, the District may charge, in addition to the above, a special service charge which shall be reasonable and shall be based upon the cost incurred by the District.

1.21 AIDS/HIV TESTING Adopted 6/29/93

This policy applies to all present employees of the School Board and applicants for positions with the School Board who are or may be HIV positive or have or may have AIDS.

A. Employees who are HIV positive or have AIDS will remain in their jobs as long as they are able to perform the essential functions of the job with reasonable accommodation.

 B. The School Board may not require an employee or applicant to take an HIV-related test as a condition of hiring, promotion or continued employment unless the absence of the HIV infection is a bona fide occupational qualification for the job in question. Nor may the School Board segregate or classify an employee in such a way so as to deprive the employee of employment opportunities or affect his or her status as an employee, or otherwise discriminate against any employee with respect to compensation, terms, conditions, or privileges of employment, on the basis of the results of an HIV-related test, unless the absence of HIV infection or AIDS is a bona fide occupational qualification for the job in question.

C. The School Board may not require an HIV-related test unless it is necessary to ascertain whether the employee is able to currently perform essential duties of the job in a reasonable manner or whether an employee will present a significant risk of transmitting HIV infection or AIDS to other persons in the course of normal work activities. The safety of students and other employees shall be of paramount concern to the School Board with respect to these issues. However, the test will not be administered unless there are no reasonable accommodations short of requiring the test.

D. The School Board may take job action against an employee, as permitted by law, where an employee is unable to perform the essential requirements of his or her job, with reasonable accommodations, or for refusal to take an examination or test directed by the Board.

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Chapter 2

District Financial Administration

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2.0 <u>DISTRICT FINANCIAL ADMINISTRATION</u>2.1 GOALS

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The Board shall:

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

Auth: 230.22, F.S.

Imple: 237.01, 237.34 and 230.22(5), F.S.

2.2 BUSINESS OPERATIONS

2.2.1 District Financial Records

- A. The Superintendent shall be responsible for keeping adequate records and accounts of all financial transactions as prescribed by the Commissioner of Education.
- B. The expenditure of all state, local and federal funds shall be so accounted on a school-by-school and District-aggregate basis in accordance with the manual developed by the Department of Education, or as provided by law. The School Board, in cooperation with the Department, shall plan mutually compatible programs for the refinement of cost data and the improvement of the accounting and reporting system.
- C. The School Board shall report on a District-aggregate basis expenditures for inservice training pursuant to subsection (3) of Section 236.081, Florida Statutes, and for categorical programs as provided in subsection (5) of Section 236.081.
- D. The Board shall report on a school-by-school and on a District-aggregate basis expenditures for each program set forth in subsection (l)(c) of Section 236.081, Florida Statutes.
- E. The Superintendent is authorized to develop internal forms, establish subsidiary records, establish cut-off dates and develop any other operational procedure that he deems necessary to ensure sufficient control and effectiveness, except that such procedures shall not be contrary to State

	Board Regulations. These actions must be published and distributed in sufficient time prior to the effective date to ensure an orderly transition.
Auth: Imple:	320.22, F.S. 237.01 and 237.34, F.S.; and SBR 6A-l.0l
2 <u>Distric</u>	t School Budgets
A.	Annual Budget
	The annual budget shall be prepared, advertised, presented at a public hearing, adopted by the Board, and submitted to the Commissioner of Education in accordance with State Board Regulation 6A-1.002 and Chapter 237, Florida Statutes. Amended 6/30/92
В.	Budget Amendments Revised 11/7/95
	Expenditures may temporarily exceed the amount budgeted by function and object pending approval of budget amendments by the Board. Budget amendments will be presented to the Board for approval within ninety (90) days of an overexpenditure by major function and object or by the due date of the Annual Financial Report, whichever occurs first.
	Amendments to the Special Revenue-Other Fund will be considered approved by the School Board at the time the Board approves an entitlement grant where the grant application includes a budget summary.
	Impl: 237.02(3), F.S.; 6A-1.006, FAC.
C.	Financial Statements
	In addition to other financial reports required by law or by State Board Regulations, the Superintendent shall submit to the Board a monthly financial statement, as prescribed by the Board.
D	Capital Improvement Fund Amended 7/2/96
	The Board shall establish a depository account into which shall be deposited proceeds and interest earned from the sale of school district bonds as required by State Requirements for Educational Facilities.
	Separate project accounts or construction accounts shall be kept for all capital outlay projects subject to the provisions of Section 235.26(4). F.S., in accordance with State Board Rule 6A-1.011. Amended 6/30/92
	Auth: SREF Chapter 2.1(3).
E.	Execution of Budget
	It shall be the duty of the Superintendent and the School Board to take whatever action is necessary during the fiscal year to keep expenditures and obligations within the budgeted income in accordance with State Board Regulation 6A-1.007.
	Imple: 2 District A. B. C.

F. Purchasing Policies

The Superintendent is directed to centralize the purchasing activities of the District within the guidelines and requirements of State Board Rule 6A-1.012. All purchases shall be made through the Purchasing Department of the Board except to the extent expressly noted hereinafter.

The Superintendent shall publish a Purchasing Manual defining guidelines and procedures for conducting the function of purchasing in accordance with the policy stated herein and consistent with State Board Rule 6A-1.012.

(1) Purchase Orders and Contracts Revised 6/28/94

(a) School Board Approval Required

All purchases except petty cash purchases and those otherwise authorized herein will be based on purchase orders issued by the Purchasing Department of the School District. All purchase orders and contracts equal to or exceeding the amount requiring bids according to State Board Rule 6A-1.012(6), must be approved in advance by the School Board.

(b) Purchasing Department to Issue Purchase Orders for Purchases Between \$1,000.00 and the Dollar Amount at Which School Board Approval is Required. Other Designees Authorized to Issue Purchase Orders Less Than \$1,000.00

Pursuant to State Board Rule 6A-1.012, the School Board designates the Superintendent and his designees in the Purchasing Department of the School District to approve purchase orders and contracts up to the amount requiring bids according to State Board Rule 6A-1.012(6). purchase orders and contracts equal to or exceeding \$1,000.00 but less than the amount requiring School Board approval must be issued through the School District Purchasing Department, and approved in writing by the Superintendent or his authorized designee in the Purchasing Department. The Superintendent is authorized to designate employees outside the Purchasing Department to issue purchase orders less than \$1,000.00 or any lesser amount established by the Superintendent. The Superintendent or designee will not execute any purchase orders or contracts unless funds to cover the expenditure are authorized by the budget, have not been encumbered, and the purchase and purchasing procedure are in compliance with all applicable rules and regulations.

(c) State Price List

As required by Section 230.23, subsection (10)(j), Florida Statutes, consideration shall be given to price agreements

and state contracts available under regulations of the Department of Management Services, Division of Purchasing.

(d) <u>Purchasing Department is Responsible to Develop Product Specifications</u>

The Purchasing Department of the School District shall have the sole responsibility and authority to develop specifications for services or products to be purchased. The Purchasing Department shall work in consultation with other employees of the District and its consultants where necessary to develop specifications, and it shall be the responsibility of the Purchasing Department to assure to the greatest extent possible the standardization of specifications on a District-wide basis so that the greatest efficiency in volume purchasing may be achieved.

(e) Scope of Transactions Covered by this Policy

For the purpose of this policy, the term "purchase order" or "contract" shall mean any purchase order, agreement, lease, or other pledge or encumbrance, wherein the School Board is obligated to pay a sum of money in consideration of its receipt of any goods or products whether tangible or intangible, or services, except services performed by employees in the course of their employment with the Board, travel reimbursements and purchases from internal accounts, which are excluded from the scope of this policy. In determining whether a purchase exceeds any applicable threshold dollar value stated in this policy, including the value requiring competitive bidding, it shall be improper to break-out into separate purchase orders any goods or services or combination of goods or services, which should reasonably be viewed as a single acquisition at the time of the initial purchase order.

(2) <u>Bids and Price Quotations</u> Amended 6/29/93, 6/28/94 & 7/2/96

- (a) Sealed bids shall be requested for all authorized purchases equal to or exceeding the amount requiring bids according to State Board Rule 6A-1.012(6), or such lesser amount as may be established by the Superintendent, except those specifically exempted by State Board Regulations. Bids shall be opened and tabulated at a previously announced time and place prior to the Board meeting, so that recommendations can be made to the Board at that time.
- (b) The Board shall have the authority to reject any or all bids and request new ones. In acceptance of bids, the Board shall act in compliance with State Board Regulation 6A-1.012.

- (c) Whenever practical, items for which a District bid has been awarded shall be purchased from the vendor to whom the bid has been awarded.
- (d) Food items for the District Food Service operation shall be purchased following sealed bid procedures with the exception that they be awarded by the Superintendent and the results presented to the Board for information in the consent agenda.
- (e) Written or verbal quotes shall be requested from three (3) or more sources for all authorized purchases exceeding one thousand dollars (\$1,000) except for items specifically exempted by State Board Regulations.

(3) Resolution of Bid Protests Revised 6/28/94

The School Board hereby adopts the procedure specified in Florida Statutes, Section 120.53(5) for the resolution of bid protests subject to the following:

- (a) The bid tabulation shall be posted at the location where the bids were opened within a reasonable period of time after the opening of the bids.
- (b) The Director of Purchasing or designee shall notify all bidders that:

"Failure to file a protest within the time prescribed in Section 120.53(5), Florida Statutes shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

This notice shall be prominently posted in writing at the place where bid tabulations are posted.

Any person with a perception of being adversely affected by (c) the award of a bid by the School Board or the recommendation of the Director of Purchasing or other responsible employee of the School Board shall file with the Director of Purchasing as agent for the School Board a notice of protest in writing within 72 hours after the posting of the bid tabulations or after receipt of the notice of the School Board decision or intended decision, whichever occurs first, and shall file a formal written protest within ten (10) days after the date he or she has filed the notice of With respect to a protest of the specifications contained in an invitation to bid or in a request for proposals, the notice of protest shall be filed in writing within 72 hours after the receipt of notice of the project plans and specifications or intended project plans and specifications in an invitation to bid or request for proposals, and the formal written protest shall be filed within ten (10) days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall

constitute a waiver of proceedings under Chapter 120, Florida Statutes. The School Board may, in its discretion, waive any procedural irregularity or defect in procedures so long as any opposing party is not materially prejudiced by such waiver.

The provisions specified herein constitute the exclusive remedy for any adversely affected party with respect to a bid protest. The formal written protest shall state with particularity the facts and law upon which the protest is based.

(d) Upon receipt of the formal written protest which has been timely filed, the School Board shall stop the bid solicitation process or the contract award process until the subject of the protest is resolved by final agency action, unless the School Board, by duly enacted resolution sets forth in writing the particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay in order to avoid an immediate and serious danger to the public health, safety or welfare.

The School Board finds that a substantial interest in the public welfare is the timely award of contracts when required as a condition of receiving grants or funds from outside sources which will be in addition to the regular school budget.

(e) The School Board shall conduct an informal administrative hearing, acting as the agency head, where there are no disputed issues of material fact. The informal hearing shall be held within seven days, excluding Saturdays, Sundays and legal holidays of receipt of the formal written protest, unless the parties, with the consent of the School Board, agree to extend the time for the hearing. The School Board shall have the right to schedule the hearing subject to these provisions.

The School Board, under Section 120.57(1)(a)1, Florida Statutes, declares that it shall act as the agency head for purposes of a formal hearing of the bid protest where there are disputed issues of material fact. The hearing shall be conducted where there are disputed issues of material fact within 15 days of the formal written protest. The School Board shall have the right to schedule such hearing within the 15 day period. The Board finds it is essential to its orderly function that it act as the quasi-judicial body to consider bid protests.

(4) <u>Proposals</u>

Bids may not be required for the purchase of professional, contractual, or insurance services except where required by Florida Statutes; however, proposals in writing shall be requested for all

1 2 3			such services. Proposals shall also be requested for contract services to students, including those for school pictures, graduation supplies and such items as class rings.
4 5		(5)	Pool Purchases
6 7 8 9 0			Pool purchases with other districts, the State Department of Education, or other governmental agencies are authorized if such purchasing is an advantage to the District. Pool purchases shall require agreements as stated in State Board Regulation 6A-1.013.
1 2		(6)	Property Records
13 14 15 16 17 18 19			Acquisition, supervision, control, transfer, and disposal of all tangible personal property owned by the School Board shall be done in accordance with Chapter 274, Florida Statutes and Chapter 10.40 of the Rules of the Auditor General. The Superintendent is authorized to publish a Property Records Manual and Surplus Property Manual defining guidelines and procedures for conducting the function of maintaining Property Records in the District.
21 22		(7)	Multi-Year Contracts
23 24 25 26			No contract may obligate the Board to make payments beyond the current fiscal year except as expressly authorized by statute. <i>Amended</i> 6/29/83
27 28		(8)	Hazardous Purchases Adopted 6/30/92
29 30 31 32 33			The purchase of chemicals for use in Science Labs and Art classrooms and the purchase of playground equipment must be authorized by the Risk Management Department to ensure that proper safety standards are met.
34 35	G.	<u>Capita</u>	1 Outlay Amended 6/30/92 & 7/2/96
36 37 38 39		Requir	Capital Outlay Fund shall be administered in accordance with State rements for Educational Facilities and any other regulations governing loutlay funds and expenditures.
40 41 42		(1)	School Plant Survey Amended 7/2/96
42 43 44 45 46 47			If at any time there is reason to believe that conditions in the District have changed so that the conditions of the most recent survey have become obsolete and invalid, the Board may arrange for a new survey and prepare a new priority list in accordance with the provisions of State Requirements for Educational Facilities,
48 49			Auth: SREF, Chapter 3.1.
50 51		(2)	Cooperative Use of Facilities
52 53 54			The School Board may participate with one or more adjacent school districts in a cooperative project to establish a common school

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facility to accommodate pupils residing in the respective districts. In this event the cooperating district shall:

- a. Adopt and submit to the Commissioner of Education a joint resolution indicating their commitment to the utilization of the requested facility.
- b. Request the Commissioner to have a school facility needs survey conducted to determine the school facility necessary for the proposed use; and
- c. Designate the school district in which the facility is to be located and which is to assume responsibility for the operation, maintenance, and control of the facility.

All facilities established pursuant to this section shall maximize the use of modular and relocatable units.

235.42(9), 235.22, 235.195, F.S.

(3) Contract Administration

Adopted 7/2/96

The Superintendent shall establish and maintain a program for construction contract administration. The program shall assure that insurance required under the contract is in place in a form acceptable to the District; that certificates of insurance and insurance policies meet contract specifications; that any surety bond requirements are obtained according to the contract; that the insurance bonding requirements are maintained throughout the required term of the contract; and that any warranties required by the contract are issued.

(4) <u>Change Orders</u> Adopted 7/2/96

The School Board may authorize the Superintendent to approve change orders in the name of the Board where the monetary impact is less than \$10,000. These approvals are for the purpose of expediting the work in progress and shall be reported to the Board and entered in its official minutes. The monetary limit applies to each issue or matter and an issue or matter may not be divided into separate issues or matters to avoid the requirement of School Board approval.

(5) Retainage on Construction Projects Amended 7/2/96

Construction contracts shall specify a retainage of 10% to be held until the Certificate of Final Inspection (CFI) is approved by the Uniform Building Code Inspector (UBCI) and approved by the Board. Release of retainage shall not include sums necessary for punch list items. Retainage on contracts may be reduced only by the direction of the Board.

H. General Operating Petty Cash Accounts Amended 6/30/92 & 6/27/95

The Superintendent and each principal and support service administrator

(food services, maintenance, transportation and media center) are authorized to maintain a petty cash fund not to exceed four hundred dollars (\$400) each for the purpose of making small expenditures for the operation of his office. Petty cash funds shall be kept separate from all other funds. The maximum one time disbursement from petty cash shall be thirty-five dollars (\$35).

The Board may reimburse the petty cash fund as often as necessary upon the presentation of receipts equal to the amount of the requested reimbursement. These funds shall never be used as a loan or advancement to anyone and shall not be used to cash a personal check. The petty cash fund shall be replenished at the close of business on the last working day of the fiscal year.

The District Purchasing Manual shall include procedures for the operation of petty cash accounts.

I. Fidelity Bonds

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

J. Workers' Compensation

All employees of the School Board of Osceola County, Florida are entitled by law to the benefits of Workers' Compensation, as provided in Chapter 440, Florida Statutes.

Amended 7/23/91

In the event of accidental injury, a Notice of Injury, prepared in accordance with directions from the Risk Management Department, on forms provided by that department, shall be filed the first (1st) working day following the accident by the principal or department head.

If an employee has sustained an injury/illness in the course and scope of his employment and the authorized treating physician has stated in writing that the employee is able to return to work with restrictions, the Risk Management Department may assign the employee to light duty. If the immediate supervisor cannot accommodate the restrictions, the Risk Management Department will coordinate with the Personnel Department for placement into one of the Board approved light duty positions with a salary commensurate with the job assignment. Light duty is a temporary assignment not to exceed six (6) months. However, in the case of injury occurring under such circumstances as in the opinion of the School Board warrants it, an additional light duty assignment may be granted. Adopted 7/23/91

An employee who has been assigned a permanent impairment rating shall receive consideration for open positions within the School District, provided the employee is qualified for the position. If there are no positions available for which the employee is qualified, the employee will be terminated and be eligible for wage loss as required by the workers' compensation statutes.

Auth: 230.22, F.S.

237.01, 237.02, 237.041, 237.071, 237.081, F.S.: SBE Imple: Regulations 6A-1.02, 6A-1.03, 6A-1.06, and 6A1.08; 230.22(5), F.S.; 236.084 and 236.035, F.S., and SBE Regulation 6A-1.09; 236.02, F.S.; 237.101, F.S. and SBE Regulation 6A-1.07; SBE Regulation 6A-1.12, and 230.23(10)(j), F.S.; SBE Regulation 6A-7.42(2)(g)2, and 228.195,F.S.; SBE Regulation 6A-1.13; SBE Regulations 6A-1.15, 6A-1.29 and 6A1.30, 229.053 and 229.512,F.S.; 236.612,F.S., and SBE Regulations 6A1.301 and 6A-1.34; SBE Regulation 6A1.57; SBE Regulation 6A-1.692, and 237.191,F.S.; 237.34,F.S. and SBE Regulation 6A1.87 and 6A1.85; 233.46(1), 215.19 and Chapters 230, 235, 274, and 440, F.S.

Revised 6/28/94 & 11/7/95 Investments 2.2.3

SCOPE Α.

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53 54 This investment policy applies to funds of the School District of Osceola County, Florida in excess of those required to meet short-term expenses. Excluded are pension funds, trust funds, and funds related to the issuance of debt where there are other existing policies or indentures in effect for such funds.

INVESTMENT OBJECTIVES В.

The District's principal investment objectives, in order of importance, are:

- Safety of capital no investment will be purchased bearing any (1) significant risk that the issuer may default or that the value of the security at the anticipated date of redemption plus income received will be less than its cost.
- Liquidity of funds no investment will be made that matures after (2) the anticipated date funds will be needed or that is not readily marketable.
- Investment income subject to constraints of safety, liquidity, and (3)permitted investments, investments will be purchased to maximize the return on funds.

PERFORMANCE MEASUREMENT C.

In order to assist in the evaluation of the portfolio's performance, the Board will use performance benchmarks. The use of benchmarks will allow the Board to measure its returns against other investors in the same markets. The State Board of Administration's Local Government Surplus Funds Trust Fund (the "SBA Pool") will be used as a benchmark as compared to the portfolios' net book value rate of return.

An established benchmark, with a duration and asset mix which (1) approximates the Board's portfolio, will be utilized as a benchmark to be compared to the portfolio's net market value rate of return.

(2) The annual report will show performance on both a book value and market value return basis and will compare the results to the above-stated performance benchmarks.

D. PRUDENCE AND ETHICAL STANDARDS

The Superintendent is authorized to designate employees of the Board to initiate and authorize investment transactions and to contract for professional investment advisory services. Employees of the Board and its agents charged with carrying out investment activities will act in accordance with the Prudent Person Rule: "Investments should be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment." Persons performing investment activities in accordance with standard and written applicable policies and procedures shall not be personally responsible for an individual security's credit risk or market price changes.

E. <u>AUTHORIZED INVESTMENTS</u>

Permitted investments are limited to the following:

- (1) The Local Government Surplus Funds Trust Fund, as created by Section 218.405, Florida Statutes;
- (2) Negotiable direct obligations of, or obligations the principal and interest of which are unconditionally guaranteed by, the United States Government at the then prevailing market price for such securities:
- (3) Interest-bearing time deposits or savings accounts in banks organized under the laws of this state, in national banks organized under the laws of the United States and doing business and situated in this state, in savings and loan associations which are under state supervision, or in federal savings and loan associations and credit unions located in this state and organized under federal law and federal supervision, provided that any such deposits are secured by collateral as may be prescribed by law;
- Obligations of the federal farm credit banks; the Federal Home Loan Mortgage Corporation, including Federal Home Loan Mortgage Corporation participation certificates; or the Federal Home Loan Bank or its district banks or obligations guaranteed by the Government National Mortgage Association.
- (5) Obligations of the Federal National Mortgage Association, including Federal National Mortgage Association participation certificates and mortgage pass-through certificates guaranteed by the Federal National Mortgage Association; or
- (6) Securities of, or other interest in, any open-ended or closed-end management type investment company or investment trust registered

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under the Investment Company Act of 1940, 15 U.S.C. ss. 80A-1 et seq., provided the portfolio of such investment company or investment trust is limited to United States Government obligations and to repurchase agreements fully collateralized by such United States Government obligations and provided such investment company or investment trust takes delivery of such collateral either directly or through an authorized custodian.

(7) Repurchase agreements fully collateralized by obligations of the U.S. Treasury or federal agencies as described in sections (2), (4) and (5) above.

F. MATURITY AND LIQUIDITY REQUIREMENTS

The investment portfolio shall be structured to provide sufficient liquidity to pay obligations as they come due. To the extent possible, investment maturities will be timed to coincide with known cash needs and anticipated cash flow requirements.

G. PORTFOLIO COMPOSITION

Individual securities with maturity dates in excess of five years may be purchased only with advance approval of the Board.

H. RISK AND DIVERSIFICATION

The portfolio shall be diversified to avoid incurring unreasonable risks regarding specific security types or individual financial institutions.

I. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS

Reputable securities brokers and dealers may be utilized in acquiring investment securities, provided that any professional investment advisor employed by the Board may not act as a broker/dealer for trades with the Board.

J. THIRD-PARTY CUSTODIAL AGREEMENTS

All securities purchased by the Board will be held by a third-party custodian. Third-party custodial agreements will be approved by the Board. Withdrawals of securities may be made only by the Superintendent or other employee of the Board as authorized by the Superintendent.

Securities transactions between a broker-dealer and the custodian involving the purchase or sale of securities by transfer of money or securities must be made on a delivery vs. payment basis.

K. DERIVATIVES AND REPURCHASE AGREEMENTS

All repurchase agreements will adhere to the requirements of a Master Repurchase Agreement which will be entered into between the Board and each financial institution or dealer prior to any repurchase agreement transactions.

1 2		Revers	se repurecificall	rchase agreements and investments in any derivative products ly prohibited.
3 4	L.	<u>COM</u>	PETITI	VE SELECTION OF INVESTMENT INSTRUMENTS
5 6 7 8 9		invest	ment a priate, and/or	be of investment to be purchased has been selected by the dvisor or designated staff member and when feasible and competitive bids will be solicited from a minimum of three dealers. Bids will be held in confidence until the purchase is
11 12 13 14 15		(1)	invest would utilizi	ever, in circumstances which, in the judgment of the tment advisor or designated staff member, competitive bidding d inhibit the selection process, securities may be purchased ing the comparison to current market price method. Examples anditions when this method may be used include:
17 18 19			a.	When time constraints due to unusual circumstances preclude the use of the competitive bidding process.
20 21 22			b.	When no active market exists for the issue being traded due to the age or depth of the issue.
23 24 25			c.	When a security is unique to a single dealer, for example, a private placement.
26 27 28			d.	When the transaction involves new issues or issues in the "when issued" market.
29 30 31		(2)	Acce limite	ptable current market price providers include, but are not ed to:
32 33			a.	Telerate Information System.
34 35			b.	Bloomberg Information System.
36 37 38 39			c.	The Wall Street Journal or a comparable nationally recognized financial publication providing daily market pricing.
40 41 42			d.	Daily market pricing provided by the Authority's custody agents or their correspondent institutions.
43 44 45 46		(3)	place	rnight sweep investment agreements will not be bid, but may be ed by the depository bank relating to the demand account for the sweep agreement is in effect.
47 48	M.	<u>INTI</u>	ERNAL	<u>CONTROLS</u>
49 50		The	Assista	ant Superintendent for Business and Fiscal Services shall
51		estab	lish a	system of internal controls to ensure the integrity of the
52		inves	stment	process. All investment transactions shall be supported by
53 54		writt The	en evid controls	ence such as a confirmation ticket issued by the broker/dealer shall be designed to prevent loss of public funds due to fraud

error, misrepresentation by third parties, or imprudent actions by an employee of the Board. Such controls shall be reviewed by independent auditors each year in conjunction with the District's audit.

REPORTING N.

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A report showing the securities in the investment portfolio by type, book value, income earned, and market value shall be filed with the Board quarterly.

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Impl. Sec. 218.415 F.S.

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BUDGETING CONCEPTS AND PROCEDURES 2.3

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2.3.1 Concept

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

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

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

230.22, F.S Auth:

Imple:

230.23(10) and 237.041, F.S.

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2.3.2 Budget Review Committee

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A Budget Review Committee shall be appointed by the Superintendent to serve at his discretion for the purpose of developing and reviewing the District School Budget.

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230.22, F.S. Auth:

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236.02 and 236.081, F.S. Imple:

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2.3.3 School and Department Budgets

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

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

Auth: 230.22, F.S.

Imple: 236.081 and 237.071, F.S.

2.4 SALARY SCHEDULE RULES

2.4.1 A. Salary Schedule

Imple:

The Board shall, prior to the beginning of the new employment period for each school fiscal year, adopt and spread on its minutes a salary schedule for employees of the District in accordance with State Board Regulation 6A-1.052. When the summer school rate is based on an experience factor, then such factor shall be the same as used to compute said employee's pay during the immediately preceding ten (10) month period.

Auth: 230.22, F.S.

SBE Regulation 6A-1.052, and 236.02(4),F.S.

B. Salary Corrections

Amounts overpaid to employees shall be recovered by deductions from subsequent salary payments within the same fiscal year that the error is discovered. The number of subsequent checks to be effected shall be no greater than the number of checks that contained the error. If an employee terminates prior to reimbursing the District in full, the remaining balance due to the Board shall be deducted from the final check. In the event that the amount due to the Board is greater than the final check, or if the overpayment occurred on a person who is no longer an employee, recovery shall be by direct reimbursement and shall be due and payable within thirty (30) days of notice of the amount due.

Auth: 230.22, F.S.

SBE Regulation 6A-1.052, and 236.02(4), F.S.

2.4.2 Payroll Periods

Imple:

Imple:

Payroll period schedules and pay date schedules shall be adopted annually by the Board.

Auth: 230.22, F.S.

236.02(4), F.S. and SBE Regulation 6A-1.052

2.4.3 Special Retirement Benefits

A. Accumulated Sick Leave

All personnel eligible to retire as provided by law, shall be entitled to payment for the maximum accumulated sick leave allowed by law.

Auth: 230.22 F.S. Imple: 231.40 (2)

B. Group Insurance

All personnel, upon normal retirement, shall be allowed to remain as participants in any or all group insurance programs provided by the School Board. Personnel choosing to remain as participants shall be required to reimburse the Board for the premium in advance of due date according to the schedule of due dates provided by the Superintendent. When permitted by Law, the Board may pay so much of this premium as may from time-to-time be paid for the benefits currently employed personnel.

Auth:

Auth: 230.22,F.S. Imple: 230.33(7), F.S.; SBE Regulations 6A-1.052,

2.4.4 Deductions

No deductions shall be made from the salaries of employees of the Board unless such deductions are required by law or are approved in writing by the employee to be affected. Termination of any deduction must be in writing to the Payroll Department. Deductions for group hospital insurance shall be limited to one (l) group insurance company.

Auth: Imple: 230.22, F.S.

 SBE Regulation 6A-1.052 and 236.02(4), F.S.

2.4.5 <u>Casual Labor</u>

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

Auth: 230.22,F.S.

Imple: SBE Regulations 6A-1.0502 and 6A-1.052 and 231.15, 236.02(4), F.S.

2.4.6 Twelve Month Personnel - Holidays - Vacation

 Administrative personnel and other personnel who are recommended for twelve (12) month employment by the Superintendent and approved by the School Board shall observe only those holidays approved by the Board. Such employees may earn annual vacation, however, as specified in the appropriate chapter of the rules manual relating to that particular employee.

Auth: 230.22, F.S.

Imple: SBE Regulation 6A-1.082; 231.39, 236.02(3), F.S.

2.4.7 Request for Payroll Change

Any payroll changes requested by personnel must be made in writing to the Finance Department by the due date for personnel changes on the Board adopted Payroll Date Schedule. Any change received after that date will be processed on the following payroll.

Auth: 230.22, F.S.

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SBE Regulation 6A-1.052(3) and 236.02(4), F.S.

2.4.8 Travel

Imple:

A. Authorization for Travel

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

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

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

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

B. Reimbursement

All personnel and officials of the District shall be reimbursed for any expenses incurred while on authorized travel not to exceed the maximum allowed by current laws and SBE rules, the terms of which shall be disseminated to such personnel by the Superintendent in administrative memos, effective July 1, 1979.

Auth: 230.22(2), F.S. Imple: 112.061, F.S.

2.5 GIFTS

2.5.1 Gifts to Employees Amended 6/30/92

Any gifts or property received by an employee of the Board with a value between \$10 and \$25, inclusive shall not be accepted from any person, natural or corporate, doing business or soliciting business with the Board or any public school within the

District, unless reported in writing to the Superintendent. Gifts of less than \$10 value need not be reported. Gifts in value of more than \$25 may not be accepted by the individual employee. Gifts or bonuses which are advertised as accompanying a purchase of goods, materials, or equipment of any kind and ordered in the name of the school, District, students or employees of the Board may be accepted, providing such gifts or bonuses become and remain the property of the school or District.

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

Gifts or property in excess of \$10, which is donated to the District, the Board, or

Auth: 230.22(1), F.S. Imple: 230.23(2), F.S.

2.5.2 Gifts to Schools

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

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

Gifts in the form of chemicals for Science Labs or Art Classrooms and playground equipment must be reported to the Risk Management Department to ensure that proper safety standards are met.

Adopted 7/23/91

Auth: 230.22, F.S. Imple: 230.23(10), F.S.

2.5.3 Purchase of Awards and Gifts with Budgetary Funds Amended 6/30/92

The Superintendent may authorize the expenditure of budgetary funds to provide non-monetary awards such as, but not limited to, plaques, certificates, medals and ribbons of recognition for outstanding and meritorious service to district employees, students, school volunteers, or advisors/committee members. Expenditures for such awards shall not exceed fifty dollars (\$50) per award.

Auth: 230.22(2), F.S. Imple: 230.23(5)(g)

2.5.4 Monetary Awards Adopted 6/30/92

The Board may authorize monetary awards to persons who propose procedures or ideas which are adopted by the Board and which result in eliminating or reducing

School Board expenditures or improve district or school center operations. No 1 award granted under the provisions of this rule shall exceed \$1000 or ten (10%) 2 percent of the first year's gross savings, whichever is less. 3 4 Auth: 230.22920, F.S. 5 Imple: 230.23(5)(g) 6 7 PROMOTIONS AND PUBLIC RELATIONS FUNDING 2.6 8 9 Schools are authorized to spend internal account funds generated by Α. 10 enterprise activities and undesignated gifts on promotions and public 11 relations as defined in State Board Regulations. Such funds generated by 12 students shall be limited to activities involving students or their parents. 13 School internal accounts may not be spent on hospitality of business guests. 14 15 The Superintendent is authorized to expend undesignated gifts to the District В. 16 for promotions and public relations for the following activities: 17 18 Official meetings and receptions 19 **Visiting Committees** 20 Orientation and work conferences 21 Inservice training sessions 22 23 Any other use of these funds allowed in State Board Regulations shall 24 require prior Board approval. 25 26 229.053(1) Auth: 27 Imple: 237:046, F.S 28 29 30 USE OF SCHOOL BOARD OWNED OR LEASED VEHICLES 2.7 31 Amended 7/2/96 32 33 Use of School Board owned or leased vehicles by employees for personal purposes 34 is not permitted. Use of any such vehicle, except school buses, for commuting 35 between an employee's residence and post of duty is specifically prohibited. 36 Exceptions to this rule must be approved by the Superintendent. 37 38 Auth: 230.22(2)F.S. 39 40 41 PAYMENT OF PROFESSIONAL MEMBERSHIP DUES 2.8 42 43 The Superintendent may authorize the expenditure of budgetary funds to provide 44 professional membership to non-profit educational and community organizations on 45 behalf of a school or the school district. 46 47 School Board budgetary funds shall not be used for the purpose of purchasing an 48 individual membership in a professional organization.

230.22(2) F.S.

230.23(10)(j)

Auth:

Imple:

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2.9 INTERNAL ACCOUNTS

2.9.1 Principles

 A. <u>School Organizations</u> are those whose existence is derived from the school program or from personal associations in the school setting. Members normally consist of students. Adult leadership, in the form of teacher, coach, or sponsor, and space and equipment are normally provided by the School District. Bands, choruses, other music classes, and combined groups involving more than one such organization from the same school or from different schools are included. Football, basketball, and all athletic teams fielded by the school are included. All student classes and clubs with a Board employee as sponsor approved by the Principal to meet on school grounds are included. Any group with funds on deposit in internal accounts is included.

The receipts of all school organizations, regardless if derived on or off school grounds, or during or outside the normal school day, will be deposited in internal accounts. Parking fees, concession stand sales, program sales, etc., that are derived from performances by school organizations and athletic events will be deposited to the internal account of that organization unless another school organization or school-related organization conducts the sale and is authorized by the Principal to receive the proceeds. Admission charges will be deposited to internal accounts. Financial operations of all school organizations will be subject to state and local rules governing internal accounts.

B. <u>School-Related Organizations</u> (or organizations operating in the name of the school) are those holding themselves out to be associated with or supporting a school or school organization but not meeting the definition of school organization. Included are PTO's, Band Booster organizations, and Athletic Booster organizations.

All such organizations will maintain their financial records on the same fiscal year as the School District. Annual Reports will be filed with the Board in the format prescribed by the Accounting Department by the due date for the District's Annual Financial Report established in State Board Rules.

School-related organizations may not make payments directly to Board employees for services covered by Board-approved salary schedules. Any such payments must be processed through the District's payroll system and be in accordance with rules of the Board. No payments may be made in excess of the Board-approved salary schedule.

No school-related organization may solicit funds in a manner implying that such funds will become property of the school unless such funds are deposited directly in internal accounts.

No school-related organization may utilize students in door-to-door sales or solicitations. School-related organizations may not solicit contributions from the general public through the mail.

 With the Principal's permission, school-related organizations may collect funds on campus for their own accounts before or after the students day or during lunch. *Amended* 7/23/91

A maximum of one fund raising activity per semester by school-related organizations may be permitted on campus during the student day. Use of school facilities requires the recommendation of the Superintendent and Principal, and approval of the School Board as prescribed in School Board Rule 3.12.A.2.

The Principal may veto activities of school-related organizations that are in conflict with the school program or detrimental to the reputation of the school.

Failure to comply with these rules will disqualify the organization from using the school name, from using any school facility, and from making any contribution, in kind or monetary, to the District or any school or school organization.

C. External Organizations include any individual or group not described in A or B above. No external individual or group is permitted on campus without authorization of the Principal. The Superintendent or Assistant Superintendent must authorize in writing any sales, solicitation for sales, advertising, distribution of literature, etc., by external groups or individuals on campus and the time period during which such activities will be permitted. Any such activities will be primarily for the benefit or convenience of students rather than the benefit of the external individual or organization. Funds will not normally be handled by school personnel; any funds that are handled by school personnel will be deposited in internal accounts.

Common consumable supply items, including those for music and athletics, will be stocked in the school store and not sold by teachers or outside vendors on campus.

External organizations shall not make payments to Board employees for services compensated by the Board.

- D. <u>Direct Support Organizations.</u> At the request of the organization, and with the approval of the Principal or Director in charge, direct support organizations authorized by Section 237.40, F.S., may have all financial transactions accounted for in internal funds.
- E. Faculty and staff funds will be accounted for in internal funds.
- F. The hierarchy of authority governing internal accounts is as follows:

Florida Statutes
State Board of Education Rules
Red Book Chapter 7
School Board Rules
Superintendent's Procedural Directives
Accounting Procedural Memoranda

- The Superintendent is authorized to issue Procedural Directives as (1) 1 necessary to ensure uniformity and control over internal accounts. 2 3 The Accounting Department is authorized to issue Accounting **(2)** 4 Procedural Memoranda prescribing forms and procedures for 5 recording and documenting transactions. Forms will be approved 6 by the District Forms Control Committee. 7 8 All persons involved with internal accounting shall be governed by 9 (3) directives issued by the Superintendent and Accounting Department. 10 11 In interpreting rules, each higher level will prevail over all lower (4)12 levels. No higher level restriction may be removed by a lower level 13 rule. In the absence of other conflict, the most restrictive rule will 14 apply. 15 16 The Accounting Department will disseminate information relating to internal G. 17 accounts at periodic meetings called by the Director of Finance. 18 Principal will provide for the bookkeeper, or another representative if the 19 bookkeeper is absent, to attend such meetings. 20 21 The Principal is responsible for achieving compliance with internal account Η. 22 rules at his facility. He is authorized and required to approve all internal 23 account activities. He is responsible for maintaining financial records in 24 compliance with established accounting procedures that provide adequate 25 explanation of the source and disposition of all funds. 26 27 Budget. School organizations with funds in internal accounts will submit I. 28 budgets for approval by the Principal on forms approved by the Board. 29 Budgets will be submitted within thirty days of the opening of school or 30 establishment of the organization. These will become part of the official 31 records of the school and will be retained for audit. Budgets are not 32 required for trust accounts. Principals may require additional information or 33 detail in excess of that which is included on District forms. 34 35 Funds collected from students shall, insofar as is possible, be spent to J. 36 benefit those students currently in school from whom the funds were 37 collected and for the purpose collected. 38 39 Funds generated by students will not be diverted for the benefit of sponsors 40 Κ. or other non-students. Nonessential travel by non-students, non-student 41 banquets costing in excess of twice the Class C meal allowance, and 42 purchases of alcoholic beverages are examples violating this principle. 43 44 Fees. Public schools are required to provide free education for grades K-L. 45 12. No fees may be charged any student for participation in the required 46 Booster clubs or other external thirteen years of basic instruction. 47 organizations may not charge fees in violation of this rule. This rule does 48 not prohibit charging students for destruction of school property or 49 extraordinary wear and tear. 50 51 2.9.2 General Practices 52
 - A. <u>Purchase orders.</u> All purchases from internal funds will be based on

- purchase orders approved by the Principal. The Principal may authorize an Assistant Principal (or equivalent administrator) to sign internal accounts purchase orders when he is away from the school. Signature authorizations will be on forms prescribed by the Accounting Department.
 - B. The collection of money from students will be kept to a minimum to control accounting requirements and in order that teachers may devote the maximum amount of time to assigned instructional duties.
 - C. No school organization shall incur expenditures in excess of the cash resources available to that organization. Items may be purchased for resale, however, when the cost is to be paid from proceeds of the sale even though sufficient cash is not on hand to pay for the items when they are received. An expenditure occurs at the time goods are received, regardless of the date paid.
 - D. Internal accounts may not be obligated under notes, installment purchase contracts, or capital lease arrangements except in emergency situations approved by the School Board.

2.9.3 Standards, Practices and Procedures

2.9.3.1 Control of Cash Resources

CHECK SIGNATURES

A. All disbursements except petty cash shall be by check. Checks shall be signed by the Principal and another responsible member of the staff as authorized by the Principal. The Principal may authorize an Assistant Principal (or equivalent administrator) to sign for him when he is away from the school. At no time will anyone co-sign a check on which he/she is payee. Signature authorizations will be on forms prescribed by the accounting department.

CASH COLLECTIONS AND DEPOSITS

- B. Any type of collection of funds from students on campus during normal school hours must be approved individually, in advance, and in writing by the Principal.
- C. All funds collected will be turned in to the bookkeeper each day. No funds will be left in classrooms overnight.
- D. Cash will be collected from school-operated vending machines at least once each week.
- E. <u>Departmental Receipts</u>. Pre-numbered subsidiary (departmental) receipts will be issued by staff members when cash is collected from students in accordance with procedures prescribed by the Accounting Department. These will be issued in all cases where other adequate accounting internal controls are not in place or if students or parents request a receipt.. They will not be required for collections of less than \$3.00 if individual student names are listed on a Report of Monies Collected.

receipt books and will maintain a log by receipt numbers showing to whom issued and when returned. All departmental receipt books will be returned to the bookkeeper at the end of each fiscal year and retained for audit.

The bookkeeper is responsible for controlling issuance of departmental

- F. Reports of Monies Collected will be prepared by teachers listing individual student names and departmental receipt numbers for all collections deposited with the school bookkeeper.
- G. Official Receipts. All funds deposited with the school bookkeeper must be receipted into the books of record by Official Receipts issued from the District Warehouse. Receipts must be issued to all individual remitters. Official Receipts are pre-numbered and must be accounted for by the bookkeeper. A physical inventory of unused Official Receipts will be prepared at the end of each fiscal year. Teachers will be instructed through teacher handbooks and staff meetings to expect an Official Receipt at the time funds are turned in to the bookkeeper.
- H. <u>Daily Deposits</u>. Cash receipts will be deposited to the bank intact each day. No deposit is required for the day if total receipts for deposit are less than \$50.00, except all receipts on hand must be deposited the last business day of each week.
- I. The Principal is responsible for sending a report to the Accounting Department each month showing that a deposit was made each day with bank verified deposit slips attached. If no deposit is made, a statement that no funds were collected or that funds collected totaled less than \$50.00 is required. Amended 6/29/93
- J. Adequate cross-training shall be provided so other office personnel can carry out the essential duties of the bookkeeper during periods of absence. In the event other personnel are not available, the duty to ensure funds are properly collected and deposited will fall to the Principal.
- K. The Principal may set up change funds as necessary to support activity ticket sales and concessions.
- L. Pre-numbered tickets shall be used at all functions of school organizations where an admission is charged. All tickets will be controlled by the school bookkeeper who will maintain an inventory of tickets received, used, and returned. A physical inventory of unused tickets will be prepared at the close of each fiscal year.
- M. Collections for student pictures and school insurance will not be handled by school personnel and will not be deposited in internal accounts. Transactions will be handled directly between the parent or student and vendor.

INVESTMENTS

N. Internal funds which are temporarily idle shall, as required by law, be invested using any medium of investment legal for public funds, and may

not exceed insurance protection or other legal collateral limits provided for such public funds. If material, interest earned on deposits of classes and clubs shall be allocated to the appropriate subsidiary accounts. Otherwise, interest shall be credited to the general fund. 2.9.3.2 School Activity Projects The Principal will assign a sponsor other than the bookkeeper to every A. ledger account. An official assignment list will be approved by the Principal and retained for audit. Separate ledger accounts should be created for field trips and book orders as needed to show that collections equal disbursements. The sale of school supplies within a school shall be В. School Store. authorized only under the following conditions: The Principal shall determine that the sale of school supplies (1) provides a convenience to students. The supplies sold shall be limited to common, essential supplies (2) required by students in their regular school duties, except that a student operated store may be conducted as part of a vocational program. School T-shirts, hats, and similar items bearing the school name or insignia may be sold through the store. (3) transferred to the general miscellaneous account.

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Any profits derived from such sales shall be utilized by the sponsoring group with the approval of the Principal, or will be

- All receipts of the school store shall be deposited in internal (4) accounts.
- Year end physical inventories showing item, quantity, and resale (5) value will be prepared and retained for audit. This inventory will be used in the yearly accounting for school store activities and become the opening inventory for the subsequent year.

CLASSES, CLUBS, DEPARTMENTS

- Graduating classes or other disbanding organizations may designate all or a C. portion of their residual funds to a specific project or another internal account. Otherwise, such balances will be transferred to the General Miscellaneous account by the end of the following school year.
- The Principal must grant approval, in writing, before a school organization D. undertakes any project extending beyond the current school year or accepts a restricted donation to be used over a period of time beyond the year in which received. Such approval will be retained for audit. These funds will be accounted for in trust accounts. Scholarship funds that may not be distributed in the current year are an example of this activity.

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2.9.3.3 Purchasing 1 2 REQUIREMENTS 3 4 The Principal is authorized to sign purchase orders and contracts to be paid 5 Α. from internal funds. School Board approval is not required. 6 7 The purchase of chemicals for use in Science Labs and Art classrooms and 8 the purchase of playground equipment by schools or school related groups 9 must be authorized by the Risk Management Department to ensure that 10 Adopted 7/23/91 proper safety standards are met. 11 12 Contracts will not be for more than one year duration, and will not bind the В. 13 school beyond the ensuing fiscal year. 14 15 Notwithstanding the above, the following purchases must be approved by C. 16 the Superintendent: 17 18 19 Any purchase order in excess of \$1,000.00. Splitting purchases to (1) 20 meet this requirement is prohibited. 21 22 Any items being purchased from an employee of the School Board, (2) 23 from a business controlled by any such employee or from the 24 spouse, child, or parent of any employee. 25 26 Gifts associated with any purchase or contract in the name of the school are D. 27 subject to the provisions of School Board Rule 2.5.1. 28 29 **BIDS** 30 31 Bids and quotations are required for all purchases made from internal E. 32 accounts under the same schedule applicable to District expenditures. Bids 33 will be handled by the Purchasing Department. 34 35 PETTY CASH 36 37 Petty Cash Funds. The Principal of each school is authorized to maintain a F. 38 petty cash fund in internal accounts, not to exceed fifty dollars (\$50.00), for 39 the purpose of making small expenditures for internal account activities. 40 Such petty cash fund shall be separate from all other funds. Each petty cash 41 fund shall be replenished so as to be intact at the close of business on the 42 last working day of the fiscal year. 43 44 Internal Account petty cash funds are subject to the same dollar limitations 45 and procedures as District petty cash funds. 46 47 Refunds to students up to \$2.00 each may be made from petty cash 48 provided receipts are obtained from the students and the disbursement is 49 witnessed by a responsible school employee other than the bookkeeper. 50 One time petty cash funds may be created for this purpose.

Disbursement of petty cash to the petty cash custodian are prohibited.

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RESTRICTED EXPENDITURES

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G. <u>Travel.</u> Any payment for meals, transportation, conference registration fees, or lodging, except on student trips as described below, is subject to this section.

District rules pertaining to travel will apply to internal accounts. All travel reimbursements will be authorized by the Principal in advance. Travel vouchers will be completed. Limitations on meal reimbursements will apply. Out of state travel must be approved by the School Board in advance.

Travel expenses will not be paid from internal accounts when other school board funds are available.

Travel expenses will be paid on a reimbursement basis unless paid directly to a vendor, e.g., hotel or conference sponsor.

Reimbursements to employees involving taxable meals will be paid through the District Payroll System in order to include the reimbursement in the employee's W-2.

Staff expenses for travel not associated with a particular school organization may be paid only from faculty or staff funds.

- H. Student Trips. Field trips, trips to athletic competitions, and other travel by student groups, including expenses of adult chaperones, are subject to this section. Actual costs of these trips will be paid. Travel vouchers are not required. Funds may be advanced to pay expenses enroute provided receipts are returned at the completion of the trip. Meal allowances shall not exceed Class C travel amounts.
- I. Items of equipment or furniture for the school's administrative offices or faculty areas, including drapes, rugs, desks, chairs, or ornamental items, may be purchased only from faculty or staff funds.
- J. <u>Promotions and public relations.</u> Schools are authorized to spend internal account funds generated by enterprise activities and undesignated gifts on promotions and public relations as defined in State Board Regulations. Such funds generated by students shall be limited to activities involving students or their parents. School internal accounts may not be spent on hospitality of business guests.
- K. <u>Gifts and awards.</u> Awards, plaques, etc., in recognition of outstanding performance or service may be purchased for students, employees, and others involved in internal account activities subject to the dollar limit for such awards purchased from District funds. This rule does not restrict scholarships from club or trust accounts nor the distribution of money or property to students as awards when donated to the school specifically for this purpose.
- L. The number of activity supplements and the remuneration of each shall be

1 2 3		approved by the Board. Payments from internal related organizations in excess of those approved are	accounts or by school e prohibited.
4 5	PROPI	ERTY ACQUISITION AND CONTROL	
6 7 8 9 10 11 12 13 14 15 16	M.	Property Dispositions. Tangible personal property fund for resale may be sold and the proceeds retain The donor's intention must be established in writing may be donated to a vocational program for repair of donated and purchased tangible personal property is for disposition administered by the Purchasing Deput deposited to the District's General Fund. In unsuppose the internal account that purchased the property.	ned in internal accounts. Ing. For example, a car Ing. For example, a car Ing. Otherwise, all Ing. Subject to normal rules Ing. Proceeds will Ing. Subject will
17	2.9.3.4	General Standards, Practices, and Procedures	
18 19	REPO	RTS	
20 21 22 23 24	Α.	Reports. The Accounting Department is author necessary to provide control over internal account the format for such reports.	rized to require reports operations and prescribe
25		Major reports and required filing dates are a	s follows:
26 27		Principal's Annual Report	July 15
28 29 30 31 32		Monthly Report on Internal Accounts, Bank Reconciliation, Cash Receipts/ Disbursements Journal	15th
33 34		Daily Bank Deposit Receipt	next day
35 36		Audit Response	21 days after receipt
37 38 39 40		The assigned sponsor will review and inition each monthly report.	al the account's activity
41 42 43		A report of any outstanding obligations, by ver accompany the Principal's Annual Report.	ndor and account, shall
44 45 46 47 48	В.	Personnel responsible for school stores, yearboo activities shall provide an accounting of the activity the accounting department. Such accounting will it the sales value of merchandise sold, taking invent and a comparison to actual receipts.	on forms prescribed by include a computation of
49 50 51 52 53 54		These reports will be prepared at the conclusion of the end of the fiscal year for ongoing activities, principal. Shortages will be adequately explained goods are distributed to students for sale, admaintained to fix responsibility to the individuals in	and be approved by the d. In such cases where equate records will be

C. <u>Donation Reports.</u> Gifts of money or property in excess of \$10.00 received by school internal funds from any source shall be reported to the Superintendent within three (3) working days.

AUDITS

D. <u>Audit Response</u>. Audit responses will be prepared by the current principal of the school at the time comments are released.

FUND RAISING

- E. Each fund raising activity shall have the approval of the organization sponsor and the principal.
- F. In order to limit public solicitations and competition with private businesses, no school organization may participate in more than one commercial sale or one fund raising activity in which donations or pledges are solicited from the public per school year.

<u>Commercial sale</u> means the purchase and resale of a commodity in which the cost of the commodity constitutes a substantial portion of the selling price. Bake sales of donated items and car washes are not commercial sales.

- G. <u>Advertising.</u> Elementary and middle school solicitation of advertising from the public shall be limited to the support of one (l) activity per school. Senior high school solicitation of advertising from the public shall be limited to the support of five (5) publications, e.g., newspapers, football programs, yearbooks, etc., per school, unless otherwise approved by the Superintendent.
- H. <u>Door-to-door sales.</u> Elementary and middle school students shall not be permitted to sell items, or solicit contributions, pledges, or orders door-to-door for fund raising activities sponsored by the school or by school-related organizations.
- I. Charitable Fund Raising. Door-to-door fund raising drives or public solicitations for external organizations such as United Way, March of Dimes, or Red Cross shall not be conducted by students in Osceola District Schools. Such organizations are not permitted to organize students on campus or to distribute literature in schools encouraging student participation in door-to-door fund raising drives or public solicitations. The name of the school or any school organization will not be associated with charitable fund raising by mail, door-to-door, or public solicitation.

With the Principal's approval, schools and school organizations may make contributions of time, goods, and money to philanthropic, educational, and charitable causes of interest to the school. Such activities shall not conflict with the educational program.

J. School buildings, shall not be used during regular school hours for profit making shows or entertainment sponsored or produced by a person, group, or organization outside the school system. The use of school buildings shall be subject to the provisions of School Board Rule 3.12.

1		
2	Κ.	Vending machines which are not fully controlled by the school shall not be
3		installed or operated on school property where they will be accessible to
4		students without specific authorization by the Board. Receipts, including
5		commissions or rents if operated on that basis, of all vending machines
6		located on property of the School District will be deposited in the school's
7		internal accounts. Pay phones are included under this rule.
8		
9	L.	Admission Fees. Adopted 6/29/93
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11		Admission fees may be charged for school-sponsored events, such as
12		athletic competitions, held during the regular school day under the following
13		conditions:
14		
15		1. Attendance is optional and voluntary,
16		
17		2. Attendance is not required as part of any academic program
18		or for credit in any class, and
19		
20		3. Time in attendance for students participating in these
21		programs shall not be used to meet or reduce FTE contact
22		hours as mandated by law.
23	a	
24	SALES	S OF FOOD AND BEVERAGES
25	3.6	
26	М.	Sales of food items and beverages in schools is restricted under School
27		Board Rule 8.7.3.D.
28		000 00 TD G
29		230.22, F.S.
30	Imple:	237.02(4)(a), F.S.
31		

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General Operating Rules

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GENERAL OPERATING RULES 3.0

2 3

TRANSPORTATION 3.1

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3.1.1 Student Transportation

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The district will transport students who reside two (2) or more miles from A. their designated school by the most direct traveled route.

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The district may transport students residing less than two (2) miles from Β. their designated school if the Director of Exceptional Student Education certifies that the student is handicapped and is unable to walk to school.

A student eligible for transportation that is beyond the accessibility of a

school bus may be provided transportation by payment to the parent(s) or

legal guardian for private automobile or other conveyance for this purpose.

The minutes of the School Board shall indicate the amount of the

transportation assistance, the name of the student served, the school

Transportation service shall not be provided for a student living in another

school district unless an agreement has been entered into by the Osceola

County School Board and the School Board of the district in which the

student lives and the said agreement is included in the official School Board

No person shall be eligible for transportation on a field trip or

extracurricular school trip unless he/ she is authorized by the principal or

A student who arrives early or remains late because of transportation service

shall be under school supervision at all times and shall, if practicable have a

In planning and establishing bus routes, travel each morning and afternoon

shall not exceed one (1) hour for a student, provided, that in unusual

circumstances an exception may be allowed by the School Board.

Imple: Sections 230.23(8), 234.01, 234.02 F.S. SBR: 6A-3.001, 6A-3.017

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C.

D.

E.

F.

G.

designee.

Auth: Section 230.22(2), F.S.

under the following conditions:

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3.1.2 School Buses

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

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

The principal of a school may apply to the Superintendent for use of school buses,

attended and the mileage of the route.

minutes of the respective School Boards.

planned schedule of activities.

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

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

Expenses for use of school buses for activity, instructional, and non-school organization field trips shall be paid by the sponsoring organizations. Rates shall be determined by the Director of Transportation, Finance Dept. and Superintendent. Drivers shall be assigned by the Director of Transportation. The rate of pay shall be fixed by the School Board as per Florida Statutes 234.211

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

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

Auth: 230.22, F.S.

 Imple: 234.01, F.S. as per GA-3.017(4)(d),GA-3.017(4)(d),GA-3.017(i)l.g,

FAC

3.1.3 <u>Board Owned and Private Passenger Vehicle Operation for Authorized Transportation</u> A-F Revised 6/28/94

The following standards set forth the minimum requirements for operation of Board owned or leased vehicles for business use and the transportation of students. Further, this rule includes the authorized travel by employees or volunteers and the transportation of students in private passenger vehicles.

- A. All prospective employees, current employees, and students that operate board owned or leased vehicles shall be required to possess and maintain a valid motor vehicle drivers license of appropriate classification.
- B. Current employees and students shall notify their respective supervisor or teacher of any suspension, revocation, restriction or Driving Under the Influence (D.U.I.) charge within 48 hours of the action being taken or the D.U.I. charge.

(1) The following criteria shall be used to suspend driving privileges for owned/leased vehicles as required by State Law:

12 points < 12 months: suspension 30 days suspension 60 days suspension 1 year suspension 1 year

- (2) If found guilty of D.U.I., each operator shall be required to complete a State Advanced Driver Improvement Course or D.U.I. class; complete the Board policy suspension time; and, provide evidence of reinstatement prior to restoring driving privileges.
- (3) Upon a second conviction, a D.U.I. offender shall be restricted from operating Board vehicles until all State waiting periods are fulfilled or for two years, whichever is longer.
- C. All employees who are required to transport students in the performance of their job responsibilities shall have driving record information obtained by the Risk Management Department from the Florida Department of Highway Safety and Motor Vehicles (FDHSMV).
- D. Drivers who operate a Board vehicle while under the influence or in the possession of alcohol, illegal drugs, or narcotics will be subject to immediate termination.
- E. Restraint belt use is mandatory for all drivers and passengers in all vehicles used for Board business and authorized student transportation, whether the vehicles are owned, rented, leased, or employee owned provided the vehicle is equipped with restraint belts.
- F. Principals shall not permit school activity trips in vehicles which are not properly licensed and insured. All parents, volunteers, and other persons transporting students on Board approved, off-campus activities shall be required to show proof of Personal Injury Protection (PIP) insurance as required by Florida Statutes (\$10,000 per person) and minimum \$100,000 per person/\$300,000 per accident liability and \$25,000 property damage coverage limits.
 - a. The use of vans for student transportation is prohibited. This exclusion includes Multipurpose Passenger Vehicles (MPV's). The definition of MPV's includes the various types of vans, minivans, trucks and utility vehicles built on a light duty truck chassis.
 - b. Drivers shall be District employees or non-employees who are not K-12 students and must be at least 18 years of age.

G. All field trip requests, whether or not the use of school-owned buses is involved, must follow the provisions of 3.1.1 and must have the approval of the Superintendent. Trips for a distance of more than 100 miles must be approved by the School Board. Amended 9/17/96

School-sponsored field trips are not permitted during non-student days, unless directly related to instruction or an ongoing activity of an established District-supported extra-curricular function.

Amended 6/30/92

No mode of transportation, commercial carrier or private vehicle, may be used unless liability coverage at limits specified by the Superintendent is provided. The sponsoring organization is responsible for providing evidence of insurance.

Amended
6/30/92

Auth: 230.22, F.S.

Imple: SBE Regulation 6A-3.17, 230.23(8) and 230.33(10), F.S.

3.1.4 Bus Insurance

The Board shall provide insurance for bodily injury for transported pupils and for property damage in an amount equal to at least the minimum levels of coverage required by Florida Statutes.

Auth: 230.22, F.S. Imple: 234.03, F.S.

3.1.5 Bus Driver Responsibilities

It shall be the responsibility of each bus driver to:

- A. Know and observe local and state traffic laws.
- B. Pass an annual physical examination and meet the requirements of the State and District Board.
 - C. Be neat and clean in personal appearance, refrain from the use of tobacco while on duty, and use no profane or vulgar language in the presence of students.
 - D. Attend and participate in conferences and training classes for school bus drivers and be prepared at any time to successfully pass a reasonable examination concerning traffic laws, state and local transportation regulations and driving skills.
 - E. Require pupils to observe regulations of the State and County, and the District School Board with regard to their transport and safety. Distribute and collect school bus regulation sheets for parent signature.
 - F. Maintain order and discipline on the bus at all times and do not allow students to bring objects on the bus that would be injurious to other students such as, sharp objects, large band instruments, or any object that would block front door or aisles in the bus in case of an emergency.

- G. Permit a child to leave the bus only at the regular stop except upon written request of a parent and at the discretion of the principal.
- H. Require pupils to move away from the bus immediately upon being discharged, in view of the driver, and require children who leave the bus and cross the highway to cross in front of the bus, under the direction of the driver, only after all approaching traffic has stopped. If an unusual hazard exists, the driver shall conduct the child across the highway.
- I. Post the rules governing the conduct of pupils and the daily schedule in the front of the bus. Routes and bus stops shall not be changed without specific authorization of the Superintendent. Such information may be distributed by the Director of Transportation for the Superintendent.
- J. Supervise emergency evacuation drills at least twice each school year as directed by the school principal.
- K. Use the bus only to transport students to and from school except upon specific direction of the Superintendent, the Director of Transportation or the principal, with the approval of the Superintendent. As per #6A-3.017 (1) #2(K).
- L. Prepare immediately after every accident involving the bus or a school bus passenger an accident report on the required form, to be filed with the Superintendent in duplicate. As per 6A-3.017
- M. Actuate the amber lights at a point approximately two hundred (200) feet from the student stop or at such greater distance as is necessary due to traffic speed and road conditions, as a warning to traffic that the bus is approaching a student passenger stop. When the bus has stopped, before the door is opened, the amber lights shall be deactivated and stop signal arm, supplemented by flashing red lights, shall be displayed as due warning that students are being loaded or unloaded. The bus door shall not be opened to unload students until approaching traffic in the immediate vicinity of the bus has stopped.
- N. Ascertain and ensure that all students are off the bus before filling fuel tank.
- O. Turn on emergency flashers before bringing the bus to a stop at least fifteen (15) feet from the nearest rail of a railroad grade crossing. The Driver shall not proceed across the tracks until after looking carefully in each direction, opening the door and listening for the sound of an approaching train, and determining that it is safe to proceed. The bus door shall be closed before proceeding across the tracks of a railroad. The Driver shall not change gears until bus has cleared tracks. *Amended* 6/30/92
- P. Drive the bus at a safe speed, bringing the bus to a full stop before entering or crossing an arterial highway or dangerous thoroughfare not safeguarded by a traffic control signal, and proceeding only when safety is assured. Driving conditions shall be the governing factor as to speed, and the bus shall be pulled completely off the highway at the first opportunity in the event of rain or fog conditions which reduce visibility to the danger point. In such instance the bus shall remain parked with the running lights and

1 2			emergency flashers operating until the hazard has been lifted. Amended 7/23/91						
3 4 5 6		Q.	Cooperate with duly authorized school officials, mechanics and other personnel in the mechanical maintenance and repair of the bus in overcoming hazards which threaten the safety or efficiency of service.						
7 8 9 10		R.	Make daily pre-trip and post-trip inspection of the bus and report any defect affecting safety or economy of operation immediately to authorized service personnel.						
11 12		S.	Keep the bus clean at all times.						
13 14 15 16 17		T.	Submit prompt and accurate reports, keep all records required, and otherwise assist school officials in mapping bus routes, planning schedules and obtaining information for the effective operation of the school program as it relates to student transportation.						
18 19		U.	Report immediately to the school principal or other designated official:						
20 21 22 23			(l) Misconduct on the part of any pupil while on the bus or under his immediate supervision. The driver shall not attempt to handle student disciplinary problems with parents.						
24 25			(2) Complaints requiring the attention of school authorities.						
26 27 28 29			(3) Any hazards arising which would offer either an actual or potential threat to the safety of students in his care, including the license number of any vehicle which passes the bus illegally.						
30 31			(4) Causes for failure to maintain school bus time schedule.						
32 33 34		V.	Maintain as far as practicable by patient and considerate treatment of parents a feeling of security in the safety of students transported.						
35 36 37 38 39		W.	Permit students to ride only those buses to which they have been assigned, either permanently or temporarily, and allow non-student riders only as authorized by the Superintendent, the Coordinator of Transportation or the school principal.						
40 41		Χ.	Be trained in the principles of first aide for use in case of an emergency.						
42 43 44		Y.	Be knowledgeable of and exercise that authority given to school bus drivers in Board Policy 7.2.5.						
45 46 47		Auth: Imple:							
48 49	3.1.6	Transp	nsportation Grants						
50 51 52 53 54		Transportation grants to persons providing transportation to isolated students as approved by the Superintendent shall be paid at the established rate. All grants must have prior approval by the Board.							

Auth: 230.22, F.S.

Imple: SBE Regulation 6A-3.17(11), 230.23(8) and 230.33(10), F.S.

3.1.7 Transportation Hazard Surveys

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

Auth: 230.22, F.S. Imple: 234.082, F.S.

3.1.8 Transportation of Physically Handicapped Students

Parents of physically handicapped students including the trainable mentally handicapped, profoundly handicapped, hearing impaired, visually impaired and physically impaired are required to "provide the necessary assistance and protection for their children while in route to and from the bus stop." SBR 6A-3.121(5)(a). If parents fail to abide by this rule a warning letter will be sent informing them of the policy. After the warning letter has been sent by certified mail to the parent or guardian, any subsequent failure to abide by this rule will result in a discontinuation of transportation services pending a parent conference at the school with the bus driver, principal and Director of Transportation.

Auth: 229.053(1) Imple: 234.02

3.2 INSTRUCTIONAL MATERIALS

Instructional materials shall be purchased pursuant to Florida Statutes and District adopted guidelines. Adopted 6/29/93

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

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

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

Auth: 230.22, F.S. Imple: 233.43 and 233.46, F.S.

3.2.1 Use of Instructional Materials by Students

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

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

Auth: 230.22, F.S. Imple: 233.34(3), F.S.

3.2.2 Requisition and Purchase of Texts

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

Auth: 230.22, F.S. Imple: 233.22, F.S.

3.2.3 Sale of Instructional Materials

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

Auth: 230.22, F.S. Imple: 233.09 (3) (c) and 233.46 (2) F.S.

3.2.4 Copyright

The School Board of Osceola County, Florida in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code) hereby notifies all employees that a willful infringement of the law may result in disciplinary action. No school board employee may make copies of any materials protected by the 1976 Copyright Act, as amended, except as provided for in the act. Materials included are such items as literature, music, poetry, tests, workbooks, computer software, video tape, audio tape, film, etc. The performance or display of audiovisual works by instructors or pupils must be in the course of FACE-TO-FACE teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction. In the case of a motion picture, video or other audiovisual work, the performance, or display of individual images must be given by means of a copy that was lawfully obtained. If the person responsible for the performance knew or had reason to believe the motion picture, video, etc., was not lawfully made, it shall constitute a willful infringement of the law. The document "Copyright and You" produced by the Media Center, shall be distributed to each principal and shall become a part of each school's faculty handbook.

3.2.5 Basic Texts

There shall be a basic text or approved materials established for each course offered in the regular school program. Textbooks will be adopted according to State Board of Education Rules. Challenges to textbooks and other classroom materials will follow the same procedure as challenges to Library/Media materials.

3.2.6 <u>Use of Videos and Films</u> Adopted 7/2/96

Commercially produced entertainment videos and films rated by the Motion Picture Association of America may be used in schools only as indicated below:

- A. R, NC-17 and X rated videos and films may NOT be used under any circumstances.
- B. G, PG, PG-13 and non-rated videos and films MAY only be used under the guidelines published by the Superintendent.

3.2.7 Rules of Selection of Media Center Materials

A. Philosophy of Selection

The primary goal of a school media center is to help implement, enrich, and support the educational program of the school. Other goals are concerned with the development of each pupil's reading skill, literary, discrimination in choice of materials, and with instruction in the use of books and media centers. School media centers are equipped to generate understanding of American freedoms and the preservation of these freedoms. It is a function of the media center to provide a wide range of materials on all levels of difficulty, with a diversity of appeal presenting different points of view.

B. Responsibility for Selection of Materials

The School Board of Osceola County shall determine and adopt such rules

and programs as are deemed necessary by it for the efficient operation and general improvement of the district.

Selection of materials involves many people: principals, teachers, students, supervisors and media specialists. The responsibility for the selection of media center material is delegated to the professionally trained media center personnel under the direction of the principal, in accordance with Board adopted guidelines.

C. Criteria for Selection of Media Center Materials

- (1) The process of evaluating materials for inclusion in collections is continuous and systematic. It is preferable to examine materials before purchasing them; however, this is often impractical if not impossible. In such cases, selection is based upon bibliographic sources, selected lists, and reviews in reputable professional journals and publications.
- (2) First consideration is given to the needs of the individual school based on knowledge of the curriculum, of the existing collection, and of the needs of the children. Requests from users (administrators, teachers, parents, students) of the collection are given high priority. Materials are selected so as to provide a wide range of levels of difficulty.
- (3) Materials for purchase are considered on the basis of overall purpose, timelines, importance of the subject matter, quality of writing or production, readability and popular appeal, authoritativeness, reputation of the author, artist, publisher, producer, format, and cost.
- (4) Special consideration is given to treatment of the following elements: religion, ideologies, sex education, sex, profanity, and science.
 - a. Religion Factual unbiased material which represents all major religions is included in the collection.
 - b. Ideologies Factual information on any ideology or philosophy which exerts a strong force in society is included in the collection.
 - c. Sex Education Factual information appropriate for the age group or related to the school curriculum is included in the collection.
 - d. Sex Pornographic, sensational, or titillating materials are not included, but the fact of sexual incidents appearing in the materials does not automatically disqualify them.
 - e. Profanity The fact that profanity appears in material does not automatically disqualify a selection. Care is taken to exclude materials using profanity in a lewd or detrimental manner.

1 2 3			f. Science - Factual information about medical and scientific knowledge is included in the collection without any biased selection of facts.
4 5	D.	Proce	dures for Selection
6 7 8		(1)	In selecting materials for purchase, the school library media specialists shall evaluate the existing collection and consult:
9 10			a. Reputable, unbiased, professionally prepared selection aids.
11 12 13			b. Media staff, curriculum consultants, teachers, students, and community representatives.
14 15 16			c. The media committee appointed by the principal to serve in an advisory capacity in the selection of materials.
17 18 19		(2)	In determining materials to be purchased, library media specialists follow these procedures:
20 21 22			a. Multiple items of outstanding and frequently used materials are purchased as needed.
23 24			b. Worn and missing basic items are replaced periodically.
25 26 27 28			c. Out-of-date or no longer useful materials are withdrawn from the collection and replaced by new and appropriate materials.
29 30 31			d. Sets of materials and subscription materials are examined carefully, and are purchased only to fill a definite need.
32 33 34		(3)	Further detailed criteria are listed in the Media Manual for Osceola District Schools.
35 36	E.	Reco	nsideration of Challenged Materials
37 38 39 40		(1)	The principal invites the complainant to file his or her objections in writing on the form, Request for Reconsideration of School Library Materials, FC-820-244.
41 42 43		(2)	A complainant who does not complete and return the form receives no further consideration.
44 45 46 47 48 49 50 51		(3)	The principal shall, within ten (10) days of receipt of writter complaint, call a special meeting of the School Library Media Center Advisory Committee or the School Advisory Committee and the Media Specialist. The complainant may be present to make a verba and/ or written complaint to the committee. The principal will notify the Coordinator of Instructional Materials and the Superintenden immediately.
52 53 54		(4)	The principal shall receive the recommendation of the School Library Media Center Advisory Committee or the School Advisory

1 2			ı	Committee and notify the complainant, the Coordinator of Instructional Materials, and the Superintendent immediately.
3				
4		(5))	If the complainant wishes, he may immediately contact the
5		()	,	Superintendent and request, in writing, further review of the
6				materials. The Superintendent will have the District Media Review
7				Committee review the complaint and the recommendations of the
				School Library Media Center Advisory Committee or the School
8				Advisory Committee. This should be accomplished within ten (10)
9				
10				school days.
11				The state of the s
12		(6))	The complainant will be notified by the Superintendent of the
13				findings of the District Media Review Committee. The District
14				Media Review Committee shall consist of no less than two (2) lay
15				persons from the community, two (2) principals, the Coordinator of
16				Early Childhood & Elementary Education or the Coordinator of
17				Middle & Secondary Education, and the Coordinator of Instructional
18				Materials.
19				
20		(7)	γ	The Superintendent shall submit the findings of the District Media
		(7)	,	Review Committee and the Superintendent's recommendation to the
21				School Board at the next School Board meeting.
22				School Board at the fiext School Board meeting.
23		(0)		The samulations may appeal to the Board at the part School Board
24		(8)	5)	The complainant may appeal to the Board at the next School Board
25				meeting either verbally and/or in writing.
26				
27		(9))	The final decision regarding the challenged materials is made by the
28				School Board.
29			_	
30	3.2.8			Surplus, Obsolete and Unusable Textbooks and Instructional
31		Materials.	<u>.</u>	Revised 11/7/95
32				
33		Any surp	olus c	or unusable textbooks or instructional materials, excluding testing
34		materials,	, shal	l be disposed of as provided herein.
35				
36		A. Us	sable	surplus and obsolete instructional materials no longer under contract
37		to	the S	State shall be carried on inventory for at least one (1) year in order to
38				full utilization of State-Adopted Instructional Materials. Instructional
39		m	ateria	als when declared surplus may be disposed of, after notifying the
40		D:	irecto	or of the Division of Public Schools, Florida Department of
		E.	ducat	tion, of the available surplus so that every effort may be made to
41		L)(rovid	e those available materials to other districts in the State of Florida.
42		pı Ti	LOVIU	irector of the Division of Public Schools shall make each district's
43		11	ne Di	ef complete a consider to all the other districts for a period of thirty
44		118	sting	of surpluses available to all the other districts for a period of thirty
45				ays. Any material which cannot be utilized in inter-district exchange
46		pr	rogra	ms may be given to:
47				
48		(1	l)	Other public education programs within the District or State;
49				
50		(2	2)	Teachers to use in developing supplementary teaching materials;
51		•		
52		(3	3)	Students or others for personal use and not for profit; and,
53		(4		Any charitable organization, governmental agency, private school or
54			•	state.

1		_	A	to 1 1 1 1 (1) Alexander of magazined in Cubacation (2)
2		В.	The Su	perintendent shall use the procedures as prescribed in Subsection (3)
3			herein	if disposal of surplus or obsolete materials cannot be accomplished as
4			specifi	ed in Subsection (1) herein.
5				
6		C.	State-a	adopted instructional materials which are determined by the
7			Superi	ntendent to be unserviceable or in unsuitable physical condition may
8			be:	
9				
10			(a)	Sent to recycling plants, pulp mills, paper manufacturers, junk
11			(u)	dealers, or other persons, firms or corporations for disposal upon
				such terms as are most economically advantageous to the School
12				Board.
13				Doard.
14			(1-)	Given to governmental agencies, charitable organizations, or
15			(b)	
16				individuals.
17				Occ. 1
18			(c)	Offered at public sale through the normal procedures of the District.
19			_	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
20		D.		ctional materials may be destroyed if disposal cannot be completed as
21			prescr	ibed in Subsection (3) herein.
22				
23		E.	All mo	onies received by reason of sale, exchange, or other disposition of
24			instruc	ctional materials shall be deposited into the District School Fund and
25			added	to the District Appropriation for Instructional Materials.
26				
27		F.	State	Board of Education Rules shall prevail whenever any provision of
28			these ?	Rules conflicts.
29				
30	3.3	FIRST	AID -	- FIRST AID EQUIPMENT
31	0.0			
32		Each s	school s	hall be equipped with a complete first aid cabinet or kit approved by
33		Stude	nt Servi	ices and have it available for use at all times in the first aid room
34			ded 6/3	
35		11/16/14	ucu 0/5	372
36		Fach f	firet aid	room shall be staffed and supplies maintained by the school health
37		oide o	r princi	pal's designee. Any person so designated by the principal shall have
		compl	leted fir	st aid and CPR training. Amended 6/29/93
38		Compi	icica III	st ald alld Cl R training. Amended 0/27/75
39		A sath.	220	22 ES
40		Auth:		.22, F.S. .32(5), F.S.
41		Imple	: 402	.52(5), F.S.
42	2.4	DELE	ACEO	E CTUDENT NAMES Amondo 47/02/00
43	3.4	KELE	LASE O	F STUDENT NAMES Amended 7/23/92
44				11
45		No na	mes or	addresses of students shall be released to any company, corporation
46		or ind	ividual	without approval by the School Board, unless a school directory is
47		publis	shed. T	his policy does not include releasing names and addresses of students
48		from	school	to school, to colleges or other institutions of education, public of
49		privat	e, or to	any of the branches of the Armed Forces of the United States.
50				
51		Auth:		0.22, F.S.
52		Imple	: 232	2.23, F.S.
		_		

PUPIL CONTROL 3.5

The principal or his designee shall be responsible for the safety and conduct of pupils during the time they are being transported to and from the school at public expense, and during the time they are attending school or are on school premises, in accordance with Section 232.25, Florida Statues, and as specified in Chapter 6 of this manual.

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230.22, F.S. Auth: 232.25, F.S. Imple:

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DISMISSAL OF SCHOOL 3.6

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All schools shall maintain a regular schedule. No school shall dismiss prior to the regularly scheduled hour without permission of the County Superintendent, except when in case of an extreme emergency the welfare of children requires immediate dismissal. A regular schedule shall be interpreted as attendance in accordance with the daily schedule of classes or participation in regularly scheduled field trips. Planned room parties within the classroom or school area will be recognized, but should be limited to a few special occasions and restricted as to length. following shall not be regarded as a part of the regular schedule:

21 22 23

School parties and picnics outside the school area. **(1)**

24 25

Attendance at athletic events during class hours. (2)

26 27

230.22, F.S.

28

Auth: 232.02 and 230.33(6), F.S. Imple:

29 30

CUSTODIAL SERVICES 3.7

31 32 33

The custodial manager is directly responsible to the principal. The custodial staff report to the custodial manager and they are responsible to the The duties of all the custodians are contained in the job descriptions to be found in the Job Description Handbook. Amended 6/29/93 & 6/28/94

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230.22, F.S. Auth: 230.23(5), F.S. Imple:

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ADVERTISING 3.8

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

45 46 47

44

Are of the type teachers need for instructional purposes. A.

48 49

Are provided without cost to the District, school, teacher, or student. В.

50 51

Contain a minimum amount of commercial advertising. C.

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Are not of a sectarian nature. D.

Do not prominently display a selfish or private purpose of the sponsor. F. 3 Do not have a blatant advertising feature. G. 5 6 Do not violate the attitudes which are recognized as ideals of the school 7 Η. system or of our society. 8 9 230.22, F.S. Imple: 233.43, F.S. Auth: 10 11 **BUILDINGS AND GROUNDS** 3.9 12 13 The principal of each school shall be responsible for the care, maintenance, Α. 14 and use of school buildings and grounds and shall supervise the custodial 15 staff of the school in providing an adequate program of proper care and 16 maintenance. 17 18 Maintenance or repairs which cannot be handled by the school custodial В. 19 staff shall be reported to the Superintendent and shall become the 20 responsibility of the District Maintenance Department. Amended 9/17/91 21 22 The School Board shall condemn and prohibit the use for public school C. 23 purposes of any building which can be shown for sanitary or other 24 reasons to be no longer suitable for such use and when any building is 25 condemned by any state or other government agency as authorized in 26 235, see that is it no longer used for school purposes. 27 Amended 9/17/91 28 29 The principal shall make recommendations regarding needed repairs to or D. 30 renovations of school buildings to the Superintendent as such time as they 31 are needed. 32 33 All projects that require remodeling, new construction or any E. 34 alterations to facilities in the District shall be placed under the 35 direction of the Director of Facilities. Amended 6/30/92 & 6/28/94 36 37 It shall be the responsibility of the principal of each school to provide for the F. 38 display of the United States Flag and the official flag of Florida on the 39 school grounds, in compliance with 228.101 and 256.032 F.S., except in 40 inclement weather. The flags shall also be displayed indoors at all times 41 when functions are being held in the auditorium, cafeteria, lunchroom, 42 multipurpose room, or gymnasium in accordance with 256.11, F.S. 43 44 Auth: 230.22, F.S. 45 Imple: 230.23(9)(c), 231.085(5) and 235.01, F.S. 46 47 48 LABORATORY SAFETY AUDIT Amended 6/29/93 3.10 49

Fulfill a legitimate purpose of the school curriculum.

E.

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Α.

В.

3-15

in an attempt to prevent accidents.

Each school shall be responsible for maintaining safe laboratory conditions

Each laboratory teacher will perform a safety audit within ten (10) working

 days at the beginning of each semester or each new assignment and submit it to the principal.

C. The principal will promptly initiate corrective action on those items reported as unsatisfactory.

3.11 SCHOOL OFFICE HOURS

The hours of the principal and his office staff shall be equal in length to those of the District office, and the school office shall remain open on the same days. Any changes in schedule shall have prior approval of the Superintendent. Amended 6/29/93

Auth: 230.22, F.S.

Imple: 230.33(6) and (7), and 231.085(5), F.S.

3.12 USE OF SCHOOL BUILDINGS, GROUNDS AND EQUIPMENT Revised 1/18/94

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

A. <u>Use of Buildings and Grounds</u>

Facilities Are Only For Use In The Educational Program And Are Not For Personal Political Activity

(1) It is the policy of the School District that the right of free speech and access shall be granted in accordance with law. However, the paramount purpose of the School District is the provision of its program of education. Accordingly, all School District property, equipment and facilities, including all methods of communication through the use of School Board facilities and equipment such as, but not limited to, duplication machines, photocopying machines, telecommunication facilities and wires, computer transmission facilities, including modems, desktop publishing and facsimile transmission or telecopy facilities, are deemed facilities dedicated for use in the educational program and not for use by any person or group except as expressly permitted in this policy.

Nothing in this policy prohibits the use of any School District facility by an employee of the District in the performance of the employee's job, including the use of the District facilities for communications between employees of the District which are related to the performance of their work, communications with School Board members which are related to any business of the District, or to communicate with students and their families in connection with the work of the employee for the District (but not including the use of District facilities for communicating to students or their families the personal opinion, unrelated to the educational program of the District, of the employee concerning any issue pending before the School Board or the voters of Osceola County at any general or special election, including any referendum).

(2) Restriction On Use of Facilities For Private Or Personal Profit

No individual, including an employee of the School Board, group, or organization may use buildings for private profit or personal gain. However, non-profit and youth organizations shall be permitted to use buildings for fund-raising purposes, when prior approval is obtained from the Board, upon recommendation of the school principal and the Superintendent. The term "non-profit" shall mean those organizations which are 501(c)(3) exempt and recognized as such by the Internal Revenue Service. The term "youth organizations" shall refer to charitable non-profit organizations which are deemed to operate for the benefit of the children of Osceola County.

- (3) All non-school organizations, groups or individuals desiring to use buildings and grounds must schedule their use in advance with the building administrator and must provide in advance, proof of insurance coverage in amounts prescribed by the Board, and assume all liability of or damage to property, whether owned by the Board or otherwise, and for personal injury, whether by negligence or intent of any person, occurring on Board property during the use of the building or grounds. Notwithstanding the foregoing, the public may have access to the resources generally made available to the public in the Support Services Building under the control and supervision of the Media Specialist for the School District.
- (4) All such use shall be under the supervision of the building administrator. Specific fees for use of school facilities shall be based on annual fee schedule as recommended by the Superintendent, and shall be payable to the Board. Payment must be made in advance. Fees may be reduced or waived by direction of the Superintendent, but only for those groups that directly benefit the students and/or programs of the school district.

 Amended 6/30/92
- (5) Persons using buildings and grounds must take proper and ordinary care of them and shall be held responsible for any damage or vandalism incurred as a direct result of their use.
- (6) Alcoholic beverages and gambling are forbidden on premises.
- (7) The use of tobacco products is forbidden in all school district buildings. *Amended 6/30/92*
- Auth. 386.201, 202, 203, 204 & 205 F.S.
- (8) Students are not to be in the school buildings without faculty supervision, except for the attendance at public gatherings or by special permission of the school principal.
- (9) See Board Rule 8.11 for rules governing the use of cafeteria kitchens.

than the delivery of the educational program, then such use will be made available on similar terms and conditions to any person or group without regard to the content of the particular message being communicated and without discrimination on the basis of whether the person using the facility is or is not a School Board employee and without discrimination based on any other classification prohibited by general or special federal or state law or applicable regulation.

All employees of the School Board reserve their right to freedom of expression. However, no employee shall have the right to utilize any facility of the School District for personal gain or advantage under terms and conditions which are not generally available to other residents of the County under the same general terms and conditions unless the School Board has, previous to such use, expressly permitted such a privilege. Additionally, the facilities of the School District shall not be used by any School Board employee for the purposes of advocating a position concerning an issue pending before the School Board or the voters of Osceola County at any general or special election, including any referendum.

Nothing herein shall limit the right of the School Board to determine in a particular campaign that the School District should actively participate in a campaign, the outcome of which will have a substantial bearing on the general ability of the School Board and the District to furnish a public education program consistent with School Board policy. No School Board employee shall have the right to decide when the use of a School District item or property or a District facility is for the betterment of the District, only the School Board has the authority to dedicate the use of its facilities and property for such purposes. Nothing herein limits the right of any employee of the Board to speak or appear before the Board.

D. Exceptions Adopted 6/28/94

Exceptions to this rule include, but are not limited to the following:

- 1. District personnel may use Electronic Mail for sending announcements such as blood drives, funerals, united fund drives, meetings, etc., in accordance with guidelines determined by the Superintendent or Board.
- 2. Personal use of telephones on an occasional basis is reasonable as long as the privilege is not abused. Long distance personal calls shall be paid by the caller.
- 3. Professional Organizations, in which some district personnel belong, may promote the school district as a community participant (FASPA, FASA, FASBA, Rotary, Kiwanis, Red Cross, Salvation Army, Chamber of Commerce, FASCD, Educational Organizations, etc.) through use of the courier, Electronic Mail, and other means of communication. Organizations must gain the approval of the Superintendent prior to using the facilities of the district. The

1 2			superintendent shall notify the Board of the organizations eceiving approval.
3		4 7	The Osceola County Administrative Association and other
4			
5		U	
6			omputers, equipment, and the courier for business
7		p	ourposes of communicating notices, minutes and agendas.
8			
9		5. I	District personnel may use computers and equipment for
10		S	chool work or professional development or to improve their
11		r	personal skills, subject to guidelines issued by the
12			Superintendent.
13			•
14		6. I	District personnel may use copy machines at employee rates.
15		0	side personner may doe copy
16		7. I	District personnel may use phone calls to notify parents of
		/, I	specific personner may use phone early to notify parents of appropriate personner may use phone early to notify parents of appropriate personner may use phone early to notify parents of appropriate personner may use phone early to notify parents of appropriate personner may use phone early parents of appropriate personner may use propriate personner may use personner may use propriate personner may use
17			late, place, time and agenda.
18		·	iate, place, time and agenda.
19		The Com	anintandant may issue administrative quidelines that elegify
20		i ne Sup	erintendent may issue administrative guidelines that clarify
21			ceptions or specify forms and procedures concerning these
22		exceptio	ns.
23			
24			NO OFFICE ED ON OFFICE COUNTIES
25	3.13	TRANSPORTI	NG STUDENTS FROM OTHER COUNTIES
26			
27		Osceola County	will cooperate with other districts in transporting students from
28		adjoining distric	cts into the Osceola County School System, but out-of-district
29		students shall of	otain annual permission from both Boards prior to attending Osceola
30		County Schools	<u> </u>
31		•	
32		Auth: 230.22	2, F.S.
33			Regulation 6A-3.01(1); 230.23(8) and 230.33(10), F.S.
34			
35			
36	3.14	NEPOTISM	
37	J.1 .	71210110111	
38		The School Box	ard shall not employ two or more close relatives or family members
39			vidual is the immediate supervisor of another. Such close relatives
40		or family memb	pers are defined as: father, mother, son, daughter, brother, sister,
		uncle ount fir	st cousin, nephew, niece, husband, wife, father-in-law, sister-in
41		low mother in	n-law, son-in-law, daughter-in-law, brother-in-law, stepfather,
42			pson, stepdaughter, stepbrother, stepsister, half-brother, or half-
43			pson, stepolauginer, stepolotiler, stepsister, mair-brother, or mair-
44		sister.	
45		A 11 :	"manations shall be investigated annually by the Commister dans All
46			nepotism shall be investigated annually by the Superintendent. All
47		persons concern	ned shall be consulted and steps taken to eliminate such practice
48			nded in individual cases. Recommendations made shall be subject
49		to Board approv	val. Amended 6/30/92
50			A 17.0
51			2, F.S.
52		Imple: 116.1	11, F.S.

3.15 GRIEVANCE PROCEDURE Amended 6/30/92

This grievance procedure shall apply to any problem dealing with the treatment of personnel due to the alleged violation of existing School Board rules or policies.

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

A. <u>Definitions</u>:

<u>Grievance</u> - Any claim by an employee or group of employees that there has been a violation, misinterpretation or misapplication of a School Board rule or policy. The term "grievance" as used in this section and for the purposes of the procedures set forth herein, shall not apply to any matters or procedures covered by the terms of any contract entered into pursuant to Chapter 447, Florida Statutes.

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

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

 $\underline{\text{Superintendent}}$ - The Superintendent, as duly holding office in Osceola County.

School Board - The School Board of Osceola County, Florida.

<u>Administrative Channel</u> - The normal chain of command of administrative responsibility of the Osceola District Schools.

Days - Actual working days.

<u>Rights</u> - The rights of employees to:

- (1) Call upon any representative to aid and assist in any level of the grievance procedure.
- (2) Request and receive for his representative a copy of all information pertaining to the grievance.
- (3) Have all documents, communications and records dealing with the processing of the grievance kept separate from the assessment file of the participants.
- (4) No reprisals of any kind shall be taken against any participant in the grievance procedures by reason of such participation.
- (5) Sample forms shall be made available to all persons by the Superintendent.

1 2

1 2		(6)	The nu except	mber of days of each level shall be considered a maximum when extended in writing by mutual consent.
3 4 5 6 7 8		(7)	becomi based, should	individual does not file a grievance within ten (10) days after ing aware of the act or condition on which the grievance is or after a reasonable person under similar circumstances have become aware of such act or condition, then the nee shall be considered to have been waived.
9 10 11 12		(8)	five (5	of the grievant to appeal the grievance to the next level within) days shall be deemed to be acceptance of the decisions ed at that level. <i>Amended 6/28/94</i>
13 14 15		(9)		ievant and his representative shall have the right to be present and all levels.
16 17 18 19 20		(10)	may us	ployee, including probationary or substitute employee (OPS), se the grievance procedure in any way to appeal discharge or a on by the Superintendent not to renew his contract. <i>Bed</i> 6/28/94
21 22 23 24 25		(11)	a griev	e at any step of this procedure to communicate the decision on vance within the specified time shall permit the grievant to at the next step of this procedure.
26 27 28	В.	For in		Resolving Grievances grievances, the following procedures shall apply in the order w:
29 30 31 32 33		Level	1 -	The grievant shall discuss the grievance with the principal or worksite supervisor for the purpose of resolving the grievance. If satisfactory results are not obtained within five (5) days, then
34 35 36 37 38 39 40 41 42 43 44 45 46 47 48		Level	2 -	The grievant may file the grievance by submitting a written "Statement of Grievance" on a form (FC-120-183) provided by the School Board with the Assistant Superintendent of Personnel and Administrative Services, and a copy to any representative of his choice. It shall include the name of the employee involved, the facts giving rise to the grievance, the identity by appropriate reference of all rules or policies alleged to be violated, the contention of the employee with respect to those provisions, and the specific relief requested. The Assistant Superintendent of Personnel and Administrative Services shall respond in writing within five (5) days. Copies shall be sent to any representative designated by the grievant.
49 50 51 52 53 54		Level	3 -	If the grievant is not satisfied with the disposition of the grievance at level two (2) or if no decision has been rendered in writing within five (5) days the grievant may forward the written grievance form directly to the Superintendent, with copies to the person who caused the grievance and any other representative of his choice.

1 The Superintendent shall, within ten (10) days file his reply 2 in writing to the grievant with copies to the person who 3 caused the grievance and the grievant's representative. 4 5 If satisfactory results are not obtained at this level, then 6 7 The grievant or his representative may forward the written Level 4 -8 grievance form within five (5) days directly to the School 9 Board with copies to all concerned. Within fifteen (15) days 10 after receipt of the grievance, the School Board Chairman 11 shall call a meeting for the purpose of resolving the 12 grievance. The School Board, at the discretion of the 13 Chairman, may appoint an independent committee of its 14 choosing to investigate the grievance. Within twenty (20) 15 days after the above meeting, the Board shall communicate 16 its decision in writing and state its reason in writing, if 17 requested, to the grievant. 18 19 230.22, F.S. 20 Auth: 21 Imple: 230.23(5), F.S. 22 CHILDREN OF EMPLOYEES 23 3.16 24 During the workday employees shall make arrangements for their children away 25 from the employee's place of employment at times other than the student school 26 day. Emergencies shall be dealt with by the Principal/District Administration. 27 28 230.22, F.S. 29 Auth: Imple: 230.23(5), F.S. 30 31 32 CROWD CONTROL AT ATHLETIC EVENTS 33 3.17 34 Athletic events are a vital part of the total school program. In order that Α. 35 students and the community may enjoy these events they shall be conducted 36 in a manner that will reflect credit to the school and community. 37 38 The school administrator (principal, assistant principal) or athletic director Β. 39 shall be on duty at each athletic event. 40 41 The law officer in charge will be given the name of the school official on 42 43 duty. 44 The Student Code of Conduct will be enforced for students at all extra-C. 45 curricular activities. Offenses pertaining to alcohol, drugs, fighting, and 46 direct and willful disobedience will be strictly enforced. 47 48 49 D. No child under age 8 will be admitted to an event without an accompanying 50 51 No alcoholic beverages will be permitted on the property, including the Ε.

parking lot.

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No one under the influence of alcoholic beverages will be admitted to F. 1 events. 2 3 Anyone leaving the game and going outside the gates must purchase another G. 4 ticket to re-enter. 5 6 The gates will not be opened at any time for free admission. Η. 7 8 Those persons out of uniform and authorized to be on sidelines at football I. 9 games (press, photographers, student managers, assistant coaches, etc.) 10 must display a sideline pass to be worn around the neck. 11 12 These passes will be issued by the school with a list given to the law officer 13 in charge. Anyone out of uniform without a pass will not be permitted to 14 remain. NO EXCEPTIONS. 15 16 Profane, abusive language, or language or actions in the opinion of the J. 17 administrator, or law officers on duty, are likely to incite riot or provoke 18 trouble will not be permitted. Such actions will lead to ejection from 19 property, and such other actions as deemed necessary. 20 21 Upon receipt of a police report notifying the School Board of the ejection of Κ. 22 any person under these rules, the Board shall decide if such actions by a fan 23 merits further discipline. If further action is merited, the Board will notify 24 the fan of date, time and place of hearing, Party may be subject to civil 25 action or barred from attending any school function for any length of time 26 deemed necessary. 27 28 Violation of these rules by Osceola County fans at out-of-county high L. 29 school events may also lead to a Board Hearing for disciplinary action. 30 31 230.22, F.S. Auth: 32

Imple: 230.23 (13)a, 230.23 (14)

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3.18 CONTRACTED EDUCATIONAL SERVICES

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Organizations and institutions may apply for contracted educational services from the School District of Osceola County, Florida under the guidelines of the State's General Appropriations Act of 1987. Both the School District and the institution must agree on other supplies, consumables, lab materials, and textbooks as necessary. Both parties must agree that the education program manager is to be responsible for coordination the education program, is to conduct the selection and evaluation of the instructional personnel, and is to collaborate in developing operational procedures for efficient management of the educational program. Amended 7/23/91

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3.19 HAZARDOUS WORKING CONDITIONS OF MAINTENANCE EMPLOYEES Revised and moved from Section 3.10 on 6/29/93

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The hazards of maintenance employees entering confined spaces as defined herein are recognized by maintenance management. This policy and the associated procedure is intended to guide all maintenance employees who encounter a confined space in the process of carrying out a repair or replacement. It is the policy of the Board to contract specialized work when the nature of the job required skills or

equipment not available in-house. Entry into confined areas of unknown air quality 1 involves hazards requiring specially trained personnel and equipment. When either 2 of these requirements cannot be met, the job, or that portion of the job shall be 3 referred to the Director of Maintenance for re-assignment to be qualified contractor. 4 5 When qualified personnel and the appropriate equipment are available in-6 Α. house, the following mandatory procedure must be followed. 7 8 Confined Area: A space which by design has limited openings for entry and В. 9 exit, unfavorable natural ventilation, which could contain or produce 10 dangerous air contaminates, and which is not intended for continuous 11 Confined spaces encountered by maintenance employee occupancy. 12 employees include but not limited to manholes, sewers, pump wells, deep 13 pits, boilers, tanks (including new tanks) or other man-made closed 14 containers. Some attics and crawl spaces may also fit the description of a 15 confined space. There shall be no smoking within a 20 foot entrance or exit 16 or a confined space. There shall be no smoking in a confined space. 17 18 NOTE: IT IS IMPERATIVE THAT ALL TRADES FOREMEN AND 19 TRADESMEN BE ALERT AS TO WHAT CONSTITUTES A CONFINED 20 SPACE WITH THE ATTENDANT HAZARDS. RECOGNIZING THE 21 DANGER IS THE FIRST STEP IN AVOIDING ACCIDENTS OF THIS 22 TYPE. 23 24 Training - all employees attempting to perform work in a confined C. **(1)** 25 space shall be certified in the required safety precautions, the use of 26 air quality test equipment and emergency rescue equipment. 27 Certification is by satisfactory completion of an appropriate course 28 conducted by the National Safety Council or other organization 29 approved by Maintenance management. 30 31 Equipment - The following equipment, as a minimum, shall be (2) 32 available at the site before entry is attempted: 33 34 Air supplied hood a. 35 36 Clean air pump b. 37 38 Air pump supply hose (100') for #2b c. 39 40 d. Personal oxygen monitor 41 42 External sensor with 20' capable for #4b e. 43 44 f. Combustible gas indicator 45 46 Toxic gas indicator 47 g. 48 Harness, full body h. 49 50 Lifeline (1/2" rope) 100' for #8h i. 51 52 Ventilating equipment - blower fan j. 53

(3) Pre-entry tests - Pre-entry tests shall be conducted for toxic gases, combustible gases, and oxygen levels by remote means before entry is attempted.

NOTE: All confined areas are to be considered lethal prior to the testing.

- a. Unlock and/or open the access door (from an upwind position for sewer manholes) and place or lower the air quality instruments into the confined space.
- b. If the instruments indicate there are no excessive levels of toxic, lethal, or combustible gases, set up a ventilation blower (fan) and direct the blower into the space for a minimum of 15 minutes.
- c. If toxic, lethal, or combustible gases are present or if the oxygen level is below 19.5 % the area shall not be entered and Director of Maintenance notified.
- (4) Entry one (l) person may enter the confined space wearing a full body harness with attached rope. This rope shall not be attached lower than the shoulder blades. An air supply hood may be ordered by the foreman. A second individual (rope person) must hold the rope attached to the worker entering the confined area. This person shall have no other duties assigned while he is in this position. The person entering the space shall carry no tools, they shall be lowered to him later. If the confined area is being entered from the top, a winch shall be available at the site to effect rescue in the event of an emergency.
 - a. If the confined area is out of sight of the entrance i.e., a passageway, radio contact must be maintained with the person entering the area.
 - b. When air quality in the confined space shows excess levels (as in #3c), the Director of Maintenance shall arrange for qualified, trained assistance. When the work is completed, and employees evacuated, the area shall be sealed and locked. The Director of Maintenance shall, depending on the circumstances, arrange to have the source of contamination located and corrected immediately or as a separately scheduled, project.
- (5) If an emergency rescue is necessary, use the following procedure:
 - a. Call or send for help as soon as an emergency condition is recognized.
 - b. If the person in the space is unable to return to safety, the rope person, positioned above, is to secure the end of the rope and use a lifting device, winch, come-a-long, etc., to pull, lift, or remove the stricken employee from the confined

1 2					space. When the person has been removed, the rope person shall assess the nature of the injury and begin first aid.
3 4 5 6 7				c.	The rope person is not to enter the confined area without a "top" person at the entrance. The rope person or other rescuer is not to enter the confined area without a harness, scuba gear and a new rope person.
8 9 .0 .1				d.	Maintenance workers shall be required to use provided safety equipment in accordance with established safety procedures
.2 .3 .4	3.20		ss Upo ed 1/18/		ty or School of the Osceola County School District
.5 16 17 18		A.	campu enforce	s or fa ement a	of each school in the District in order to maintain on the acility administered by the Principal, shall notify the law agency with jurisdiction on each occasion the Principal has believe that a person is trespassing upon school grounds.
20 21 22 22 23 24 25 25 26 27 28 29 33 34		В.	reason law en that th render impris Florida statute enforce and w comm	as, may able may able may aforcement by the Pronment a Statute, as it is ement of ithout witted the	I, charged with the responsibility to maintain order on the take a person into custody and detain such person in a anner for a reasonable length of time pending the arrival of a cent officer when the Principal has reasonable cause to believe in taken into custody and detention by the Principal shall not rincipal criminally or civilly liable for false arrest, false or unlawful detention, as provided in section 228.091, sees, as it may be amended from time to time. Further, said may be amended from time to time, provides that any law officer may arrest, any person on or off the school premises, warrant, any person he has probable cause for believing has a offense of trespass upon the grounds of any facility owned or ne School Board.
35 36 37		C.	A persupon Board	the can	trespasser on a school facility if such person enters or remains apus or any other facility owned or operated by the School
38 39 40 41 42			(1)	studen	a student. For the purposes of this policy a person is not a at if that person is currently under school suspension (offus) or expulsion; or
43 44			(2)		an employee of the school and School Board, required by his employment to be on such campus or facility; or
45 46 47 48 49 50 51 52 53			(3)	studer guardi such s remain purpos are au parent	a parent, guardian or person who has legal custody of an enrolled at such school or facility. Provided that the parent, it is not person who has legal custody of a student enrolled in school shall report at the office of the Principal and check in to an authorized to stay on the school campus for such legitimate se as may be reported to the Principal; (Note - School officials athorized to report any invitee on the campus, including a t, guardian or person who has legal custody of a student ed at the school to the law enforcement agency with

jurisdiction of the school, whenever such person shall disturb the functioning of the school through loud, obnoxious, threatening or violent behavior, or behaves in any other way which may be a violation of Section 231.07, Florida Statutes, as it may be amended.); or

- (4) Is not a person with legitimate business on campus or the facility. Provided that any person with any business or purpose on campus of the facility shall report to the office of the Principal and check in to remain authorized to stay on the school campus for such purpose as may be reported to the school Principal; or
- (5) Is not a person invited (either individually, or as part of a group of guests on campus) to attend a function on campus such as an athletic event or school program. A person attending a school-wide program or event is not required to check in with the Principal.
- D. This policy applies to all facilities and properties owned or operated by the School Board. Whenever the context requires, the term "Principal" shall refer also to the Chief Building Administrator or Director of a facility.
- E. At each school in the District, notices shall be conspicuously posted that state the following:

All persons who are not students or employees of this school shall report to the office of the Principal and sign in. Any person who fails to check in with the Principal may be guilty of criminal trespass as provided in section 228.091, Florida Statutes, as it may be amended from time to time. A student who is suspended or expelled from school, may be guilty of criminal trespass as provided in Section 228.091, Florida Statutes, as it may be amended, if such person comes on the campus.

3.21 <u>Data Network Acceptable Use Policy</u> Adopted 11/7/95

- A. The data network system of the District is available for all employees and students of the District in order to provide them with equal access to the computing resources which serve public education. The data network system is an electronic highway which connects thousands of computers all over the world and millions of individual subscribers. All personnel having authorization to use the network will have access to a variety of information.
- B. Some material on the network might not be considered to be of educational value in the context of the school setting. In addition, some material, individual contacts or communications may not be suitable for school-aged children. The District views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the District supports those which will enhance the research and inquiry of the learner with directed guidance from faculty and staff. At each school, each student's access to use of the network will be under the teacher's direction and monitored as a regular instructional activity.

- C. The District cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the District. This is particularly possible since access to the Network may be obtained at sites other than school.
- D. At each school and facility owned or operated by the District, notices shall be conspicuously posted that state the following:

Users of the data network system of the School District of Osceola County are responsible for their activity on the network. The School District has developed a data network acceptable use policy. All users of the network are bound by that policy. Any violation of the policy will result in the suspension of access privileges or other disciplinary action, including student expulsion and employee dismissal. School Board Rules of Osceola County, 3.21.

E. The use of the Network shall be consistent with the mission, goals, policies, and priorities of the District. Successful participation in the Network requires that its users regard it as a shared resource and that members conduct themselves in a responsible, ethical, and legal manner while using the Network.

Any use of the Network for illegal, inappropriate, or obscene purposes, or in support of such activities, will not be tolerated.

Examples of unacceptable uses of the Network include, but are not limited to:

- (1) Violating the conditions of the Education Code dealing with student's rights to privacy;
- (2) Using or accessing profanity or obscenity.
- (3) Reposting personal communications without the author's consent;
- (4) Copying commercial software in violation of copyright law or other copyright protected material; and
- (5) Using the Network for financial gain or for any commercial or illegal activity.
- (6) Using the Network for political advertisement or political activity.
- (7) Other actions that are not in accordance with The Code of Ethics and Principles of Professional Conduct of the Education Profession of Florida.
- F. Failure to adhere to this policy may result in suspending or revoking the offender's privilege of access to the Network and other disciplinary action up to and including termination of the employee or expulsion in the case of a student.

G. Any student shall be exempt from instruction on accessing the data network upon request in writing from the parents or guardians to the principal. The request for exemption shall expire at the end of each school year. It shall be the responsibility of the parent or guardian to renew the request yearly.

3.22 CHARTER SCHOOLS Adopted 9/17/96

The School Board, pursuant to Florida Statutes and House Bill 403, approved 5/17/96 ("Charter School Legislation"), may sponsor Charter Schools in Osceola County. Charter Schools are part of the public school system. A Charter School cannot charge tuition or fees, except those fees normally charged by public schools. A Charter School shall not levy taxes or issue bonds secured by tax revenues. The initial startup of a Charter School must be consistent with the beginning of the public school calendar in the District. The Charter School must provide instruction for at least the number of days required by law for other public schools.

A. Purpose

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 The purpose of Charter Schools is to improve student learning; increase learning opportunities for all students, with special emphasis on expanded learning experiences for students who are identified as academically low achieving; encourage the use of different and innovative learning methods; increase choice of learning opportunities for students; establish a new form of accountability for schools; require the measurement of learning outcomes and create innovative measurement tools; make the school the unit for improvement; and create new professional opportunities for teachers.

B. Application

- **(1)** Applicants. An application for a new Charter School may be made by an individual, group of individuals, teachers, parents, or a legal entity organized under the laws of Florida. The principal, teachers, parents, and/or the School Advisory Council at an existing public school are the only applicants who may propose the conversion of the existing school to a Charter School ("Converted Charter School"). It is School Board's policy at this time that due to overcrowding and to minimize disruption to the District as a whole, a Charter School or a Converted Charter School cannot utilize existing or future facilities of the School Board. An application for a Converted Charter School must include verified support of at least 50% of the total number of teachers employed at the school and 50% of the parents whose children are enrolled at the school. calculating the 50% approval rate, each teacher, as defined in section 228.041(9), Florida Statutes, shall be given one vote and the parents or legal guardians of each student shall be given one vote so that the number of parental votes are equal to the number of students.
- (2) <u>Deadline for Application</u>. All completed applications must be received in the Superintendent's office by December 1st, no later than 5:00 p.m., for schools which are intended to operate during the next school year. All applications will be date stamped when they are received. The applicants may withdraw the application at any time before the decision of the School Board.
- (3) <u>Public Hearing</u>. A public hearing must be held to insure community input prior to the approval of Charter applications and the Charter Contract.

- (4) <u>Department of Education</u>. The Department of Education (DOE) shall provide information regarding Charter Schools. The DOE may also provide technical assistance to applicants upon written request.
- (5) Application Form. An application to the School Board to sponsor a Charter School must be on the form promulgated by the Superintendent which is incorporated by reference into this rule. The application must include a worksheet for Charter School Budget Estimates, which is incorporated by reference into this rule. The application must be verified and include any additional requirements provided for in this School Board rule. If the Superintendent has not promulgated an application form which is approved by the School Board, the application form promulgated by the DOE shall be used by applicants, it is also incorporated by reference into this rule.
- Background Information. The applicants must provide the School Board with background information on each applicant and any other individuals who will be involved with the organization and operation of the Charter School. The applicants and such individuals must provide fingerprints and information required herein and written permission to the School Board to conduct any background checks. The Charter School must disclose background information with regard to related entities and predecessor entities, including background information of the shareholders, directors, officers, etc. of these entities and the litigation history of these entities. The Charter School must elect to be either a private or public employer.

C. Charter Contract

The Charter Contract will include by reference all information submitted to the School Board on the application. A Charter Contract Form is incorporated by reference into this rule and will be maintained by the Superintendent. The Charter Contract must contain the provisions of the Charter School Form, unless a deviation is within the best interest of the School District as a whole. The Charter Contract must include the following agreements:

- (1) The Charter School shall organize as a non-profit organization. The shareholders, directors, officers, or other such individuals including persons providing information required in (2)(f) and shall not change without the written approval of the School Board.
- (2) Any contract entered into between the Charter School and a third party must provide that the third party contractor is not a public employee and is not entering into a contract with the School Board of Osceola County, Florida.
- (3) The Charter School must provide insurance which is acceptable to the School Board, Superintendent, and School District Risk Management Department. The Charter School must maintain appropriate levels of commercial general liability insurance, automobile liability insurance, worker's compensation insurance, and professional liability insurance. The School Board of Osceola

County, Florida must be listed as an additional named insured on these policies. The Charter School must notify the School Board of any changes in insurance coverage.

- (4) The School Board of Osceola County, Florida will not be held liable for any claim, action, damage, injury, liability, cost or expense of any kind whatsoever including, but not limited to attorneys' fees and court costs arising out of injury to a person or property damage as a result of any acts, including negligence of the Charter School or its agents, employees, invitees, or contractors. The Charter School will indemnify and hold the School Board harmless for any such claims.
- (5) The Charter Schools shall be opened to any student residing in the School District. Nevertheless, a Charter School may specialize in a certain area, but it cannot discriminate according to race, color, or creed. The Charter School must provide equal opportunity for exceptional education students and limited English proficient students.
- (6) Revenue for students enrolled in a Charter School shall be funded according to the Charter School Legislation. Since funding for the Charter School is based on the number of Full-Time Equivalent (FTE) students, it is essential that records of student attendance be maintained in a format consistent with District and state reporting requirements. The Charter School will be fully responsible for collecting and maintaining accurate and appropriate records and for reporting attendance in a timely manner to the District.
- (7) An administrative fee charged by the School District to a Charter School shall be equal to the actual cost of administering the contract or 5% of the available Charter School funds, whichever is less. This fee may be charged by the School Board each month and may be withheld from any payments made to the Charter School.
- (8) The District will pay the Charter School its portion of FTE funding and any other funding after the funds have been received by the District. Payment shall be made to the Charter School no later than thirty working days after receipt of a complete invoice. Payment shall be on a monthly basis in arrears based upon the estimated number of FTE students in membership during the FTE survey period. The final payment, during any fiscal year shall be adjusted to reflect the number of actual FTE students in membership during the FTE survey period. If the Charter School's portion of the FTE is adjusted downward, the Charter School will reimburse the School Board for the amount of the downward adjustment.
- (9) The Charter School must provide proof of ability to finance the startup costs of the Charter School. This may be by proof of a line of credit or the deposit of an adequate amount of money into an escrow account.
- (10) A Charter School shall utilize facilities which comply with the State Uniform Building Code for Public Educational Facilities

Construction or with applicable State minimum building codes as provided in the Charter School Legislation and other Florida Statutes. The Charter School must specify the facilities to be used and their location. At this time, it is the policy of the School Board that a Charter School cannot use existing or future school facilities. Should the policy of the School Board change, fair market value will be charged for the use of the School Board facilities. Lack of compliance with applicable facilities' requirements will be grounds for termination of the Charter Contract. The Charter School will allow the School Board to conduct inspections of the facilities at reasonable times to insure compliance.

- The Charter School shall select its own employees and those (11)employees shall have the option to bargain collectively accordance with the Charter School Legislation. Teachers employed by or under contract with a Charter School shall be certified as required in chapter 231, Florida Statutes. If the Charter School employs or contracts with skilled select non-certified personnel to provide instructional services or to assist instructional staff members as teachers' aides, the Charter School must comply with the requirements of Chapter 231, Florida Statutes. A Charter School shall employ or contract with employees who have been fingerprinted as provided in the Florida Statutes. The Charter School shall check the background of all Charter School employees in accordance with School Board policy and the Florida Statutes. All employees of the Charter School must meet the requirements for good moral character as required for District employees. Failure of the Charter School to meet this requirement will be good cause to revoke the Charter Contract.
- (12) If the Charter School terminates the Charter Contract, it must notify the School District ninety days prior to the date of termination. The Charter School organization shall reimburse the School Board for all costs incurred by the School Board as a result of the termination.
- (13) The Charter School shall be accountable to the School Board with regard to all obligations under the Charter Contract, State and Federal law. The Charter School will provide the School Board with documentation as reasonably requested by the School Board. The Charter School shall be subject to an annually financial audit similar to that of the School District. The audit shall be conducted by an independent financial auditor, the Auditor General, or a School Board auditor. The Charter School shall bear all costs of such audit.
- (14) The Charter School must meet all applicable State and local health, safety and civil rights requirements.
- (15) The Charter School shall not violate the Anti-Discrimination Provisions of the Florida Statutes. The Charter School must be non-sectarian in its programs, admissions policies, employment practices, and operations.

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- (16) The parties to the Charter Contract shall agree that any conflict arising out of the Charter School Contract shall proceed to non-binding mediation. If a settlement is not reached, any action will be governed under the laws of Florida and the venue for such action shall be Osceola County, Florida.
- (17) The parties may renew the Charter Contract on an annual basis.
- (18) The Charter School must provide for the transportation of students consistent with the Charter School Legislation and the requirements of chapter 234, Florida Statutes.
- (19) The Charter School must provide measurable academic goals to be achieved and a method they will use to evaluate the progress of the students toward those goals. The School Board may conduct an independent evaluation of the goal achievement.

D. <u>School Board Determination</u>

The School Board, after reviewing all applications for Charter Schools and all applications for renewal of a Charter School Contract, shall vote to approve or deny the application no later than sixty days after the application is received. The factors to be considered by the School Board include the impact of the Charter School on the entire District, the ability of the Charter School to comply with the terms of the Charter School Contract and the requirements of State and Federal law, including the Charter School Legislation. Approval of a Charter application may be contingent on certain factors, including the execution of a Charter Contract.

E. Operation of the Charter School

Each Charter School shall be operated in accordance with the Charter Contract, School Board Rules, and State and Federal law.

- (1) Each Charter School must operate in accordance with the Charter Contract and shall be exempt from statutes of the Florida School Code, except those pertaining to civil rights and student's health, safety, and welfare, or as otherwise required by the Charter School Legislation or State or Federal law. The Charter School shall not be exempt from Chapter 119 and section 286.011, Florida Statutes, relating to public records, public meetings, public inspection and penalties.
- (2) Student records for those students attending a new Charter School can only be released to the Charter School if the Charter School provides written permission from the student or the student's parent or legal guardian in accordance with the Florida Statutes.
- (3) The Superintendent will monitor the progress of each Charter School and review the Charter School in its progress toward the goals established in the Charter. Student records created by the Charter School shall be open to the Superintendent in order to monitor the progress of the school. The Superintendent shall also monitor the revenues and expenditures of the Charter School. The

Superintendent shall monitor whether the Charter School is innovative and consistent with the State education goals established by section 229.591, Florida Statutes. The Superintendent will make recommendations to the School Board regarding the progress of each Charter School.

(4) Upon receipt of the annual progress report from the Charter School, the School Board shall provide an analysis and comparison of the overall performance of Charter School students versus comparable public school students as required by the Florida Statutes.

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Chapter 4

Professional Support Staff

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4.0 PROFESSIONAL SUPPORT STAFF

4.1 EMPLOYMENT RULES

4.1.1 Qualifications of Professional Support Staff

A. To be eligible for appointment to any position in the School District of Osceola County, a person shall be of good moral character and when required by law, hold a certificate or license issued under regulations of the State. No individual under the age of sixteen (16) may be employed, except as provided in Board rule 6.6.8 and State Board Regulation 6A-1.097. Any person rehired by the District shall file a new application and meet all current job requirements. *Amended* 7/23/91 & 6/27/95

B. All prospective employees, shall have a tuberculosis skin test or, at their own expense, a chest X-ray, prior to employment. Certificates verifying negative TB test results are valid for up to a period of one year.

Amended 6/30/92 & 6/27/95

C. Required Medical Examinations Adopted 6/29/93

In the event any employee is unable to perform the essential functions of the job notwithstanding attempts to provide reasonable accommodations, then the School District shall have the right to require a physical, medical and/or psychological examination at any time conditions indicate the need. Any examination required by the School District shall be at the School District's expense. An employee who refuses a physical, medical and/or psychological examination when the School District directs the examination may be subject to job action; including but not limited to suspension or dismissal for insubordination.

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

E. All new employees, except school-based food service workers, bus drivers, bus aides and professional support staff substitutes, will pay the full cost of drug screening. However, for employees with start dates on or after July 1, 1995, if within six (6) months, a school-based food service worker, bus driver, bus aide or professional support staff substitute employee is hired as an employee in a position that would have required the payment of the full cost of drug screening, he/she shall reimburse the District for the full cost.

Amended 7/23/91 & 6/27/95

 F. All new employees, except school-based food service workers, bus drivers, bus aides and professional support staff substitutes, will pay the full cost of physicals. However, for employees with start dates on or after July 1, 1995, if within six (6) months, a school-based food service worker, bus driver, bus aide or professional support staff substitute employee is hired as an employee in a position that would have required the payment of the full cost of physicals, he/she shall reimburse the District for the full cost. Amended 7/23/91 & 6/27/95

G. All prospective employees and former employees with a break in service of ninety (90) or more days upon employment shall file a complete set of fingerprints taken by an authorized law enforcement officer. These fingerprints shall be submitted to the Department of Law Enforcement for state processing and to the Federal Bureau of Investigation for federal processing. Amended 6/27/95

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- H. All new employees, except school-based food service workers, bus drivers, bus aides and professional support staff substitutes, will pay the full cost for processing of fingerprints with the Florida Department of Law Enforcement and the FBI. However, for employees with start dates on or after July 1, 1995, if within six (6) months, a school-based food service worker, bus driver, bus aide or professional support staff substitute employee is hired as an employee in a position that would have required the payment of the full cost of processing fingerprints, he/she shall reimburse the District for the full cost. Amended 7/23/91 & 6/27/95
- I. All professional support staff positions shall require either a high school diploma or a G.E.D. after July 1, 1990. Current employees without high school diplomas shall be "grandfathered" and allowed to continue working in their current positions.

If an area is determined to be a "critical shortage" area by the Personnel Department, the Superintendent may waive this requirement by notifying the School Board of the dates for such a waiver.

J. Applicants shall provide true and accurate information on the application form when applying for a position. If inaccurate information is given, the applicant may not be considered for employment until one (1) year after the date of application. Any applicant or employee who is discovered to have given inaccurate, incomplete, or false information on the application form shall be considered for disciplinary action up to and including termination. Amended 6/30/92

A review panel, consisting of the employee's administrative supervisor and the Assistant Superintendent for Personnel and Administrative Services, shall determine the appropriate disciplinary action to be taken, which may include an additional probationary period.

K. An administrator, with written approval from the Personnel Department, may place a current employee into an advertised vacant position, for which the employee qualifies, for a period of time not to exceed sixty (60) days.

The employee shall be called "Acting..." and shall be entitled to all benefits due the position being occupied.

The administrator will recommend that the employee return to his/her former status or be given the "acting" position on a permanent basis prior to the close of the sixty (60) days.

L. All new employees are required to be members of the Florida Retirement System. Before starting employment, the employee's original social security card must be presented and a copy must be on file.

Amended 6/27/95

1 2		Auth: 230.22, F.S.
3		Imple: 230.23(5), 231.02 and 876.05, F.S., and SBR 6A-1.97
5 6	M.	All employees must complete a W-4 Form to authorize proper withholding of monies for income tax purposes.
7 8 9 10	N.	All professional support staff shall meet the minimum qualifications as described in the Professional Support Staff Job Description Handbook upon offer of employment. Amended 6/27/95
11 12 13		Auth: 230.22, F.S. Imple: 230.23(5), 231.02 and 876.05, F.S., and SBR 6A-1.97
14 15	Ο.	Drug Screening Amended 6/27/95
16 17 18 19 20 21		(1) All prospective employees will be required to take a drug screening test at the time of offer of employment and prospective employees will not begin work until the negative results are returned. (Substitute employees will be available in emergency situations.) Amended 6/30/92
22 23 24 25 26 27		Prior to being recommended for employment by the Superintendent, each prospective employee shall be required to submit a urine sample for a screening test. If the screening shows the presence of an illegal drug, the sample shall then be tested by the GCMS method.
28 29 30 31 32 33 34 35 36 37 38 39 40 41		(3) A prospective employee will not be hired if the results of the drug screening test indicate the presence of an illegal drug, regardless of the frequency or occasion. However, the prospective employee may request a waiver if he/she can show a valid prescription for the drug, issued by a licensed medical practitioner or if he/she can provide evidence the drug was purchased pursuant to the provisions of section 893.08, Florida Statutes. The Superintendent or his designee shall verify the validity of the prescription or compliance with the provisions of section 893.08, and consider the request in light of the extent, duration and frequency of use of the drug; the underlying cause for use of the drug; and any other considerations relevant to the performance requirements of the position for which applied.
43 14		The Superintendent's decision on any request for waiver shall be final.
15 16 17 18		(4) The term "illegal drug" shall be defined as any drug listed or defined as a "controlled substance" by Chapter 893, Florida Statutes. <i>Amended 6/30/92</i>
49 50 51 52		(5) Applicants whose results are positive on the drug screening test may not reapply for employment until one (l) year after the date the results are determined.
53 54		(6) Test results are confidential medical records

1 2 3 4 5 6 7			(7)	Substitute employees (substitute teachers, temporary contracted employees and part-time Adult Education teachers) working within the past fiscal year will not be drug tested. If these employee types have not worked within the past school year, drug testing will be required.
8 9 10 11			(8)	Substitute employees (substitute teachers, temporary contracted employees and part-time Adult Education teachers) transferring to full-time status will be drug tested if they have not been previously tested under this rule.
12 13 14 15			(9)	Employees returning from a Board approved leave of absence or sabbatical will not be tested.
16	4.1.2	<u>Emplo</u>	yment I	Procedure Amended 6/27/95
17 18		Α.	Appoi	ntment
19			прроп	<u>Amont</u>
20 21 22 23			(1)	The selection of new appointees shall be originated by the administrator of the unit in which the individual is to work, and proceed through the chain of command.
24 25 26 27			(2)	Application forms shall be provided by the District Office and shall be filled out by the applicants to provide pertinent data for evaluation. Applications and test scores remain on file for a period of one (1) year. <i>Amended 6/29/93</i>
28 29 30 31 32 33			(3)	Prior to being recommended for employment by the Superintendent and prior to the first day of employment, the prospective employee must have a completed application on file. A completed application shall include, but not be limited to:
34 35 36 37				a. three (3) reference forms (on the District's forms). Documented telephone reference checks by the hiring administrator or supervisor may be substituted on a one for one basis; and
38 39				b. TB test results; and
40 41 42 43				c. an official High School Diploma or GED equivalent or official transcripts confirming all degrees earned.
44 45 46				The Superintendent may waive any of the above in extenuating circumstances.
47 48 49			(4)	Appointments shall be made by the Board, and notice thereof shall be given to each appointee after spreading upon the minutes a record of such appointment. Amended 7/23/91
50 51 52 53 54			(5)	If an appointment is to a position of temporary or substitute employment, the record of appointment in the Board minutes and the notice of appointment shall so state. **Amended 7/23/91**
- •				

(6) Professional support staff employees shall be required to pass skill proficiency tests as determined by the Superintendent. The criteria for administering and scoring shall be approved by the Board.

B. Year of Service and Pay Levels Amended 7/23/91

- (1) The minimum time which shall be recognized as a year of service for pay purposes shall be at least one (1) day more than half of the number of work days required in the year.
- (2) When a year of experience is required for a level upgrade, the administrator and the Personnel Department will be required to verify a complete year of experience. The following rules apply for Professional Support Staff upgrades:
 - a. Employee pay levels 10D and higher may only be upgraded one level per fiscal year.
 - b. An employee may receive a level upgrade on or after his anniversary date with the completion of an additional experience year, any other level requirements and the recommendation of the supervisor.
 - c. If an employee meets all experience level requirements and is recommended for an upgrade by the supervisor, he may be promoted during the same year once he meets other requirements (education, training, technical skills, etc.) and receives the recommendation of the supervisor.
 - d. Upgrades will not become effective until approved by the Board and will be retroactive to the date of completion of requirements described for the recommendation, the date of which is not to exceed thirty (30) calendar days.

 Amended 6/27/95

C. Employment Status

(1) <u>Probationary Period</u>

All new professional support staff employees shall be placed on a ninety (90) day probationary period. If an employee's fingerprint report does not clear within the ninety (90) day probationary period, the probationary period will continue. Benefits may be extended to the employee after ninety (90) days of employment if the delay in clearance of fingerprints is due to no fault of the employee. Probation may be waived by the Superintendent for returning employees provided that the prior employment with the School District has been within the past five (5) years. This waiver provision shall not apply to temporary employment contracts. At the conclusion of the probationary period the employee shall either be placed on annual employment status or terminated. During the probationary period, an employee may be terminated without cause. Amended 4/16/91 & 6/28/94

(2) Annual Employment Adopted 6/28/94

The School Board shall employ all professional support staff personnel in accordance with Section 231.3605, Florida Statutes. All professional support staff employees shall be employed on an annual basis for a minimum of three (3) years. At the conclusion of any fiscal year, an employee on annual status may be non-renewed without cause. Notification of non-renewal shall be made in writing not later than May 15. Such non-renewal shall not be subject to review or appeal nor subject to the procedures contained in Section 4.3. Amended 10/4/94

As used herein, reference to "annual status" or similar descriptive language concerning the annual appointment, shall mean the probationary status mentioned in Section 231.3605, F. S. During this annual status, after successful completion of the probationary period described in Section 4.1.2(C)(1) of these policies, the employee may not be terminated or suspended without following the procedures specified herein. However, the employee may be dismissed without cause and without entitlement to the procedural protection afforded herein during the probationary period described in Section 4.1.2(C)(1) of these policies. Adopted 10/4/94

(3) <u>Continuous Employment Status</u> Adopted 6/28/94

- a. The School Board shall provide continuous employment status as prescribed herein provided there is a position available at the worksite for the employee and the employee:
 - 1. Has completed three (3) years of satisfactory service in the District, during a period not in excess of five (5) successive years, such service being continuous except for leave duly authorized and granted; and
 - 2. Has been recommended by the Superintendent for continuous employment and reappointed by the School Board based on successful performance of duties and demonstration of professional competence.
 - 3. The period of service provided herein may be extended to four (4) years when prescribed by the supervisor or administrator and agreed to in writing by the employee at the time of reappointment.

An employee not granted continuous employment status by the end of the fourth year of employment shall be non-renewed. *Adopted 6/27/95*

No employment that is part time (less than 20 hours per week) shall count toward eligibility. Adopted 6/27/95

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- b. The continuous employment status shall be effective at the beginning of the fiscal year following the completion of all requirements therefore.
- c. Any employee who has previously held continuous employment status in this district and returns to the District may be placed on continuous employment status after completing one year of satisfactory service in the district.
- d. The continuous service status shall be continued each year unless the Superintendent, after receiving a recommendation from an administrator, who after following Board adopted assessment procedures, charges the employee with unsatisfactory performance and notifies the employee in writing, no later than April 1 of the fiscal year, of performance deficiencies which may result in termination of employment.

 Amended 10/4/94

(4) Return to Annual Status Adopted 6/28/94

Any member of the professional support staff who is under continuous employment status who transfers to a different position with substantially different job responsibilities, shall be returned to annual status for a period of one year.

- a. At the conclusion of one year, if the employee's performance is deemed satisfactory by the administrator or supervisor, the employee shall be granted continuous employment status.
- b. If, at any time during the year, the employee's performance fails to meet the expectations of the administrator or supervisor, the employee will be given the opportunity to return to the previously held position, if it is available. If the previously held position is not available, the employee shall be offered a similar position in the District, if such a position is available.
- c. If the employee's performance is deemed unsatisfactory in the opinion of the administrator or supervisor, and no position is available at the previous level, the employee may be non-renewed at the end of the fiscal year.
- d. An employee who returns to a previous level shall retain the employment status previously held at that level.

(5) Reduction in Force Adopted 6/28/94

a. In the event the Superintendent determines that there is to be a reduction in employee allocations for any reason, an affected employee shall be given the opportunity to transfer to an available position, provided the employee meets the qualifications of the new position and has clearly

1					demonstrated the ability to meet the requirements of said		
2					position.		
3 4				b.	In molina involved and the second of		
5				υ.	In making involuntary transfers or lay-offs, length of service in the District shall be considered.		
6					in the District shan be considered.		
7			(6)	Initial	Implementation of Continuous Employment Status		
8			. ,	Adopte	ed 6/28/94 Amended 10/4/94		
9							
10				a.	During the 1994-95 fiscal year, all professional support staff		
11 12					employees in the District shall be placed on annual status.		
13				b.	At the conclusion of the 1004.05 5 1		
14				υ.	At the conclusion of the 1994-95 fiscal year, those professional support staff employees who have documented		
15					three or more years of service within the past five years may		
16					be recommended for continuous employment status.		
17					However, at the discretion of the administrator or		
18					supervisor, an employee may be placed on an additional year		
19					of annual service.		
20	412	C-1	. C.L. 1	1			
21 22	4.1.3	Salary	Schedu	<u>iles</u>			
23		Α.	Salary	schedul	es for professional support stoff shall associate staff		
24		14.	classif	ications	es for professional support staff shall provide for the various of employees of the District. Salary differentials shall be		
25			based	on object	tive factors which shall be set forth in the salary schedule.		
26			The B	oard snai	I annually adopt and spread on its minutes a salary schedule		
27			for em	ipioyees.	New positions or classifications added during the year for		
28			winch	provisio	ons were not made in the annual salary schedule shall be		
29			include	ea in suc	In salary schedule by proper amendments officially adopted		
30 31			by the	Doard.	Salary policies and schedules shall be found in the Salary		
32			папир	ook as a	nnually adopted by the Board. Amended 6/29/93		
33		В.	All rec	ııılar emr	Novees of the School District amplement and the state of		
34		ъ.	or mo	nthly ha	ployees of the School District, employed on an hourly, daily,		
35			receive	or monthly basis and for which payroll deductions are required, shall eceive all compensation for services rendered by School District Warrants.			
36				1	remained for sext too foliation by School District Wallands.		
37		C.	Testing	g criteria	a and procedures for professional support staff office		
38			positio	ns will b	e adopted by the School Board. Amended 7/23/91		
39		D					
40 41		D.	Expend	ence Pay			
42			(1)	Evnerie	nce nov shall be greated muselful at		
43			(1)	area of	nce pay shall be granted, provided the experience is in the		
44				experien	work being done at the present time. Outside work nee up to a maximum of five (5) years may be brought into		
45				the syste	em and verification on approved forms must be returned to		
46				the Pers	sonnel Department before the end of the ninety (90) day		
47				probatio	onary period.		
48			(2)				
49 50			(2)	Verified	past work experience to be used for pay purposes must be		
50 51				complete	e, properly filled out and returned to the Personnel		
52				experier	nent during the ninety (90) day probationary period. Verified		
53				employn	ce will be paid retroactively from the first day of current nent. Amended 6/29/93		
54				ompioy1.	MON. AMERICEU 0/29/93		

1 2 3 4 5 6 7			(3) Personnel transferring or being promoted into new position have ninety (90) days to verify their work experience for purposes in the new position. However, if an employee attention obtain the verification as documented in the personnel fit through no fault of his own, the deadline was not met, the (90) day requirement may be extended or waived at the discretthe Superintendent. <i>Amended</i> 6/30/92	or pay empted ile and ninety
8 9 10 11 12			(4) Personnel transferring within the same pay grade (example: aide, secretary to key punch) shall maintain their level of expe provided the person meets the qualifications that the new p requires.	erience,
13 14 15 16 17		E.	No deductions shall be made from the salaries of the employees School District unless such deductions are required by law or approwriting by the employees to be affected. Such authorization shall countil terminated in writing. Amended 7/23/91	ved in
18 19 20 21		Auth: Imple:	230.22, F.S. 230.23(5)(d), F.S. and SBR 6A-1.52	
22	4.1.4	<u>Definit</u>	ons of Professional Support Staff	
23 24 25 26		A.	Full-time employees are those who are employed to work four (4) o hours each day and five (5) days each week unless otherwise stipula School Board Rules.	r more ated by
27 28 29 30			Full-time employees are entitled to all fringe benefits provided by the District.	School
31 32		В.	Part-time employees are those who work less than twenty (20) weekly. <i>Amended 7/23/91</i>	hours
33 34 35 36 37			Any part-time employees hired after adoption of this rule are not entifringe benefits by the School District, however, those currently employment is terminal continue to receive fringe benefits until their employment is terminal.	ploved
38 39 40 41 42 43		C.	Temporary employees are those who are paid only for the hours actually work. They are not entitled to the fringe benefits provided School District. Employees shall be informed at the time of employent such employment is of a temporary basis rather than permanent employment shall not be in excess of six (6) calendar months in a syear. Amended 7/23/91	by the syment. This
44 45 46 47 48		D.	Substitute employees are those who perform services which are no performed by a permanent employee and which are performed during absence of a permanent employee not receiving pay. They are not entitle fringe benefits provided by the School Board.	ng the
49 50	4.2	LEAVI	S OF ABSENCE	
51 52	4.2.1	Genera	Rules	
53 54		A.	Leaves shall be officially granted in advance and shall not be g	ranted

Leaves shall be officially granted in advance and shall not be granted

1 retroactively, provided that leave for sickness or other emergencies may be 2 deemed to be granted in advance if a prompt report is made to the designated authority at the termination of leave. Such proper absence from duty shall 3 4 be in accordance with and subject to the provisions of State Board Rule 6A-5 1.077. 6 7 Any such leave shall be classified as one of the following: 8 9 (1) Illness-in-line-of-duty leave (with pay) 10 (2) 11 Military Leave (without pay) 12 13 (3) Personal Leave (without pay beyond six [6] charged to sick leave) 14 (4) 15 Staff Development Leave (with pay) 16 17 (5) Sick Leave (with pay) 18 19 (6) Adoptive Leave (without pay) 20 21 **(7)** Jury Duty Leave (with pay) 22 23 (8) Witness Leave (with pay) 24 25 (9) Vacation Leave (with pay) 26 27 (10)Extended Leave (without pay) 28 29 (11)Maternity Leave (without pay beyond the sick leave balance) 30 В. 31 Family Medical Leave Adopted 6/28/94 32 The School District of Osceola County offers up to twelve (12) weeks of 33 job-protected leave to eligible employees as mandated in The Family and 34 35 Medical Leave Act of 1993. 36 37 **(1)** In order to be eligible, an employee must have been employed by the 38 District for a minimum of one year and worked a minimum of 1250 hours over the previous twelve (12) months. 39 40 41 All available sick and annual leave must be used prior to a. 42 receiving leave under this policy. The twelve (12) weeks of available Family Medical Leave shall be reduced by the 43 number of sick and annual leave days available. 44 45 46 b. Application for Family Medical Leave should be made at 47 least thirty (30) days in advance when the leave is foreseeable. 48 49 50 When the leave is for a serious health condition, the District c. 51 may require medical certification. 52 53 1. The District reserves the right to require a second or

third medical opinion.

1 2				2	When the applicate is made to set		
3				2.	When the employee is ready to return to work, the District may require a fitness-for-duty report.		
4 5 6		(2)	A mar	ximum I may be	of twelve (12) weeks during a twelve (12) month requested under this policy.		
7 8		(3)	Leave	may be	granted for any of the following reasons:		
9 10			a.	To cam	e for a child after birth.		
11			ш.	10 cur	o tor a clina arter brian.		
12			b.	To care	e for a child upon adoption.		
13				_			
14 15			c.	To care	e for a foster child.		
16 17			d.	To care	e for a spouse, son, daughter, or parent who has a health condition.		
18				SCHOUS	nearth condition.		
19			e.	To see	ek medical care for a condition that renders the		
20				employ	vee unable to perform assigned job responsibilities.		
21 22		(4)	Joh Re	nafita a	ad Employment Dishts		
23		(4)	100 DC	mems ai	nd Employment Rights		
24			a.	While	on Family Medical Leave, the Board will continue to		
25				provide	e health coverage for the employee. The employee		
26				will be	responsible for any required premium payments.		
27				T T			
28 29			b.	position	return to work, the employee will be placed in the n held prior to the leave, if available. If the previous		
30 31				position similar	n is not available, the employee will be placed in a position, if available.		
32	C	X 7 4*					
33 34	C.	V acati	on and s	sick leav	e will not be earned for months on leave without pay.		
35		work o	auic vad liiring th	e schoo	ust exist for an employee who wishes to return to l year in which leave without pay is granted.		
36		WOIR	Juring ti	ic schoo	r year in which leave without pay is granted.		
37	D.	Emplo	yees on	authoriz	ted leave without pay shall be eligible to continue on		
38		Schoo.	l Distric	t group i	insurance benefits. The employee shall be personally		
39		respon	sible for	r full pay	yment of the premiums or costs.		
40 41	E.	Dalana	ad Tima				
42	Ľ.	Keleas	ed Time	2			
43		Each n	rincipal	or Adm	inistrative Department head shall have the authority to		
44		release	membe	ers of h	is professional support staff for less than one-half		
45		(1/2)	day for	tempo	rary absence without requesting approval of the		
46		Superi	ntenden	t or the	Board, provided, however, that these temporary		
47 48		absenc	es are k	ept to a	minimum.		
4 0 49	RETU	RNING	FROM	LEAVE	3		
50	KETO	41111110	, I ICOIVI	······································	2		
51	Emplo	yees sh	all be re	equired	to show a doctor's release to return to work after		
52	matern	maternity leave, any long-term medical leave or worker's compensation.					

Imple: 231.48, F.S. and SBR 6A-1.077 Auth: 230.22, F.S.

52 53

1 2 3 4.2.2 Extended Leave 4 Extended leave shall be defined as leave without pay for more than ten (10) 5 Α. 6 consecutive days. Amended 7/23/91 7 Employees shall be eligible for extended leave without pay after three (3) or 8 В. more years of continuous service. The three (3) year requirement may be 9 10 waived in extenuating circumstances as recommended by the Superintendent and approved by the Board. Extended leave, when granted, shall not 11 exceed one (1) year, except that military leave shall be granted for a longer 12 period as necessary for the completion of active duty. Maternity leave is 13 14 exempt from the three (3) year provision. 15 An extended leave without pay request must be made in writing on the form C. 16 17 prescribed by the District. The request shall specify the time of the leave and the reason for the request. The length of the leave and the reason for 18 the request shall be recorded in the Board minutes. The School Board shall 19 have the right to determine that the leave is used for the purpose set forth in 20 the application, and if not so used, the Board shall have authority to cancel 21 22 the leave. 23 D. 24 The leave must be approved by the employee's immediate supervisor and 25 the Superintendent or his designee before it is presented to the Board for 26 approval. 27 28 Ε. Extended leave may be renewed upon request for an additional period not to exceed one (l) year, subject to Board approval. Automatic renewal of an 29 30 extended leave is not granted. It shall be the responsibility of the person on leave to request renewal. If no request for renewal is made prior to the 31 32 expiration of the leave, employment shall be terminated. 33 34 F. Personal leave without pay may be requested for, but not limited to: 35 36 **(1)** Leave to serve in the armed services 37 38 **(2)** Leave for academic study 39 40 (3) Leave for serving in the Peace Corps 41 **(4)** 42 Leave for child-rearing (for natural or adoptive child) 43 44 (5)Leave for child-bearing 45 46 (6) Leave to run for or serve in an elected office 47 48 Leave to participate in exchange programs in other states or (7) 49 countries 50 51 230.22, F.S. Auth: 52 Imple: 231.48, F.S. and SBR 6A-1.080

4.2.3 Military Leave

Military leave shall be granted and compensation paid in accordance with State Board Rule 6A-1.083.

The School District shall supplement the military pay of employees who are reservists called to active military service for the first thirty (30) days with full pay and, thereafter, in an amount necessary to bring their total salary, inclusive of their base pay plus supplements, to the level equal at the time they were called to active military service. The School District will continue to provide dependent health insurance coverage, upon request, at the expense of the employee. Amended 3/19/91

4.2.4 Sick Leave

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

A. Effective July 1976, family members and close relatives, for the purposes of sick leave, shall be defined by the Internal Revenue Service publication, Your Federal Income Tax.

Sick leave may be taken for maternity. Sick leave for professional support staff shall amount to one (l) day for each month of employment to be credited at the end of the month and may be earned at the rate of one day per month. An employee earning pay for at least seventy-five percent (75%) of the workdays in the month shall be treated as earning benefits for a month of employment. Such sick leave shall be cumulative from year to year. There shall be no limit on the number of days of sick leave a member of the professional support staff may accrue.

Amended 6/27/95

In cases of investigated sick leave abuse, the supervising administrator may recommend to the Superintendent that the employee present a certificate of illness from a licensed physician.

Adopted 6/29/93

Employees working in a combination of two (2) or more positions shall be assigned a primary position and shall be entitled to all benefits earned in that position. All other work shall be considered as extra pay and no additional benefits will be earned.

Amended 7/23/91

Employees formerly employed by the School District shall have any accumulated sick leave reinstated upon reemployment. The reinstated leave shall be reduced only to the extent that the number of days used in another district exceeds the number earned in that district.

B. <u>Terminal Pay for Accumulated Sick Leave</u>

Professional support staff eligible to retire as proved by law, or his/her beneficiary if service is terminated by death, and retirees returning to active

1 2 3 4		leave	anowe	shall be entitled to payment for the maximum accumulated sick d by law at time of termination. Payment shall be made at the rate of pay.
5	Imple:	231.4	10 F.S.	
7 8	C.	<u>Empl</u>	oyees'	Voluntary Sick Leave Bank
9		(1)	Mem	<u>bership</u>
11 12 13 14 15 16 17 18 19 20			days (inclusick lethe B month	full-time employee of the District, having been employed by the ol District for at least one (l) year and having at least ten (10) accrued sick leave by the end of September of each year sive of four [4] days sick leave advanced), may enroll in the eave bank by voluntarily contributing one (l) sick leave day to ank. The enrollment shall be opened each year during the as of September and February only. Employees on leave ing to service may join the Bank within ten (10) days of their syment if they meet all other criteria.
21 22 23			a.	Enrollment must be made on the prescribed form furnished by the Personnel Department.
24 25 26 27 28			b.	Any sick leave day contributed pursuant to this section shall be removed from the personally accumulated sick leave balance of that employee and shall not be returned except as provided in section (9).
29 30 31 32 33			c.	Membership in the Sick Leave Bank shall be continuous from the initial enrollment until an individual member has withdrawn from the plan or has drawn the maximum allowed from the Bank (see [6d]).
34 35	((2)	Establ	ishment and Duration
36 37 38 39 40 41			a.	The Sick Leave Bank will not come into existence until at least 20% of the total number of employees eligible to join the pool elect to do so and will remain in existence unless the participation drops below 20% of the number of employees eligible. The District shall provide for the establishment of a Sick Leave Bank no later than February 1, 1986.
43 44 45 46			b.	In the event the Sick Leave Bank is discontinued, distribution of remaining sick leave days will be in accordance with section (9) below.
47 48	((3)	<u>Replen</u>	ishment Contributions
19 50 51			If the assesse	Bank is depleted during a school year, members may be d up to a maximum of three (3) days per year.
52 53	(-	4)	Admin	istration and Governance
54			a.	A Personnel Department Committee will administer the Sick

Leave Bank and will determine the validity of claims against the Bank.

- b. The Personnel Department will make available an annual report of usage of the Bank to the School Board and to participating members.
- c. Appeals shall be handled by the Superintendent who will establish a five member Appeals Committee, representative of both Association and management for the purpose of settling any dispute arising from claims against the Bank. The Committee will be comprised of two members appointed from the OCTA appointed by the President and two members appointed by the Superintendent, and one professional support staff employee mutually agreed upon by the Association President and the Superintendent. This Appeals Committee shall be the final authority on all disputes or interpretation involving eligibility for benefits.

(5) Eligibility

In the event of a serious personal illness, accident or injury over which the employee has no control, causing a participating employee to be absent from work for an extended period of time, the employee may receive paid leave as follows:

- a. All accumulated sick leave of the employee must first be expended, followed by a leave, not charged to sick, of five (5) work days per incident.
- b. Applications must be made to the Personnel Department including a statement from a doctor attesting to the member's extended illness, accident, or injury. The statement must certify:
 - 1. The nature of the illness, accident, or injury.
 - 2. That in the event of an operation, it is absolutely necessary and could not reasonably be delayed until a break in the employee's duty schedule.
 - 3. The probable date the member would be able to return to work.
- c. Application must also provide permission to investigate medical records and other information needed for review or appeal.
- d. A participating member shall not be eligible to use sick leave from the Bank if the employee is on leave for injury or illness in the line of duty, worker's compensation, or on medical retirement.

1 (6) **Benefits** 2 3 All cases will be reviewed by the Sick Leave Bank Approval a. 4 Committee when each twentieth (20th) day of benefits has 5 been reached up to the maximum amount allowable. At this 6 time, the Committee may request additional medical 7 certification. Also, at this time, any sick leave which may 8 have been accrued by the participant must then be used 9 before resumption of drawing from the Sick Leave Bank. 10 11 Upon approval of application, a member will be allowed to b. 12 draw up to a maximum of forty (40) paid sick leave days from the Bank, provided there remain sufficient leave days 13 14 in the Bank. 15 16 The employee shall not have to pay back in any manner the c. number of days used from the Sick Leave Bank except as 17 18 outlined in Section (7) below. 19 20 d. In the event a member draws from the Sick Leave Bank, that individual membership shall be suspended from the Bank 21 22 membership after drawing all days authorized from the 23 Such individuals may reinstate membership by 24 meeting qualifications in section (1) above. 25 26 **(7)** Participation Abuse 27 28 Alleged abuse of the Sick Leave Bank shall be investigated by the Personnel Department. If an employee is found to have abused the 29 30 use of the Sick Leave Bank, the employee shall repay all sick leave 31 credited (in dollars) drawn from the Sick Leave Bank and, after 32 review by the Appeals Committee, be subject to such other 33 disciplinary action as determined by the School Board. 34 35 (8)Withdrawal from Participation 36 Any participating employee who wishes to withdraw from 37 participation in the Sick Leave Bank may do so and withdrawal will 38 be effective immediately upon receipt by the Personnel Department 39 40 of written notification of the employee's intent to withdraw. Any previously contributed sick leave will become the property of the 41 42 Sick Leave Bank. 43 44 (9)Discontinuance of Sick Leave Bank 45 46 If it becomes necessary to terminate the Sick Leave Bank, unused 47 sick leave in the Bank will be distributed in the following manner: 48 49 Each member will receive an equal share of the unused days a. 50 to be credited to his personal accumulated sick leave account 51 in fourths of a day. 52 53 Any balance left will be disposed of at the sole discretion of b. 54 the Board.

3 4 d. Any member joining this Sick Leave Bank acknowledges 5 that the limits of liability for any challenge to the Appeals 6 Committee's decision is limited to the number of days the 7 individual contributed to the Bank. 8 Professional support staff personnel who are granted leaves of absence may 9 D. be credited with earned accumulated annual leave upon re-employment. 10 11 12 4.2.5 **Illness-In-Line-Of-Duty** 13 Any professional support staff employee shall be entitled to illness-in-line-of-duty 14 leave when he has to be absent from his duty because of a personal injury received 15 in the discharge of duty or because of illness from any contagious or infectious 16 disease contracted in school work. The amount of illness-in-line-of-duty leave 17 available to any such employee shall be ten (10) days during the school fiscal year. 18 19 However, in the case of injury occurring under such circumstances as in the opinion of the School Board warrants it, additional in-line-of-duty leave may be 20 granted out of local funds for such term and under such conditions as the School 21 22 Board shall deem proper. 23 24 Auth: 230.22, F.S. 25 Imple: 231.48, F.S. 26 27 4.2.6 **Annual Vacation Leave** 28 Twelve month professional support staff shall accumulate vacation as follows: 29 30 One (l) day for each month of employment for those employed by the 31 32 District for less than five (5) active service years. 33 One and one-fourth (1-1/4) days per month of employment for those 34 35 employed five (5) active service years or more. 36 One and one-half (1-1/2) days per month of employment for those 38 employed ten (10) active service years or more. 39 Earned leave shall be credited at the end of the month. An employee earning pay for at least seventy-five percent (75%) of the workdays in the month shall be treated as earning benefits for a month of employment. A full-time employee whose normal working day is less than eight hours A. shall earn and use vacation days in proportion to hours worked. professional support staff employee shall earn more than one and one-half (1-1/2) eight hour vacation days per month. A maximum of sixty (60) vacation days may be carried over at the end of each fiscal year. Each employee must use half of each year's earned vacation within the year in

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In no instance will the days credited back to members be

greater than the number remaining in the Bank.

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В.

minimum disruption of the operation of the school system.

Annual vacation leave time for an individual employee shall be approved by

the Superintendent or his designee and scheduled so that there will be a

which it is earned.

С. Employees in positions earning vacation leave who transfer or are assigned to positions which do not earn vacation leave may receive payment for unused vacation leave at the time of transfer or reassignment. D. At the time of retirement or separation of employment, unused vacation leave shall be paid as terminal pay. A leave application shall be filed with the Superintendent showing the annual leave dates. Adopted 1/22/91

Auth: 230.33, F.S. Imple: 231.48, F.S.

4.2.7 Personal Leave

A. With Pay

Any member of the professional support staff employed by the District may be absent no more than six (6) days each school year with pay for personal reasons. Such absences shall be charged only to accrued sick leave, and leave for personal reasons shall be noncumulative. Applications for such leave shall be submitted for approval. No reason need be given by the employee for personal leave other than "personal reasons". Leaves for personal reasons shall be granted in advance and shall not be granted retroactively.

B. Without Pay

Professional support staff employees may be granted personal leave without pay for ten (10) days or less by the supervisor provided the request is submitted at least one (1) week prior to the beginning date of the leave. Employees absent without leave shall be subject to dismissal. An employee having vacation or personal charged to sick leave available may not receive personal leave without pay except in circumstances approved by the Superintendent. Amended 7/23/91 & 6/27/95

Auth: 230.22, F.S. Imple: 231.48, F.S.

C. An employee on personal leave, without pay, may not receive holiday pay unless he works or is on paid leave the day before and day after the holiday. Anyone on personal leave without pay for more than ten (10) days shall be placed on extended leave, if eligible, and the position advertised. Professional support staff employees who are not eligible for extended leave will be terminated after ten (10) days of personal leave without pay. The Superintendent may extend this leave in extenuating circumstances.

4.2.8 Jury Duty

An employee shall be authorized to be absent from assigned duties, and shall receive his regular salary plus court fees while serving as a juror in any court case. If notice of jury duty is received, the supervisor should be immediately notified in writing. Proper leave shall be requested.

Amended 7/23/91

In the event that the employee is excused from further attendance, the employee shall return to his place of assignment as expeditiously as possible. Leave forms will show the adjustment.

Adopted 6/27/95

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4.2.9 Witness Leave

An employee of the District may be absent from assigned duties and shall receive his regular salary, plus any witness fees, while serving as a witness in any court case or other legal or administrative proceeding under the following conditions:

A. That the employee has been subpoenaed by the court or agency having subpoena powers.

B. That the employee shall submit a copy of the subpoena or letter from either attorney in the case to the supervisor. *Amended* 7/23/91

In the event that the employee is excused from further attendance, the employee shall return to his place of assignment as expeditiously as possible. Leave forms will show the adjustment.

Auth: 230.22, F.S. Imple: 231.39, F.S.

4.2.10 Temporary Duty Elsewhere

In certain instances employees may be assigned to be temporarily absent from their regular duties and places of employment for the purpose of performing other educational services including participating in school surveys, professional meetings, study courses, workshops, etc. Such assignment to temporary duty, ordinarily initiated by the District administration, shall be in conformance with State Board Rule 6A-184. *Amended 3/16/91*

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

Auth: 230.22, F.S.

 Imple: SBR 6A-184 and 231.42 F.S.

4.3 SEPARATION OF PROFESSIONAL SUPPORT STAFF

4.3.1 Resignation

 A. Resignation of employees shall require at least two (2) weeks written notice in advance of the date of termination. Unused vacation days and personal leave charged to sick may be used toward all or part of this requirement.

 B. All leave forms, termination forms, insurance card, prescription drug card and other required paper work must be on file in the District Personnel Office before the final pay check can be released. Failure to give proper notice may delay the release of the final check one pay period. Compensation for services rendered shall be made following the established payroll date schedule.

1 C. An exit interview shall take place prior to or at the time of receiving the last 2 check. Termination of all benefits shall be effective as of the last official 3 day of employment. 4 5 Auth: 230.22.F.S. 6 Imple: 230.23(5), F.S. 7 8 4.3.2 <u>Discipline and Termination</u> 9 Unsatisfactory Performance by an Employee with Continuous Employment 10 Α. Status Adopted 6/28/94 11 12 13 (1) On receiving notice of unsatisfactory performance, the employee, on 14 request, shall be accorded an opportunity to meet with the 15 Superintendent or his designee for an informal review of the 16 determination of unsatisfactory performance. 17 (2) An employee notified of unsatisfactory performance may request an 18 19 opportunity to be considered for a transfer to another appropriate 20 position, with a different supervising administrator, for subsequent 21 employment. 22. (3) 23 During the remainder of the fiscal year, the employee shall be 24 provided assistance and/or inservice training opportunities to help 25 correct the noted performance deficiencies. The employee shall also be evaluated periodically and be kept appraised of progress 26 27 achieved. 28 Not later than May 15 of the fiscal year, the Superintendent, after 29 (4)30 receiving and reviewing the recommendation, shall notify the 31 employee, in writing, whether the performance deficiencies have 32 been corrected. If the performance deficiencies have not been 33 corrected, the Superintendent will issue a notification of termination 34 of employment. If the employee wishes to contest the termination, 35 the employee will have fifteen (15) days from the receipt of the Superintendent's notification to demand, in writing, a hearing. In 36 37 such a hearing, the employee may raise as an issue, among other 38 things, the sufficiency of the Superintendent's charges of 39 unsatisfactory performance. Procedures for conducting such 40 hearing are found below. 41 Discipline and Termination of Professional Support Staff on Annual or 42 В. 43 Continuous Employment Status. Adopted 6/28/94 44 Suspension and dismissal of professional support staff personnel shall be 45 46 conducted in accordance with the procedures contained below except that the Superintendent may suspend members of the professional support staff in an emergency. An employee may be suspended without pay, discharged and/or (1) returned to annual status for reasons including but not limited to the following:

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1 2 2		a.	Violation of a policy of the School Board of Osceola County, Florida.
3 4 5		b.	Violation of work rules.
6 7		c.	Gross Insubordination - Refusal to follow a proper directive, order or assignment from a supervisor.
8 9		d.	Immorality.
10 11		e.	Misconduct in Office.
12 13		f.	Incompetency.
14 15		g.	Willful Neglect of Duty.
16 17		h.	Drunkenness.
18 19		i.	Conviction of any crime involving Moral Turpitude.
20 21 22		j.	Endangering the health, safety or welfare of any student or employee of the District.
23 24 25 26		k.	The conviction of a felony in the State of Florida or notice of conviction of a substantially parallel offense in another jurisdiction.
27 28 29 30 31		1.	An act committed while off duty, which because of its publication through the media or otherwise, adversely affects the employee's performance or duties, or disrupts the operations of the District, its schools or other facilities.
32 33		m.	Improper use of leave.
34 35		n.	Failure to perform work-related assigned duties.
36 37		ο.	Intentional or negligent damage to School Board property.
38 39		p.	Unethical use or administration of test materials.
40 41		q.	Failure to report to work.
42 43 44 45		r.	Any violation of The Code of Ethics and the Principles of Professional Conduct of the Education Profession of Florida.
46 47 48 49		S .	Other infractions, as set forth from time to time in writing and disseminated by the Superintendent.
50 51 52 53	(2)	and/or shall b	ployee recommended for suspension without pay, termination return to annual status may request a hearing. Such request e submitted in writing to the Superintendent within fifteen ar days of receipt of notification of the action being taken.

1 C. Hearing Procedures Adopted 6/28/94 Amended 10/4/94 2 3 All hearings which concern any substantial interest of a professional support staff employee shall be conducted in accordance with the Florida 4 5 Administrative Procedures Act, Chapter 120, F. S. 6 7 D. **Return to Annual Status** Adopted 6/28/94 8 Any member of the professional support staff who is under continuous 9 employment status may be returned to annual status in accordance with the 10 11 procedures contained above. 12 E. 13 Absence After Leave Expires 14 Professional support staff employees who are not eligible for extended leave 15 may, after ten (10) days of absence from their position and after sick leave 16 17 expires, be recommended for dismissal. Corrected 10/4/94 18 The provisions contained herein shall not apply to employees during their 19 F. probation period nor employees on annual status who are not recommended 20 for re-employment at the end of their employment period. Amended 6/28/94 21 22 23 G. Unethical use or administration of test materials may constitute violation of 24 Florida Statutes 228.301, Test Security, and may result in fines, 25 imprisonment, and/or dismissal of involved employees. 26 27 Auth: 230.22, F.S. 28 Imple: 230.23(5), F.S. 29 30 4.4 **TEACHER AIDES** 31 It is the intent of the Board that teacher aides be used to the greatest advantage 32 possible, including substitute teaching, consistent with the provisions of Section 33 231.141, Florida Statutes, and State Board Rule 6A-1.70. Amended 6/30/92 34 35 230.22, F.S. 36 Auth: 37 Imple: 231.141, F.S. and SBR 6A-1.70. 38 39 4.5 RETIREMENT ANNUITIES PROGRAM 40 The Board will consider annually, upon the recommendation of the 41 Α. Superintendent, requests for retirement annuities for school personnel with 42 25 years or more years of creditable service (at least five [5] of which must 43 have been in this district) who have reached the age 55 and have applied for 44 45 retirement under the Florida Retirement System or Teachers Retirement 46 System. 47 48 (1)All requests must be received between September 1 and October 31 of the calendar year for those requesting retirement during or at the 49 conclusion of that school year or four (4) months prior to retirement 50 51 if planning retirement before February of that school year. 52 A copy of the official determination, by the Division of Retirement, 53 (2) of the projected monthly benefits at the effective date of retirement 54 55

based on the average monthly compensation and creditable service

1 2			as of the member's early retirement date and the actual early retirement benefits shall accompany the request.
3 4 5 6			(3) Requests of applicants between the ages of 50 and 54 may also be considered by the Board if the Board first determines for that year that is economically feasible to do so.
7 8 9 10		В.	Between November 1 and November 30 an annual survey and study will be conducted prior to the determination of the Superintendent and Board on the feasibility of the program being offered during that school year with no
11 12 13 14			commitment to offer the program in future years unless the Board opts to do so after reviewing the annual survey. The employee may be required to contribute to the annuity in order to qualify.
15 16 17		C.	The Board upon the recommendation of the Superintendent will determine before January 15, whether or not the program will be offered for that year.
18 19 20 21 22 23		D.	If the program is offered, the Superintendent shall make recommendations pertaining to either the investment in a specific amount of current funds or the purchase of an adequate annuity either of which would provide earned income in an amount sufficient to provide the annual early retirement supplemental benefit for the named employee.
24 25 26 27 28 29		E.	In the event an employee has earned experience in a public school system in another state, the Board may choose to purchase such out-of-state experience (up to five years) as is necessary to provide regular retirement benefits. This experience may not be purchased in addition to an annuity. <i>Adopted 6/27/95</i>
30 31 32		F.	The maximum monthly benefit to any individual shall be in compliance with Florida Statutes.
33 34 35		Auth: Imple:	230.22, F.S. 231.495, F.S.
36 37	4.6	MISC	ELLANEOUS
38 39		A.	<u>Pallbearer</u>
40 41 42 43			The Superintendent or any principal or administrator has authority to allow an employee time off to act as a pallbearer and to permit the employee to make up the time to avoid loss of pay.
44 45		В.	Workers' Compensation
46 47 48 49 50			All employees of the District are entitled to benefits of Workers' Compensation when qualified as prescribed under Florida Law. The employee shall receive his regular salary less Workers' Compensation payments while on illness-in-line-of-duty leave.
51		C.	Garnishment
52 53 54 55			In every case in which an attempt is made to join the District as garnishee, the District shall impose its right of exemption as an agency of the State.

1 2	D.	Credit I	nquiry
3 4 5		recogniz	perintendent, in response to a proper request by an appropriate zed lending institution or credit bureau, is authorized for credits to give the following information:
6 7		(1)	The length of employment
8		(2)	The status of employment
10 11		(3)	Salary earned
12 13 14		In no ca	ase shall the Superintendent give any opinion as to the character of loyee.
15 16 17 18	Auth: Imple:		22, F. S. 8, 230. 23(5), Chapter 440, and 230 . 33 (23), F . S .
19 20	E.	Reimbu	rsement for Damage to Personal Items
21 22 23		clothing	ard shall reimburse professional support staff for damage to , dentures, eyeglasses, prosthetic devices or artificial limbs where mage occurs as a result of:
24 25		(1) I	Breaking up a fight
26 27 28		(2) I	Protecting students or other employee(s) from physical harm or njury
29 30 31 32 33		I e	Assault and/or battery occurring in the course of the legal performance of assigned duties. Such reimbursement shall not exceed the replacement cost nor be paid when the above loss is elimbursable from other sources.
34 35 36 37			230.22, F.S. 230.23 (5), Chapter 440, and 230 . 33 (23), F.S.
38 39	F.	Councils	Adopted 6/27/95
40 41 42 43 44		are heret	sional Support Staff Council and Professional Technical Council by designated to represent the concerns and interests of professional staff employees. The members of the councils shall be selected by rs.
45 46 47 48 49 50		are purel obligate the discr	ressional Support Staff Council and Professional Technical Council by advisory bodies and do not have the authority to commit or the School Board or District in any manner. The councils serve at etion of the School Board and may be modified or dissolved by pard action in accordance with law.
50 51 52 53 54		provisioi	ouncils are not collective bargaining units. Nothing in these is shall be deemed to confer on the councils those things ely provided to collective bargaining units, unions, or similar tions.

Table of Contents

Chapter 5

Instructional Personnel

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INSTRUCTIONAL PERSONNEL 5.0 1 2 **EMPLOYMENT PRACTICE** 5.1 3 4 5.1.1 Recruitment, Selection and Appointment 5 6 Personnel Philosophy 7 Α. 8 In order to secure quality educational leadership for the children of Osceola 9 County, the School Board expects all schools to strive to acquire teaching 10 faculties who exemplify the following attributes: 11 12 A high degree of teaching competency. (1) 13 14 Good physical health. **(2)** 15 16 Good mental health. (3) 17 18 Healthy social attitudes. (4) 19 20 A high degree of dedication to doing utmost for children. (5) 21 22 Staunch adherence, active as well as passive, to the conviction that (6)23 each child is valuable and should be treated in such a manner as to 24 develop to the fullest degree possible his potential and talents. 25 26 A desire to cooperate and work with other personnel for the (7)27 betterment of operational procedures, such as pupil discipline, 28 building control, etc. 29 30 A profound and vital respect for the teaching profession and the (8) 31 nation, state, and community it serves. 32 33 **Oualifications of Instructional Personnel** В. 34 35 A person shall be of good moral character and, when required by (1) 36 law, shall hold a certificate or license issued under regulations of the 37 State Board of Education, except as provided in Section 231.02, 38 Florida Statutes. 39 40 No person may be employed who has not reached the age of (2) 41 eighteen (18) years, except as provided in Section 231.03, Florida 42 Statutes. 43 44 All teachers shall be certified in the area in which their major (3) 45 assignment is made unless the Superintendent shall have approved 46 any exceptions and reported such to the Board. Any teacher who is 47 teaching out-of-field must complete six (6) semester hours in 48 accordance with Board rule 5.1.2 E. Amended 6/30/92 49 50 All new employees are required to participate in the Florida **(4)** 51 Retirement System. Instructional employees who are members of 52 the Teachers Retirement System may continue in that system in 53

accordance with Board Rule 5.4.1. All members of the Florida Retirement System shall also contribute to Social Security.

- (5) All employees must complete a W-4 form to authorize proper withholding of monies for income tax purposes.
- (6) Florida Statute 876.05, requires all persons who are on the payroll of the School District to take an oath to support the Constitution of the United States and of the State of Florida. The oath, as amended by the United States Supreme Court, is included in the Appendix to these rules.
- (7) All new employees and former employees with a break in service of ninety (90) days or more shall be required to take a drug screening test prior to an offer of employment. *Amended 6/30/92*.

Prior to being recommended for employment by the Superintendent, each applicant shall be required to submit a urine sample for a screening test. If the screening shows the presence of an illegal drug, the sample shall then be tested by the GCMS method.

No prospective employee will be hired if the results of the drug screening test indicate the presence of an illegal drug, regardless of the frequency or occasion. However, the prospective employee may request a waiver if he/she can show a valid prescription for the drug, issued by a licensed medical practitioner or if he/she can provide the drug was purchased pursuant to the provisions of Section 893.08, Florida Statutes. The Superintendent or his designee shall verify the validity of the prescription or compliance with the provisions of Section 893.08, and consider the request in light of the extent, duration and frequency of use of the drug; the underlying cause for use of the drug; and any other considerations relevant to the performance requirements of the position for which applied.

The Superintendent's decision on any request for waiver shall be final.

The term "illegal drug" as used in this rule shall mean, any drug listed or defined as a "controlled substance" by Chapter 893, Florida Statutes.

Applicants whose results are positive on the drug screening test may not reapply for employment until one (l) year after the date the sample was given.

Please note the following related to whom is to be tested and confidentiality of testing:

- a. Employees returning from a Board approved leave of absence or sabbatical will not be tested.
- b. Prospective employees will not begin work until the results are returned. (Substitute employees will be available in emergency situations.)

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- c. The successful applicant from all employee groups (Administration, Instructional, and Professional Support Staff) will be tested as well as Adult Education teachers and substitutes. Other personnel who have contact with students as determined by the Personnel Department will be tested.
- d. Substitute employees (substitute teachers and temporary contracted employees) working within the past school year will not be required to take a drug screening test. If these employees have not worked within the past school year, a drug screening test will be required. Amended 6/30/92
- e. Substitute employees (substitute teachers and temporary contracted employees) transferring to full-time status will be required to take a drug screening test if they have not been previously tested under Board Rules. Amended 6/30/92
- f. Test results are confidential medical records.

All new instructional employees, including substitutes, shall pay the full cost of drug screening. Amended 7/23/91

- (8) All new employees and former employees with a break in service of ninety (90) or more days upon employment shall file a complete set of fingerprints taken by an authorized law enforcement officer, at the beginning of the school year or within the ninety (90) day probationary period. Adopted 6/30/92
 - If, through no fault of the employee, a determination on a set of fingerprints cannot be obtained from Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigations (FBI), then a second set of prints will be required. *Amended* 6/30/92

If both sets of fingerprints are illegible then the FDLE and FBI will give clearance based on name search. This will meet the requirements under F.S. 231.02. Amended 6/30/92

- a. Substitute employees (substitute teachers and temporary contracted employees) working within the past year will not be fingerprinted. If these employee types have not worked within the past fiscal year, fingerprinting will be required. *Amended* 6/30/92
- b. Substitute employees (substitute teachers and temporary contracted employees) transferring to full-time status will be fingerprinted if they have not been fingerprinted under Florida Statute 231.02(2)(a). Adopted 6/30/92
- Employees returning from a Board approved leave of absence or sabbatical will not be fingerprinted.
- (9) All new employees, all employees returning from leave of ninety (90) or more days and all former employees with a break in service of ninety (90) days or more, shall have a tuberculin skin test or, at

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their own expense, a chest X-ray, at the beginning of the school year or within the ninety (90) day probationary period. Certificates verifying negative TB test results are valid for up to a period of one (1) year.

Amended 6/30/92

- (10) Applicants shall provide true and accurate information on the application form when applying for a position. If inaccurate information is given, the applicant may not be considered for employment until one (1) year after the date of application. Any employee who is discovered to have given inaccurate or false information on the application form shall be considered for disciplinary action up to and including termination. Adopted 6/30/92
- (11) Prior to being recommended for employment by the Superintendent and prior to the first day of employment, the prospective instructional employee must have a completed application on file. This consists of an application, three (3) reference forms (on the District's forms), TB test results, an application for Florida certification, and official transcripts of all degrees or evidence of application for such transcripts. Exceptions may be made by the Assistant Superintendent for Personnel and Administrative Services in extenuating circumstances only.

 Adopted 6/29/93 Correction 6/28/96

C. Employment Procedures - Instructional

(1) Statutory - Record of Personnel

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

(2) Application Form

Application forms for instructional positions may be obtained from the Personnel Department. The completed application shall be given to the Superintendent or his designee.

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

Employment applications will be kept on file for a period of one year and may be renewed annually, in writing, by the applicant. *Amended 6/30/92*

(3) Responsibility of Principal

The principal shall initiate requests for employment, re-employment, promotion, or dismissal of employees in his school. He shall aid in

securing references and investigating professional qualifications of 1 teachers to be employed. He shall not consider any applicant who 2 cannot qualify for a valid Florida Educator's Certificate. The level 3 of the certificate may, in part, determine the base salary. 4 5 Three (3) or more official references from the most recent places of 6 employment are required when considering an application of a new 7 The principal shall be governed by the District's 8 personnel philosophy contained in this Chapter of Board Rules. 9 Amended 6/27/95 10 11 Personnel Interviews and Application Reviews (4) 12 13 All candidates selected by the principal as those who will be 14 recommended for appointment must be reviewed by Personnel and 15 When reviewing applications for Administrative Services. 16 employment, the District shall evaluate all applications with the 17 primary objective of selecting persons best suited to meet the 18 educational needs of the children. 19 Disposition of Applications (5) 20 21 An applicant who has been appointed by the Board shall be notified 22 of the appointment, and shall be given a period not to exceed fifteen 23 (15) days to accept or reject the appointment. A record of 24 appointments shall be spread upon the Board minutes prior to or at 25 the time of written notice is given to the applicant. 26 appointment is a position of temporary or substitute employment, 27 the record of appointment and written notice shall so state. 28 29 **Examination Requirements** (6) 30 31 A person applying for a teaching position in Osceola District 32 Schools must take or present evidence of having taken one of the 33 following: 34 35 Examination Commons Teachers **National** The a. 36 Examination Section. 37 38 The Graduate Record Examination. (Verbal and Quantitative b. 39 Sections) 40 41 The Wesman Personnel Classification Inventory c. 42 43 Exceptions: 44 45 ...former Osceola District Schools' teachers making re-application 46 who have a satisfactory record of past performance in 47 Osceola District Schools may be rehired without presenting 48 evidence of taking a test 49 50 ...instructional applicants applying for positions requiring less than 51 a four (4) year degree 52 53

Acceptance of Appointment (7)

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

Adopted 6/29/93 Required Medical Exams (8)

In the event any employee is unable to perform the essential functions of the job notwithstanding attempts to provide reasonable accommodations, then the School District shall have the right to require a physical, medical and/or psychological examination at any time conditions indicate the need. Any examination required by the School District shall be at the School District's expense. employee who refuses a physical, medical and/or psychological examination when the School District directs the examination may be subject to job action; including but not limited to suspension or dismissal for insubordination.

Teacher Recruitment D.

Effective recruiting of quality instructional employees may include provisions for paying appropriate expenses relating to such recruitment. Such expenses may include moving expenses for teachers in areas determined as critical need, as determined by action of the School Board.

230.22, F.S. Auth:

230.23(5), 231.02, 231.03, 231.031, 231.14,231.17, 121.051, 876.05, Imple:

231.29(2), and 231.36(2), F.S.

5.1.2 <u>Certification of Instructional Personnel</u>

General Information Α.

It shall be the responsibility of each teacher to secure and renew his teaching certificate.

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

All new and full-time substitute instructional employees will pay the full cost of processing fingerprints with the Florida Department of Law Enforcement and the FBI.

When there is a change in name, the name shall be changed on the certificate and the new certificate recorded in the Superintendent's office before any records may be changed.

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This shall be done by sending the appropriate form and fee to the Certification Section, Department of Education, Tallahassee, Florida. In the event the certificate was issued by the School District, the appropriate form and fee shall be sent to the School District of Osceola County, Florida. *Amended* 7/23/91

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

B. <u>Professional Orientation Program</u>

A beginning teacher must satisfactorily complete the Osceola Professional Orientation Program prior to receiving a regular certificate. The Professional Orientation Program is incorporated and made a part of the Osceola Master Inservice Plan.

F.S. 231.17 - 3 (a) amended 1990

C. Extension of Certificates

The extension of teaching certificates shall be made in accordance with the provisions of Section 231.24, Florida Statutes, and State Board Regulation 6A-4.05, and shall be a responsibility shared between the individual and the State Department of Education. Inservice training may be used to extend a certificate, as outlined in the Master Inservice Plan.

D. Non-certificated Instructional Personnel

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

- (1) Health and Age Health and age requirements shall be the same as those required for certificated instructional personnel.
- (2) Employment Procedures Employment procedures shall be the same as those followed for certificated instructional personnel, except that non-certificated instructional personnel shall not be entitled to a contract as prescribed by State Board Regulation 6A-1.64(1).
- (3) Personnel Records The District Personnel records shall contain information considered necessary by the District to establish the specialty of the individual, and a statement of the instructional duties assigned to and performed by each person.

A teacher out of field in a subject other than ESOL shall complete at least six (6) semester hours of college credit or the equivalent toward the appropriate certification within one (1) calendar year from date of initial appointment to the out-of-field assignment and each calendar year thereafter until all course requirements are completed for the appropriate certification.

(2) Out-of-field Assignment in Only ESOL

A teacher out-of-field in only ESOL shall complete at least three (3) semester hours of college credit or the equivalent toward the ESOL requirements within the first two calendar years from date of initial assignment and three (3) semester hours or the equivalent during each calendar year thereafter until all course requirements for certification in ESOL are completed.

(3) Out-of-field Assignment in ESOL and Another Subject

A teacher out-of-field in ESOL and another subject shall complete at least six (6) semester hours of college credit or the equivalent toward the appropriate certification within one (1) calendar year from the date of initial appointment to the out-of-field assignment and each calendar year thereafter until all course requirements are completed for the appropriate certification. The training shall be completed in the following manner: During the first two (2) years, at least three (3) of the required hours or the equivalent shall be completed in ESOL strategies. Beginning with the third year and each year thereafter, at least three (3) semester hours or the equivalent shall be completed in ESOL strategies and at least three (3) semester hours in the other out-of-field subject requirements until all course requirements are completed for the appropriate coverage and the All out-of-field teachers shall sign an ESOL endorsement. agreement to work toward the appropriate certification. Principal shall be responsible for obtaining signatures on the agreement and a copy shall be placed in the personnel file.

Auth: 230.22, F.S.

Imple: 231.095, F.S., SBR 6A-1.0503

F. Non-degreed Full-time and Part-time Vocational Instructional Personnel

The School Board defines non-degreed vocational instructional personnel as those staff members whose qualifications are established on the basis of occupational expertise in areas of Agriculture, Business, Health Occupations, Home Economics, Industrial, Marketing and Public Service Education; and who are assigned to teach only vocational courses when the Course Code Directory specifies non-degreed vocational instructors as appropriate.

The School Board authorized the employment of non-certificated teachers to teach full-time in non-degreed vocational programs to comply with Section 231.1725(1)(c), Florida Statutes.

(1) Basic Qualifications

The Superintendent shall ensure that each candidate for employment in a non-degreed full-time/part-time vocational instructional position meets minimum requirements for employment and shall maintain records of such information in the candidate's official personnel file.

(2) Occupational Expertise

Each candidate shall hold at least a high school diploma or the equivalent based on general education development tests or other achievement tests approved by the State Board which establishes the equivalency for a high school diploma, and establishes the minimum competency in the area of assignment based on one of the following plans:

- a. Plan One: At least six (6) years of full-time occupational experience or the equivalent in part-time experience in the occupational field of the teaching assignment; or
- b. Plan Two: A minimum of two (2) years of full-time occupational experience or the equivalent in part-time experience in the occupational field of the teaching assignment in combination with one of the options listed below:
 - 1. A bachelor's or higher degree the degree must have been completed at an accredited institution as specified in Rule 6A-4.003, FAC with an undergraduate or graduate degree major related to the instructional assignment, or
 - 2. Thirty-six (36) semester hours of college credit the college credit must have been earned at an accredited institution as specified in Rule 6A-4.003, FAC in skills or theory courses related to the instructional assignment; or
 - 3. Successful completion of a program of training the training program must be specific to the area of assignment and completed at a postsecondary vocational or technical institution approved by the State Board for vocational educational in the state where the institution is located; or
 - 4. A valid certificate, registration, or license which was issued by the recognized state or national credentialing agency in an area specific to the area of assignment the list of appropriate credentials and the recognized credentialing agencies which is compiled and published July 1 of each school fiscal year by the State Director of the Division of

Vocational, Adult and Community Education shall be used to determine the appropriate credentials; or

- 5. A certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor, or any state apprenticeship department which is specific to the area of assignment; or
- 6. Thirty (30) semester hours of college credit. The college credit must have been earned by occupational competency test (NOCTI tests) in the area of assignment at an institution which is approved by the state board for vocational education in the state where the institution is located; or
- 7. A written verification of the candidate's occupational competency the verification of occupational competency shall be signed by the district director of vocational education and the chairperson of the occupational advisory committee specific to the area of assignment. The verification shall include a listing of all current members of the advisory committee and verification that the candidate was endorsed by a majority of the membership.

(3) Other requirements shall be:

- a. Occupational experience shall be gained as a wage earner after age sixteen (16);
- b. The occupational experience shall be verified by former employers; or for self-employment, experience in a family-owned business, or experience at a firm no longer in business, the experience shall be verified by an individual knowledgeable of the applicant's service. Employment verification shall not be accepted from the applicant or family members. The verification shall be provided on a notarized affidavit or company letterhead and shall specify the dates of employment, job title(s) and full-time or part-time employment. When employment was part-time, the number of hours worked per week shall be included. Company letterhead may be considered for verification for salary purposes; *Amended 6/30/92*
- c. When occupational credentialing is required for program approval or for students to obtain an appropriate level of employment, the applicant shall be required to present the appropriate license described in 2(b)(4) above;
- d. Recency of experience or training shall be required in the occupational field of the teaching assignment as follows:

- 1. At least six (6) weeks of occupational experience gained within the five (5) year period immediately preceding the date of application for employment; or
- 2. At least three (3) semester hours of college credit earned within the five (5) year period immediately preceding the date of application for employment. The college credit shall be earned at an accredited institution as specified in Rule 6A-4.003, FAC, and shall be completed in skills or theory courses related to the area of assignment; or
- 3. Completion of a vocational training program as described in (2)b.3. above, or completion of an apprenticeship program as described in (2)b.5 above within the five (5) year period immediately preceding the date of application for employment; or
- 4. One (l) year of successful teaching experience in the program area of assignment during the five (5) year period immediately preceding the date of application for employment.

(4) <u>Initial Temporary and Part-time Certification</u>

- a. The Osceola District Schools' Certificates shall be issued in accordance with Chapter 231, Florida Statutes and the School Board Rules of Osceola County pertaining to employment of instructional personnel. The cost of each certificate and certificate renewal shall be determined by the School Board. Adopted 6/29/93
- b. An applicant for a full-time non-degreed vocational certificate may be granted a three-year temporary certificate when the appropriate fee, application, and supporting documentation have been received. *Amended* 6/30/92
- c. An applicant for a part-time non-degreed vocational certificate may be granted an initial five-year certificate when the appropriate fee, application, and supporting documentation have been received. *Amended* 6/30/92

An instructor holding a valid part-time non-degreed vocational certificate from another Florida school district may be issued an Osceola District Schools' certificate by completing the appropriate application. Documentation of experience and the fee will be waived for those individuals employed in our district.

Adopted 6/30/92

(5) <u>Initial Professional Certification</u>

 An instructor holding a valid full-time non-degreed vocational certificate may be issued a five-year professional certificate when the following criteria are met:

- 1. Three (3) years of successful teaching (under an Osceola District Schools' issued full-time vocational certificate) in the area for which occupational expertise was established, and completion of twelve (12) semester hours of college credit in education as specified below:

 Amended 6/30/92
 - (a) Three (3) semester hours in principles and philosophy of vocational education;
 - (b) Three (3) semester hours in general methods of teaching vocational education which includes testing and evaluation;
 - (c) Three (3) semester hours in methods of teaching agriculture, business, health occupations, home economics, industrial, marketing, or public service education. The methods course shall be specific to the area of the teaching assignment to include course construction, lesson planning, and management and safety procedures for vocational classroom and laboratory;
 - (d) Three (3) semester hours in vocational education designed for the special needs student;

OR

2. Three (3) years of successful teaching (under an Osceola District Schools' issued full-time vocational certificate) in the area for which occupational expertise was established and completion of the district vocational teacher education program which is approved by the Department of Education as part of the District Master Inservice Plan. The program must include a minimum of 240 inservice points which are equivalent to twelve (12) semester hours. Amended 6/30/92

AND

- 3. Presentation of passing scores on the reading, writing, math and professional sub-tests of the FTCE.
- 4. Demonstration of successful instructional performance.
- 5. Submittal of appropriate fee and application. *Adopted 6/30/92*

- b. An individual who has met the requirements for an Osceola District Schools' five-year professional certificate and who also holds a valid Florida Educator's Certificate shall receive an initial Osceola District Schools' certificate with the same validity period as the Florida Educator's Certificate when the individual submits an application for an Osceola District Schools' certificate and an appropriate fee. Adopted 6/30/92
- c. An individual who has not met the requirements for a fiveyear professional certificate and whose three-year temporary certificate has expired shall receive a one-year temporary certificate when the requirements specified below have been met: Adopted 6/30/92
 - 1. Documentation of extenuating circumstances beyond the individual's control that is approved by the Superintendent; and Adopted 6/30/92
 - 2. Submittal of an application for a district issued certificate and appropriate fee. Adopted 6/30/92

(6) Renewal of Full-Time Vocational Certificates Adopted 6/30/92

An individual who holds a five-year professional Osceola District Schools' certificate must complete the following for renewal:

- a. Completion of a minimum of six (6) semester hours of college credit which shall include three semester hours specific to each area of coverage during each five-year validity period; or
- b. A combination of semester hours of college credit and inservice points. Each twenty (20) inservice points approved in the District Master Inservice Plan shall be considered equivalent to one (1) semester hour of college credit. The combination should be equivalent to six (6) semester hours of college credit; or
- c. A total of 120 inservice points; and
- d. Submittal of an application for an Osceola District Schools' certificate, appropriate fee and supporting documents to renew their five-year professional certificate.

(7) Renewal of Part-Time Vocational Certificates Adopted 6/30/92

An instructor holding a valid part-time non-degreed vocational certificate may be issued another five-year certificate upon submission of the application and fee within the last year of the validity period.

(8) <u>Certificate Revocation</u> Adopted 6/29/93

The Superintendent may revoke any Osceola District Schools' teaching certificate arising from misconduct, including but not limited to immorality, intoxication while on duty, gross insubordination, willful neglect of duty, assaults upon other persons, incompetence, unjustified interruption of the orderly conduct of a school or any school activity, conviction of any crime involving moral turpitude or other serious misconduct.

(9) <u>Professional Status</u>

- a. All full-time non-degreed vocational instructors will have the same expectations, rights and privileges afforded the regular, full-time degreed staff.
- b. All part-time non-degreed vocational teachers will have the same expectations, rights, and privileges afforded the regular, part-time degreed staff.

G. Teacher of Adult Education (Rank I, II or III)

(1) Full-time Instructional Personnel

Instructional personnel who are employed to teach full-time in the adult education cost category program numbers 401, 402, or 416 shall hold a valid full-time Educator's Certificate issued by the State Department of Education in the area of assignment and shall be governed by the same school board policies as other full-time teachers. *Amended* 6/30/92

(2) Part-time Instructional Personnel

Instructional personnel who are employed to teach part-time in the adult education cost category program numbers 401, 402 or 416 shall be employed as teachers in compliance with Section 2.32.1725(1)(b), Florida Statutes, and shall be governed by the criteria specified below:

Amended 6/30/92

- a. The Superintendent shall ensure that each candidate for employment in a part-time teaching position in an adult education program meets minimum requirements for employment and shall maintain records of such information in the candidate's personnel file.
- b. Educational Training: The candidate shall hold a bachelor's or higher degree with an undergraduate or graduate degree major in the area of assignment or hold a bachelor's or higher degree in another area and thirty (30) semester hours in courses related to the area of assignment. The degree or college credit must have been completed at an accredited institution as specified in Rule 6A-4.003, FAC.

c. When the basic qualifications are verified and the appropriate fee and application is received, Osceola District Schools will issue a part-time adult education certificate valid for five years. The certificate will be renewable upon submission of the application and appropriate fee within the last year of the validity period.

Adopted 6/30/92

5.1.3 Assignment and Transfers

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

Auth: 230.22, F.S.

Imple: 230.23(5)(e) and 230.33(7)(d), F.S.

5.1.4 Contracts

A. Annual Contracts

The School Board shall issue contracts to all instructional personnel in accordance with Section 230.23, subsection (5)(b), Florida Statutes. Florida law provides that the Board cannot pay salary to a regular instructional employee unless it has a contract with him. Further, the Board cannot enter into a contract with the prospective employee until he has a valid Florida certificate to teach. However, if an application for a certificate has been filed through the District contact for certification, with the necessary attachments, a contract may be issued on the basis of a State Department of Education number assignment on the DOE Official Receipt and Acknowledgment form on the status report sent to the District contact person each month. If, after the second pay period since employment began, a valid certificate is not presented to the District Office, further checks may be withheld.

B. <u>Continuing Contracts</u>

- (1) A continuing contract is a contract for teaching service (as defined below), issued under the provisions of Section 231.36, Florida Statutes, entitling the holder to continuing employment without annual appointment.
- An employee who had continuing contract status prior to July 1, 1984, shall be entitled to retain such contract and all rights arising therefrom in accordance with existing laws, rules of the State Board of Education, or any repealed laws unless the employee voluntarily relinquishes his continuing contract.

 Amended 7/23/91

C. Professional Service Contract

(1) The School Board of each district shall provide a professional service contract as prescribed herein. Each member of the instructional staff, excluding supervisors and principals, in each

district school system who is employed with an effective date of initial employment subsequent to July 1, 1982, who:

- a. Holds a regular certificate as prescribed by F.S. ss. 231.17 and rules of the State Board of Education;
- b. Has completed three (3) years of probationary service in the district, one (1) year of which shall be the beginning teacher program where required, during a period not in excess of five (5) successive years, such service being continuous except for leave duty authorized and granted; and
- c. Has been recommended by the Superintendent for such professional service contract and reappointed by the School Board based on successful performance of duties and demonstration of professional competence shall be issued a professional service contract in such form as may be prescribed by rules of the State Board.
- (2) The professional service contract shall be effective at the beginning of the school fiscal year following the completion of all requirements therefore.
- (3) The period of service provided herein may be extended to four (4) years when prescribed by the School Board and agreed to in writing by the employee at the time of reappointment.
- (4) A School Board may issue a professional service contract to any employee who has previously held a professional service contract or continuing contract in the same or another district within this state.
- A professional service contract shall be renewed each year unless the Superintendent, after receiving the recommendations required by F.S. ss. 231.29(5), charges the employee with unsatisfactory performance as determined under the provisions of F.S. ss. 231. 29 and notifies the employee in writing, no later than six (6) weeks prior to the end of the post-school conference period, of performance deficiencies which may result in termination of employment, if not corrected during the subsequent year of employment (which shall be granted for an additional year in accordance with the provisions in F.S. 231.36(1), except as otherwise hereinafter provided, this action shall not be subject to the provisions of chapter 120, but the following procedures shall apply:
 - a. On receiving notice of unsatisfactory performance, the employee, on request, shall be accorded an opportunity to meet with the Superintendent or his designee for an informal review of the determination of unsatisfactory performance.
 - b. An employee notified of unsatisfactory performance may request an opportunity to be considered for a transfer to another appropriate position, with a different supervising administrator, for the subsequent year of employment.

c. During the subsequent year, the employee shall be provided assistance and inservice training opportunities to help correct the noted performance deficiencies. The employee shall also be evaluated periodically so that he will be kept appraised of progress achieved.

- Not later than six (6) weeks prior to the close of the postd. school conference period of the subsequent year, the and reviewing after receiving Superintendent, recommendation required by F.S. ss. 231.29(5), shall notify the employee, in writing, whether the performance deficiencies have been corrected. If so, a new professional service contract shall be issued to the employee. If the performance deficiencies have not been corrected, the Superintendent may notify the School Board and the employee, in writing, that the employee shall not be issued a new professional services contract; however, if the recommendation of the Superintendent is not to issue a new professional service contract, and if the employee wishes to contest such a recommendation, the employee will have fifteen (15) days from the receipt of the Superintendent's recommendation to demand, in writing, a hearing. In such a hearing, the employee may raise as an issue, among other things, the sufficiency of the Superintendent's charges of unsatisfactory performance within 45 days of receipt of the The hearing shall be conducted in written appeal. accordance with the provisions of Section 2.120.57(1)(a)1 Florida Statutes. A majority vote of the School Board shall be required to sustain the Superintendent's recommendation. The determination of the School Board shall be final as to the sufficiency or insufficiency of the grounds for termination of employment; or
- e. A hearing conducted by a hearing officer assigned by the State Division of Administrative Hearings of the Department of Administration. The hearing shall be conducted within 45 days of receipt of the written appeal in accordance with Chapter 120, Florida Statutes. The recommendation of the hearing officer shall be made to the School Board. A majority vote of the School Board shall be required to sustain or change the hearing officer's recommendation. The determination of the School Board shall be final as to the sufficiency or insufficiency of the grounds for termination of employment.

D. <u>Choosing Between Personnel on Continuing Contract or Professional Service Contracts</u>

Should the Board have to choose from among its personnel who are on continuing contracts or professional service contracts as to which should be retained, such decisions shall be made pursuant to the terms of a collectively bargained agreement.

Return to Annual Contract Status Ε. Any member of the instructional staff who is under continuing contract or professional service contract may be dismissed or returned to annual contract status only after a due process hearing as prescribed in Board Rule 10.1. Auth: 230.22, F.S. Imple: 230.23(5)(b), 231.36(3) - (5);120.53(1) 12s.57 - 129.59, and

230.22(2), F.S.

5.1.5 Suspension and Dismissal

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

B. Unethical use or administration of test materials may constitute a violation of Florida Statutes 228.301, Test Security, and may result in fines, imprisonment, and/or dismissal of involved employees.

Auth: 230.22, F.S.

230.33(7)(e), 120.53(1), 120.57 - 120.59,231.085(2) and 231.36(6), F.S.

Imple:

5.1.6 Resignations and Terminations

A. Resignation

 (1) All instructional personnel requesting to be released from their contract shall submit to the Superintendent the proper resignation form. Resignation of teachers shall require at least two (2) weeks written notice prior to termination unless authorized by the Superintendent. Unused vacation days and personal leave charged to sick may be used toward all or part of this requirement.

All leave forms, termination forms, insurance card, prescription card and other required paper work must be on file in the District Personnel Office before the final pay check can be released. Failure to give proper notice may delay the release of the final check one pay period. Compensation for services rendered shall be made following the established payroll date schedule.

(3) An exit interview shall take place prior to or at the time of receiving the last check. Termination of all benefits shall be effective as of the last official day of employment.

B. Release from Contract

Any teacher who shall violate the terms of his contract by leaving his position without first being released from his contract by the Board shall be reported to the Educational Practices Commission. The Board shall take

official action on such violation and furnish a copy of the proceedings to the certification section of the State Department of Education in accordance with Section 231.36, subsection (2), Florida Statutes.

5.1.7 Personnel Files

A. Social Security Card

An original Social Security Card must be presented at the time of employment and a copy will be maintained in the employee's personnel file.

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

C. Performance Assessment

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

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

Auth: 230.22, F.S. Imple: 231.29(2) and (3), F.S.

5.1.8 Substitute Teacher

A. Substitute Teacher Certification

The purpose of substitute teacher certification is to provide evidence that substitute teachers in Osceola County are adequately qualified in order to protect the educational interests of students, parents and the public at large. Substitute teachers who obtain certification in Osceola County shall possess relevant and adequate skills to demonstrate an acceptable level of professional performance. A four (4) year college degree is preferred, but not required at this time.

The Osceola County Substitute Certificate shall be issued in accordance with Chapter 231, Florida Statutes and the School Board Rules of Osceola County pertaining to employment of instructional personnel. The cost of each certificate and certificate renewal shall be determined by the School Board. *Amended* 7/23/91

It shall be the responsibility of each applicant to qualify for a valid certificate.

The Osceola County Substitute Certificate shall be valid for five (5) fiscal school years and may be issued to an applicant who completes all application requirements outlined in School Board Rules.

Application requirements are as follows:

- (1) Complete application on file.
- (2) File a complete set of fingerprints.
- (3) Be at least 18 years of age.
- (4) Have a valid high school diploma or GED certificate.
- (5) Complete all forms for employment.
- (6) File two (2) completed references.
- (7) File the results of TB testing.
- (8) Present an original Social Security card.
- (9) Complete drug screening.
- (10) Complete interview with Personnel.

B. <u>Compensation</u>

- (1) Compensation for substitute teachers and Adult Education Instructors shall be computed using the School Board approved salary schedule. *Amended* 6/30/92
- (2) For salary rating purposes, substitute teachers and Adult Education instructors must have a minimum of a high school diploma or equivalent, or official transcript. The official transcript must be sent directly from the college or university to the Personnel Department. If an official transcript cannot be sent directly from the college or university, the Superintendent may consider an alternate method of verification. Adopted 6/30/92
- (3) All degrees must be from accredited colleges and universities as recognized by the Florida Department of Education. Adopted 6/30/92
- (4) Compensation for short-term contracts shall be paid to State-certified teachers with a bachelor's degree or higher. The daily rate would be the same as that paid to full-time employees with the same qualifications and status.
- C. The Superintendent shall compile a list of qualified substitutes who may be called upon for substitute teaching. Each substitute shall be approved by the School Board prior to substitute teaching.

D. Short-term Contracts

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A substitute teacher with State certification may be considered for a short-term contract when the instructional employee being replaced is on personal leave or when a vacancy exists that cannot be filled by a qualified certificated person.

E. Reciprocal Agreement

Osceola District Schools will accept substitute certification from other Florida counties that have entered into a reciprocal agreement acknowledging a basic set of criteria.

F. Osceola County Substitute Certificates shall be renewed every five (5) years following an interview and a notarized statement on non-criminal activity.

Auth: 230.22, F.S.

Imple: 231.47, F.S. and SBR 6A-1.54.

5.2 EMPLOYMENT CONDITIONS

5.2.1 Time Schedule - School Day, Week and Year

A. Work Year

Instructional personnel are required to work each school year not less than 196 days of service excluding Sundays and holidays, which shall include at least 180 actual teaching days, or the equivalent on an hourly basis, as specified by Section 236.02, subsection (3), Florida Statutes, and State Board Rule 6A-1.451(3).

B. Supervision of Students

All members of the faculty are responsible for the supervision of the students during school hours regardless of specific scheduled assignment.

Teachers desiring to leave the campus between the time school starts and the end of the school day for students shall obtain permission from the principal.

C. Released Time

Each principal shall have the authority to release members of his staff for less than one-half (1/2) day for temporary absence without requesting approval of the Superintendent or Board, provided, however, that these temporary absences are kept to a minimum and that the principal assumes responsibility for such absences. In cases where other staff members are able to conduct the class of the excused teacher and a substitute is not required, it shall not be necessary to charge the excused teacher with personal or sick leave; however, if personal leave is charged, the Superintendent shall be consulted. Each principal shall keep a record of such temporary absences, the time involved, and the reason for each absence.

D. **School Hours**

All schools shall maintain regularly scheduled school hours. In no case shall school be dismissed for a sports event or any other activity at an hour other than the scheduled time for dismissal without prior approval of the Superintendent. Exceptions may be made by the principal in case of emergencies where the safety and welfare of the students are in jeopardy.

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

230.22,F.S. Auth:

236.02(3), 230.33(7)(f), and 231.085(5), F.S. Imple:

5.2.2 Vacations and Holidays

Twelve (12) month instructional personnel shall be given vacation days and holidays as may be recommended by the Superintendent and approved by the Board.

Auth: 230.22, F.S.

231.39 and 236.02(3), F.S.; and SBR 6A-1.82 Imple:

Temporary Duty Assignment of Employees 5.2.3

When mutually agreed upon, employees may be assigned to be temporarily absent from their regular duties and places of employment for the purpose of performing other educational services, including participation in school surveys, professional meetings, study courses, workshops, etc. Such assignment to temporary duty shall ordinarily be initiated by the District administration, but an employee may request assignment to temporary duty, subject to approval by the Superintendent. Employees shall receive their regular pay and may be allowed expenses as provided in Board Rule 2.4.8. Such temporary duty shall be considered equal to the regular duties of the individual, and employees performing such assigned temporary duties shall not be considered to be on leave. Employees may not be assigned for temporary duty for the purpose of earning college credits, improving rank or renewing certificates, except when participating in a staff development program approved by the Board.

230.22, F.S. Auth:

231.42, F.S. and SBR 6A-1.84. Imple:

5.2.4 Wearing Apparel

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

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230.22, F.S. Auth:

231.09(2), 231.36(6), 120.53(1), 120.57-120.59, 230.33(7)(e), and Imple:

231.085(2), F.S.

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5.2.5 Workers' Compensation

All employees of the Board are entitled to benefits of Workers' Compensation when qualified as prescribed under Florida Law. The employee shall receive his regular salary less workers' compensation payments while on illness-in-line-of-duty leave.

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5.2.6 Pallbearer

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

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Imple: 231.085, F.S. 230.22, F.S. Auth:

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5.2.7 Tutoring

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

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230.22, F.S. Auth:

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232.02, F.S., and SBR 6A-1.951.

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5.2.8 Residence

Imple:

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

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Inter-school and Intra-school Visitation 5.2.9

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A member of a school's instructional staff may be recommended by the principal and Director of Staff Development for a maximum of two (2) days of visitation per vear for the purpose of improving instruction. The teacher shall make necessary arrangements with the school to be visited. Under no circumstances shall a teacher visit another school unless the visit has been prearranged and provided, further, that the teacher, upon arrival to the host school, reports first to the office of the principal. Application should be made according to provisions of the Master Inservice Plan, a copy of which shall be available in each school library.

41 42 43

Imple: 231.601(4)(c), F.S. 230.22, F.S. Auth:

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LEAVES OF ABSENCE 5.3

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

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Α. Illness-in-line-of-duty leave

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Maternity leave В.

1 2		C.	Military leave				
3 4		D.	Personal leave				
5 6		E.	Professional leave				
7 8		F.	Staff Development leave				
9 10		G.	Sick leave				
l 1 l 2		Н.	Sabbatical leave				
13 14		I.	Adoptive leave				
15 16		J.	Jury Duty Leave				
17 18		Κ.	Witness Leave				
19 20 21 22		Auth: Imple:	230.22, F.S. 231.39 - 231.43, F.S., SBR 6A-1.76 and 6A-1.77				
23 24	5.3.1	<u>Autho</u>	rity for Leave				
25 26 27 28 29		grante shall b	e Superintendent may grant leaves as authorized by Board Rules. When leave is nted, it shall be with or without pay as provided by law and Board rule, and Il be allowed only when the operation of schools is protected against lue interruption because of the absence of employees. Amended 7/23/91				
30 31 32 33		Auth: Imple	230.22, F.S. 231.39 - 231.43, F.S., SBR 6A-1.76				
34 35	5.3.2	Advar	nce Granting of Leave				
36 37 38 39		provid	Leaves shall be officially granted in advance and shall not be granted retroactively, provided that leaves for sickness or other emergencies may be deemed to be granted in advance if prompt reporting is made to the proper authority.				
40 41 42 43		Auth: Imple					
44 45	5.3.3	Purpo	ose Specified				
46 47 48 49 50 51		cause right applie	e granted on the request of an employee shall be for a particular purpose of which shall be sent forth in a written application. The Board reserves the to determine that the leave is issued for the purpose or cause set forth in the cation. If not so used as specified, the leave approval is subject to cancellation e Board.				
52 53 54		Auth: Imple	a . 1 a a 4 a a . T . C				

5.3.4 Records of Absence

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

Auth: 230.22, F.S.

Imple:

231.45 and 231.46, F.S., SBR 6A-1.77

5.3.5 Illness-in-line-of-Duty Leave

"Illness-in-line-of-duty" is absence from duties necessary because of personal injury received in the discharge of duty or because of illness from a contagious or infectious disease determined to have been contracted in school work.

Auth: 230.22, F.S. Imple: 231.41, F.S.

5.3.6 Maternity Leave

Maternity leave shall be granted for absence necessary by reason of pregnancy and child birth. Sick leave may be granted for maternity leave, to the extent of an employee's eligibility for sick leave, at the option of the employee.

Auth: 230.22, F.S.

Imple: 231.39(s) and 231.40, F.S.

5.3.7 Military Leave

Military leave shall be granted without pay, except as provided in Section 115.07, Florida Statutes, to employees who are required to serve in the Armed Forces of the United States or of this State in fulfillment of obligations incurred under Selective Service laws or because of membership in the reserves of the Armed Forces or National Guard. At the termination of this service, employees must make application for reemployment within six (6) months following the date of discharge or release from active duty. The School Board shall have a period not to exceed six (6) months, to reassign the employee to duty in the school system. Military leave shall not be counted as years of service toward a continuing contract.

Auth: 230.22, F.S.

Imple:

231.39(2) and 115.07 F.S.

5.3.8 Personal Leave

A. Without Pay

Instructional personnel may be granted personal leave without pay by the Principal or Administrator. A person on personal leave without pay may not receive holiday pay unless he works or is on paid leave the day before and the day after the holiday.

Amended 7/23/91

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Charged to Sick Leave В.

A member of the instructional staff may be absent with pay for personal reasons. Such absences shall be charged only to accrued sick leave as provided by law and leave for personal reasons shall be noncumulative.

230.22, F.S

231.43, F.S., 231.40(2)(a)2 Imple:

Professional Leave 5.3.9

Auth:

Professional leave is defined as leave granted to a member of the instructional staff to engage in activities which will result in his professional benefit and advancement, including earning of college credits and degrees, or that will contribute to the profession of teaching.

230.22, F.S. Auth: Imple: 231.39(1), F.S.

5.3.10 Sick Leave

Α. Sick Leave

Any member of the instructional staff, who is unable to perform his/her required duties because of personal illness, or because of the illness or death of father, mother, brother, sister, husband, wife, child or other close relative or member of his own household and who consequently has to be absent from work, shall be granted leave of absence for sickness by the Principal or Administrator.

In cases of investigated sick leave abuse, the principal may recommend to the Superintendent that the employee present a certificate of illness from a Amended 6/29/93 licensed physician.

Absence because of illness beyond accumulated sick leave is considered personal leave without pay. Amended 7/23/91

Terminal Pay for Accumulated Sick Leave В.

Instructional personnel eligible to retire as provided by law, or his/her beneficiary if service is terminated by death, and retirees returning to active employment shall be entitled to payment for the maximum accumulated sick leave allowed by law at time of termination. Payment shall be made at the current daily rate of pay.

Imple: 231.40, F.S.

5.3.11 Unauthorized Leave

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

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230.22, F.S. Auth:

Imple:

231.44, F.S. and SBR 6A-1.77

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5.3.12 Sabbatical Leave

Sabbatical leave for study, research, educational travel or such reason as approved by a sabbatical committee shall be granted by the Board to teachers who have four

(4) or more years of service in Osceola County. This leave shall be granted for a period not to exceed one (1) year.

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5.3.13 Adoptive Leave

A teacher adopting a child of pre-school age or less shall be entitled to adoptive leave without pay not to exceed one (1) year.

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5.3.14 <u>Jury Duty</u>

An employee shall be authorized to be absent from assigned duties, and shall receive his regular salary plus court fees while serving as a juror in any court case. If notice of jury duty is received, the Principal or Administrator should be immediately notified in writing. Proper leave shall be requested. Amended 7/23/91

In the event that the employee is excused from further attendance, the employee shall return to his place of assignment as expeditiously as possible. forms will show the adjustment. Amended 6/27/95

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230.22, F.S. Auth: 231.39, F.S. Imple:

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5.3.15 Witness Leave

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An employee of the Board may be absent from assigned duties and shall receive his regular salary, plus any witness fees, while serving as a witness in any court case or other legal or administrative proceeding under the following conditions:

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That the person has been subpoenaed by the court or agency having Α. subpoena powers.

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

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In the event that the employee is excused from further attendance, the employee shall return to his place of assignment as expeditiously as possible. forms will show the adjustment. Amended 7/23/91 & 6/27/95

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230.22, F.S. Auth: 231.39, F.S. Imple:

available.

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held prior to the leave, if available. If the previous position is not

available, the employee will be placed in a similar position, if

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1 2 2	5.4	BENEFITS AND DUTIES					
3 4	5.4.1	Retiren	nent and	Retiren	nent Annuities Program		
5 6		A.	<u>Florida</u>	Retiren	nent System		
7 8 9			All new (FRS)	school as a con	employees must participate in the Florida Retirement System dition of employment.		
l0 l1		В.	Teache	rs Retire	ement System		
12 13 14 15 16 17			Decemi provide questio Retirer	ber 1, ed there on shou nent Sys	ersonnel on the Teachers Retirement System (TRS) prior to 1970, may continue in the Teachers Retirement System, has been no break in continuity of service. Teachers in all check with the Personnel Department or with the stem as to their status. Contributions by members of the TRS ed in Section 238.11 Florida Statutes.		
19 20		C.	Retiren	nent An	nuities Program		
21 22 _.	5.4.1	Retire	ement and Retirement Annuities Program				
23 24		A.	<u>Florida</u>	Retirer	ment System		
25 26 27			All new school employees must participate in the Florida Retirement Sys (FRS) as a condition of employment.				
28 29		В.	Teache	ers Retir	ement System		
30 31 32 33 34 35 36		Instructional Personnel on the Teachers Retirement System (December 1, 1970, may continue in the Teachers Retire provided there has been no break in continuity of service. question should check with the Personnel Department Retirement System as to their status. Contributions by membershall be outlined in Section 238.11 Florida Statutes.					
37 38		C.	Retire	ment Ar	nuities Program Amended 11/7/95		
39 40 41 42 43 44 45			(1)	The Be Superior person [5] of age o	oard will consider annually, upon the recommendation of the intendent, requests for retirement annuities for school and with 25 or more years of creditable service (at least five which must have been in this district) who have reached the f 55 and have applied for retirement under the Florida ment System or Teachers Retirement System.		
46 47 48 49 50 51				a.	All requests must be received between September 1 and October 31 of the calendar year for those requesting retirement during or at the conclusion of that school year or four (4) months prior to retirement if planning retirement before February of that school year.		
52 53 54				b.	A copy of the official determination, by the Division of Retirement, of the projected monthly benefits at the effective		

1			date of retirement based on the average monthly compensation and creditable service as of the member's early					
2 3			retirement date and the actual early retirement benefits shall					
4			accompany the request.					
5			Decree Court Line between the eggs of 50 and 54 may					
6			c. Requests of applicants between the ages of 50 and 54 may					
7			also be considered by the Board if the Board first determines for that year that is economically feasible to do so.					
8			for that year that is economically leastone to do so.					
9		(2)	Between November 1 and November 30 an annual survey and study					
10		(2)	will be conducted prior to the determination of the Superintendent					
11 12			and Board on the feasibility of the program being offered during that					
13			school year with no commitment to offer the program in future years					
14			unless the Board opts to do so after reviewing the annual survey.					
15			The employee may be required to contribute to the annuity in order					
16			to qualify.					
17								
18		(3)	The Board upon the recommendation of the Superintendent will					
19			determine before January 15, whether or not the program will be					
20			offered for that year.					
21		(4)	It it a support is afford the Superintendent shall make					
22		(4)	If the program is offered, the Superintendent shall make recommendations pertaining to either the investment in a specific					
23			amount of current funds or the purchase of an adequate annuity					
24 25			either of which would provide earned income in an amount					
25 26			sufficient to provide the annual early retirement supplemental benefit					
20 27			for the named employee.					
28								
29		(5)	In the event an employee has earned experience in a public school					
30			system in another state, the Board may choose to purchase such out-					
31			of-state experience (up to five years) as is necessary to provide					
32			regular retirement benefits. This experience may not be purchased					
33			in addition to an annuity.					
34		(6)	The maximum monthly benefit to any individual shall be in					
35		(6)	compliance with Florida Statutes.					
36 37			Compilation with Florida Statutes.					
38			Auth: 230.22, F.S.					
39			Imple: 231.495, F.S.					
40			•					
41	5.4.2	Social Securit	Ϋ́					
42								
43		Social Security is required of every member of the Florida Retirement System.						
44			22 F.S. Immler 121 05(2) F.S.					
45		Auth: 230	.22, F.S. Imple: 121.05(3), F.S.					
46	512	Lagel Duties						
47 49	5.4.3	<u>Legal Duties</u>						
48 49		Instructional Personnel shall be subject to the rules and regulations of the State						
50		Board, Section 231.09, Florida Statutes, and to those rules of the School Board						
51		contained her	ein in the performance of their duties.					
52								
53		Auth: 230	2.22, F.S. Imple: 231.09, F.S.					
54								

5.4.4 Professional Duties 2 3 Co-Curricular Responsibilities Α. 4 5 Each member of the instructional staff, acting under the guidance of the 6 principal, shall carry, regardless of class load assignment, his/her fair share 7 of the total concerns of the school including inservice training, faculty 8 meetings, policy making, noon activity duty, committee assignments, and 9 such other duties and responsibilities as are necessary to make the school 10 function as a total unified entity; provided, however, the additional duties 11 and responsibilities as described herein shall be subject to the provisions of 12 any collective bargaining agreement entered into between the Board and 13 members of the instructional staff. 14 15 Duty for Guidance Counselors will be assigned in accordance with the 16 Board adopted 75/25 plan as specified by State Statutes. 17 18 В. Faculty Meetings 19 20 Each principal shall hold regular faculty meetings and may hold such special 21 faculty meetings as may be considered necessary. No teacher shall be 22 absent from a faculty meeting without the principal's prior approval. 23 Faculties shall consider among other items the following matters: 24 25 Administrative problems and procedures **(1)** 26 27 School policies (2) 28 29 Professional study for improvement (3) 30 31 Involvement in total curriculum (4) 32 33 **(5)** Youth guidance 34 35 Field Trips C. 36 37 Teachers planning field trips shall: 38 39 Schedule each trip with school principal, specifying the destination, **(1)** 40 the method of transportation, and the period of absence from school. 41 42 Complete all necessary arrangements with the organization, firm, or **(2)** 43 owner or the property to be visited. 44 45 Obtain from parents of all pupils who are to participate in a field trip (3) 46 written permission, on the District form, for their children to be 47 away from school during the time required for the trip and to 48 participate in the planned activity. 49 50 Notify Food Service in advance of any trips interrupting normal (4) 51 lunch periods. (Refer to Chapter 8, Section 8.8.4 of these Rules) 52 53

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

Auth: 230.22, F.S.

Imple: 231.085 and 231.09, F.S.

5.4.5 Attendance Records

 It shall be the responsibility of the principal to ensure that complete and accurate attendance records are maintained. It shall also be the principal's responsibility to ensure that teachers keep complete and accurate records of individual class attendance in their grade books. The teachers' grade books are kept at the school as back-up documentation to attendance. *Amended 6/30/92*

Auth: 230.22, F.S.

Imple: 231.085(3) and 231.09(7), F.S.

5.4.6 Lesson Plans

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

Auth: 230.22, F.S.

Imple: 231.09(1), F.S.

5.4.7 Teacher Salaries and Benefits

A. General

Teachers shall be paid at the level of experience and degree or its equivalent as shown on the official transcript from an accredited college or university in combination with appropriate experience when required and shall accrue benefits under the provisions of employment set forth in subsections 230.33(7)(b) and 230.23(5)(d), and Sections 231.02 and 236.0711, Florida Statutes, and in accordance with State Board Regulation 6A-1.52. The salary schedule shall be based on a full day schedule of assigned responsibilities during the 196-day or longer school year.

B. Experience

Teaching and vocational experience shall be allowed based on criteria recommended by the Superintendent and approved by the Board. Administrative experience shall count as teaching experience on the salary schedule.

C. Substitute Teachers

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

D. Annual Contracts

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

E. Professional Service Contracts.

A professional service contract shall be issued by the School Board to any member of the instructional staff who meets the requirements of Board Rule 5.1.5 C, as prescribed by Section 231.36, F.S. Amended 7/23/91

F. Personnel Employed Beyond Ten Months

In order to be eligible for summer programs, instructional personnel shall have been employed by the School Board in the preceding regular ten (10) month term and have been re-employed for the following school year.

G. Summer School Salary Schedule

Instructional personnel employed for summer programs shall be paid in accordance with the salary schedule of the preceding regular ten (10) month term.

H. Year's Service

The minimum time which may be recognized as a year of service shall be 99 days of full-time actual service in any one regular school year. Half-time teaching shall be combined for salary credit, i.e. two (2) one-half (1/2) years or two (2) half-time years equal one (1) year of experience.

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Chapter 6

Student Services

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6.0 STUDENT SERVICES

6.1 STUDENT SERVICES

Student Services is an organized, cooperative team effort of professional and instructional personnel, designed for the purpose of meeting student needs. It shall be the responsibility of the Student Services Team to help students achieve their goals, cope with their concerns, and develop positive and healthy self-concepts.

The Student Services Team shall share the responsibility with the home and community in giving professional aid to students in all areas of development, particularly in providing them with the opportunity to acquire the minimum skills necessary to function effectively and meet the challenges of today's society. The following services shall be among those provided: guidance and counseling which shall include occupational information, attendance services, psychological services, health services, conflict resolution services and testing services. *Amended* 6/28/94

Auth: 230.22, F.S. Imple: 230.2313, F.S.

6.1.1 Guidance and Counseling

Each elementary, middle, high, and postsecondary student in Osceola County will have access to services provided by certified guidance personnel. School counselors are required to spend seventy-five percent of work time providing direct counseling-related service to students and no more than twenty-five percent of work time to administrative activities, which must relate to guidance services. *Amended* 6/29/93 & 6/28/94

Auth: 230.22, F.S.

Imple: 230.2313(3)(a) and 233.066(2), F.S.

6.1.2 Occupational And Career Placement Specialists

Follow-up studies shall be conducted which will include all students graduating or leaving the public school system, or completing a vocational program. Placement services will be provided on a county-wide basis to meet employer and student needs, secondary and post secondary. An exit interview shall be conducted with each student who withdraws from the secondary school. Evidence shall be kept on file for three (3) years or until after the FTE audit is completed, whichever is longer.

In compliance with the Blueprint for Career Preparation, middle school occupational specialists must document individual career counseling for each middle school student. Evidence shall be kept on file for three (3) years or until the FTE audit is completed, whichever is longer.

Amended 6/29/93

Auth: 239.67(2), F.S.; 230.22, F.S.

Imple: 230.2313(3)(d), F.S. and SBR 6A-6.71(4)

6.1.3 Attendance Services

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Each school principal shall develop procedures based on guidelines set forth by the Superintendent's office for contacting parents regarding school or class absence. These procedures shall be on file in the Superintendent's office.

Auth: 230.2313(3)(c), 232.01, 232.09, 232.17 and 232.19, F.S.

6.1.4 Psychological Services

Psychological services shall be provided by certified psychologists, who shall be assigned to schools by the Director of Student Services.

6.1.5 Health Services

- A. Health services shall be provided at each school. The registered nurses shall have a schedule of regular visits to the schools and shall train and supervise a health aide in each school. A checklist of skills shall be used by the nurses to determine when the aides have developed needed skills. Records relating to health and immunizations shall be kept up-to-date by the health aide.
- B. Referrals to Student Services of suspected health disabilities shall be handled by the registered nurse assigned to the appropriate school.
- When a student is diagnosed as having AIDS (Acquired Immune Deficiency C. Syndrome), AIDS-related complex or symptomatic infection, the Superintendent shall be notified. The Superintendent shall immediately establish a review panel to consider the facts and make recommendations as to how the student may best be served. Upon the receipt of the panel's recommendations, the Superintendent shall make a decision as to the placement of the student. The decision of the Superintendent shall be final. The panel shall include, but not be limited to, the Director of Student Services and other appropriate educational personnel, the County Health Unit Director or designee, the student's physician and the parent or guardian. The School Nurse shall serve as the liaison with the review panel as the student's advocate in the school and as the coordinator of services provided by other personnel. The liaison will be responsible for monitoring the behavior and medical condition of the student and recommending to the review panel any changes in placement. Any infected student experiencing a mental, emotional, or physical handicapping condition due to AIDS shall be served according to rules and policies governing the appropriate exceptional student education category. Any infected student determined for medical or behavioral reasons to pose a risk of transmission of the AIDS virus to other students shall be placed in an educational environment which will minimize such risk of transmission to others. The review panel shall make recommendations to the Superintendent for placement in a setting other than the regular classroom on the basis of well-documented evidence. The decision of the Superintendent as to placement shall be final. As with all changes in placement, the appropriate existing staffing and due process shall be followed. Examples of such cases include students who have exhibited aggressive or violent behavior, who cannot control body functions, or who exhibit behaviors in school or have conditions which are likely to transmit the disease to others. A student with AIDS may require a

change in placement for his own protection when cases of chicken pox, measles or other communicable diseases occur within the school population. Such a decision shall be made in consultation with members of the review panel. Considerations for such decisions should include such factors as the condition of the infected student, incidence of diagnosed cases and the degree of exposure of the child.

Any student's right to privacy and confidentiality of records shall be protected in accordance with procedures established in state and federal laws. Knowledge that a student is infected with the AIDS virus shall be limited to those who have a legitimate need to know. These persons should be provided with appropriate information concerning necessary precautions and confidentiality requirements.

D. A student who is found to have head lice shall be excluded from school until cleared by the School Health Nurse or any approved school board personnel.

When contact with a parent cannot be made before the close of the school day for a bus student, the student will be transported home by bus that day. Parents will be required to accompany the student to school for clearance. Once cleared, bus transportation will be resumed. *Amended* 7/23/91

Pursuant to Section 464.022 (5), F.S., nursing assistants, also known as E. health aides, may render services while under the supervision of a registered professional nurse (R.N.). In any facility in which nursing assistants (health aides) perform functions which constitute the practice of professional or practical nursing, the R.N. charged with the responsibility for supervision of the nursing assistant (health aide) shall have the responsibility for nursing practice acts performed by the nursing assistant (health aide) which implement any treatment or pharmaceutical regimen likely to produce side or toxic effects, allergic reactions or other unusual effects that may endanger a patient's life or well-being. The R.N. shall be readily available for and provide direction, consultation and instruction to the nursing assistant (health aide), review and compare medication orders and medications for accuracy, monitor patients receiving medication, including conditions which contraindicate continued administration of medication.

Auth: 230.22, F.S. Imple: 402.32(5), F.S.

6.1.6 Working with Community and Governmental Agencies

Student Services shall work closely and cooperatively with out-of-school community and governmental agencies in an attempt to meet the needs of students in the community. School personnel shall be given a listing of all community and governmental agencies, their contact people and responsibilities. Student Services shall act as liaison between the school system and these agencies. Such agencies shall be given guidelines for requesting information from the school principal and all other circumstances as they relate to students.

Auth: 230.22, F.S. Imple: 230.23(12), F.S.

6.1.7 <u>Testing Services</u>

The Purpose of the District Testing Program, an integral part of the instructional process, is to identify strengths and weaknesses in students' learning and to assess the attainment of educational goals of the school district and the State of Florida.

The information gained from the testing results will be used to provide better learning opportunities for students.

The District Testing Program shall be administered in a consistent manner throughout the district with every effort made to ensure proper use of objective, valid, reliable measures, and interpretation of all test data.

Unethical use or administration of test materials may constitute a violation of Florida Statutes 228.301, Test Security, and may result in fines, imprisonment, and/or dismissal of involved personnel.

Guidelines and procedures for implementing this policy are found in the District Testing Handbook.

6.1.8 Conflict Resolution Services Adopted 6/28/94

Each school may request conflict resolution services from the Department of Student Services. These activities are meant to diffuse hostilities between students, promote positive relationships, and lessen the likelihood of disciplinary action.

6.2 SCHOOL ATTENDANCE AND ADMISSION

6.2.1 School Attendance

A. General Requirements

All children who have attained the age of six (6) years or who will be six (6) years of age by February 1st of any school year, or who are older than six (6) but have not attained the age of sixteen (16) years, are required to attend school regularly during the entire school year.

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

B. <u>Certification of Exemption</u>

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

C. Responsibility for Attendance

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

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

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

D. Reporting Procedures

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

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

All officials, teachers and other employees shall keep records and shall prepare and submit all reports that may be required by law and State Board Regulation 6A-1.044.

Attendance checks shall be made as early in the day as practicable. Students who are not present in school at the time attendance is checked shall be marked absent for the day unless presence is verified by attendance personnel. (This is not to be confused with class attendance). All absences whether "excused, or "permitted", or "unexcused", shall be recorded each day.

E. Absences

Non-attendance in a class shall be considered an absence unless the student is participating in a school activity. Absences shall be classified as:

(1) Excused Absences

Absences shall be excused for the following reasons:

- a. Illness or injury of the student.
- b. Illness, injury of death in the immediate family of the student. The immediate family shall be defined as listed in the United States Internal Revenue Service guidelines.

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

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

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

(2) Permitted Absences

"Permitted" absences may be granted. Only the principal shall have the authority to grant "permitted" absences and then only after he has considered the merits of each case. It shall be the principal's responsibility to give to the parents a copy of the School Board rules pertaining to permitted absences. Arrangements for make-up work shall be made in advance with the instructor of classes to be missed. The student shall assume complete responsibility for the make-up work. The teachers shall cooperate by making assignments, grading materials, and recording grades. A timeline, which shall not exceed twice the number of days of absence, shall be set by the teacher for receiving the student's work for credit.

Examples of situations warranting "permitted" absences include:

- a. Attendance at an important public function.
- b. Attendance at church meetings, or observances of religious holidays.
- c. Travel with parents in urgent circumstances.
- d. Attendance at non-school conventions or conferences.
- e. Other situations with parental permission and the approval of the principal.
- f. Participation in a non-instructional activity.

A student who wishes to participate in a non-instructional activity must:

- 1. Meet the academic requirements as set forth by the School Board,
- 2. Make arrangements, in advance, with the teacher for missing classes, and
- 3. Accept the responsibility for making up time and work.

(3) <u>Unexcused Absences</u>

All absences other than "excused" or "permitted" shall be deemed "unexcused", and a failing grade shall be recorded for the period of the "unexcused" absence, except that students who are suspended from school during grade period exams or semester exams shall be allowed to make up these exams.

F. Grading of Make-up Work

Students whose absences have been approved as "excused" or "permitted", and who complete the make-up assignments as required by school policy, shall receive grades for the periods of such absences in the same manner as if not absent from school. Each school shall establish procedures to ensure good attendance in each grading period.

Auth: 230.22, F.S.

Imple: 232.02, F.S. and Chapter 75-130, Laws of Florida; 232.06, 232.08, 232.10, 232.26,230.23(4)(a), 230.232, 230.23(4)(d), 232.23, 231.085, 231.09(7), 232.021, 236.013(3), 232.17, F.S. and SBR 6A-1.451

G. Place of Enrollment

Parents shall enroll their child in the appropriate grade level within the attendance area as established by the Board. Amended 9/17/91

Any exceptions to this rule must be for extraordinary circumstances which warrant special and/or individual considerations, and shall be permitted only under the following conditions:

- (1) If the Board determines that enrollment at a school exceeds acceptable limits, students may be transferred to a school in another attendance zone. Amended 11/7/95
- (2) The Superintendent may require a student to attend a school out of his attendance zone when he deems it necessary to meet an individual educational need or for disciplinary reasons.
- (3) The parent or guardian of a student may request that the student attend a school out of his assigned attendance zone by making such request to the principal of the school to which the student is assigned on a form to be provided.
 - a. If that principal recommends that the transfer not be granted, the request shall be forwarded to the Director of Student Services who shall notify the parent or guardian that the request has been denied.
 - b. If the principal recommends that the transfer be granted, the request shall be forwarded to the principal of the school to which the transfer has been requested who shall make his recommendation and forward the request to the Director of Student Services.
 - c. If the receiving principal recommends that the transfer not be granted, the Director of Student Services shall notify the parent or guardian that the request has been denied.
 - d. If the receiving principal recommends that the transfer be granted, the Superintendent shall determine if such extraordinary circumstances exist to warrant the transfer and

shall grant or deny the request. The Director of Student Services shall notify the parent or guardian if the transfer has been denied at the school level. NO APPROVED TRANSFER SHALL BE EFFECTIVE BEYOND THE SCHOOL YEAR FOR WHICH IT IS GRANTED. The receiving school shall notify the parent or guardian of each student whose request for transfer has been approved. Amended 6/27/95

The parent or guardian may appeal the denial of the request or the revocation of any transfer to a five-member review panel appointed by the Superintendent. The panel shall consist of three principals, a representative of Student Services, and a representative of Exceptional Student Education. Principal membership shall be rotated in order that an appeal not be heard by either the sending or receiving principal. Decisions shall require a majority vote of the panel and a majority of the panel must be present in order to render a decision. Amended 5/3/94

The parent or guardian may appeal the decision of the Review Panel to the School Board. A request for appeal must be submitted in writing to the Superintendent within ten calendar days of the decision of the Review Panel or the right to appeal will be forfeit. An appeal filed within the proper timeline will then be placed on the agenda of the next regularly scheduled meeting of the School Board. Both the sending and receiving principal will be notified of the date and time of the meeting. At that meeting, the Board will be presented with the findings of the Review Panel, hear arguments from both parties and render a final decision. Adopted 5/3/94

The parent or guardian requesting such transfer shall be solely responsible for transporting the student to and from the "out-of-zone" school.

The School Board reserves the right to establish an application period for currently enrolled students to request an out-of-zone transfer.

Adopted 5/3/94

- (4) The Superintendent or principal may revoke any transfer previously allowed if the student's conduct or attendance at the "out-of-zone" school falls below acceptable standards, or for other reasons he may deem sufficient that were not known at the time of the original transfer.
- (5) The Superintendent shall issue a report on out-of-zone activity to the School Board on a quarterly basis.

 Amended 6/27/95

H. Married Students

Students who are married, pregnant, or who have children, shall not be prohibited from regular school attendance and instruction as provided in Florida Statutes, 232.01(1)(c) 2.

The application shall include the student's school transcript, 1 pertinent information about the student, the student's health record 2 and an assurance of appropriate medical insurance coverage. 3 The application will be initially received and processed through the 5 **Student Services Department** 6 7 Written approval of denial will be given to the sponsoring 8 organization by the Principal within ten (10) working days after 9 receiving the completed application. 10 11 Notification to the Student (3) 12 13 A copy of this School Board rule and a copy of the school rule will 14 be sent to the student and host family after the student has been 15 approved for admission to an Osceola County high school. 16 17 **Enrollment (4)** 18 19 The exchange student, accompanied by a representative of the 20 sponsoring organization and a member of the host family, will meet 21 with the principal and a counselor to enroll the student. The student 22 will be expected to follow school rules and to participate fully in the 23 educational program provided. 24 25 **Employment** (5) 26 27 Exchange students are not permitted to take regular part-time jobs 28 during their stay in the United States. However, non-competitive 29 small jobs, not to exceed ten hours a week, such as tutoring, grass 30 cutting, and baby, pet, or people sitting will be allowed. 31 Consequently, exchange students will not be enrolled in cooperative 32 programs. 33 34 **Grade Classification** (6) 35 36 Grade classification will be determined at time of enrollment after 37 examination of transcript. 38 39 K. **FTE Reporting** 40 41 Reporting of attendance for the purpose of determining full-time equivalent 42 students shall be made in accordance with the provisions of Florida 43 Statutes, 236.013, and State Board Regulation 6A-1.451. 44 45 6.2.2 School Admission 46 47 All children who have attained the age of six (6) years or who will have attained the 48 age of six (6) years by February 1 of any school year or who are older than six (6) 49 years of age but who have not attained the age of sixteen (16) years are required to 50 attend school regularly during the entire school term. 51 52 Students less than eighteen (18) years of age are entitled to enroll in the school to 53 which they are assigned unless an active expulsion is in effect. Amended 6/29/93

1 Admission to Kindergarten 2 Α. 3 Children attaining the age of five (5) years on or before the date prescribed by state statutes shall be eligible for admission to kindergarten during that 5 school year. 6 7 Admission to First Grade В. 8 9 Any child who will attain the age of six (6) years on or before September 1, 10 shall be admitted at the beginning of that school year or at any time during 11 the first month of the school year to the first grade, provided the child has 12 demonstrated a readiness to enter the first grade in accordance with rules 13 adopted by the State Board of Education. 14 15 No student shall be admitted to the first grade who has not attended 16 kindergarten in a public school or satisfactorily completed kindergarten in a 17 non-public school from which the district school board accepts transfer of 18 academic credit. 19 20 Any student presented for grade 1 enrollment who has successfully 21 completed Kindergarten in a non public school which permitted entry earlier 22 than the state minimum requirement (5 years old on or before September 1 23 of the school year) shall be enrolled in Kindergarten until such time as the 24 student has demonstrated a readiness to enter the first grade. 25 26 Requirements for Initial Admission to Osceola County Schools C. 27 28 Amended 6/27/95 (1) Evidence of Age 29 30 Students enrolling through the first grade must present evidence of 31 their age. Evidence submitted shall be one from the following 32 priority list: 33 34 Birth certificate, or a. 35 36 Certificate of baptism, with sworn affidavit, or b. 37 38 Two-year old life insurance policy on child, or 39 c. 40 Bible record, with sworn affidavit, or d. 41 42 Passport showing age, or e. 43 44 Affidavit of age sworn to by parent and a certificate of age f. 45 signed by health officer, school physician or licensed 46 physician. 47 48 (2)**Health Requirements** 49 50 Certificate of Physical Examination 51 a. 52 A certificate of a physical examination within the twelve-53 month period immediately proceeding enrollment shall be 54

Amended 6/30/92

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presented before a child is allowed to attend classes. The certificate shall be signed by a licensed practicing physician, or an Advanced Registered Nurse Practitioner certifying that the pupil has no contagious or communicable disease which would warrant the pupil's exclusion from public schools. A Physician's Assistant operating under the supervision of Osceola County's Public Health Director may also sign the certificate. *Amended* 6/27/95

Students, other than children of military personnel, transferring from a foreign country must possess an examination certificate issued within the United States.

Exceptions:

- 1. Pupil has previously been enrolled in a Florida school
- 2. Parental objections in writing on religious grounds.

b. Proof of Tuberculin Test

All first time enrollees at the high school level in Osceola County must present evidence of a Tuberculin test, with a negative reading, administered within the last twelve months before class attendance will be allowed. A student who has a positive reading on any Tuberculin test will be required to submit to a chest X-ray. The student will not be allowed to enroll until a licensed physician certifies that the student may attend class. Amended 7/23/91 & 6/27/95

c. Immunization

Each pupil who is otherwise entitled to admittance to an Osceola County School, shall be required to present a certificate of immunization on a Florida form, showing that the student has received inoculations for those communicable diseases for which immunization is required by the Division of Health, and Florida Statutes 232.032.

Exceptions may be granted as follows:

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

(3) Residency Requirements Amended 6/29/93 & 6/27/95

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

Established proof of residency within the school zone by producing

- a. a rental or lease agreement, or
- b. proof of primary residence/ownership (homestead exemption or deed), or
- c. filed a Declaration of Domicile in the school zone where the student is enrolled, or
- d. a voter's registration card from Osceola County, or
- e. a sworn statement and notarized affidavit which is obtained from the school if none of the above are available.

(4) Non-Residents of Florida Amended 6/27/95

- a. Definition For the purpose of this section a non-resident is defined as a person whose primary residence is outside the State of Florida.
- b. Tuition Pupils in kindergarten through the twelfth grade, whose parent, parents or legal guardians are nonresidents of Florida but are American Citizens, shall be charged a tuition fee of \$50 (cash only), payable at the time the pupil is enrolled. This tuition shall not be refundable.

The tuition shall be paid at the County School Board Office. Pre-numbered receipts shall be issued upon payment of fee, and each receipt shall show name of pupil, name of parent, date, purpose, name of district, and signature of individuals receiving payment.

Exceptions shall be as follows:

- 1. The student was previously enrolled in a public school in Florida during the current school year, or
- 2. The student is in a certified exchange program, or
- 3. The parent is a migratory agricultural worker, or
- 4. The parent is currently on active military duty.

E. <u>Students Who Are Not Residing with Their Natural Parents or Legal Guardians</u>

Any student wishing to enroll in school who is not residing with his or her natural parent or legal guardian shall have the responsible adult with whom the student is living sign an Affidavit of Responsibility form available through Student Services at the District Office.

The responsible adult shall present proof that he or she has parental consent or legal right to accept responsibility: Parental consent shall be notarized.

F. Students 18 Years or Older Requesting Enrollment in Osceola County Schools

A student who is 18 years or older and who desires to enroll in the regular school program shall present his/her request to a Review Committee composed of a guidance counselor, the principal, and the Student Services Director, which will determine the most appropriate educational placement for him/her.

G. Student Custody

Any person or agency who has been given exclusive care, custody, or control over any student by order of any court having jurisdiction to enter such order, may provide a certified or otherwise authenticated copy of such order, Marriage Certificate, or other extraneous criteria not covered by specific rule, to the principal of the school in which such student is enrolled. The order shall be placed in the student's official records and thereafter such person or agency shall be recognized for all purposes as the sole parent or guardian of the student until such time as subsequent or additional orders changing such status are likewise provided.

Imple: 232.04, 232.01, 232.031, 232.032, 320.38, 322.031; SBR 6A-1.98;228.212, 316.003 (62); 228.041 (1) (a), 228.061 (2); F.S.; SBR 6A-6.311 and 6A.6341 and 230.23 (4) (m), F.S.

6.3 PUPIL PROGRESSION PLAN Amended 6/28/94

- A. The purpose of the instructional program in the schools of Osceola County is to provide appropriate instructional and selected services to enable students to perform at or above their grade level academically. Promotion, however, is based primarily on pupil achievement and is not automatic.
- B. Decisions regarding student promotion, retention and administrative placement are primarily the responsibility of the individual school's professional staff. The final decision in regard to grade placement is the responsibility of the principal.
- C. The Pupil Progression Plan for the School District of Osceola County, Florida is found in the appendices to these Rules.
- D. The School Board may waive any provision of the Pupil Progression Plan for a period not to exceed one fiscal year upon receiving an application for waiver. Application for waiver must specifically state the provision to be waived and the alternative treatment to be applied. The Board may waive application of any provision of the Pupil Progression Plan and apply alternative treatment which does not conflict with federal, state, or local law. Adopted 6/27/95

Auth: 232.245, F.S.

6.4 EDUCATIONAL RECORDS OF STUDENTS

A. <u>Confidentiality - Student Records</u>

The Osceola County Public Schools shall maintain educational records on each student for the purpose of planning instructional programs, for guidance of students, for preparation of local, State and Federal reports, and for research. Student records are for the educational benefit of the student, and information recorded and maintained shall be in keeping with the best educational interest of the student.

The rules of the School Board of Osceola County shall be consistent with Florida Statutes and State Board of Education Regulation. Rules shall be consistent with the Federal Family Educational Rights and Privacy Act of 1974.

The Principal of each school shall be responsible for the control and supervision of Student Records and for the following State Department of Education Regulations and School Board rules related to student records and interpretation of same to the school staff, students, and the community. The Superintendent of Schools or designee shall be responsible for the privacy and security of all pupil or adult student records that are not under the supervision of a school principal.

The Department of Student Services and Exceptional Education shall be responsible for the interpretation of and for assisting schools in the implementation of this policy.

Student Records

- (1) The cumulative folder file shall include Category A Permanent Information which is verified information of clear importance to be retained indefinitely and Category B Temporary Information which is verified information of clear educational importance which is subject to change. The permanent information record shall be maintained on the form prescribed by the Superintendent. Amended 6/27/95
- (2) Those determined to have a legitimate educational interest in students or student records shall include but not be limited to parents, teachers, principal, staff within the school responsible for assigning or directing student programs within the school, and county staff as designated by the Superintendent.
- (3) Criteria for determining legitimate educational interest shall be consistent with its meaning as used in 6A-1.955 (4) FAC.
- (4) Each school shall make provisions for disclosure of personally identifiable information in health and safety emergencies, Criteria for determining the existence of emergencies involving health or safety shall include but not be limited to:
 - a. The seriousness of the threat to the health or safety of a pupil or adult student or other individuals,

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- b. The need for information to meet the emergency;
- c. Whether the parties to whom the information is disclosed are in a position to deal with the emergency; and
- d. The extent to which time is of the essence in dealing with the emergency.
- (5) Information pertaining to Category A and B educational records shall be maintained at the individual school sites and/or Records Retention Center. *Amended* 6/30/92

(6) <u>Definitions</u>

- a. Education Records: The term "education records" shall mean those records, files, documents and other materials as defined in Florida Statutes 228.093(2) which contain information directly related to a pupil or an adult student, which are maintained by an educational institution or by a person acting for such institution, and which are accessible to other professional personnel for purposes listed in Rule 6A-1.955(1), FAC.
- b. <u>Child</u>: A child shall mean any person who has not reached the age of majority.
- c. <u>Pupil</u>: A pupil shall mean any child who is enrolled in any instructional program or activity conducted under the authority and direction of a district school board.
- d. Adult Student: Adult student shall mean any person who has attained 18 years of age and is enrolled in any instructional program or activity conducted under the authority and direction of a district school board.
- e. <u>Parent</u>: A parent is defined as a natural parent, adoptive parent, legal guardian, or any other person recognized by the Osceola County Public Schools as being responsible for a student.
- f. <u>Directory Information</u>: Directory information shall mean a student's name, address, listed telephone number, date and place of birth, participation in school sponsored activities and sports, weight and height of members of athletic teams, date of attendance, graduation date and awards received, major field of study, and the most recent previous educational agency or institution attended by the student.
- g. <u>School Officials</u>: School officials are those parties working directly with students in the individual school or those assigned supervisory or administrative responsibility for the program in which students are involved.

(7) The cumulative record folder shall be under the control of the principal and shall be kept current.

Category A Permanent Information shall include the following and be retained indefinitely:

- a. Full legal name of student and any known changes by marriage or adoption, authenticated birthdate, birthplace, race, sex and student identification number. A notation shall be made on the cumulative record folder indicating the source document (birth certificate or other document) from which the legal name and birthdate were obtained, the date recorded, and the name of the person making the notation. (Parents shall not be asked to surrender custody of legal documents to the school.)
- b. Last known residence and mailing address of student
- c. Name of student's parents or guardian
- d. Number of days present and absent; date enrolled; date withdrawn
- e. Name and location of last school attended
- f. Courses taken and record of achievement, such as grades, units or certification of competence
 - 1. <u>Elementary</u> Teachers' name, subjects taken and grades earned (end of year average).
 - 2. <u>Secondary</u> Subjects taken, grades and credits earned.
 - 3. <u>Vocational/Technical/Adult</u> Subject taken, grades and credits earned if applicable, and/or hours completed.
 - 4. The level of the work and an explanation of the grading system shall be noted on the record. If a student withdraws in the middle of a grading period, the withdrawal grades shall be recorded on the withdrawal form and placed in the cumulative record folder and recorded on the white card.
- g. Results of required State Assessment Program
- h. Date of graduation or date of program completion.
- (8) If it is of clear educational importance, the following information may be added to the student's cumulative record folder on a temporary basis:

1 2 3 4		a.	Health Information - A copy of the immunization record and any other health information necessary for the educational planning and placement shall be placed in the cumulative record folder
5 6		b.	Family background data
7 8		c.	Standardized testing information
9		d.	Educational and vocational plans
10 11			
12		e.	Personal attributes
13 14		f.	Honors and activities
15 16		g.	Work experience, including employer ratings
17 18		h.	Teacher/Counselor comments
19 20 21		i.	Correspondence from community agencies, private professionals, or parents
22 23		j.	Driver education certificate
24 25		k.	List of schools attended
26 27		1.	Custody Documents
28		m.	Telephone numbers and emergency contacts
29 30			•
31 32		n.	Exceptional Educational information:
33		Temp	oorary Information shall be reviewed annually.
34	(0)	A fo	older designated to contain exceptional student education
35 36	(9)	infor	mation and reports shall be maintained in the cumulative folder.
37		The f	following information shall be placed in the folder:
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39		a.	Psychological summaries and/or reports
40			1 1 CG, CC C witter Marting Decords
41		b.	school copy of Staffing Committee Meeting Records
42			f tional advection placement letters
43		c.	copy of exceptional education placement letters
44 45		d.	school copies of referral forms to exceptional education
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47		e.	copies of parent authorization for psychological and
48			exceptional education evaluations and placement
49			authorizations, where applicable.
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51		f.	observations and exceptional education specialist reports (it
52			applicable)
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54		g.	social history (if applicable)

h. other pertinent information and observational data, such as medical, psychiatric, agency reports, and Individual Education Plans.

Duplicate psychological reports and parent authorizations are maintained by the Department of Exceptional Student Education.

(10) The permanent record copy file shall be maintained for each student in attendance.

B. Storage of Cumulative Folders and Permanent Record

Cumulative record folders and permanent record copies shall be placed in a locked secure location where they are secure from general scrutiny, but where they are, nevertheless, accessible to teachers and authorized school personnel for use on a regular basis. It is the responsibility of the school principal or designee to keep cumulative folders and permanent records in a location, in so far as is possible, secure from fire and vandalism. The Superintendent or designee shall be responsible for the privacy and security of all student records that are not under the supervision of a school principal.

C. Access to Student Records - Confidentiality

Student records shall be open to inspection only by the Superintendent and his staff, professional staff of the school, and parent or guardian of the pupil, a court of competent jurisdiction, and to such other persons as the parent or guardian may authorize in writing.

A parent who wishes to review his/her child's record should make an appointment with the principal or school counselor. School personnel are available to interpret school record information. All such requests should be honored within thirty (30) days.

Whatever rights are vested in the parent shall pass to the student whenever the student has attained eighteen (18) years of age or is attending an institution of post-secondary education. Parents of a dependent student or dependent former student shall have access to student records. "Dependent" shall be as defined in 26 U.S.C. (Section 152 of the Internal Revenue Code of 1954).

When any other information concerning a student is combined with information on other students, the parents of any student shall be entitled to receive, or be informed of, the information pertaining to their child.

Pursuant to Florida Statutes, section 39.045(5), the Superintendent may enter into interagency agreements for the purpose of sharing information about juvenile offenders. The Superintendent may make school records available to appropriate department personnel under the specific conditions provided for in the interagency agreement. Adopted 6/27/95

D. Child Custody and Access to Student Records

The school shall presume that either parent of any student has the right to inspect and review the education records of the student unless the school has been provided with evidence that there is a court order governing this matter which provides to the contrary.

E. Directory Information

Any school in the District system may elect to publish a School Directory each year. The following information may be published:

Student's name, address, listed telephone number, date and place of birth, participation in school activities and sports, weight and height of members of athletic teams, dates of attendance, honor roll, graduation date and awards received.

The parent may refuse to permit the designation of any or all of the above categories as directory information with respect to their child by notifying the principal in writing within ten (10) calendar days of the beginning of school.

List of students will not be released unless a directory is published.

Auth: F.S. 228.093 (3)(0)

F. Public Notification

Each school shall provide to parents and eligible students annual notification of their right of access to student records, a right to a copy of the record, right of waiver of access, right to challenge information contained in the record and to a hearing, and right of privacy. The notification should be distributed at the beginning of the school year and in so far as is practicable must be in the language of the parent of the eligible student.

This annual notice should also include the policy on Directory Information. The Departments of Student Services and Exceptional Education shall be responsible for updating and providing annually a copy of the Public Notice to each Principal. The Principal shall determine the method and procedure for delivery to parents.

G. <u>Transfer of Student Cumulative Records, Transcripts of Student Permanent Record Copy, and/or Release of Student Records</u>

Requests for the transfer of cumulative record folders or other student records shall be made in writing by the parent except as outlined in this section. A release form shall be provided for use in the schools, and such a form shall designate that parents have the right of access to student records, right to a copy of the records right of waiver of access, right to challenge information contained in the record and to a hearing, and right of privacy. Amended 7/23/91

Under no circumstances shall the student record be released to the student, parent or guardian for transmittal from one school to another(a copy can be provided to them).

Report cards or other evidence of grade placement and progress to date with student identification, a receipt for textbooks returned, a copy of the Student Health Record and a statement of any out-standing financial obligation shall be given to the parent or student at the time of withdrawal.

Prior to the transfer of the cumulative folder, or copy of same, the information shall be reviewed.

The transfer of records shall be made immediately upon written request of an adult student, a parent or guardian of a student or a receiving school. The principal or designee shall transfer a copy of all category A and category B information and shall retain a copy of Category A information.

No student records or information may be transferred or released or disclosed to any individual or institution without prior parental written consent, signed and dated, except to:

- (1) Officials of schools, school systems, area vocational technical centers, community colleges, or institutions of higher learning in which the pupil or student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent, guardian, pupil, or student upon request.
- Other school officials, including teachers within the educational institution or agency, who have legitimate educational interests in the information contained in the records.
- (3) The United States Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, the Comptroller General of the United States, or state or local educational authorities who are authorized to receive such information subject to the conditions set forth in applicable federal statutes and regulations of the U.S. Department of Education, or in applicable state statutes and rules of the State Board of Education.
- (4) Other school officials, in connection with a pupil's or student's application for, or receipt of, financial aide.
- (5) Individuals or organizations conducting studies for or on behalf of an institution or a board of education for the purpose of developing, validating, or administering predictive tests, administering pupil or student aid programs, or improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of pupils or students and their parents by persons other than representatives of such organizations and if such information will be destroyed when no longer needed for the purpose of conducting such studies.

- (6) Accrediting organizations, in order to carry out their accrediting functions.
- (7) For use as evidence in pupil or student expulsion hearings conducted by a district school board pursuant to the provisions of chapter 120.
- (8) Appropriate parties in connection with an emergency, if knowledge of the information in the pupil's or student's educational records is necessary to protect the health or safety of the pupil, student, or other individuals.
- (9) The Auditor General in connection with his official functions; however, except when the collection of personally identifiable information is specifically authorized by law, any data collected by the Auditor General shall be protected in such a way as will not permit the personal identification of students and their parents by other than the Auditor General and his staff, and such personally identifiable data shall be destroyed when no longer needed for the Auditor General's official use. 228.093 (3) d F.S.
- (10) A court of competent jurisdiction in compliance with an order or that court or the attorney of record pursuant to a lawfully issued subpoena upon the condition that the student and his parents are notified of the order or subpoena in advance in compliance therewith by the educational institution or agency.
- (11) A person or entity pursuant to a court of competent jurisdiction in compliance with an order of that court or the attorney of record pursuant to a lawfully issued subpoena, upon the condition that the pupil or student, or his parent if he is either a minor and not attending an institution of postsecondary education or a dependent of such parent as defined in 26 U.S.C. s 152 (Section 152 of the Internal Revenue code of 1954), is notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.
- Credit bureaus, in connection with an agreement for financial aid which the student has executed, provided that such information may be disclosed only to the extent necessary to enforce the terms or conditions of the financial aid agreement. Credit bureaus shall not release any information obtained pursuant to this paragraph to any person.

The written consent of the parent shall include:

- a. Specifications of the records to be disclosed.
- b. The purpose of the disclosure, and
- c. The party or class of parties to whom the disclosure is to be made.

H. Third Party Restriction

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Neither a student's educational record nor any personally identifiable information shall be released except on the condition that the information being transferred will not be subsequently released to any other party or used for any purpose other than that for which the disclosure was made without obtaining the consent of the parent or eligible student, signed and dated.

Released copies of educational records and personally identifiable information must be destroyed when no longer required by the person to whom the information was appropriately released.

In order to comply with the two sections noted above, a stamp should be used to mark all copies of the information being released to any other person without the written consent of the parent or eligible student; and that copies of the information be destroyed when no longer needed.

I. Record of Disclosure

The school shall maintain a record of all records or information disclosed, transferred or released from the education records of a student. Such a record shall be kept with the student's education records and indicate the parties who have requested or obtained personally identifiable information from the student's education records, and the record must also specify the legitimate interest that these parties had in requesting or obtaining the information. The record of disclosure may be inspected by the parent or eligible student and school official responsible for the custody of the records. The record of disclosure is not necessary when disclosure is to the parent of a minor student or an eligible student or to school officials who have a legitimate interest.

J. Transfer of Records

The transfer of records shall be made immediately on request of parent or receiving school. The principal or designee shall transfer a copy of all category A and category B information and shall retain a copy of category A information and the original of category B information. Under no conditions shall the transfer of a student's records be delayed for failure to pay a fine or fee assessed by the school; however, all reasonable effort shall be made to collect for damaged or lost library books and textbooks.

K. Schedule of fees for Reproduction of Student Records Revised 6/29/9

- (1) Student records transferred to another school within the School District of Osceola County system, shall be at no cost to the parent/guardian or adult student. Records shall be mailed directly to the requesting school or to the school designated by the parent/guardian or adult student.
- (2) "Official" copies of student records, certified by use of school or District seal, and/or stamped "Official Copy" and made for the transfer to a private school, or another school system, shall be at no cost to the parent/guardian or adult student. "Official" copies of

student records shall be mailed directly to the requesting school or to the institution designated by the parent/guardian or adult student.

"Unofficial" and/or "Student Copy" copies of student records shall be furnished at no cost to the parent/guardian or adult student.

L. Right to Contest the Contents of Student Records Hearing Procedures

In addition to a parent's right of access for the inspection and review of their child's education record, they shall also have an opportunity for a hearing to contest the contents of said record if they think it to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. The right includes an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

If records are to be corrected, deleted or expunged, then a written agreement between the adult student or parent and the designated school official shall be entered into. The agreement shall only indicate that the record has been corrected, deleted or expunged.

Schools may attempt to resolve such matters through informational meetings and discussions; however, when such informal proceedings are not satisfactory to either the school or the parent, the following procedures are to apply:

- (1) The parent or eligible student shall make a request in writing to the principal naming the record to be reviewed and the information in question.
- (2) The principal shall schedule an appointment for a hearing, designating date and time of the hearing. The hearing shall be scheduled within five (5) school days after request. Parents and school personnel shall have an opportunity to present information and to be heard.
- (3) The principal shall serve as the hearing officer. It shall be the hearing officer's responsibility to review the information in question and to make a decision regarding the request. Such decision shall be in keeping with the rules of the Osceola County, Florida, Public Schools.
- (4) The principal shall prepare a written report on his decision and forward a copy to the Superintendent. The written report must include a summary of the evidence and the reason for the decision.
- (5) An agreement which shall be reduced to writing, signed and dated by the adult student or the parents or guardians of the pupil and designated school officials if records are to be corrected, deleted or expunged. The agreement shall only indicate that the record has been corrected, deleted or expunged.
- (6) The parent or eligible student may appeal the decision of the hearing officer to the Superintendent by written request within ten school

days. The Superintendent shall appoint a three-member review committee to review the case and make recommendations to the Superintendent for final disposition.

(7) If the decision is adverse to parent or eligible student, then the parent or eligible student shall be informed of the right to place in the student's record a statement commenting on the information in said records and/or set forth any reasons for disagreeing with the disposition. Parent or eligible student may do this at any stage in lieu of a hearing or appeal.

M. Microfilming of Student Records Amended 6/30/92

(1) General Information

a. Upon the termination of a student's attendance, through transfer, graduation or withdrawal, his/her records shall be stored for a minimum of five (5) years in the school which he/she attended.

Immediately following the end of the fifth year of inactivity, the records shall be purged and boxed for removal to the School District of Osceola County Records Management Section. The records will be microfilmed and destroyed in accordance with Florida Statutes

- b. Student records shall be purged of Category B information. A list of Category B information, as specified by State Board Rules and Student Services can be obtained from the Records Management Section. Category B information shall be handled in accordance with Records Management Section guidelines and destroyed following State approval.
- c. Student records which are microfilmed shall be Category A information, as per State Board Rules, in addition to any other records specified by Student Services. A list of this information can be obtained from the Records Management Section
- d. Preparation and Removal of records to Records Management Section-Records Center:
 - 1. Records shall be in alphabetical order and placed in records storage boxes. These are supplied by the Records Management Section.
 - 2. A "Student Records Index" form FC-260-1043 shall be completed for each box of records. This form and instructions can be obtained from the Records Management Section.
 - 3. A "Records Inventory Sheet" form FC-260-0786 shall be completed for each box of records. This

				a the state of the
1				form and instructions can be obtained from the Records Management Section.
2				Accords Management Section.
3				4. Authorization for pick-up and removal of records
4				must be received by calling the Records Management
5				Section.
6				geonon.
7			e.	Preparation of records for microfilming will be done by the
8			C.	Records Management Section at the Records Center.
9				Records will be filmed and destroyed in accordance with
10				Florida Statutes.
11				1 101164 544446
12			f.	The Records Management Section-Records Center will
13			1.	maintain duplicate rolls of microfilm for access purposes.
14 15				Silver halide original microfilm rolls will be sent to the
16				Florida Department of State, Division of Library and
17				Information Services, Bureau of Archives and Records
18				Management for archival storage.
19				•
20			g.	When a school receives a request for records, and it has been
21			Ü	five (5) or more years since the student attended the school,
22				the request will be forwarded in a timely manner, to the
23				Records Management Section. The Records Management
24				Section will supply certified copies using the district seal.
25				
26				NO
27	6.5	SOCIA	L FUNCTIO	NS
28 29	6.5.1	Dienice	and Parties	
30	0.5.1	1 ICIIICS		
31 32 33 34		A.	the school fa	nctions sponsored by a school shall be properly chaperoned by culty. Parents shall be invited to assist with the chaperoning of swimming parties, a senior lifeguard, qualified by the Receipte on duty
3 4 35			Cioss, silari	be on duty.
36		В.	No more the	nan three (3) class parties may be held in the elementary luring a school year. Plans for parties shall be approved by the
37 38			principal T	he loss of class instruction time shall be held to a minimum by
39			limiting such	a activities to times near the close of a school day and to the
40			school build	ing.
41			Solicor Build	
42		C.	Classes and	organizations in secondary schools shall not hold picnics and
43		0.	parties durin	g school hours.
44			•	
45		D.	Principals sh	all make provision for the supervision and safety of all pupil
46			on school o	utings. Particular attention to safety shall be given to those
47			outings whe	re swimming is involved. School parties and picnics shall no
48			be conducte	d during the closing days of the school session. The days shall
49			be devoted t	o testing and evaluation.
50				
51			230.22, F.S	
52.		Imple:	232.25 and	231.085(f), F.S.

6.5.2 Student Activities

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A. Field Trips

Instructional field trips must be:

- (1) Approved by the principal,
- (2) Directly related to performance standards of the course and,
- (3) Incorporated into the sponsoring teacher's unit plans.

Reward field trips for organizations and clubs and non academic endeavors shall be held on non school days. Only instructional field trips may be scheduled during a regular school day. Field trips or parties under the sponsorship of the school will not be held at water parks.

B. F.H.S.A.A. Membership

Principals of qualifying high schools within the District are authorized to secure and maintain continuous membership in the Florida High School Activities Association, Incorporated, a non-profit corporation for the benefit of their respective high schools, and to abide by those rules and regulations not inconsistent with law or Board rule.

C. Student Standards for Participating in Extracurricular Student Activities
Revised 6/29/93

Extracurricular activities are a vital part of the total school program. Such activities include any after-school faculty-sponsored group such as athletic teams, music groups, and special-interest organizations.

- (1) In general for a high school student to participate in extracurricular activities: 9th and 10th graders must maintain a 1.75 grade point average and 11th and 12th graders must maintain a 2.0 grade point average (on a 4.0 scale), unless (s)he qualifies under the "probationary status" section (4) below.
- (2) In order for a high school student to participate in extracurricular activities during the first grading period of the regular school year, (s)he must meet all requirements of the Florida High School Activities Association (FHSAA), including the earning of five (5) credits the preceding school year and have an overall 1.5 grade point average (on a 4.0 scale) for the preceding school year.
 - a. Grades earned in summer school (a maximum of one full credit as per FHSAA guidelines) will affect the grade point average requirement for eligibility for the first grading period of the next school year.

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- b. Credits (a maximum of one full credit) earned in summer school will be utilized in determining FHSAA eligibility for the first grading period of the next school year.)
- c. Incoming, first time ninth graders do not have a "preceding school year: requirement.
- (3) In order for a high school student to be eligible to participate in extracurricular activities during the second, third, and/or fourth grading periods: 9th and 10th graders must maintain a 1.75 grade point average and 11th and 12th graders must maintain a 2.0 grade point average on a 4.0 scale, for the grading period immediately preceding participation, unless (s)he qualifies under the "probationary status" section (4) below.
- (4) A student may qualify for eligibility under "Probationary Status" if his/her preceding grading period grade point average falls between the state's 1.5 grade point average requirement for eligibility and the District's 1.75/2.0 grade point average requirement for eligibility, depending on the grade level classification of the student.
 - a. In order for students in the 9th or 10th grades, whose preceding grading period grade point average is at least a 1.5 but below a 1.75, to become eligible to participate (s)he must enroll, maintain regular attendance, and successfully complete, during the next two immediate regular grading periods, one of the "study skills" courses as outlined by the District's Eligibility Rules Committee.
 - b. In order for students in the 11th or 12th grades, whose preceding grading period grade point average is at least a 1.5 but below a 2.0 to become eligible to participate, (s)he must enroll, maintain regular attendance, and successfully complete during the next two immediate regular grading periods, one of the "study skills" courses as outlined by the District's Eligibility Rules Committee.
- (5) The student shall also be progressing satisfactorily toward graduation as provided in the Pupil Progression Plan for Osceola County.
- (6) The principal or his designee may suspend a student from participation in an activity for Level II Level IV offenses as outlined in the Osceola County School District Code of Student Conduct.
- Those students unable to meet the criteria because of extenuating circumstances may appeal to the school activities committee, a standing committee whose membership shall include, but not be limited to, representatives from extracurricular sponsors, classroom teachers, the guidance department, administration, exceptional student education, and the school advisory committee.

Auth: 230.22, F.S. Imple: 230.23 (14)

D. Athletic Insurance

The principal and coaches shall arrange for group insurance for the protection of school participants in athletic events. Moreover, the principal shall require, and keep on file in his office, the parent's written consent and the doctor's approval for each participant. *Amended* 7/23/91

E. Student Activity Restrictions

- (1) Participation by students in functions outside the county and not under the sponsorship of the Florida High School Activities Association shall require approval from the Board.
- (2) Eligibility for participation in extra curricular activities, including athletics and cheerleading, shall be determined by School Board Rules, the Florida High School Activities Association and local Bylaws. (Bylaws of each group shall be subject to approval of the Superintendent.) All participants shall have the approval of the principal. *Amended* 7/23/91
- (3) School bands may participate in civic and non-school functions with the approval of the principal, provided such functions are non-partisan nor political.
- (4) The beginning practice date for football and other sports shall be determined by the Florida High School Activities Association. The procedure for students who wish to begin participating in athletic competition after the first practice session shall be determined by the coach and principal of each school. Students shall be made aware of these dates and procedures.
 - a. Whenever a sport seasons ends, s student may participate in another sport without penalty. If two (2) or more sport seasons are in progress simultaneously, and a student desires to drop one sport and go to another, he shall obtain the approval of each coach concerned.
 - b. If a student is dismissed from a sport for disciplinary reasons, or drops out of a sport without the approval of the coach, the student may not participate in another sport until the end of the season for the sport in which he is participating. The rule may be waived upon the approval of both coaches and the principal.
- (5) The school calendar shall be maintained on which all rehearsals, practices and other activities shall be recorded. All activities shall be scheduled on non-conflicting dates whenever possible. If a schedule conflict arises, the sponsors of the activities shall meet and attempt to resolve the conflict. In the event of a performance conflict, any student otherwise expected to participate in both shall be free to choose either without penalty.

1 2 3		(6		may no	of affect a student's grade in a Band or Chorus class at the School level.
4 5 6 7		(7		"nerfor	and Chorus directors at the high school level may develop a ming" class which shall be in addition to the regular Band forus class as defined by the Florida Course Code Directory.
8 9 10 11 12				a.	If sufficient enrollment needed to offer either a performing or non-performing course at a particular high school does not exist, a combination of Band/ Performing Band or Chorus/Performing Chorus may be offered.
13 14 15 16				b.	Student performance at practice, parades, special programs and competition, etc., may be a part of the student's grade in the performing course only.
17 18 19 20 21				c.	Students and their parents shall be apprised of the expectations of the performing course at the beginning of each semester, and enrollment in this course shall not be a requirement of any other course.
22 23 24 25				d.	Grades for students enrolled in a combination course will be based on their selection of a performing or non-performing course at the time of registration .
26 27 28 29		((8)	activit	ard school procedures, constitution and bylaws pertaining to ies, sponsors and participants shall be enforced and copies of ylaws shall be filed in the Superintendent's office.
30 31 32				a.	Constitutions and bylaws of each group shall be subject to approval of the Superintendent.
33 34 35				b.	It shall be the responsibility of the Principal to annually update the files at the Superintendent's office.
36 37 38					3, F.S. 5 and 231.085, F.S.
39 40	6.6	MISCE	LLAN	EOUS	
41 42	6.6.1	Safety o	on Sch	ool Gro	<u>ounds</u>
43 44 45 46		1	the scl	hool gi	er of the staff is responsible for the safety of pupils while on rounds. The principal shall eliminate all hazards on school far as possible.
47 48 49 50 51 52 53 54		1	and af proper pupils aide re at the	ter class ly sup . Insofesponsi school	Il be assigned to supervise pupils on the school grounds before stroom instruction. Principals shall see that all activities are ervised and that all precautions are taken by teachers and ar as is practical, there shall be a teacher or properly instructed ble for supervising pupils as they board and unload from buses site. The person shall be on alert for any safety hazard, and to maintain orderly procedures on the part of the pupils.

C. The parents of a seriously injured student shall be notified immediately, and the student shall be taken to the doctor or the hospital indicated on the emergency procedure card as quickly as possible. Transportation will be based upon the best judgment of the school principal. The Superintendent shall be notified as to the nature of the accident and steps taken to assist the child and the parents.

Auth: 230.22, F.S. Imple: 232.25 and 402.32(5), F.S.

6.6.2 Senior's Open Lunch

Members of the senior class who comply with the following guidelines may be free to leave the school campus during the lunch period, provided that: Amended 6/27/95

- A. Principal has given permission.
- B. A notarized permission slip on a form approved by the Board has been signed by the parent, relieving the school of responsibility.
- C. Seniors exercising this privilege shall not be party to transporting students who are not eligible to be off the school premises.

The open lunch privilege may be revoked for abuse of the privilege. *Amended* 7/23/91

Auth: 230.22, F.S. Imple: 232.25, F.S.

6.6.3 Pupil Insurance

A. Contracts

- (1) The School Board shall arrange to make available to parents some plan of pupil group insurance to protect students enroute to and from the school and during the school day.
- (2) Rules affording insurance coverage with respect to injuries sustained by students as a result of accidents are private contracts between the insurance company and the respective parents. The School Board shall have no obligation for placing the insurance, collection and delivery of insurance premiums, or enforcement of the terms of the rule.

B. Solicitation

- (1) Insurance companies which have, prior to the first day of the school year, obtained the permission of the Superintendent, may deliver to the schools for delivery by students to their parents, all materials needed for the sale of policies and the collection of premiums.
- (2) Salesmen must be cleared through the principal's office before contacting any employee.

C. Contact Sports Insurance

A student shall provide written proof of accident insurance coverage to the principal before being allowed to try out, practice or participate in a contact sport.

6.6.4 Public Visitation

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- A. An individual or group desiring to tour a school shall receive permission from the Superintendent or the school principal.
- B. Members of the public wishing to contact pupils during the school day shall receive permission to do so from the principal. The principal should grant permission only under extreme circumstances and then only if contact cannot be made before or after the school day.
- C. Non-enrolled students will not be allowed to visit teachers or classes during the school day unless they are participating in a career day or presenting a classroom activity. Clearance shall be made by that teacher or sponsor with the principal prior to the school visit.

6.6.5 Loitering

Loitering on school premises during school hours by a person not a student in the school or an employee of the Board shall not be tolerated. When it occurs, the police or sheriff's department shall be notified.

6.6.6 School Day Picture Specifications - Elementary and Secondary Schools

- A. School pictures may be offered as an optional services to parents. The principal shall enter into a contract with a vendor on a yearly basis. Every effort should be made to secure proposals from various vendors for the service. The award of the contract shall be made based upon the cost of the packet to students, quality of services offered and terms of the contract which address vendor's obligations to the school. Pictures may be handled on pre-pay, proof or standard procedure by mutual agreement between the principal and the photographer.

 Amended 6/29/93
- B. The assignment of school personnel to facilitate the picture taking process shall be limited to the supervision of students.
- C. The vendor shall furnish notices to be sent home by the students to inform parents when pictures shall be taken. Such notices shall be received by the school five days before pictures are to be taken.
- D. The vendor must have a local Florida representative who is licensed to do business in Osceola County. An address and telephone number where contact can be made with the photographer is required.
- E. Each school shall receive the following services without charge:
 - (1) A gummed-back picture not less than 1" x 1 1/2" for school records shall be furnished on all students photographed.

(2) For Annualette or yearbook purposes, each school shall be provided with one 1 3/4" x 2 1/2" Black and White glossy print picture of each student and teacher and twenty 5" x 7" Black & White Activity pictures. (Club groups, etc.) These pictures shall be taken on the same dates as the regular school day pictures or at a time mutually agreed upon by the Photographer and Principal. This service may be omitted if permission to omit is obtained by the school principal.

6.6.7 Employment and Age Certificates

- A. The principal of each school shall have the delegated authority to issue employment and age certificates in accordance with State Board Regulation 6A-1.97. A letter of approval must be on file with each food service and lodging establishment. Age Certificates shall not be issued until letter is on file.
- B. Each cooperative teacher must have a work permit number for each student on all appropriate student records and teacher reports. Age certification for students issued judicial exemptions must be issued by the Superintendent.

Auth: 230.22, F.S.

Imple: SBR 6A-1.97, 232.07 and 232.08, F.S.

6.6.8 Minimum Age Exception

The minimum age of sixteen (16) years for School Board employees shall be waived in the case of a work study or similar program.

Auth: 230.22, F.S.

Imple: SBR 6A-2.97 and 6A-6.70, 232.07 and 233.068, F.S.

6.6.9 Leaving School Grounds

- A. A principal shall not permit a pupil to leave in the custody of a person other than the child's parents or legal guardian unless that person has verified authorization of one of the parents or legal guardian.
- B. Pupils shall be required to remain on the school grounds from the morning bell until dismissal in the afternoon unless prior approval of the school principal has been given.
- C. The Superintendent or his designee may release pupils to properly identified officers of the law or employees of the Department of Health and Rehabilitative Services when circumstances regulate it. Proper documentation must be presented prior to release.

Auth: 230.22, F.S. Imple: 232.25, F.S.

6.7 DROP OUT PREVENTION COMPREHENSIVE PLAN (PROGRAMS)

The Board may adopt policies regarding placement of students in Alternative Education Programs designed to meet the needs of students who are disruptive, disinterested, or unsuccessful in the school environment.

1 2		Exam	ples of su	uch prog	rams may include:			
3 4 5		A.	Preven preven	tive prog t the dev	grams such as the ALPHA Program whose purpose it is to elopment of severe maladaptive behavior problems.			
6 7		В.	In-Sch	ool Susp	pension Programs.			
8 9		C.	Other 1	program	s as recommended by the Superintendent to the Board.			
10 11 12		Criter	ia for Eli ding to tl	a for Eligibility - Students will be eligible for alternative education programs ling to the guidelines set forth in State Board Rules 6A-1.994(2).				
13 14 15		The record	The Superintendent shall delineate procedures for eligibility, maintenance of records, and evaluation of Alternative Programs.					
16 17 18	6.8	PLEI	OGE OF	GE OF ALLEGIANCE				
19 20 21 22 23		when	student	ts are pr	nce to the flag shall be recited at the beginning of the day resent. Exemption from participation may be provided a equest of the parent or guardian.			
24 25	6.9	DRI	VER'S L	ER'S LICENSE Adopted 7/23/91				
26 27		A.	Stude	Students Under Eighteen Years of Age				
28 29			(1)	Adult l	Education			
30 31 32 33 34 35				educat mainta progra	nts under the age of eighteen who are enrolled in an adult ion program and are classified as an adult student must in continuous enrollment in the regularly scheduled adult in order to maintain or be eligible to apply for a Florida's license.			
36 37			(2)	Home	Instruction			
38 39				a.	Fifteen Years of Age			
40 41 42 43 44					Students who are fifteen (15) years old and are enrolled in a home instruction program may be granted a compliance form if they can show that they are meeting all the requirements of the law governing home instruction.			
45 46				b.	Sixteen and Seventeen Years Old			
47 48 49 50 51 52					Students who are sixteen (16) or seventeen (17) years of age and are enrolled in a home instruction program may be granted a compliance form for a restricted or operator's license if they can show that they are meeting all the requirements of the law governing home instruction.			
53 54								

c. Withdrawing To Home Instruction

Students who withdraw to home instruction and who have a restricted or operator's license will not lose said license so long as the student's withdrawal code indicates the student is withdrawing to home instruction and is meeting all the requirements of law governing home instruction. A student who withdraws from school using any drop-out code and then determines to enroll in a home instruction program will not be granted a compliance form for a restricted or operator's license unless and until the student has been enrolled in said home instruction program for one calendar year and has satisfied all of the requirements of the law governing home instruction.

(3) Private Schools

The School Board shall grant compliance forms to students who are enrolled in accredited private schools. Proof of accreditation lies with the private school. Students must meet attendance requirements as specified by the laws of the State of Florida.

- (4) All compliance form requests will be processed by the Department of Student Services.
- B. Students must complete an approved monitored traffic law and substance abuse education course or satisfactorily complete a Department of Education driver's education course prior to application for a driver's license compliance form.

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Chapter 7

Official School Board Position on Discipline

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7.0 OFFICIAL SCHOOL BOARD POSITION ON DISCIPLINE

7.1 PHILOSOPHY A

Amended 7/2/96

The Board finds and declares that:

A. The development of self-discipline and self-direction is an educational goal toward which disciplinary procedures must contribute. Discipline provides experiences and establishes procedures which make the students responsible for keeping themselves in order. Disciplinary action is the corrective measure used when a breach of discipline has occurred.

The key to both student and teacher morale lies in how successfully the В. rules on discipline are applied and how this is reflected in school order. Educators, students, and parents must feel that, whatever rules are followed, they are not only uniform for all, but are just and fair. Disciplinary action, where imposed, should be as rational, non-arbitrary, and judicious as possible. It should encourage free discussion and setting of standards through the participation of students. The dignity and worth of the individual should always be respected and, because of this, disciplinary action should be free from harsh, abusive, and vindictive forms of punishment. Also, the student should never be subjected to sarcasm, public ridicule, or intimidation. Disciplinary action cannot be effective if its purpose is merely to demonstrate the superior authority of the teacher or administrator. The best results will be derived from cordial and realistic teacher-pupil relationships which are reinforced by firm and just policies administered at all levels.

C. These policies are not made with the intention of creating coercive or punitive powers. The intent is simply to help maintain discipline in the school setting. Amended 6/28/94

D. The teacher is the essential element in proper discipline within the schools. There are certain aspects of classroom management which must be left to the discretion and good judgment of the individual teacher, especially the instances regarding talking, movement of students in the room, and other activities which might be perfectly acceptable in one classroom situation and inappropriate in another.

Auth: 230.22, F.S.

Imple: 230.23 (6) (c) and 232.27, F.S.

7.2 GENERAL POINTS OF EMPHASIS

7.2.1 <u>Designated Responsibility</u>

A. Employees of the Osceola County School Board shall make a concerted effort to prevent or correct common discipline problems found in the District schools. All people involved with the handling of discipline shall take a firm stand and insist that students behave in such a manner that the school is conducive to good education for all individuals.

- B. Teachers are expected to assist in correcting discipline problems as they might occur on the school grounds.
 - C. Each year the School Board shall distribute a copy of the Code of Student Conduct to students and teachers. The code, which is based upon the School Board's rules governing student conduct and discipline shall also be available to parents at the beginning of the year. The code shall be discussed at the beginning of every school year in the appropriate venue determined by the principal. *Amended* 6/29/93
 - D. A committee composed of teachers, principals, and community representatives will make a periodic review of the Code of Conduct.

Auth: 230.22, F.S. Imple: 232.25, F.S.

7.2.2 Classroom Management

Minor offenses, insofar as is possible, shall be handled at the teacher level. Those things which are against classroom regulations shall be made clear at the beginning of the school year, reiterated from time to time, and enforced continuously. Only in case of chronic disobedience to these rules shall the individual be referred to an administrator. Before any referral is made, the teacher shall first use whatever corrective measures are available, including the contact of parents or guardians. The teacher shall immediately inform the administrator of any contact with parents which might require his involvement in the situation.

Auth: 230.22, F.S. Imple: 232.27, F.S.

7.2.3 Records Amended 7/2/96

Disciplinary records shall be maintained separately from a pupil's permanent record in a place designated by the principal and shall be destroyed when the pupil is promoted from the elementary to middle school or from middle school to high school. Records shall be made available for parental inspection upon the request in the same manner as permanent records.

Letters of expulsion shall be filed in the student's cumulative folder. No other items relative to discipline shall be filed in the permanent record.

Records related to serious off-campus crime will be maintained in accordance with State Statutes. Adopted 7/2/96

Auth: 230.22, F.S.

Imple: 230.23 (11), 232.23 and 231.085 (3), F.S.

7.2.4 Authority of Classroom Teachers

Each teacher may offer directive guidance to a pupil through informal counseling sessions, may invite the pupil's parent or guardian to participate in informal counseling sessions or otherwise to confer with the teacher, and may detain a pupil before or after school hours up to one (l) hour per day, provided that the parent or guardian shall have advance notification of such detention. It shall be the student's

responsibility to notify the parent of the detention and the parent responsibility to arrange for adequate transportation to and from home.

Amended 6/29/93

When a discipline problem disrupts the entire class and makes the learning process ineffectual, the students involved shall be removed from the class, upon approval of the principal, in order that order may be restored and teaching resumed. Parents shall be notified that the student is temporarily removed from the class or all classes until the school has the assurance of the student and his parents that his behavior will improve. Temporary removal shall not exceed ten (10) days. This class period shall be spent in a well-supervised study room within the school building or in an In-School Suspension setting.

Teachers shall not refuse to serve a student scheduled to their class nor have the authority to bar a student from their class.

Auth: 230.22, F.S.

Imple: 232.27, 232.25, and 231.09 (3), F.S.

7.2.5 Authority of School Bus Drivers

The principal shall delegate to the school bus driver such authority as may be necessary for the control of pupils being transported to and from school, or school functions, at public expense.

Any pupil who persists in disorderly conduct on a school bus shall be reported to the principal by the driver of the bus. The pupil may be suspended by the principal of the school he attends from being transported to and from school and school functions at public expense in accordance with section 7.3.1D.

Amended 6/29/93 & 7/2/96

The school bus driver shall preserve order and good behavior on the part of all pupils being transported, but he shall not suspend the transportation of or give physical punishment to any pupil, or put any pupil off the bus at other than the regular stop for that pupil, except by order of the parent or the principal in charge of the school the pupil attends; provided, that should an emergency develop due to the conduct of pupils on the bus, the bus driver may take such steps as are reasonably necessary to protect the pupils on the bus.

Auth: 230.22, F.S.

Imple: 232.28, F.S., and SBE Regulation 6A-3.17(1)(d) 2

7.2.6 Authority of School Principal

The principal shall be responsible for the provision of pupil guidance and counseling, including parent conferences, and also for the supervision of detention procedures when such are deemed necessary by instructional personnel.

The principal shall have the authority to administer corporal punishment in accordance with Board Rule 7.4 and shall have the authority to suspend a student from any or all classes and assign the student to a well supervised study room within the school. "In-school suspension" shall be limited to ten (10) days for any one (l) infraction or instance of misbehavior. The principal also has the authority to require students, as a disciplinary measure, to perform custodial services on buildings or grounds. These activities shall not pose a potential source of harm to

the student. Such activity is specifically exempt from the provisions of the Child Labor Laws in Chapter 450, Florida Statutes. *Amended 6/29/93 & 6/28/94*

If suspension of a student becomes necessary, an initial effort shall be made to contact the parents and inform them of the problem before the student is suspended. The procedure for suspension of students is set forth in Board Rule 7.5.1.

The Principal or his designated representative may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct, including, but not limited to, willful disobedience, open defiance of authority of a member of his staff, violence against persons or property, or any other act which substantially disrupts the orderly conduct of school. Any recommendation of expulsion shall include a detailed report by the principal or his designated representative on the alternative measures taken prior to the recommendation of expulsion. The procedure of expulsion of students is set forth in Board Rule 7.5.3.

The Principal shall notify the appropriate school personnel of students who have committed serious off-campus crimes as specified in State Statutes. *Adopted 7/2/96*

The Principal or his designated representative shall include an analysis of suspensions and expulsions in the annual report of school progress.

Auth: 230.22, F.S.

Imple: 231.085 and 232.26, F.S.

7.2.7 <u>Standard for Student Search and Search of Student Locker or other Storage Area</u> *Adopted 1/18/94*

A. Florida law provides relaxed standards of search and seizure under the state constitution with respect to searches of students' effects by school officials. This relaxed standard of search is owing to the special relationship between students and school officials and, to a limited degree, the school officials' standing in loco parentis to students. Accordingly, it is the purpose of this policy to provide procedures by which school officials may search the students' effects within the bounds of Florida Law.

B. Search of Student Lockers, Motor Vehicles or other Storage Areas

(1) A principal, if he has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within a student's locker or other storage area, may search the locker or storage area. The term "storage area" as used in this policy shall include bags, purses, backpacks, knapsacks, briefcases, satchels, and any other item or receptacle of any kind whatsoever within which an object or item may be concealed, contained or carried.

(2) The principal, if he has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within a motor vehicle (including a motorcycle, moped or automobile) that is parked on School Board property and which vehicle was driven on to the property by a student enrolled in any school in the District, may search the motor vehicle. Provided, that the student will first be

requested to unlock the motor vehicle so as to prevent damage from occurring to the motor vehicle prior to the conduct of the search. If the student refuses to voluntarily unlock the vehicle and permit the search, the school officials may forcibly enter the vehicle only if there is an emergency involving a substantial health, safety or welfare interest of a student. Absent an emergency situation, any student who fails to voluntarily unlock the vehicle shall be subject to discipline, including expulsion from school for gross defiance of a direct and authorized order issued by a school official. The Code of Student Conduct shall be deemed amended to include as a level IV offense for gross defiance of a school official's order to unlock a vehicle for the purpose of permitting a reasonable suspicion search of the vehicle on school property for illegal substances or other Additionally, the law enforcement agency with contraband. jurisdiction shall be contacted and notified of the circumstances and the refusal of the student to voluntarily permit the search.

- C. A principal, having reasonable suspicion that a prohibited or illegally possessed substance or object is contained on or about the person of a student, may search the student. Principal shall take the following action, as reasonably appropriate under the circumstances, to do the following:
 - The student search shall be conducted in a private area where other students and unnecessary employees will not observe the search. Reasonable precautions, appropriate to the circumstances, shall be taken such that the dignity of the student is preserved.
 - (2) The student will be given a reasonable opportunity to voluntarily reveal and display the contents on or about the person of the student before the search is initiated, unless such opportunity would be unreasonable under the circumstances.
 - (3) The safety and security of the students, employees of the School District and the integrity of the educational program are the paramount objectives of the school system. Accordingly, school officials are authorized to take such action as is reasonably necessary to preserve such safety and security.
- D. A notice (or notices) shall be posted in each school in Osceola County, in a place obvious and readily seen by students. Said notice (or notices) shall state the following:
 - A student's locker, or other storage area, and motor vehicle are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects.
- E. This policy shall not be construed to prohibit the use of metal detectors or specially trained animals in the course of a reasonable suspicion search authorized hereunder, nor to prohibit the use of such in random or fixed-entry stationary searches as permitted by Florida and federal law.

BOARD RULE ON OFFENSES - STUDENT CODE OF CONDUCT 7.3 1 2 7.3.1 In order that justice may be handled with mercy and understanding, the discretion 3 of interpretation is in all instances left to the individual teacher, assistant principal, 4 or principal to modify corrective measures suggested whenever extenuating 5 circumstances seem to be present. 6 7 When examples of misbehavior are stated in the codes of conduct that follow, they 8 are for example purposes only and are not intended to reflect a list of all possible 9 offenses. The degree and severity of the offense may justify classifying the offense 10 Adopted 7/2/96 at a higher level than is indicated by the example. 11 12 Elementary Code of Student Conduct Amended 6/30/92, 6/29/93, 6/28/94, 13 A. 6/27/95 & 11/7/95, Revised & Reformatted 7/2/96 14 15 LEVEL I 16 17 Minor misbehavior on the part of the student which impedes orderly 18 classroom procedures or interferes with the orderly operation of the school. 19 20 **Examples** (1) 21 22 Class disturbances a. 23 24 Dishonesty - Cheating, lying, etc. b. 25 26 **Dress Code Violations** c. 27 28 Failure to carry out directions (non-defiant) d. 29 30 Public display of affection e. 31 32 Profanity or abusive language, including verbal assaults or f. 33 rude gestures toward students 34 35 Hall violations g. 36 37 Lack of supplies h. 38 39 Infractions of school or classroom rules i. 40 41 Throwing objects 42 į. 43 Recommended Discipline Procedure for Level I Offenses: (2)44 45 Immediate intervention by staff member who is supervising the 46 student or who observes the misbehavior. 47 48 Repeated misbehavior indicates the need for a parent/guardian 49 conference with the teacher and/or guidance counselor and/or school 50 administrator. 51 52 A proper and accurate record of the offense and disciplinary action is 53 maintained by the staff member. 54

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a. First Offense

- 1. Written report to parents
- 2. Verbal reprimand
- 3. Written educational assignment
- 4. Special assignment related to offense
- 5. Behavior contract
- 6. Correct inappropriate dress
- 7. Withdrawal of classroom privileges
- 8. Time-out area
- 9. Strictly supervised study
- 10. Loss of credit for work (for dishonesty or failure to turn in work)
- 11. Opportunity to secure supplies
- 12. Detention
- 13. Work detail
- 14. Others
- b. Repeated Offense
 - 1. Additional detention
 - 2. Withhold privileges
 - 3. Parent notification and/or conference
 - 4. In-school suspension
 - 5. Corporal punishment

LEVEL II

Misbehavior of frequency or seriousness that tends to disrupt the learning climate of the school and from which educational consequences are serious enough to require corrective action on the part of administrative personnel. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation.

1	(1)	Exam	ples	
2 3		a.	Conti	nuation of Level I misbehaviors
4 5		b.	Defiar	nce of school personnel authority
6 7		c.	Disruj	otive behavior
8		d.	Disru	otion of the school bus
10 11		e.	•	nt attitude
12		О.	Insole	
13		f.	Gamb	ling
14		~	Тепоп	cy or skipping class
15		g.	Huan	cy of skipping class
16 17		h.	Simpl	e assault (a threat or attempt to beat another without
18			touch	ing him/her)
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20		i.	Use o	r possession of tobacco
21		:	Heine	forged notes or excuses
22 23		j.	USIIIE	, lorged notes of excuses
24		k.	Inapp	ropriate printed material
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26		1.	Unau	thorized use of personal alarm devices
27 28		m.	Unau	thorized use, possession or distribution of medication
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30	(2)	Reco	mmende	ed Discipline Procedure for Level II Offenses:
31		Ctud	ant is t	eferred to administrator for appropriate disciplinary
32		actio		eleffed to administrator for appropriate disciplinary
33		actio	11.	
34 35		Pron	er and a	ccurate record of the offense and disciplinary action is
36		main	tained b	y administrator.
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38		Pare	nts are in	nformed. The teacher is informed of the administrator's
39		actio	ns.	
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41		a.	First	Offense
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43			1.	Teacher/schedule change
44			2.	Detention
45 46			2.	Determina
47			3.	Administrative reprimand
48				•
49			4.	Behavior modification program
50			_	T
51			5.	Loss of credit for work (In case of dishonesty or
52				failure to turn in work)
53			6.	Counseling
54			υ.	Compening

1 2		•	7.	Referral to outside agencies
3 4		;	8.	Corporal punishment
5 6		•	9.	In-school suspension
7 8			10.	Financial restitution
9 10			11.	Work detail
11 12			12.	Others
13 14		b.	Repea	ted Offenses.
15 16			1.	Additional corporal punishment
17			2.	In-school suspension
18 19			3.	Work detail
20 21				
22 23			4.	Short term out-of-school suspension (1-5 days)
24 25			5.	Refer to Student Services
26			6.	Behavioral contract
27 28			7.	Refer to Director of Exceptional Students
29 30	LEVE	L III		
31 32	Acts di	irected a	gainst	persons or property but the consequences of which do
33	not ser	iously e	endang	er the health or safety of others in the school. These ered dangerous or criminal but most frequently can be
34 35	handle	$ar{ ext{d}}$ by the	disci	plinary mechanism in the school. Corrective measures
36	which	the scho	ool sh	ould undertake, however, depend on the extent of the
37			irces f	for remediating the situation in the best interest of all
38	studen	ts.		
39 40	(1)	Examp	les	
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42		a.	Conti	nuation of Level II misbehaviors
43			 1.	· (7) · 1 (1) (1)
44		b.	Fight	ing (Physical conflict)
45		c.	Gaml	aling
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48		d.	Extor	tion
49				
50		e.	Posse	ession of dangerous items or stolen property
51		c	0	-1.4.1 - Common implications improved the printed on
52		f.		related offenses, including inappropriate printed or material
53 54			video	o material
JT				

1	g.	Stealing
2	h.	Minor vandalism
3 4	11.	
5	i.	Verbal or physical assault or rude gestures toward staff
•	j.	Assault of other students
8 9 10	k.	Possession or under the influence of alcoholic beverages, drugs or other controlled substances
11 12	1.	Gang related activity, apparel or appearance
13 14	m.	Violation of the Data Network Acceptable Use Policy
15	Recom	nmended Discipline Procedure for Level III Offenses:
17		
18	Admin	histrator initiates disciplinary action by investigating the
		ion and conferring with staff on the extent of the puences. Administrator/student/parent conference about
20	consec	
21	studen	t's misconduct and resulting disciplinary action. Proper and
22	accura	the record of offenses and disciplinary actions is maintained by
23	admin	istrators. Restitution of property and/or payment for damages.
24	Consid	der referral to outside agencies.
25	_	First Offense
26	a.	First Officials
27 28		1. Corporal punishment
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30		2. Work detail
31 32		3. Temporary removal from class
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34		4. Psychological counseling
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36		5. In-school suspension
37		6. Short term out-of-school suspension
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40		7. Others
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42	b.	Repeated Offenses
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44		1. Refer to Director of Exceptional Students
45		
46		2. Long term suspension
47		3. Recommendation for expulsion
48		3. Recommendation for expulsion
49 50 LEVE	T. IV	
50 LEVE 51	, I V	
52 Acts w	vhich re	esult in violence to another's person or property or which pose
53 a direc	t threa	t to the safety of others in the school. These acts are clearly
54 crimin	al and	are so serious that they always require administrative actions

which result either in the immediate removal of the student from school, the intervention of law enforcement authorities or referral to Student Services for possible Board action.

(1) Examples

- a. Unmodified and continued Level III violations
- b. Arson
- c. Vandalism and burglary
- d. Lewd and lascivious sexual conduct
- e. False Fire Alarm The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire
- f. Malicious destruction of school or personal property of staff
- g. Possession of a knife
- h. Possession of explosive material or mace
- i. Possession of electronic beepers, pagers or cellular phones
- j. Possession of handcuffs
- k. *Aggravated assault an assault with a deadly weapon
- 1. *Assault and Battery an unlawful injury to another
- m. *Possession/use/transfer of deadly weapons, e.g., firearms, brass knuckles, or any realistic facsimiles of the above
- n. *Furnishing/selling drugs or counterfeit drugs
- o. *Bomb threats
- p. *Fraudulently summoning emergency services
- q. *False accusation of misconduct directed toward staff members
- r. *Off-campus felony charges
- (2) Recommended Discipline Procedure for Level IV Offenses:

Administrator verifies the offense, confers with the staff involved and meets with the student, allowing the student the opportunity to relate his or her version of what occurred. The student is immediately removed from the school environment. Parents are notified. Administrator may contact law enforcement agency and

1 2			assist i	in prosecuting offender. Complete and accurate report is ted to the Superintendent for possible Board action.
3 4 5			*Followexpulsi	w procedures listed above and make recommendation for ion.
6 7			a.	First Offense
8				
9				1. Out-of-school suspension
10				•
11				2. Recommendation for Expulsion
12				
13				3. Others
14				
15			b.	Repeated Offenses
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17				Recommendation for Expulsion
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19		Compl	liance w	vith the drug and alcohol issues in the Student Code of
20				andatory.
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22		Auth:	230.22	2, F.S.
23		Imple:	231.09	9(2) ,230.2313(2)(c), 230.23(11)(c), 231.086, 232.26-
24		232.2	8, F.S.	
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26	В.	Secon	dary Co	de of Student Conduct Amended 6/30/92, 6/29/93,
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31		Minor	· misbel	havior on the part of the student which impedes orderly
32		classr	oom pro	ocedures or interferes with the orderly operation of the school.
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34		(1)	Exam	ples
35		(1)		
36			a.	Disruptive Behavior
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38			b.	Dishonesty - Cheating, lying, etc.
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40			c.	Dress Code violations
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42			d.	Failure to carry out directions (non-defiant)
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			e.	Inappropriate printed material
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45			f.	Public display of affection
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49			h	Hall violations
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51			i.	Lack of supplies
52			1.	Lack of supplies
53			j.	Infractions of school or classroom rules
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1 Work detail 6. 2 3 LEVEL II 4 5 Misbehavior of frequency or seriousness that tends to disrupt the learning 6 climate of the school and from which educational consequences are serious 7 enough to require corrective action on the part of administrative personnel. 8 These infractions, which usually result from the continuation of Level I 9 misbehaviors, require the intervention of personnel on the administrative 10 level because the execution of Level I disciplinary options has failed to 11 correct the situation. 12 13 Examples (1) 14 15 Continuation of Level I misbehaviors a. 16 17 Defiance of school personnel authority b. 18 19 Disruptive classroom behavior c. 20 21 Disruption on the school bus d. 22 23 Insolent attitude e. 24 25 Gambling f. 26 27 Truancy or skipping class 28 g. 29 Simple assault (a threat or attempt to beat another without h. 30 touching him/her) 31 32 Possession or use of tobacco i. 33 34 Using forged notes or excuses j. 35 36 Unauthorized use of personal alarm devices k. 37 38 Unauthorized buying or selling of merchandise 1. 39 40 Unauthorized possession, use, or distribution of medications m. 41 42 43 Recommended Discipline Procedure for Level II Offenses: (2)44 45 Student is referred to administrator for appropriate disciplinary 46 action. Proper and accurate record of the offense and disciplinary 47 action is maintained by administrator. Parents are notified. The 48 teacher is informed of the administrators actions. Consider referral 49 to Student Services. 50 51 First Offense a. 52 53 Teacher/schedule change 1. 54

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- 2. Detention
- 3. Administrative reprimand
- 4. Behavior modification program
- 5. Loss of credit for work (in case of dishonesty or failure to turn in work)
- 6. Counseling
- 7. Referral to outside agencies
- 8. Corporal punishment
- 9. In-school suspension
- 10. Financial restitution
- 11. Saturday School
- 12. Work Detail
- 13. Others
- b. Repeated Offenses
 - a. Additional corporal punishment
 - b. In-school suspension
 - c. Work detail
 - d. Short term out-of-school suspension (1-5 days)
 - e. Refer to Student Services
 - f. Behavioral contract
 - g. Refer to Director of Exceptional Students

LEVEL III

Acts directed against persons or property but the consequences of which do not seriously endanger the health or safety of others in the school. These acts might be considered dangerous or criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.

(1) Examples

- a. Continuation of Level II misbehaviors
- b. Fighting (physical conflict)
- c. Gambling
- d. Extortion
- e. Possession of dangerous items or stolen property
- f. Sex related offenses, including inappropriate printed or video material
- g. Stealing
- h. Minor vandalism
- i. Verbal or physical assault or rude gestures toward staff
- j. Assault of other students
- k. Sexual Harassment or creating a hostile environment
- 1. Gang related activity, apparel or appearance
- m. Possession or under the influence of alcoholic beverages, drugs or other controlled substances
- n. Violation of the Data Network Acceptable Use Policy
- (2) Recommended Discipline Procedure for Level III Offenses:

Administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. Administrator/ student/parent conference about student's misconduct and resulting disciplinary action. Proper and accurate record of offenses and actions is maintained by administrators. Restitution of property and/or payment for damages. Consider referral to outside agencies.

- a. First Offense
 - 1. Corporal punishment
 - 2. Work Detail
 - 3. Temporary removal from class
 - 4. Psychological counseling
 - 5. In-school suspension
 - 6. Out-of-school suspension

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- 7. Referral to outside agencies
- 8. Saturday School
- 9. Others

b. Repeated Offenses

- 1. Refer to Director of Exceptional Students
- 2. Long term suspension
- 3. Recommendation for expulsion

LEVEL IV

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school. These acts are clearly dangerous or criminal and are so serious that they always require administrative actions in the immediate removal of the student from school, the intervention of law enforcement authorities or referral to Student Services for possible Board action.

(1) Examples

- a. Unmodified and continued Level III violations
- b. Arson The willful and malicious burning or attempt to burn or destroy school system property, contents in or on the property or the personal property of others.
- c. Possession of a knife
- d. Possession of explosive materials or mace
- e. Possession of electronic beepers, pagers or cellular phones
- f. Vandalism and burglary
- g. Lewd and lascivious sexual conduct
- h. Malicious destruction of school or personal property of staff
- i. Possession of handcuffs
- j. *Aggravated assault (an assault with a deadly weapon)
- k. *Assault and Battery (an unlawful injury to another)
- 1. *Possession/use/transfer of deadly weapons, e.g., firearms, brass knuckles, or any realistic facsimiles of the above
- m. *Furnishing/selling drugs or counterfeit drugs

1			n.	*Bomb threats
2			0	*Fraudulently summoning emergency services
3			0.	Traduction y summoning emergency services
4 5			p.	*False accusations of misconduct directed toward staff
6			ρ.	members
7				inemosts
8			q.	*Off-campus felony charges
9			4.	on the first of th
10		(2)	Recom	nmended Discipline Procedure for Level IV Offenses:
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12			Admin	istrator verifies the offense, confers with the staff involved
13			and me	eets with the student, allowing the student the opportunity to
14			relate	his or her version of what occurred. The student is
15			immed	liately removed from the school environment. Parents are
16			notifie	d. Administrator contacts law enforcement agency and assists
17				secuting offender. Complete and accurate report is submitted
18			to the	Superintendent for possible Board action.
19				the state of the s
20				w procedures listed above and recommendation for
21			expuls	oion.
22				First Offense
23			a.	First Offense
24				1. Out-of-school suspension
25				1. Out-of-school suspension
26 27				2. Recommendation for Expulsion
28				2. Recommendation for Emparision
29				3. Others
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31			b.	Repeated Offenses
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33				Recommendation for Expulsion
34				-
35		Compl	liance w	with the drug or alcohol issues in the Student Code of Conduct
36		is man	datory.	
37				
38		Auth:	230.2	2, F.S.
39				9(2), 230.2313(2)(c), 230.23(11)(c), 231.085, 232.26-
40		232.23	8, F.S.	
41	~	D . C		Code of Charlest Combact
42	C.	Post S	<u>econda</u>	ry Code of Student Conduct Adopted 7/2/96
43		I EXT	7T T	
44		LEVE	EL I	
45		Mino-	michal	havior on the part of the student which impedes orderly
46				ocedures or interferes with the orderly operation of the school.
47 48		Ciassi	Join pro	becauses of interferes with the orderry operation of the school.
48 49		(1)	Exam	nles
50		(1)	Lam	μω
51			a.	Tardiness - Excessive and/or habitual late arrival to school or
52			•	class

- b. Absence Excessive and/or habitual absence from school or class
- c. Dress Code Non-conformity of established dress code
- d. Disruptive behavior on school property or at school-sponsored events.
- e. Littering
- (2) Recommended Discipline Procedure for Level I Offenses:
 - a. First Offense
 - 1. Immediate intervention by the instructor or staff member who observes the misbehavior.
 - 2. Verbal Reprimand
 - 3. Tardiness or Absence Tardiness or absence will result in a verbal or written warning from the instructor.
 - 4. Dress code violations The instructor will counsel any student whose clothing is a dress code violation that is not disruptive to the educational process. The instructor will direct the student to change when the attire is disruptive to the educational process.
 - a. Second Offense
 - 1. Written referral to a counselor
 - 2. In the case of a dress code violation, the student will be given a written referral to the administration. The student will be sent home to obtain the appropriate attire.
 - c. A third offense will result in moving the offense to Level II.

LEVEL II

Misbehavior of frequency or seriousness that tends to disrupt the learning climate of the school and from which educational consequences are serious enough to require corrective action on the part of administrative personnel.

- (1) Examples
 - a. Continuation of Level I offenses
 - b. Disorderly Conduct Conduct or behavior which interferes with or disrupts the orderly process of the school environment or a school function.

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- c. Disrespect for Others Conduct of behavior which demeans, degrades, antagonizes, humiliates, or embarrasses a person or group of persons.
- d. False and/or Misleading Information Intentionally providing non-valid or misleading information, or the withholding of valid information to/from a school system staff member.
- e. Cheating Willful or deliberate unauthorized use of the work of another person for academic purposes or inappropriate use of notes or other material in the completion of an academic assignment or test.
- f. Use of Tobacco Products
- (2) Recommended Discipline Procedure for Level II Offenses:
 - a. First Offense

A written referral to the administration and parent contact (if a minor), conference/warning, contract, conference with all relevant persons or temporary suspension.

b. Second Offense

Written referral to the administration and possible suspension.

c. Third Offense

A third offense will result in moving the offense to Level III.

LEVEL III

Acts against persons or property but the consequences of which do not seriously endanger the health or safety of others in the school.

- (1) Examples
 - a. Continuation of Level II offenses
 - b. Unauthorized Assembly, Publications, etc. Demonstrations and/or petitions by students or possession and/or distribution of unauthorized publication which interfere with the orderly process of a school function.
 - c. Insubordination Refusal or failure to comply with a direction from a school staff member, failure to comply with local or state law, school rule, School Board policy or classroom rules.
 - d. Repeated Misconduct of a More Serious Nature Repeated misconduct which tends to substantially disrupt the orderly

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conduct of a school, school function or extracurricular/cocurricular program of activity.

- e. Reporting False Emergency Dialing 911 in a nonemergency situation.
- f. Profane, Obscene or Abusive Language/Materials The use of either oral or written language, gestures or pictures which are socially unacceptable and which tend to disrupt the orderly school environment or school functions.
- g. Possession or use of alcoholic beverages, contraband, or drugs on school property.
- h. Fighting on school property.
- i. Destruction, defacing, or vandalism of property.
- j. Use of radios and headphones.
- k. Violation of the Data Network Acceptable Use Policy.
- (2) Recommended Discipline Procedure for Level III Offenses:
 - a. First Offense

Written referral to administration, conference with all relevant persons, and possible suspension.

b. Second Offense

A second offense will result in moving the offense to Level IV.

LEVEL IV

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.

(1) Examples

- a. Continuation of Level III offenses
- b. Alcohol/Drugs The selling or transmitting of Alcoholic beverages, drugs, drug paraphernalia or any other substance capable of modifying mood or behavior or the selling or transmitting of substances represented to be of said nature.
- c. Arson The willful and malicious burning or attempt to burn or destroy school system property, contents in or on the property or the personal property of others.
- d. Assault/Battery of Employees/Volunteers/students An intentional threat by word or act to do physical harm to a

1 2 3 4 5					school employee, volunteer or student coupled with an apparent ability to do so or the actual reckless or intentional touching or striking of a school system employee, volunteer or student against his/her will.
6 7 8				e.	False Fire Alarm - The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire.
9 .0 .1 .2				f.	Theft/Robbery - The act or attempted act of taking money, property or possessions from another against his/her will with or without the use of force, violence or fear.
13 14 15 16 17 18 19 20 21				g.	Bomb Threats/Explosions - Any communication which has the effect of threatening an explosion to do malicious, destructive or bodily harm to school system property or property at a school function or extracurricular/co-curricular activity or the person in or on that property or attending the function. This includes preparing, possessing or igniting explosives including unauthorized fireworks on school system property or at a school function or a extracurricular/co-curricular activity.
23 24 25 26 27 28 29				h.	Weapons - The possession, use or control of any dangerous instrument which could be used to harm, cause injury or death to another person. This may include, but is not limited to, firearms, knives, clubs, explosives and other chemical weapons. Weapons shall be confiscated and will not be returned to the student. Possession of weapons shall be reported to law enforcement authorities.
31 32				i.	Hate crimes and language.
33 34				j.	Pagers and cellular phones.
35 36 37				k.	False accusations of misconduct directed toward staff members.
38 39				1.	Off-campus felony charges.
40 41			(2)	Reco	mmended Discipline Procedure for Level IV Offenses:
42 43 44 45				the r	irst offense will result in an immediate ten-day suspension with equest for expulsion. The offense may be reported to the opriate law enforcement agency.
46 47 48 49			Comp Cond	pliance luct is n	with the drug and alcohol issues in the Student Code of nandatory.
50 51	D.	Stude	nt Tran	sportati	<u>on</u>
52 53 54		(1)	The follo		ibilities of pupils transported at public expense shall be a

- a. To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion. To observe classroom conduct(except for ordinary conversation)while getting on and off the bus, and while riding the bus. To keep hands inside the bus at all times, except in case of emergency egress.
- b. To obey the driver and to report to the school principal when instructed to do so by the driver.
- c. To warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
- d. To be at the designated place in the morning and after school, ready to board the bus at the prescribed time.

 Amended 7/23/91
- e. To walk to the bus stop on the left side of the road, facing traffic, and to stay off the roadway at all times while waiting for the bus.
- f. To wait until the bus has come to a full stop before attempting to get on or off.
- g. To enter or leave the bus only at the front door after the bus has come to a full stop, except in case of emergency.
- h. To cross the highway, when necessary, as follows:
 - 1. Upon alighting from bus, stand at the side of the road ten (10) feet in front of the bus, within sight and hearing of the driver and wait for his signal to cross the road or proceed to the park strip.
 - 2. Upon signal from the driver, look both ways and proceed in front of the bus across the road or to the park strip.
- i. To ride assigned bus only. Any change must be requested in writing by the parent and receive written approval of the principal before implementation of the requested change.
- j. Students are prohibited from disembarking at other than the assigned bus stop unless authorized in advance by the school administration. *Adopted 7/2/96*

Auth: 230.22, F.S. Imple: 232.25, F.S.

- (2) School Bus Violations
 - a. Definitions

Acts which distract the bus driver from giving full attention to the roadway and which ultimately pose a direct threat to the safety of the students riding the bus or to the safe operation of the school bus.

b. Examples of Violations

School Bus Safety Rules shall be distributed to students upon enrollment and posted in the front of ALL school buses. Any infraction shall be considered a violation.

c. Procedures

- 1. The bus driver will submit a written referral to the principal whenever students violate Bus Safety Rules and fail to heed the verbal warning of the Bus Driver.
- 2. The principal will review the reported incident with the student.
- 3. Parents will be notified.
- 4. A proper and accurate record of the offense and the disciplinary action will be maintained by the administrator.

d. 1st Offense

A warning, alternative action or suspension from the bus.

e. Repeated Offenses

- 1. Second offense Warning, alternative action or bus suspension.
- of bus riding Suspension 2. Third offense privileges/afternoon detention. Action waived if parent attends a conference at the school with the principal, bus driver Transportation Supervisor. Alternative action is an administrative **Amended** option for ESE Students. 6/29/93
- 3. Fourth offense Three (3) day suspension of bus riding privileges or one (1) day for ESE students. A follow-up IEP meeting will be scheduled for Exceptional Students.

 Amended 6/30/92 & Amended 6/29/93
- 4. Fifth offense Ten (10) day suspension of bus riding privileges and Discipline Review Hearing for Exceptional Students. Amended 6/30/92
- 5. Sixth offense Permanent revocation of bus riding privileges for remainder of the semester. If less than ten (10) days are remaining, the suspension will carry over to the next semester. Amended 6/30/92

7.3.2 <u>Misbehavior</u>

Actions by students which show disrespect for any school personnel, intimidation, fighting, violent antagonism toward classmates, or general misconduct which disrupts the learning situation, shall not be tolerated. If a situation cannot be handled by the teacher, it shall be referred to an administrator. Behavior described in this rule shall be responded to swiftly, with appropriate disciplinary action.

Auth: 230.22, F.S.

 Imple: 231.09(2), 230.2313(1)(c), 230.23(11)(c),231.085, 232.16-232.28, F.S.

7.3.3 <u>Dangerous or Disruptive Items</u>

A. Any item used by a student which disrupts class order, detracts from attention to instruction, defaces school property, or in any way endangers the safety of any student, may be taken by the teacher and turned over to the principal, or held until such time as the teacher can talk to the student about the situation. Students who refuse to cooperate shall be turned over to the appropriate administrator for punishment for willful disobedience. Students shall not carry any object that is usually considered to be a weapon or any realistic facsimiles, such as a knife or other dangerous and harmful object. If the principal believes that the intent of a student is to harm another person or property, the punishment may be suspension for a period not to exceed ten (10) days until such time as the Board can rule on a request for expulsion of the student. Amended 6/29/93 & 6/28/94

B. No student shall, while on the grounds or in any building owned or operated by the School Board of Osceola County, Florida, possess, carry and/or transport on or about his person or in any vehicle or other conveyance or discharge any firearm, as defined in Section 790.001(6), Florida Statutes. Any student violating this policy shall be recommended to the Superintendent for expulsion. In accordance with the Gun-free Schools Act, any such students not currently enrolled in an Exceptional Student Education program in violation of the above shall be recommended to the Superintendent to be expelled from the School District of Osceola County for a minimum period of one calendar year.

Adopted 6/29/93 & Amended 6/27/95

Auth: 230.23, F.S.

Imple: 231.09(2), 230.2313(1) (c) ,230.23(11) (c), 231.085,232.16-232.28, 120.53, 230.23(6),230.22(8)(c) and 120 . 57 (1), F. S .

7.3.4 Willful Disobedience

 Students shall at all times show proper respect for staff members. Appropriate disciplinary action shall be taken if any student willfully disobeys a staff member, and shall depend upon the degree and intent of disobedience. Amended 7/2/96

Auth: 230.22, F.S.

 Imple: 231.09(2,230.2313(1) (c), 230.23(11) (c), 231.085, 232.26-232.28, F.S.

7.3.5 Wearing Apparel and Accessories

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The school, as a center of learning, shall provide for the development of habits and attitudes conducive to acceptable wearing apparel, and good grooming. Wearing apparel shall not be of the type which would detract from the primary purpose of the school, which is academic instruction, nor shall accessories carried by children to school be disruptive to the conduct of the school or hazardous to student welfare.

Wearing apparel which tends to identify association with secret societies as prohibited in Florida Statutes shall not be worn. Adopted 6/28/94

Deliberate defiance of the wearing apparel and accessories dress policy established by the Board shall be treated the same as willful disobedience. Cleanliness of the physical persons consistent with the maintenance of good health and to avoid offensiveness to others is mandatory. Wearing apparel and accessories shall be in accordance with community and school standards developed with the assistance of the parent advisory committee. Schools, with the involvement of the school advisory council, may adopt a school uniform. Participation by students will be voluntary. Amended 11/7/95

In Postsecondary programs, some programs may require uniforms. Continued enrollment in these programs shall be contingent on the student adhering to all uniform requirements and standards. Adopted 7/2/96

Auth: 230. 22, F. S.

Imple: 231.09(2), 230.2313(1)(c),230.23(11)(c), 231.085, 232.26, 232.28, F.S.

7.3.6 Public Affection

Students shall conduct themselves at all times in a responsible manner in accordance with appropriate school standards. Amended 7/2/96

Auth: 230. 22, F. S.

Imple: 231. 09 (2) and 232.25, F.S.

7.3.7 Intoxicants, Hallucinogenic Drugs and Medications Amended 7/2/96

- A. Students having possession of or under the influence of intoxicating beverages or drugs or combinations of drugs having hallucinatory effects at any school function or on school property shall be suspended. Students found to be in possession of drug paraphernalia while on school property or at any school function are liable for suspension. Students found to be in violation of the preceding for the second time shall be recommended to the Superintendent for expulsion. Amended 7/23/91
- B. The Principal shall recommend for expulsion any student found to be selling or offering for sale a non-controlled substance as a controlled substance.
- C. Students found to be selling, offering for sale, or giving away any intoxicant, drug, controlled substance or that which is presented as a controlled substance while on school property or in attendance at a school function shall be recommended to the Superintendent for expulsion. Amended 7/23/91 & 6/28/94

D. Students will not be allowed to possess, use or distribute medication on campus without authorization of the administration. *Adopted* 7/2/96

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Auth: 230.22, F.S.

Imple: 230.26(2) and (3), 120.57, Chapters 404 and 893, F.S.; SBR 6A-1.956.

7.3.8 Use of Tobacco

Students shall not be permitted to use or possess tobacco in Osceola County school buildings or on school grounds.

Students may also be subject to State or Federal sanctions for smoking on school premises. Adopted 7/2/96

Auth: 230.22, F.S. Imple: 231.085 and 232.25, F.S.

7.3.9 Skipping and Excessive Absence (Truancy)

Any student who fails to attend class and has no acceptable excuse for his absence shall be considered truant and referred to the appropriate administrator for punishment. Every effort should be made for the student to make up the time and work missed in after-school detention. Parents shall be notified of unexcused absences and of after-school detention resulting there from, in accordance with Board Rule 7.2.4. No student who is required by law to attend school shall be suspended for unexcused absence or truancy. Students sixteen (16) years of age or older may be suspended for unexcused absence or truancy.

Auth: 230.22, F.S. Imple: 230.2313(3)(c), 232.08, 232.10, and 232.27, F.S.

7.3.10 Theft and Pilfering

Any student involved in the act of stealing or in possession of stolen property may be suspended from school. In such cases, the attendance of parents or guardians at a conference with school officials shall be requested. Thefts shall be reported to the proper authorities. Efforts shall be made to secure reimbursement or replacement of the money or items taken.

Auth: 230.22, F.S. Imple: 232.26, F.S.

7.3.11 Blackmail and Extortion

Any student who blackmails or otherwise threatens any person for payment of money or any other consideration, may be suspended from school, and parents or guardians shall be called for a conference with school officials. In such cases, efforts shall be made to secure reimbursement or otherwise recover damages. The appropriate law enforcement agency will be notified.

Auth: 230.22, F.S.

Imple: 232.26, 120.53(1), 230.23(6), and 230.33(8)(c), F.S.

7.3.12 Profanity

Profanity shall mean any profane, vulgar, or unnecessarily crude utterance or gesture, whether directed toward a teacher or classmate, or merely done overtly.

Such instances shall be handled by the teacher, if possible, and referred to the appropriate administrator if further action becomes necessary.

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Auth: 230.22, F.S.

Imple: 232.26 and 232.27, F.S.

7.3.13 Vandalism and Burglary

Destruction of or damage to school property due to burglary or vandalism shall be reported immediately to the police or sheriff's department and to the Superintendent. The immediate area of the loss or damage shall be kept clear of personnel, and nothing shall be moved or touched, until the proper law enforcement agency has made an investigation.

A full and complete report of loss or damage shall be made to the Superintendent as soon as possible following the investigation.

Appropriate action against any student known to have committed vandalism shall include having the parents or guardians come to the school for a conference with school officials and an arrangement for restitution for damage. A student eighteen (18) years of age, or the parents of a minor student found guilty of damaging, defacing, taking or destroying school property, either during school hours or at any other time, shall be required to repay the cost of repairing the damage, and the student may be subject to a penalty of suspension from school for a period up to ten (10) days, and/or face expulsion from school.

Auth: 230.22, F.S.

Imple: 741.24, 232.26, 120.53(1), 230.23(6),230.33(8) (c) and 120.57.(1), F.S.

7.3.14 Arson

Any student who deliberately sets fire or attempts to set fire to school property shall be suspended for a maximum of ten (10) days or until parents or guardians can be contacted for a conference with school officials and arrangements made for restitution. The penalties for arson may include expulsion from school. Incidents of arson shall be reported to the appropriate fire department and police officials.

Auth: 230.22, F.S.

Imple: 741.24, 232.26, 120.53(1), 230.23(6)230.33(8)(c), and Chapter 806, F.S.

7.3.15 <u>Assault and/or Battery</u> Adopted 6/27/95

A. The principal shall have the authority to suspend or recommend for expulsion any student for simple assault, assault and battery, aggravated assault or aggravated battery against another student.

B. The principal shall have the authority to recommend for expulsion any student for simple assault, assault and battery, aggravated assault or aggravated battery against any School Board employee or School Board member.

The above shall include incidences which occur both on or off School Board property when directed at employees of the School District of Osceola County, Florida or their families.

7.3.16 Destruction of Personal Property or Harassment of School Board Employees

The principal shall have the authority to suspend, or to recommend for expulsion, any student for disturbing or bringing harm against a teacher, Board Member, or any employee of the Board; or disturbing or inflicting damage upon a home or personal property of any of them; or insulting any of the aforementioned persons in a public place. Amended 6/28/94

Auth: 230.22, F.S. Imple: 232.26, F.S.

7.3.17 Bomb Threats

The principal shall recommend to the Superintendent the expulsion of any student conspiring to or making a report concerning the placing or planting of any bomb, dynamite, or other explosive.

7.3.18 Continued Incorrigibility

In cases where students are suspended out of school in excess of fifteen (15) days per year, the principal may forward a recommendation for expulsion to the Superintendent. This recommendation must contain documentation of counseling activities and strategies, evidence of requests for parent conferences, review of records for evidence of possible handicaps, and other interventions intended to improve the student's performance in school. *Amended* 6/28/94

7.3.19 Sexual Harassment/Hostile Environment Adopted 6/30/92

Students must refrain from creating a hostile environment for their peers by expressing verbal comments, sexual name calling, gesturing, spreading sexual rumors or other behaviors which are intended to degrade their classmates.

7.3.20 Gang Related Apparel, Appearance or Activity Adopted 6/27/95 & Amended 7/2/96

Any student whose appearance or apparel suggests affiliation with gang membership or activity may be suspended from school. Parents will be notified that further offenses may result in the student's expulsion from school.

7.3.21 Native Language Adopted 6/30/92

Students have the right to and will not be disciplined for speaking responsibly in their native language.

7.3.22 Beepers, Pagers and Cellular Phones Adopted 7/2/96

No student shall, while on the grounds or in any building owned or operated by the School Board of Osceola County, Florida, possess, carry and/or transport on or about his person any personal communication devices such as beepers, pagers and cellular phones. Such devices may be built-in or kept securely locked in the student's personal vehicle.

Students in postsecondary programs may receive waivers to this rule as prescribed by the Director of Technical and Adult Education.

7.3(23) <u>Legal</u>

None of the foregoing shall be construed in such a manner as to violate any federal, state or community law. Breaches of such law may be reported to appropriate non-school authorities for separate prosecution.

Auth: 230.22, F.S. Imple: 230.23(12), F.S.

7.4 CORPORAL PUNISHMENT

Corporal punishment shall be defined as the moderate use of physical force or physical contact by the principal or designee as may be necessary to maintain discipline or to enforce school rules. Corporal punishment shall be limited to the use of the open hand, ruler or paddle as approved by the principal. It shall be directed only to the student's buttocks or back of the thigh. The student shall receive no more than three (3) licks for any one offense. Students shall not receive corporal punishment more than once in a forty-eight (48) hour period. If a discipline problem warrants corporal punishment immediately following the forty-eight (48) hour period, an attempt to contact the parent/guardian should be made prior to it being administered. *Amended* 6/29/93

Any student shall be exempt from corporal punishment upon request in writing from the parents or guardians to the principal, prior to the time a problem arises. The request shall be renewed yearly. If a parent requests exemption from corporal punishment, the parent shall also agree to the child's suspension or expulsion from school until the problem is solved. Parents who request exemption from corporal punishment may change this decision after a conference with the principal, by a statement in writing.

Any student exempted from corporal punishment due to parental request, and suspended, may also be subject to expulsion.

A. The use of corporal punishment shall be approved in principle by the principal before it is used and shall be in accordance with Florida Statutes. *Amended* 6/29/93

B. The principal or designee may administer corporal punishment only in the presence of another adult who is informed beforehand, and in the student's presence, of the reason for the punishment. Corporal punishment shall be limited to the use of the open hand, ruler, or paddle as approved by the principal directed only to the student's buttocks or back of the thigh. Amended 6/29/93

C. The principal or designee who has administered punishment shall make a record of such punishment so that the student's parent or guardian can be provided with a written explanation of the reason for the punishment and the name of the other adult who was present. This record shall be filed in the principal's office at the end of each school day. The Superintendent shall

prescribe the appropriate forms for keeping these records.

Amended 6/29/93

Nothing herein shall be construed in such a manner as to authorize the violation of Federal or State law, or State Board of Education regulations.

7.5 SUSPENSION AND EXPULSION

7.5.1 Suspension

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It is the policy of this Board that maintaining good discipline in all schools is essential to the proper and orderly preservation of the educational and extracurricular programs to all students. It is recognized that suspension is both a form of punishment for misconduct and a method to ensure the orderly conduct of the school programs for all students. Suspensions shall be made with due regard for all these factors.

A. Length and Reasons

A principal may suspend a pupil from school for a period not to exceed ten (10) days, for willful disobedience, open defiance of authority of a member of the staff, use of profane or obscene language, other serious misconduct, or repeated misconduct of a less serious nature; any act or conduct which disrupts or tends to disrupt the orderly conduct of the school, or any other conduct for which suspension or expulsion is either required or permitted by the Code of Student Conduct, any other Rule of the Board, Rule of the State Board of Education or Statute.

B. <u>Exceptional Education Student</u>

Except for the gifted, no exceptional education student may be suspended for more than nine (9) days for one offense. If an exceptional student is suspended, prior to the end of nine (9) days of suspension or prior to ten (10) days of cumulative suspension throughout the year, an IEP meeting shall be held to review the student's program and placement. Amended 7/23/91

A profoundly handicapped, trainable mentally handicapped, or autistic child shall not be suspended until an IEP review has been held to review the behavior which has caused the school to recommend such suspension. Such review should include at a minimum the principal or designee, exceptional student education administrator or designee, Resource Compliance Specialist, a district Behavioral Analyst, the child's teacher, and the child's parent. *Adopted* 6/30/92

C. Unexcused Absences or Truancy

No student who is required by law to attend school may be suspended for unexcused absences or truancy.

D. Semester and Grade Period Tests

Semester and grade period tests missed during any period of suspension may be made up.

E. Procedure

2 3

- (1) Prior to suspension, a good faith effort shall be made by the principal or his designated representative to employ parental assistance or other alternative measures to suspension, except in the case of emergency or disruptive conditions which require immediate suspension or in the case or a serious breach of conduct. A serious breach of conduct is hereby defined as any Level IV offense as set forth in the Code of Student Conduct, and any other act or conduct for which suspension or expulsion is required by any other Rule of this Board, Rule of the State Board of Education, or Statute.
- Prior to suspending a pupil for any length of time, the principal shall (2) give to the pupil an oral or written charge against him and, if the pupil denies the charge, an explanation of the evidence supporting the charge and an opportunity for the pupil to present his side of the story. There shall not necessarily be any period of delay between the time notice is given to the pupil and the informal investigation required by this paragraph, nor shall the pupil necessarily be given the opportunity to secure legal counsel, confront or cross-examine witnesses to verify his version of the incident. However, the principal may exercise his discretion in the interest of fairness and justice by summoning the accuser, permitting informal crossexamination and allowing the pupil to present his own witnesses in cases where there are serious disputes of material facts and arguments about cause and effect. The student shall be given an opportunity to respond to the charges and the evidence, explain his actions, and bring to the attention of the principal any additional information. The principal shall specifically inform the student of Amended 6/29/93 these rights.
- (3) Following an informal investigation, the principal, at the request of the student's parents, may convene an informal hearing and offer the student an opportunity to question and cross-examine witnesses, and present testimony and further evidence. *Amended* 6/29/93
- (4) A principal is not required to hold an informal hearing prior to suspending a student for ten (10) days or less if the student's presence poses a continuing danger to persons or property, or if the student represents an ongoing threat of disrupting the educational process. In such cases, the notice and informal hearing shall be provided as soon thereafter as is practicable. Amended 6/29/93

F. Felony Charges

Suspension proceedings may be initiated, in accordance with Florida Statutes, against any student who is formally charged with a felony by a proper prosecuting attorney for an incident which allegedly occurred on property other than public school property, if that incident is shown, in an administrative hearing with notice provided to the parent or legal guardian or custodian of such pupil by the principal of the school to have an adverse

impact on the educational program, discipline or welfare in the school in which the pupil is enrolled. The student may face alternative placement or suspension until the determination of guilt or innocence, or dismissal of the charge is made by a court of competent jurisdiction. The hearing officer shall make a decision regarding suspension or non-suspension during the time prior to the official sentencing of the student. If the student is found guilty of a felony, measures may be taken in accordance with Florida Statutes.

Amended 6/29/93, 6/28/94, & 6/27/95

G. Controlled Substances

2.7

- (1) Any pupil who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under Chapter 893, F.S. may be entitled to a waiver of the discipline or expulsion if he divulges information leading to the arrest and conviction of the person who supplied such controlled substance to him. Amended 6/29/93
- (2) Any pupil subject to discipline or expulsion for unlawful possession or use of any substance controlled under Chapter 893, F.S., may receive a waiver of the discipline or expulsion if the pupil commits himself, or is referred by the court in lieu of sentence, to a statelicensed drug abuse program and successfully completes the program.
- (3) When a student is formally charged with a felony by a proper prosecuting attorney for the unlawful possession, sale, or use of any substance controlled under Chapter 893, F.S. the principal shall, in accordance with Section 232.26 (2) F.S., conduct an administrative hearing for the purpose of determining his or her guilt. Proper procedures shall be followed by the principal in instituting and conducting the administrative hearing; however, the School Board may, upon written approval of the Commissioner, utilize its own hearing policy in lieu of this rule.
- H. If a suspension is assigned, the principal shall immediately notify the Superintendent and the suspended student's parents or guardians by telephone or in writing within 24 hours of the action taken and the reasons for the suspension.

Auth: 230.22, F.S.

Imple: 120.53(1), 230.23(6), 230.33(8)(c), and 232.26, F.S.

7.5.2 Expulsion

A. Expulsion From School

Expulsion from school shall be authorized only by the School Board. If a principal requests expulsion of a student from school, a written request shall be sent to the Superintendent. The principal may recommend to the Superintendent that a student's suspension be extended by the Superintendent until the next administrative hearing regarding expulsion recommendations. The Superintendent in turn shall notify the parents or guardians in writing of the charge against the pupil, including the rule

 violated and pupil's alleged conduct. The parents or guardians, and the student, shall be informed of their right to request a hearing before the School Board regarding the expulsion recommendation. They shall also be informed of their right to obtain legal counsel at no cost to the School Board, to call and examine or cross-examine witnesses, to introduce evidence and to submit rebuttal evidence. If no hearing is requested, the expulsion recommendation shall be placed on the consent agenda of the next possible meeting of the School Board. If the parents or guardians or student request a hearing, notice shall be given of such meeting according to Florida Statutes. Any hearing that is conducted at parent or guardian or student request must be a closed hearing, as provided in the Administrative Procedures Act, 120.57(2), Florida Statutes, unless an open hearing is requested by the parents, guardians or student. At the hearing the pupil may be represented by his parents or guardians or by counsel, and all parties may introduce and examine evidence, call and examine or cross-examine witnesses, and submit rebuttal evidence. The rules of evidence observed by courts shall not be applicable. Any party may, at his own expense, have the right to record and have transcribed the proceedings of the entire hearing. The decision of the Board shall be based solely upon evidence presented at the hearing, and a copy of the findings of fact and the decision of the Board Amended 6/29/93 shall be furnished to the pupil in writing.

B. Exceptional Education Student Adopted 7/23/91

In accordance with State Board Rules, when an exceptional (nongifted) student's behavior could warrant expulsion consistent with the District's policies, the following provisions shall apply:

- (1) A staffing committee shall meet to determine whether the misconduct is a manifestation of the handicap and to determine the appropriateness of the student's current education placement. The membership of the staffing committee shall be in accordance with State Board Rules. Amended 6/29/93
- (2) If the misconduct is a manifestation of the student's handicap, then the student may not be expelled; however, a review of the individual educational plan shall be conducted and other alternatives considered.
- (3) If the misconduct is not a manifestation of the student's handicap, then the student may be expelled; however, any change in placement shall not result in a complete cessation of special education and related services.
- (4) A suspension of an exceptional education student shall not be extended beyond nine (9) days. If the district believes that an exceptional education student should be kept out of his or her educational program for greater than nine (9) days to ensure the safety of that student and others, the district shall seek an injunction from the district or federal court to that effect.

 Adopted 6/29/93

 Amended 6/28/94

Any recommendation for the expulsion of a handicapped student shall be made in accordance with the rules promulgated by the State Board of 2 Education. 3 4 Amended 12/15/92 Withdrawal From School C. 5 6 If a student withdraws from school before the expulsion 1. 7 recommendation is heard by the Board, the recommendation may be 8 held in abeyance until the end of the recommended period of 9 If the student re-enters any Osceola County Public expulsion. 10 school during the recommended period of expulsion, 11 recommendation for expulsion may be presented to the Board at the first meeting date that falls ten (10) days after the date of enrollment. 12 13 Upon the recommendation of the Superintendent, the expulsion 14 2. 15 hearing for a student accused of a serious breach of the Code of Student Conduct, including but not limited to violence against staff 16 17 members and other students, sale of drugs on campus, or weapons violations may be referred to the School Board for action regardless 18 19 of the student's enrollment status. 20 21 Withdrawal in Lieu of Expulsion D. 22 23 If district personnel offer withdrawal from school as an alternative to 24 expulsion, they shall inform parents, guardians and/or students of the right 25 to a hearing to review and challenge the recommendation for expulsion and of the corresponding rights which accompany the right to the hearing. At 26 27 that time, parents shall also be provided with information regarding their 28 obligation to home instruct their child if he or she is withdrawn from school 29 and the student is of mandatory school age. Adopted 6/29/93 30 31 **Returning to School** E. 32 33 A student returning to school after an expulsion or recommendation for 34 expulsion shall be placed on a Behavior Contract for a period of time (not to 35 exceed one school year) as designated by the principal of the school in 36 Amended 6/30/92 which said student enrolls. 37 38 Auth: 230. 22, F. S.

Imple: 230.23(6)(c), 232.26, 230.33(8)(c), and 120.57(1), F.S.

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School Food Service

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1	8.0	SCHOOL FOOD SERVICE
3	8.1	RESPONSIBILITIES OF THE BOARD

In providing a healthy and nutritious School Food Service for the students and staff of Osceola County Schools, it shall be the responsibility of the Board to:

6 7 8

4

5

A. Provide facilities and materials in all departments.

9 10

Secure and make bid awards for all items specified by State Board Β. Regulations.

11 12 13

Assure that all foods purchased will conform to the Federal Food, Drug and C. Cosmetic Act, the Meat Inspection Act, and any regulations of the State of Florida relating to the specific item being purchased.

15 16 17

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14

D. Provide an adequate supervisory staff at the District level for the administration of the program, and adequate clerical and secretarial help for the centralized system.

19 20 21

22

Submit to the State Department of Education all required reports, requested E. information, agreements, and applications for federal reimbursement and commodities.

23 24 25

Provide for audits of all records at the schools and the central office, as F. required by law and State Board regulations.

26 27 28

Assure a nutritionally adequate and nonprofit School Food Service Program G. by providing sufficient funds.

29 30 31

Prohibit the operation of any public lunch program under a fee, concession, Η. or contract agreement with a food service management company, or under a similar agreement.

33 34 35

32

Make facilities and materials available during disaster or emergencies in I. schools designated as disaster centers.

36 37 38

Auth: 230.22, F.S.

39 40 Imple: 228.195(3), 237.01, 237.02, and 230.23(15), F.S.; and SBE Regulations 6A-7.40, 6A-7.41, 6A-7.42(2), 6A-7.45, and 6A-7.46

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8.2 DIRECTOR OF SCHOOL FOOD SERVICE

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The Director of School Food Service shall work under the authority delegated by the Superintendent, and shall administer school food programs which shall meet the obligations assumed by the School Board of Osceola County, Florida and the Superintendent. These responsibilities and duties shall include:

48 49

Α. Organization, promotion and program development.

50 51

В. Food supply, preparation and service.

52 53

C. Personnel direction.

1 2		D. Use of plant space, facilities and equipment.
3		E. Educational opportunities.
4 5 6 7		Auth: 230.22, F.S. Imple: 230.33(6)(j) and 228.195(3), F.S.; and SBE Regulations 6A-7.42(2)(e 6A-7.45, and 6A-7.46
8 9	8.3	PRINCIPALS
10 11 12 13 14		The principal shall cooperate with the Director of School Food Services i administering and operating an adequate School Food Service Program i compliance with federal and state laws, State Board Regulations, and the School Board of Osceola County Rules.
15 16 17 18		The principal shall be responsible for the assessment of the School Food Service Manager. Adopted 6/28/94
19 20 21		Auth: 230.22,F.S. Imple: 228.195(3), F.S. and SBE Regulation 6A-7.42(3).
22 23	8.4	SCHOOL FOOD SERVICE MANAGER
24 25 26 27 28 29		The School Food Service Manager shall be under the administrative supervision of the principal and with the technical support of the Director of School Food Services. The Manager shall be responsible for the efficient and satisfactory operation of the department, following procedures and regulations of the Distric Food Service Program. Specific duties of the Manager shall be listed in the School Food Service Handbook. Amended 6/30/92
30 31 32 33 34		Auth: 230.22,F.S. Imple: 228.195(3), F.S., and SBE Regulation 6A-7.40, 6A-7.41, 6A-742(2), and 6A-7.46(3)
35 36	8.5	SCHOOL FOOD SERVICE PERSONNEL
37 38 39 40		All other School Food Service Personnel are directly responsible to the Manager for the performance of their assigned duties. Major responsibilities shall be listed in the School Food Service Handbook.
41 42 43		Auth: 230.22, F.S. Imple: 228.195(3), F.S.
44 45	8.6	PERSONNEL PRACTICES
46 47	8.6.1	Applications and Appointments
48 49 50 51		Persons desiring employment with School Food Service shall file applications with the District Personnel Office. All new employees shall be appointed on a trial basis for a ninety (90) calendar day period.

The Director of School Food Services shall present a list of qualified applicants for any vacant managerial position to the principal for his consideration, and in turn the

principal in conjunction with the Director of Food Service shall submit the choice to the Superintendent and the School Board.

1 2

8.6.2 <u>Drug Testing</u>

All new employees will be required to take a drug screening test effective October 1, 1989.

Prior to being recommended for employment by the Superintendent, each applicant shall be required to submit a urine sample for a screening test. If the screening shows the presence of an illegal drug, the sample shall be then tested by the GCMS method.

No prospective employee will be hired if the results of the drug screening test indicates the presence of an illegal drug, regardless of the frequency or occasion. Provided, however, the prospective employee may request a waiver if he/she can show a valid prescription for the drug, issued by a licensed medical practitioner or can provide evidence that the drug was purchased pursuant to the provisions of Section 893.08, Florida Statutes. The Superintendent or his designee shall verify the validity of the prescription or compliance with the provisions of Section 893.08, and consider the request in light of the extent, duration and frequency of use of the drug; the underlying cause for use of the drug; and any other considerations relevant to the performance of the requirements of the position applied for. The Superintendent's decision on any request for waiver shall be final.

The term 'illegal drug' as used in this rule shall mean, any drug listed or defined as a 'controlled substance' by Chapter 893, Florida Statutes.

Applicants whose results are positive on the drug screening test may not reapply for employment until one (l) year after the date the sample was given.

Please note the following related to who is to be tested and confidentiality of testing:

A. Employees returning from a Board approved leave of absence or sabbatical will not be tested.

B. Prospective employees will not begin work until the results are returned. (Substitute employees will be available in emergency situations.)

C. The successful applicant from all employee groups (Administration, Instructional, and Non-Instructional) will be tested as well as Adult Education teachers and substitutes. Other personnel who have contact with students as determined by the Personnel Department will be tested.

D. Test results are confidential medical records.

E. We have no plans to recommend random drug testing of current employees.

Auth: 230.22, F.S.

 Imple: 228.195, 230.23(5) and 230.33(7), F.S.

8.6.3 Qualifications for Employment

All individuals applying for a food service position shall, at the time of their appointment, meet the qualifications required in the established job description for that position.

1 2

8.6.4 Procedures for School Food Service Employees Amended 6/28/94

School Food Service employees shall be employed for the number of days established by the District salary schedule. At the discretion of the Director of School Food Service some staff will be assigned additional time to open and close the department.

Amended 6/30/92

School Food Service Managers shall be employed for the hours established by the salary schedule. The particular number of hours worked by employees shall be established by the Manager based on the current staffing formula.

Auth: 230.22, F.S.

Imple: 228.195, 230.23 (5) and 230.33(7), F.S; and SBE Regulation 6A-7.46(3)

8.6.5 Personal Health and Hygiene Requirements

All personnel shall comply with the provisions of the Florida Sanitary Code and the guidelines of the School Food Service Handbook. All new employees of the School Board within the ninety (90) day probationary period and all food service employees returning from extended leave of one (1) year shall have a tuberculin skin test or at their own expense a chest x-ray.

Auth: 230.22, F.S.

Imple

Imple: 228.195(3) and 230.23 (5), F.S.

8.6.6 Work Habits and Work Schedules

Employees shall maintain good working habits and follow work schedules as established by the manager and described in the School Food Service Handbook.

Auth: 230.22, F.S.

Imple: 228.195 (3) and 230.23 (5), F.S.

8.6.7 <u>Student Assistants</u> Amended 6/29/93 & 6/28/94

Students may work in kitchen areas with the consent of the parent(s), teacher(s), principal, and manager. Students under the age of fifteen shall not be around, nor operate, power equipment, dishwashers, slicers, stoves or work in the cooler/freezer areas. In addition, elementary students may not work on hot food serving lines.

Students engaged in Culinary Arts Training may, as a part of their instructional program, be assigned to different areas of the Food Service Program for on site training.

Students shall not be required to work as a condition to receive free or reduced meals. All personal health and hygiene standards required of adult workers shall be observed by student helpers. As compensation for their services, students

employed may be given a lunch. All regulations of child labor laws shall be strictly followed regardless of the student's grade level.

Prior to any students being assigned to work in the kitchen area of a school, the school food service manager, the principal and the Director of Food Service, shall determine the procedures to be used.

8.7 OPERATING RULES

8.7.1 Equipment Amended 6/29/93

The Board shall furnish and equip new departments, provide additional equipment for expansion, and pay all utility costs.

Expendable and nonexpendable equipment at each school shall be replaced during the school year by the School Food Service Department at each school from regular operating funds when available and shall follow specifications developed by the Director of the School Food Service.

At the end of each school year, inventories of expendable and nonexpendable equipment shall be completed. No School Food Service equipment shall be taken from the premises, except that for school-related use or by non-profit organizations. The group must first contact the manager for permission. The manager will initiate the proper form listing the equipment to be used and obtain the principal's signature and approval. If borrowed equipment is damaged or not returned, it shall be repaired or replaced by the borrower.

Auth: 230.22, F.S.

Imple:

Imple: 228.195(3) and SBE Regulation 6A-7.42(2)

8.7.2 Commodities

 Commodities shall not be sold, traded, taken home or otherwise utilized except in plate-lunch programs. They shall not be used for PTA refreshments, special meals, school benefits dinners, or similar affairs. Accurate records shall be maintained on commodities in school storerooms.

Some commodities may be used by home economics teachers for laboratory instruction. The home economics teacher shall requisition commodities from the School Food Service Manager at least ten (10) days in advance. A copy of the requisition should be sent to the Director of School Food Service. (Refer to the current Florida School Food Service Program Requirements for the latest requirements of the USDA Commodity Program.)

Auth: 230.22, F.S.

46 Imp

Imple: 228.195, F.S., and SBE Regulations 6A-7.41 and 6A-7.42(2)

8.7.3 <u>Lunch Prices</u>

A. <u>Sale Prices</u> Amended 6/29/93 & 6/28/94

Sale prices for the School Food Service Program shall be established by the Board, subject to change due to food price fluctuations and commodities available. The Food Service Departments in the District shall participate in

the National School Lunch Program and serve Type A lunches priced as a unit. In addition, schools may have a la carte offerings with per-unit pricing.

B. <u>Economically Needy Children</u> Amended 6/29/93

Children who meet the criteria for support under the guidelines of Federal Regulations Title VII, Part 245. shall be supplied a lunch without cost or at a reduced price.

Using the current income eligibility scale or recommendations of a key person such as the pupil's teacher, counselor, School Food Service Manager or personnel of the Welfare Department, the principal may initiate an application. A file of all economically needy lunch applications shall be maintained in the Director of Food Service's office. All applications shall be kept on file for three (3) years and until the appropriate audit is performed, then authorization for disposal may be requested.

C. <u>Left-over Foods</u> Amended 6/29/93

Left-over foods, including both purchased foods and commodities, shall not be taken from the School Food Service Department, but shall be stored for future use. Left-over perishable food shall be served as "seconds" to children, or scrapped. Careful planning shall be practiced at all times to minimize overproduction.

D. <u>Sale of Additional Foods</u> Amended 6/29/93

Sale of any food or beverage items in elementary schools other than by the food service program is prohibited. In elementary and middle schools when the Food Service Department sells additional foods and drinks, these must meet the nutritional needs of the pupils.

The sale of food and beverage items in competition with the district food service program may be permitted in middle and high schools only, with the approval of the school board, one hour following the close of the last lunch period provided they comply with existing federal and state regulations.

Sale of foods after the student day is permitted at all levels with permission of the principal.

Sale of food items in all schools shall be in compliance with applicable accreditation standards.

E. Adult Lunches

No adult meals shall be given free, except for School Food Service personnel. Adults in a school on official business at lunch time may, upon payment of the established price, eat in the School Food Service Department. Relatives of School Food Service personnel shall not be regular customers in the cafeteria. Every guest or his host shall pay for meals eaten in the lunchroom. Parents may make occasional visits to the School Food Service Program This privilege may be exercised by having parents visit on special days, or as individuals, to become acquainted with

the program. The principal shall see that this privilege is not abused, as the 1 2 School Food Service Program is not in competition with commercial 3 establishments. Adults may buy a la carte items at the current adopted 4 prices. 5 6 Auth: 230.22, F.S. 7 Imple: 228.195(3), 230.2313, 231.085(5); and SBE Regulations 6A-7.40, 6A-8 7.41, and 6A-7.42(2) 9 10 11 8.7.4 Field Trips and Special Events 12 It will be the responsibility of the principal to see that the manager is informed at 13 least two (2) weeks prior to any field trip or event where the students will not be 14 15 eating a school lunch. 16 Any teacher requesting packed lunches must do so a minimum of two (2) weeks 17 prior to the date needed. A count of the actual number to be packed must be given 18 to the manager the day before they are needed. The requester will be responsible 19 for providing payment for the packed lunches the day before the event 20 21 Economically needy children will be provided a packed lunch without cost or at a 22 23 reduced price. Adopted 6/29/93 24 25 26 8.8.5 Operating Procedures 27 28 Α. **Discipline** 29 30 Discipline in the dining room or cafeteria shall be the responsibility of the adult in charge, and the principal. School Food Service employees shall not 31 32 be responsible for discipline. 33 34 Β. <u>Keys</u> 35 36 Delivery personnel and maintenance staff may be temporarily issued a key 37 only when authorized by the principal. Only the manager and food service director shall have keys to the food storage areas; except where the principal 38 39 is required to have access to a electrical breaker box for safety reasons. 40 Amended 6/30/92 41 Unauthorized Personnel in the Food Preparation Area 42 C. Amended 6/29/93 43 44 The principal shall prevent the entry of unauthorized persons in food preparation areas. An unauthorized person shall be anyone other than the 45 School Food Service staff, the principal, and school personnel on official 46 47 business. 48 49 Teachers shall be served from the serving line, and may not enter the 50 kitchen for special service. 51 Relatives of School Food Service employees shall not be authorized to enter 52

the food preparation area, or granted privileges denied others.

53

1 2		D. <u>Student Lunch Period Restrictions</u>
3 4 5		Students are not permitted to bring soft drinks into the cafeterias during the lunch hours.
6 7 8 9		High school students who have permission to leave campus for lunch will consume their lunch off campus. It is not to be brought back onto campus for consumption.
10 11 12 13 14 15		E. The principal will be responsible for having a staff member take daily temperature readings of the walk-in refrigerator and freezer during holidays and the summer. The form for this procedure will be provided by the Food Service Director. The forms must be returned to the Food Service Director's office at the end of each holiday and summer break.
16 17 18 19		Auth: 230.22, F.S. Imple: 228.195(3), 232.25, 231.085(5), F.S.; and SBE Regulations 6A-7.42(2) and 6A-7.41.
20 21	8.8	CUSTODIAL DUTIES RELATING TO SCHOOL FOOD SERVICE
22 23 24		At the beginning of the year, the principal shall assign regular dining room cleaning duties to the custodian(s). The School Food Service Manager shall be informed of the cleaning schedule. <i>Amended</i> 6/29/93
25 26 27 28		Auth: 230.22, F.S. Imple: 228.195(3) and 231.085, F.S.
29 30	8.9	SANITATION AND SAFETY
31 32 33 34 35 36 37		School Food Service Programs shall meet the same state and local sanitary standards required of any food-handling establishment. The Osceola County Health Department may make a routine inspection of each department. EACH MANAGER MUST THEREFORE READ AND APPLY THE CURRENT REVISED BULLETIN 33-F, ENTITLED "SANITATION AND SAFETY FOR CHILD FEEDING PROGRAMS".
38 39 40		Auth: 230.22, F.S. Imple: 228.195(3), F.S., and SBE Regulation 6A-7.42(2)
41 42 43	8.10	EXTRACURRICULAR USE OF THE SCHOOL FOOD SERVICE DEPARTMENT Amended 6/29/93
44 45 46 47		Any organization desiring the use of the School Food Service Department shall make arrangements through the principal and Manager well in advance of the function. The use of facilities shall be subject to School Board Rule 3.12.
48 49 50 51		The School Food Service Manager, or someone from the food service staff, shall be present at any time the kitchen facilities are used by an organization. This individual shall be paid at an hourly rate established by the Board.
52 53 54		The School Food Service Department shall be left in the condition in which it was found. The sponsor or teacher in charge shall be responsible for all damages and any replacements which have to be made. School Food Service Managers shall

cooperate with Red Cross and Civil Defense officials in case of emergencies. 1 When School Food Service kitchens are used for such emergencies, they shall be 2 left in the same condition as they were found, and all damages repaired or items 3 4 replaced. 5 6 Auth: 230.22, F.S. 7 Imple: 228.195(3) and 230.23(12), F.S. 8 9 8.11 **FINANCE** 10 The approved money-collection system is cashiering through the line. Checks 11 SHALL NOT be accepted by cashiers. Managers shall be responsible for daily 12 deposits. No monies shall be left in the department overnight. 13 14 Any loss or theft of records, cash, or goods shall be reported immediately to the 15 principal, Director and Superintendent. 16 Amended 6/28/94 17 18 Auth: 230.22, F.S. 19 Imple: 228.195(3) and 237.01, F.S.

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Administrative Personnel

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9.0 1 **ADMINISTRATIVE PERSONNEL** 2 3 9.1 **EMPLOYMENT PRACTICES** 4 9.1.1 <u>Definition of Administrative Personnel</u> 5 6 Administrative personnel is comprised of the Superintendent, Assistant 7 8 Superintendents, Executive Directors, Directors, Coordinators, Principals, Assistant Principals, and those persons who may be employed as professional 9 administrative assistants to the Superintendent or to the principal, but do not include 10 11 secretarial, clerical or other office assistants. Amended 6/30/92 12 13 Auth: 230.22, F.S. Imple: 230.23(5), F.S. 14 15 16 9.1.2 Recruitment, Selection, and Appointment 17 18 Α. Personnel Philosophy 19 In order to secure quality educational leadership for the children of Osceola 20 County, the School Board shall strive to acquire administrative personnel 21 22 who possess the following attributes: 23 A high degree of competency in their area of specialization. 24 (1) 25 26 (2) Good physical health. 27 28 (3) Healthy social attitudes. 29 30 **(4)** Good mental health. 31 32 **(5)** A high degree of dedication to doing their utmost for children. 33 Staunch adherence, active as well as passive, to the conviction that 34 (6) 35 each child is valuable and should be treated in such a manner as to 36 develop to the fullest degree possible his potential and talents. 37 38 **(7)** A desire to cooperate and work with other personnel for the 39 betterment of operation procedures. 40 41 A profound and vital respect for the teaching profession and the (8)42 nation, state and community it serves. 43 **Oualifications of Administrative Personnel** 44 В. 45 46 A person shall be of good moral character and shall when required **(1)** 47 by law, hold a certificate or license issued under regulations of the State Board of Education, Section 231.02, Florida Statutes. 48 49 No person shall be employed as administrator who has not had three 50 **(2)** 51 (3) or more years of experience in his area of specialization, and has not attained the age of twenty-three (23) years. In addition, no 52 person shall be employed as a Principal, Assistant Principal, or any 53 54 instructional administrator at the district level who has not had three

- (3) or more years of experience in an instructional position. This requirement may be waived by the Board upon the recommendation of the Superintendent, except in the case of the Board's appointment of principals, or for the office of Superintendent. *Amended* 6/30/92
- (3) All employees requiring certification shall be certified in the area in which their major assignment is made. The Superintendent shall approve any exceptions and report such to the Board.
- (4) Florida Statutes 876.05 requires all persons who are on the payroll of the School District to take an oath to support the Constitution of the United States and of the State of Florida. The oath, as amended by the United States Supreme Court, is included in the Appendix to these Rules.
- (5) All employees not under the Teacher Retirement System are required to become members of the Florida Retirement System. All employees belonging to the Florida Retirement System must contribute to Social Security.
- (6) All employees must complete a W-4 form to authorize proper withholding of monies for income tax purposes.
- (7) All new employees will be required to take a drug test effective October 1, 1989.
 - a. Prior to being recommended for employment by the Superintendent, each applicant shall be required to submit a urine sample for a screening test. If screening shows the presence of an illegal drug, the sample shall be then tested by the GCMS method.
 - b. No prospective employee will be hired if the results of the drug screening test indicates the presence of an illegal drug, regardless of the frequency or occasion. However, the prospective employee may request a waiver if he/she can show a valid prescription for the drug, issued by a licensed medical practitioner or if he/she can provide evidence that the drug was purchased pursuant to the provisions of Section 893.08, Florida Statutes. The Superintendent or his designee shall verify the validity of the prescription or compliance with the provisions of Section 893.08, and consider the request in light of the extent, duration and frequency of use of the drug; the underlying cause for use of the drug; and any other considerations relevant to the performance requirements of the position for which applied.

The Superintendent's decision on any request for waiver shall be final.

c. The term "illegal drug" as used in this rule shall mean, any drug listed or defined as a "controlled substance" by Chapter 893, Florida Statutes.

Amended 6/30/92

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- d. Applicants whose results are positive on the drug screening test may not reapply for employment until one (l) year after the date the sample was given.
- e. Please note the following related to whom is to be tested and confidentiality of testing:
 - 1. Employees returning from a Board approved leave of absence or sabbatical will not be tested.
 - 2. Prospective employees will not begin work until the results are returned. (Substitute employees will be available in emergency situations.)
 - 3. The successful applicant from all employee groups (Administration, Instructional, and Professional Support Staff) will be tested as well as Adult Education teachers and substitutes. Other personnel who have contact with students as determined by the Personnel Department will be tested.
 - 4. Test results are confidential medical records.
- f. The full cost of drug screening for all new administrative employees shall be paid by the employee. *Amended 9/17/91*

C. <u>Employment Procedures - Administrative</u>

(1) <u>Statutory - Record of Personnel</u>

For the purpose of improving the quality of administrative services, the Superintendent shall establish procedures for the performance of duties and responsibilities of administrative personnel as provided in subsection (2) of Section 231.29, Florida Statutes, and shall open the assessment file only to those individuals designated in subsection (3) of Section 231.29, Florida Statutes.

(2) Application Forms

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

(3) <u>Personnel Interviews and Application Procedures</u>

The Superintendent shall be expected to recommend for administrative positions only the best qualified candidates from as large a list as possible of eligible persons.

In accordance with State Statutes, all school based administrative positions must be filled utilizing the Board approved HRMD Plan for application and interview processes.

1 (4) Disposition of Application 2 3 An applicant who has been appointed by the Board shall be notified 4 in writing of the appointment and shall be given a period not to exceed fifteen (15) days to accept or reject the appointment. 5 6 7 Auth: 230.22, F.S. Imple: 231.02, 230.23(5), 231.03, 231.031, 231.15-231.17, 121.051, 876.05, 8 9 230.33(7), 231.29(2) and (3), F.S. 10 9.1.3 Certification 11 12 13 Α. **General Information** 14 It is the responsibility of the employee to secure a valid certificate, where 15 required. Application forms may be secured from the Superintendent's 16 office. All certificate applications should be processed through the District 17 contact for certification in order to receive priority attention from the 18 Certification Section of the State Department of Education. 19 20 When there is a change in name, the name shall be changed on the certificate 21 and the new certificate recorded in the Superintendent's office before any 22 23 records may be changed. 24 25 This shall be done by sending the old certificate and the appropriate form 26 and fee to the Certification Section, State Department of Education, Tallahassee, Florida. Each member of the administrative staff holding a 27 certificate shall file it with the Superintendent immediately upon receipt 28 29 thereof. 30 All new administrative employees will pay the full cost of processing 31 fingerprints with the Florida Department of Law Enforcement and the FBI. 32 33 34 В. **Extension of Certificate** 35 The extension of teaching certificates shall be made in accordance with the 36 provisions of Section 231.24, Florida Statutes, and State Board Regulation 37 38 6A-4.04 and shall be a responsibility shared between the individual and the State Department of Education. Inservice training may be used to extend a 39 40 certificate. 41 42 Auth: 230.22, F.S. Imple: 231.02 and 231.24, F.S.; and SBE Regulations 6A-4.02, 6A-1.69, 43 44 and 6A-4.05 45 46 9.1.4 Health Certificates 47 All employees of the Board shall have a tuberculin skin test or, at their own 48 expense, a chest X-Ray on the initial date of employment or within sixty (60) days 49 50 after employment begins. Additional tuberculin tests may be required at the 51 Superintendent's discretion. 52

Imple: 230.23(5), F.S.

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Auth: 230.22, F.S.

9.1.5 Assignments and Transfers

The School Board shall act on recommendations of the Superintendent regarding transfer and promotion of any employee. Assignments shall be based on the qualifications of the employee and the requirements of the position to which he would be transferred.

Auth: 230.22, F.S. Imple: 230.23(5), F.S.

9.1.6 Contracts

The School Board shall provide written contracts for all administrative personnel. The contract shall be in accordance with the salary schedule adopted by the School Board and shall be in writing for definite amounts for definite terms of service, and shall specify the number of monthly payments to be made. All such contracts shall be executed in duplicate and true signature copy retained by the Board in the office of the Superintendent. The School Board is prohibited from paying any salary to any member of the administrative staff, except when this provision has been observed. The Board cannot enter into a contract with the prospective employee until the employee has a valid Florida certificate, where required. However, if an application for a certificate has been filed through the District contact for certification, with the necessary attachments, a contract may be issued on the basis of a State Department of Education number assignment on the SDE Official Receipt and Acknowledgement form on the status report sent to the District contact person each month. If, after the second pay period since employment began, a valid certificate is not presented to the District office, further checks may be withheld.

A. Return to Annual Contract Status

Any administrative employee under continuing contract may be dismissed or returned to annual contract status after due process, as provided in Board Rule 10.2.

B. The Necessity to Choose Between Personnel on Continuing Contract

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

C. Administrative Contracts

Each administrator shall be issued an administrative contract in accordance with Florida Statutes.

Auth: 230.22, F.S.

Imple: 231.36, 120.53(1) and 120.57-120.59, F.S.

9.1.7 Suspension and Dismissal

Suspension or dismissal of administrative employees shall follow those procedures contained in Board Rule 10.3, except that the Superintendent may suspend

administrative employees in an emergency in accordance with provisions of Section 230.33, subsection (7)(e), Florida Statutes. Unethical use or administration of test materials may constitute a violation of Florida Statutes 228.301, Test Security, and may result in fines, imprisonment, and/or dismissal of involved employees. Auth: 230.22, F.S. Imple: 230. 33 (7) (e), 120. 57-120 . 59, 231. 085 (2), and 231.36(6), F.S. Resignations and Terminations 9.1.8 A. Resignation

All administrative personnel requesting to be released from their contract shall submit a letter in writing, giving reason and effective date, to their immediate superior, who shall forward the letter with a recommendation to the Superintendent for Board consideration.

B. Release from Contract

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

C. Release from Appointment

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

Auth: 230.22, F.S. Imple: 231.36 (2), F.S.

9.2 EMPLOYMENT CONDITIONS

9.2.1 A. Working Day

The minimum administrative employee working day, and the conditions involving the particular responsibilities assigned, shall be determined by the Superintendent.

With the approval of the Superintendent, the administrative department heads and principals shall designate working schedules for employees under their supervision which will best meet the needs of the school district.

B. <u>Year's Service</u>

The minimum time which may be recognized as a year of service shall be at least one (l) day more than half of the number of work days required in the year.

C. A copy of the employee's social security card must be in the personnel file before starting employment.

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Auth: 230.22, F.S. Imple: 230.33 (7), F.S.

9.2.2 Vacations

Administrative personnel shall accumulate vacation as follows:

A. One (l) day for each month of employment for those employed by the Board for less than five (5) active service years.

B. One and one-half (l-1/2) days per month of employment per year for those employed five (5) active service years or more by the Board.

C. Earned vacation leave shall be credited at the end of the month. An employee earning pay for at least seventy-five percent (75%) of the workdays in the month shall be treated as earning benefits for a month of employment.

 D. At the time of retirement or separation of employment unused vacation leave shall be paid as terminal leave pay. Employees in positions earning vacation leave who transfer or are assigned to positions which do not earn vacation leave may receive payment for unused vacation at time of transfer or reassignment.

E. Vacation shall not be taken until it is earned; however 50% of the annually earned vacation must be used annually.

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

G. Vacation time shall be scheduled with the approval of the Superintendent or Supervisor so that there will be a minimum of disruption in the operation of the school system. *Amended* 7/23/91

Auth: 230.22, F.S. Imple: 230.23(5), F.S.

9.2.3 Temporary Duty Assignment Of Employees

When mutually agreed upon, employees may be assigned to be temporarily absent from their regular duties and places of employment for the purpose of performing other education services, including participation in school surveys, professional meetings, study courses, workshops, etc. Such assignment to temporary duty shall ordinarily be initiated by the District administration, but an employee may request assignment to temporary duty, subject to the approval of the Superintendent. Employees shall receive their regular pay and may be allowed expenses as provided in Board Rule 2.4.8. Such temporary duty shall be considered equal to the regular duties of the individual, and employees performing such assigned duties shall not be considered to be on leave. Employees may not be assigned for temporary duty

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for the purpose of earning college credits, improving rank or renewing certificates, except when participating in a staff development program approved by the Board.

Auth: 230.22, F.S.

Imple: SBE Regulation 6A-1.84 and 231.42, F.S.

9.2.4 Evaluations

For the purpose of improving the quality of instructional, administrative and supervisory services in the public schools of the state, the Superintendent shall establish procedures for assessing the performance of duties and responsibilities of administrative and supervisory employees of the District and for the proper record keeping of the same, in accordance with Section 231.29, subsection (2) of the Florida Statutes.

Auth: 230.22, F.S. Imple: 231.29(2), F.S.

9.2.5 Assessment File

The assessment file of each employee shall be open to inspection only by the School Board, the Superintendent, the Principal, the employee, and such other persons as the employee or the Superintendent may authorize in writing, in accordance with Section 231.29, subsection (3), Florida Statutes.

Auth: 230.22, F.S. Imple: 231.29(3), F.S.

9.2.6 Professional Organizations

Administrative employees are encouraged to participate in the activities and meetings of professional organizations related to their assignments and in which they hold membership. These organizations may be local, state or national in scope. Payroll deductions for membership dues shall be authorized by the employee, upon approval of the Superintendent.

Auth: 230.22, F.S. Imple: 231.42, F.S.

9.2.7 Workers ' Compensation

 All employees of the Board are entitled to benefits of Workers' Compensation when qualified as prescribed under Florida Law. The employee shall receive his regular salary less workers' compensation payments while on illness-in-line-of-duty leave.

Auth: 230 . 22, F.S . Imple: 231.39, F.S.

9.2.8 Pallbearer

The Superintendent, head of a department, or a principal shall have the authority to allow any employee to act as a pallbearer.

Auth: 231. 22, F.S. Imple: 230.33(7) and 231.085, F.S.

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2 3	9.2.9	Resi	<u>dence</u>			
4 5 6		to II	ve m c	ve personnel Osceola Cou r in any way	ntv. Liv	by the Board are encouraged, but not required ing out of the county does not exempt the uties.
7 8		Auth	: 230.	22, F.S.	Imple	:: 230 . 23 (5), F.S.
9 10	9.2.1	0 Requ	ired Me	dical Examir	nations	Adopted 6/29/93
11 12		I., 41.		•		_
13 14		notw	iuistand	ing attempts	to provide	e to perform the essential functions of the job e reasonable accommodations, then the School
15		exam	ination	nave time o	gnt to req	uire a physical, medical and/or psychological
16		the S	chool D	at any unit o district shall 1	Ollulliolis i he at the '	ndicate the need. Any examination required by School District's expense. An employee who
17		10102	es a dii	vsicai, medi	cal and/or	" DSVChOlogical examination when the Calant
18		Distri	ict direc	ts the exami	nation ma	y be subject to job action; including, but not
19		limite	ed to sus	pension or d	ismissal fo	or insubordination.
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21	9.3	LEA'	VES OF	ABSENCE		
22 23		A	Davis	1 1 1		
23 24		A.	Durin	g the school	year, who	en it is necessary to be absent from duty, any
25			aumm	usuauve emp	Dioyee may	Secure leaves of absence as prescribed by law.
26			the fo	ant to rules of the solution o	n the Boar	d. Any such leave shall be classified as one of
27			the to	nowing.		
28 29			(1)	Illness-in-l	ine-of-dut	leave (without pay)
30 31			(2)	Maternity 1	eave (with	out pay)
32 33			(3)	Military lea	we (withou	it pay)
34 35 36			(4)	Personal le leave)	eave (with	out pay beyond the six [6] charged to sick
37 38			(5)	Professiona	al leave (w	ith pay)
39 40			(6)	Extended p	rofessiona	l leave ((without pay)
41 42			(7)	Sabbatical I	leave (with	pay)
43 44			(8)	Sick leave ((with pay)	
45 46			(9)	Vacation (w	ith pay)	
47 48			(10)	Adoptive le	ave (witho	ut pay)
4 9			(11)	Jury Duty le	eave (with	pay)
50 51 52			(12)	Witness lear	ve (with pa	ay)
52 53		A mth.	220.22	EC	т .	220.20(5) 77.7
55 54		Autil.	230.22	, г.э.	Imple:	230.23(5), F.S.

1 position is not available, the employee will be placed in a 2 similar position, if available. 3 4 9.3.1 Authority for Leave 5 The granting of leave shall be at the discretion of the Board, except as provided by 6 law. The Superintendent may grant leaves according to Board Rule. When leave is 7 granted, it shall be with or without pay as provided by law and Board rule, and 8 shall be permitted only when the operation of schools may be protected against 9 undue interruption because of the absence of employees. 10 Amended 7/23/91 11 Each principal or Administrative Department head shall have the authority to release 12 administrative employees for less than one-half (1/2) day for temporary absence 13 without requesting approval of the Superintendent or the Board, provided, 14 however, that these temporary absences are kept to a minimum. 15 16 17 Auth: 230.22, F.S. Imple: 231.39, F.S. 18 19 9.3.2 Advance Granting of Leave 20 Leave shall be officially granted in advance and not retroactively. However, 21 supervisors may approve leave for sickness or emergencies retroactively if a prompt 22 23 request is made to the proper authority. Amended 6/30/92 24 25 Auth: 230.22, F.S. Imple: 231.39, F.S. 26 27 9.3.3 <u>Purpose Specified</u> 28 Leave granted on the request of an employee shall be for a particular purpose or 29 cause which shall be sent forth in a written application. The Board reserves the 30 right to determine that the leave is used for the purpose or cause set forth in the 31 application. If not so used as specified, the leave may be subject to cancellation by 32 33 the Board. 34 35 Auth: 230.22, F.S. Imple: 231.39, F.S. 36 37 9.3.4 <u>Illness-in-Line-of-Duty Leave</u> 38 Any administrative employee shall be entitled to a maximum of ten (10) days per 39 school year of illness-in-line-of-duty leave when absence from his duties is 40 necessary because of personal injury received in the discharge of duty or because of 41 illness from a contagious or infectious disease contacted in school work. 42 Requirements for such leave are found in Section 231.41, Florida Statutes. 43 44 45

Auth: 230.22, F.S. Imple: 231.41, F.S.

9.3.5 <u>Maternity Leave</u>

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Maternity leave shall be granted for absence necessary by reason of pregnancy and child birth. Sick leave may be granted for maternity leave, to the extent of an employee's eligibility for sick leave, at the option of the employee.

Auth: 230.22, F.S.

Imple: 231.39(s) 231.40, F.S.

9.3.6 Adoptive Leave

Any administrative employee adopting a child shall be entitled to adoptive leave without pay not to exceed one (1) year.

Auth: 230.22, F.S.

Imple: 231.39 and 115.07, F.S.

9.3.7 Military Leave

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

Auth: 230.22, F.S.

Imple: 231.39 and 115.07, F.S.

9.3.8 Personal Leave

Administrative employees may be granted personal leave without pay by the Α. Superintendent or Supervisor as follows:

All personal leave shall have prior approval of the Supervisor; otherwise, the person is subject to dismissal. Such requests shall be submitted to the Supervisor at least one (1) week prior to the starting date of leave, except in case of emergency. Amended 7/23/91

- An administrative employee may be absent for six (6) days each school year В. with pay for personal reasons. Such absences shall be charged only to accrued sick leave, and leave for personal reasons shall be noncumulative. Applications for such leave shall be approved in the same manner as for sick leave except that no reason need be given by the employee for personal leave with pay other than "personal reason".
- An employee on personal leave without pay may not receive holiday pay C. unless he works the day before and the day after the holiday.

Auth: 230.22, F.S. Imple: 231.43, F.S.

9.3.9 **Professional Leave**

Professional leave is defined as leave granted to an administrative employee to engage in activities which will result in his professional benefit or advancement, including earning of college credits and degrees, or that will contribute to the profession of teaching. Professional leave will ordinarily be initiated by the employee and will be primarily for his benefit, or that of the teaching profession, and only incidentally for the benefit of the School District.

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1 2 The School Board may grant any member of the administrative staff three (3) 3 consecutive weeks' professional leave during any fiscal year with compensation when school is not in session. Professional leave shall be cumulative for not more 4 5 than two (2) years and shall receive the prior approval of the Superintendent. 6 7 Imple: 231.3(1), F.S. and SBE Regulation 6A-1.81 Auth: 230.22, F.S. 8 9 9.3.10 Sabbatical Leave 10 Sabbatical leave for study or research may be granted to administrative employees 11 by the Board upon recommendations of the Superintendent. Such leave shall be 12 13 granted under the following conditions: 14 Sabbatical leave shall be in recognition of significant service to the District 15 A. for the purpose of encouraging scholarly achievement which contributed to 16 the professional effectiveness of the members of the staff and the value of 17 18 their subsequent service to the School District. 19 20 Β. A sabbatical leave may be granted for one (I) full year. 21 An administrator on sabbatical leave shall be given compensation of half pay 22 C. for such leave, as provided by the Board in accordance with Section 23 24 231.29, subsection (1), Florida Statutes. 25 The penalty for breaking the sabbatical leave contract shall involve either: 26 D. 27 28 The Administrator's refunding any salary received during his (1) 29 sabbatical leave or 30 31 The Administrator's paying the Board's incurred cost for collecting (2) 32 said monies. 33 34 Term of Leave 35 Sabbatical leave may be granted for one (1) full year at half (1/2) pay. 36 37 38 Applicable Period 39 Applications for sabbatical leave, including a plan of study must be submitted to the 40 Superintendent during the period of February 1 through March 31, preceding the 41 year for which the leave is granted. Applicants will be notified no later than April 42 43 20 as to the disposition of their applications. 44 45 Review of Sabbatical Leave Requests A sabbatical committee consisting of three (3) administrators appointed by the Superintendent shall serve as a screening committee. This committee shall submit a list in priority order to the Superintendent of their recommendations. committee shall consider the following criteria in making their recommendations to the Superintendent. Is the sabbatical leave for the purpose of developing skills for:

> (1) a new position

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2 3		(2)	his o	r her existing position, or			
4 5		(3)	3) transfer into another existing position?				
6 7		<u>Eligit</u>	oility				
8 9 10		In ord four (der to b 4) year	e eligible for sabbatical leave an administrator must have completed s of service as an administrator in Osceola District Schools.			
11		Retur	ning Fr	om Sabbatical			
12 13		I Iman	4				
14		Opon	termi	nation of the sabbatical leave, the returnee shall return to an			
15		aumm	usuanv	e position in the district for which he is qualified and expected to be two (2) years service as recommended by the Superintendent.			
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18		<u>Penal</u> t	<u>ies</u>				
19		Α.	The r	enalty for failure to return to annulation of the state o			
20		11.	be:	enalty for failure to return to employment after sabbatical leave shall			
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22			(1)	The administrator's refunding all salaries received during his			
23			, ,	sabbatical leave, and			
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25			(2)	The administrator's paying all costs and fees incurred by the Board			
26				for collecting such monies.			
27 28		D	TTI	1			
28 29		В.	The p	enalty for failure to be available for employment the second year after			
30			return	ing from sabbatical leave shall be:			
31			(1)	The administrator's refunding and half (1/2) of the			
32			(1)	The administrator's refunding one-half (1/2) of all salaries received during such leave, and			
33				ouring such leave, and			
34			(2)	The administrator's paying all costs and fees incurred by the Board			
35				for collecting such monies.			
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37		C. These penalties shall be imposed by the Superintendent unless waived by					
38 39		the Board for specific, clearly documented hardship cases.					
40	9311	Educational Expenses					
41	7.3.11	Laucai	ionai L	<u>xpenses</u>			
42		In lieu	of sabl	patical leave, the School Roard may approve cabact assure c			
43		In lieu of sabbatical leave, the School Board may approve school expenses for an administrator in an approved degree program, for an amount not to exceed that					
44		which the administrator would have earned during regular sabbatical leave.					
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46		Auth:	230.22	F.S Imple: 231.39, F.S, SBE Regulation 6A-1.81			
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49 50		Any od	lminist-	otive ampleyee of the Division in			
51		because	e of ner	ative employee of the District who is unable to perform his duty			
52		brother	, sister	sonal illness, or because of the illness or death of a father, mother, husband wife child or other class relations and father mother,			
53		brother, sister, husband, wife, child, or other close relative or member of his own family (as defined by the Internal Revenue Service publication, Your Federal Income Tax) and who consequently be the little publication of a rather, mother, finding, findi					
54		<u>Income</u>	Tax),a	nd who consequently has to be absent from work, shall be granted			

leave of absence by the Superintendent or by someone designed in writing by him 1 2 to do so. The following provisions shall govern sick leave: 3 Each administrative employee employed on a full-time basis shall be entitled 4 A. 5 to one (l) day of sick leave for each month of employment to be credited at the end of the month. An employee earning pay for at least seventy-five 6 percent (75%) of the workdays in the month shall be treated as earning 7 8 benefits for a month of employment. 9 10 В. Terminal Pay for Accumulated Sick Leave 11 The Superintendent and administrative employees eligible to retire as 12 provided by law, or his/her beneficiary if service is terminated by death, and 13 retirees returning to active employment shall be entitled to payment for 14 maximum accumulated sick leave allowed by law at time of termination. 15 Payment shall be made at the current daily rate of pay. 16 Amended 6/27/95 Any administrative employee shall, before claiming and receiving C. compensation for the time absent from his/her duties while on sick leave, make and file by the end of the school month following his return, a written certificate to the Superintendent, which shall set forth the day or days of absence, indicating that such leave was necessary and that he is or is not entitled to receive pay in accordance with the sick leave policy. In cases of investigated sick leave abuse, the supervisor may recommend to the Superintendent that the employee present a certificate of illness from a licensed physician. Adopted 6/29/93 Absence because of illness beyond accumulated sick leave is considered D. personal leave. Sick leave may be taken for maternity disability as provided herein and in E. the Board Rule 9.3.5. The total unused portion of the annual sick leave shall be permitted to F. accumulate indefinitely. Personnel formerly employed in Osceola District Schools shall have any G. accumulated sick leave reinstated upon reemployment. The reinstated leave shall be reduced only to the extent that the number of days used in another district exceeds the number earned in that district. Employees' Voluntary Sick Leave Bank Η. (1) **Membership** Any full-time employee of the Board, having been employed by the School Board for at least one (1) year and having at least ten (10) days accrued sick leave by the end of September of each year (inclusive of four [4] days sick leave advanced), may enroll in the sick leave bank by voluntarily contributing one (I) sick leave day to the Bank. The enrollment shall be opened each year during the

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months of September and February only. Employees on leave

returning to service may join the Bank within ten (10) days of their employment if they meet all other criteria.

- a. Enrollment must be made on the prescribed form furnished by the Personnel Department.
- b. Any sick leave day contributed pursuant to this section shall be removed from the personally accumulated sick leave balance of that employee and shall not be returned except as provided in section (9).
- c. Membership in the Sick Leave Bank shall be continuous from the initial enrollment until an individual member has withdrawn from the plan or has drawn the maximum allowed from the Bank (see [6d]).

(2) Establishment And Duration

- a. The Sick Leave Bank will not come into existence until at least 20% of the total number of employees eligible to join the pool elect to do so and will remain in existence unless the participation drops below 20% of the number of employees eligible. The Board shall provide for the establishment of a Sick Leave Bank no later than February 1, 1986.
- b. In the event the Sick Leave Bank is discontinued, distribution of remaining sick leave days will be in accordance with section 9 below.

(3) Replenishment Contributions

If the Bank is depleted during a school year, members may be assessed up to a maximum of three (3) days per year.

(4) Administration And Governance

- a. A Personnel Department Committee will administer the Sick Leave Bank and will determine the validity of claims against the Bank.
- b. The Personnel Department will make available on annual report of usage of the Bank to the School Board and to participating members.
- c. Appeals shall be handled by the Superintendent who will establish a five member Appeals Committee, representative of both Association and management for the purpose of settling any dispute arising from claims against the Bank. The Committee will be comprised of two members appointed from the OCTA appointed by the President and two members appointed by the Superintendent, and one Professional Support Staff employee mutually agreed upon by the Association President and the Superintendent. This

Appeals Committee shall be the final authority on all disputes or interpretation involving eligibility for benefits.

(5) Eligibility

In the event of a serious personal illness, accident of injury of which the employee has no control, causing a participating employee to be absent from work for an extended period of time, the employee may receive paid leave as follows:

- a. All accumulated sick leave of the employee must first be expended, followed by a leave, not charged to sick; of five (5) work days per incident.
- b. Applications must be made to the Personnel Department including a statement from a doctor attesting to the member's extended illness, accident or injury. The statement must certify:
 - 1. The nature of the illness, accident or injury.
 - 2. That in the event of an operation, it is absolutely necessary and could not be reasonably be delayed until a break in the employee's duty schedule.
 - 3. The probable date the member would be able to return to work.
- c. Application must also provide permission to investigate medical records and other information needed for review or appeal.
- d. A participating member shall not be eligible to use sick leave from the Bank if the employee is on leave for injury or illness in the line of duty, worker's compensation, or on medical retirement.

(6) Benefits Amended 6/30/92

- a. All cases will be reviewed by the Sick Leave Bank Approval Committee when each twentieth (20th) day of benefits has been reached up to the maximum amount allowable. At this time, the Committee may request additional medical certification. Also, at this time, any sick leave which may have been accrued by the participant must then be used before resumption of drawing from the Sick Leave Bank.
- b. Upon approval of application, a member will be allowed to draw up to a maximum of forty (40) paid sick leave days from the Bank, provided there remain sufficient leave days in the Bank.

1 2 3 4		c.	The employee shall not have to pay back in any manner the number of days used from the Sick Leave Bank except as outlined in Section (7) below.
5 6 7 8 9		d.	In the event a member draws from the Sick Leave Bank, that individual membership shall be suspended from the Bank membership after drawing all days authorized from the Bank. Such individuals may reinstate membership by meeting qualifications in section (1) above.
11	(7)	<u>Partic</u>	ipation Abuse
12			
13		Allege	ed abuse of the Sick Leave Bank shall be investigated by the
14 15		1 0120	ille Department. If an employee is found to have abused the
16		use of	lule SICK Leave Bank, the employee shall repay all sick loops
17		Cicuit	ou (III dollars) drawn from the Sick Leave Rank and after
18		TEATER	by the Appeals Committee, be subject to such other linary action as determined by the School Board.
19 20	(0)		
21	(8)	witho	rawal From Participation
22		Δηχ	portioinating and leave 1
23		nartici	participating employee who wishes to withdraw from
24		be effe	pation in the Sick Leave Bank may do so and withdrawal will ective immediately upon receipt by the Personnel Department
25		of wri	tten notification of the employee's intent to withdraw. Any
26		previo	susly contributed sick leave will become the property of the
27		Sick L	eave Bank.
28	(0)		
29 30	(9)	<u>Discor</u>	ntinuance Of Sick Leave Bank
31		If 24 L.	
32 33		sick le	ecomes necessary to terminate the Sick Leave Bank, unused ave in the Bank will be distributed in the following manner:
34			
35		a.	Each member will receive an equal share of the unused days
36			to be credited to his personal accumulated sick leave account in fourths of a day.
37			in fourths of a day.
38		b.	Any balance left will be disposed of at the sole discretion of
39			the Board.
40			
41		c.	In no instance will the days credited back to members be
42 43			greater than the number remaining in the Bank.
44		d.	Any member joining this Cials I arm D. 1. 1.
45		۵.	Any member joining this Sick Leave Bank acknowledges that the limits of liability for any challenge to the Appeals
46			Committee's decision is limited to the number of days the
47 48			individual contributed to the Bank.
49	Auth:	230.22	F.S. Imple: 231.29 and 231.40, F.S.
50 51	9.3.13 <u>Unauthorized</u>	Leave	2 202110, 210.
52			
53	All absence of	f Board	employees from duty for good reason shall be covered by
54	leave duly aut	horized.	An employee willfully absent from duty without leave shall

forfeit compensation for the time of such absence and be subject to discharge and forfeiture of tenure and all other rights and privileges as provided by law. If an employee granted leave fails to return to duty at the termination of the leave, his employment shall be subject to cancellation by the School Board.

Auth: 230.33, F.S.

Imple: SBE Regulation 6A-1.77, and 231.39, 231.44, and 231.48, F.S.

9.3.14 Jury Duty Leave Amended 6/27/95

 An employee shall be authorized to be absent from assigned duties, and shall receive his regular salary plus court fees while serving as a juror in any court case. If notice of jury duty is received, the Principal or Supervisor should be immediately notified in writing. *Amended* 7/23/91

In the event that the employee is excused from further attendance, the employee shall return to his place of assignment as expeditiously as possible. Leave forms will show adjustment.

9.3.15 Witness Leave

An employee of the Board may be absent from assigned duties and shall receive his regular salary, plus any witness fees, while serving as a witness in any court case or other legal or administrative proceeding under the following conditions:

A. That the person has been subpoenaed by the court or agency having subpoena powers.

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

In the event that the employee is excused from further attendance, the employee shall return to his place of assignment as expeditiously as possible. Leave forms will show adjustment.

Auth: 230.22, F.S. Imple: 231.39, F.S.

9.3.16 Extended Leave

Employees shall be eligible for extended leave <u>without pay</u> after three (3) or more years of continuous service. The leave, when granted, shall not exceed one (l) year, except that military leave shall be granted for a longer period as necessary for the completion of active duty.

Extended leave without pay requests must be made in writing on the form prescribed by the District. The request shall specify the time of the leave and the reason for the request. The length of the leave and the reason for the request shall be recorded in the Board minutes. The School Board shall have the right to determine that the leave is used for the purposes set forth in the application, and if not so used, the Board shall have authority to cancel the leave.

The leave must be approved by the employee's immediate supervisor and the Superintendent or his designee before it is presented to the Board for approval.

1 2 3 Extended leave without pay may be reviewed upon request for an additional period not to exceed one (l) year, subject to Board approval and will not exceed two (2) 4 consecutive years. Automatic renewal of an extended leave is not granted. It shall 5 be the responsibility of the person on leave to request renewal. If no request for 6 7 renewal is made prior to the expiration of the leave, employment shall be 8 terminated. 9 Personal Leave Without Pay May Be Requested For, But Not Limited To: 10 11 12 (1) Leave to serve in the armed services 13 14 Leave for academic study (2) 15 16 (3) Leave for serving in the Peace Corps 17 18 **(4)** Leave for child-rearing (for natural or adoptive child) 19 20 **(5)** Leave for child-bearing 21 22 (6) Leave to run for or serve in an elected office 23 Leave to participate in exchange programs in other states or countries. 24 **(7)** 25 26 9.4 **BENEFITS AND DUTIES** 27 28 9.4.1 Retirement 29 All new school employees shall participate in the Florida Retirement System 30 Α. 31 (FRS) as a condition of employment. 32 33 Β. Administrative personnel on Teacher Retirement System (TRS) prior to 34 December 1, 1970, may continue in the Teacher Retirement System, provided there has been no break in continuity of service. 35 36 37 C. Retirement Annuities Program Amended 6/27/95 38 39 The Board will consider annually, upon the recommendation of the **(1)** 40 Superintendent, requests for retirement annuities for school personnel with 25 years or more years of creditable service (at least 41 42 five [5] of which must have been in this district) who have reached 43 the age 55 and have applied for retirement under the Florida 44 Retirement System or Teachers Retirement System. 45 46 All requests must be received between September 1 and a. 47 October 31 of the calendar year for those requesting 48 retirement during or at the conclusion of that school year or 49 four (4) months prior to retirement if planning retirement 50 before February of that school year. 51 52 A copy of the official determination, by the Division of b. 53 Retirement, of the projected monthly benefits at the effective 54 date of retirement based on the average monthly

1 2 3 4			compensation and creditable service as of the member's early retirement date and the actual early retirement benefits shall accompany the request.
5 6 7 8			c. Requests of applicants between the ages of 50 and 54 may also be considered by the Board if the Board first determines for that year that is economically feasible to do so.
9 10 11 12 13 14 15		(2)	Between November 1 and November 30 an annual survey and study will be conducted prior to the determination of the Superintendent and Board on the feasibility of the program being offered during that school year with no commitment to offer the program in future years unless the Board opts to do so after reviewing the annual survey. The employee may be required to contribute to the annuity in order to qualify.
17 18 19 20		(3)	The Board upon the recommendation of the Superintendent will determine before January 15, whether or not the program will be offered for that year.
21 22 23 24 25 26 27		(4)	If the program is offered, the Superintendent shall make recommendations pertaining to either the investment in a specific amount of current funds or the purchase of an adequate annuity either of which would provide earned income in an amount sufficient to provide the annual early retirement supplemental benefit for the named employee.
28 29 30 31 32 33		(5)	In the event an employee has earned experience in a public school system in another state, the Board may choose to purchase such out-of-state experience (up to five years) as is necessary to provide regular retirement benefits. This experience may not be purchased in addition to an annuity. **Adopted 6/27/95**
34 35 36		(6)	The maximum monthly benefit to any individual shall be in compliance with Florida Statutes.
37 38		Auth:	230.22, F.S. Imple: 231.495, F.S.
39	9.4.2	Social Security	<u> </u>
40 41 42		Social Security	y is required of every member of the Florida Retirement System.
43 44 45		Auth: 230.22 Imple: 650.01	and 650.04, F.S.
46 47	9.4.3	Credit Union I	<u>Deductions</u>
48 49 50		Credit Union of by individual a	deductions from administrators' salaries are authorized as requested dministrators.
51 52 53 54		Auth: 230.22 Imple: 230.02	F.S., and SBE Regulation 6A-1.52(3)

9.4.4 <u>Duties of Administrative Personnel</u>

The duties of administrative personnel, as described in the Administrative Handbook, are made a part of this manual.

Auth: 230.22, F.S. Imple: 230.33(7), F.S.

9.4.5 Payroll Deductions

Upon appropriate written authorization from the administrator, the District shall deduct authorized sums from the salary of any administrator and make proper remittance for any payroll deduction program approved by the Board.

9.4.6 Assault/Battery upon an Administrator

Any case of assault/battery upon an administrator shall be promptly reported to the Superintendent or his designated representative. In any case where an administrator is charged with a civil or criminal action arising out of or in the course of assigned duties and responsibilities, the case where the administrator pleads guilty or nolo contendere or is found guilty of any such action, the administrator shall reimburse the Board for any legal services which the Board may have supplied pursuant to this section. If the Board declines to provide legal services in response to the administrator's request, and the administrator is subsequently found not guilty or not civilly liable, the administrator may renew his request and a recommendation shall be made to the Board for payment of the reasonable cost of legal services, and the Board shall consider such request previously declined. The selection of the attorney shall be mutually agreed upon by the administrator and the Board.

9.4.7 <u>Life Insurance</u>

A. The Board shall provide for administrators a fully paid life insurance plan for an amount equal to 100% of the administrator's annual salary rounded up to the next even thousand dollars. The Board shall provide for those administrators who have ten years of experience in Osceola County Schools or those who are being paid at the top of the experience level life insurance equal to 200% of the annual salary rounded to the next even thousand dollars. There shall be a provision for double indemnity in the case of accidental death or dismemberment. The Board shall make available for purchased life insurance equal to 100% of the annual salary rounded up to the next even thousand dollars.

 B. In the event a professional support staff or instructional employee is promoted to an administrative position and is currently earning the benefit of 200% Board paid life insurance, that employee shall be entitled to 200% Board paid life whether or not the requirement in section "A" above is met. Adopted 12/15/92

9.4.8 <u>Hospitalization Insurance</u>

The Board will provide fully paid individual hospital medical-surgical coverage, including major medical benefits at the present benefit levels. Dependent coverage shall be made available at the expense of the administrator where two members of the same family are employed by the School District, the amount paid for the spouse shall be credited toward the cost of dependent coverage.

1 9.4.9 Long Term Disability Insurance 2 3 The Board will continue to make available to administrators long-term disability 4 benefits through payroll deduction at administrators' expense. 5 6 7 8 9.4.10 General Liability Insurance 9 The Board shall continue its General Liability Insurance coverage which covers the 10 Board for the acts of its employees, including administrators, as such coverages 11 existed on January 1, 1978; and that administrators shall be afforded all direct and 12 indirect benefits inuring to them from such coverage. 13 14

9.4.11 Reimbursement for Damage to Personal Items

The Board shall reimburse administrators for damage to clothing, dentures, eyeglasses, prosthetic devices or artificial limbs where such damage occurs as a result of:

- Α. Breaking up a fight
- Protecting students or other employee(s) from physical harm or injury В.
- Assault and/or battery occurring in the course of the legal performance of C. assigned duties. Such reimbursement shall not exceed the replacement cost nor be paid when the above loss is reimbursable from other sources.

9.4.12 Death Benefit

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Α. Accumulated Vacation

If at the time of death an administrator has unused accumulated vacation the Board shall pay to the beneficiary of the administrator a sum equal to the administrator's daily rate of pay at his present job classification times the number of vacation days accumulated.

В. Accumulated Sick Leave

Administrative employees eligible for retirement benefits, or his beneficiary if termination is by death, shall be entitled to payment for the maximum accumulated sick leave allowed by law. Payment shall be made at the current daily rate of pay.

9 4.13 Continuing Insurance Benefits While on Leave

Employees on authorized School Board leave without pay shall be eligible to continue on School Board Benefits. The employee shall be personally responsible for full payment of the premiums or costs.

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Chapter 10

Hearing Procedures

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10.0 HEARING PROCEDURES Adopted 6/30/92

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10.1 NON-RENEWAL OF A PROFESSIONAL SERVICES CONTRACT

- A. The School Board may issue a continuing contract prior to July 1, 1984, and may issue a professional service contract subsequent to July 1, 1984, to any employee who has previously held a professional service contract or continuing contract in the same or other district in the state. Any employee who holds a continuing contract may, but is not required to, exchange such contract for a professional service contract in the same district. Additionally, the School Board may issue new professional service contracts after July 1, 1984, to qualified teachers as provided by law.
- B. A professional service contract shall be renewed each year unless the superintendent, after receiving the recommendations required by section 231.29, Florida Statutes, charges the employee with unsatisfactory performance as determined under the provisions of section 231.29.
- C. The procedures specified for non-renewal of a professional service contract in section 231.36, Florida Statutes, shall be followed by the School District.

10.2 DISMISSAL OR RETURN TO ANNUAL CONTRACT STATUS AT THE END OF THE SCHOOL YEAR

Any member of the School Board staff who holds a continuing contract may be dismissed or returned to annual contract status for another three (3) years in the discretion of the School Board, at the end of the school year, in accordance with the procedures specified in section 231.36 (4) (b), Florida Statutes.

10.3 SUSPENSION AND DISMISSAL OF EMPLOYEES HOLDING PROFESSIONAL SERVICES CONTRACTS OR CONTINUING CONTRACTS DURING THE TERM OF SUCH CONTRACTS

Suspension and dismissal during the term of a continuing contract or a professional service contract shall be made in accordance with the procedures specified in section 231.36 and Chapter 120, Florida Statutes, as interpreted by controlling case law. It is noted that "just cause" for such action against a professional service contract is prescribed in section 231.36 (1) (c), Florida Statutes, and the grounds for such action against an employee holding a continuing contract are prescribed in section 231.36 (4) (c), Florida Statutes.

- With respect to all procedures specified in 10.1, 10.2 and 10.3 above, applicable Florida Statutes and case law will control. The administrative process, including the time for intervention by the employee (i.e., demand for a hearing), notice of hearing, the conduct of the pre-hearing procedure, and the hearing procedures shall be in accordance with section 231.36, and Chapter 120 of the Florida Statutes, as interpreted by controlling case law.
- Whenever the superintendent has probable cause to believe that an employee has committed an act which may subject the employee to adverse job action, the superintendent shall recommend an appropriate sanction to the School Board for action by the Board. Such action may include transfer, suspension without pay, suspension without pay pending action on a request to dismiss the employee and administrative hearing on the dismissal, or other appropriate lawful sanctions.

Nothing contained in this rule shall create any rights in any employee of the School 10.6 2 Board other than an employee who possess a professional service contract or a 3 continuing contract. All other employees of the School District may be sanctioned, suspended or dismissed, subject to any applicable contract or statute governing the 5 rights of such other employees who do not possess a continuing contract or 6 professional services contract. 7 8 Auth. Chapters 230 and 231, Florida Statutes. 9 Imple: Section 231.36 and section 120.57, Florida Statutes. 10 11 REDUCTION IN PERSONNEL 10.7 12 13 Should the School Board have to choose from among its personnel who are 14 Α. on continuing contracts or professional service contracts as to which should 15 be retained, such decision shall be made pursuant to the terms of a collecting 16 bargaining agreement when one exists. If no such agreement exists, the 17 School Board prescribes the following rules to handle reductions in work 18 force. 19 20 If a reduction in work force requires the Board to choose from among its В. 21 personnel under continuing contracts or professional service contracts, and 22 to the extent this does not conflict with any collective bargaining agreement 23 that would apply, the Board shall retain those employees best qualified. In 24 determining which of such employees are best qualified, the Board shall 25 consider, not necessarily in the order presented, and without limitation to 26 consideration of other criteria, the following: 27 28 educational background and qualifications; **(1)** 29 30 efficiency of the employee as documented in past evaluations and (2) 31 observations; 32 33 compatibility of the employee as demonstrated during past work (3) 34 experience in the employment of the Board; 35 36 the character of the employee; and **(4)** 37 38 the capacity of the employee to meet the educational needs of the (5) 39 community. 40 41 In the event no collective bargaining agreement exists that would dictate \mathbf{C} . 42 reduction in work force methodology, the following procedures shall be 43 employed by the Board: 44 45 After initial determination of which employees will be retained, the (1) 46 Board shall give written notice of the proposed action to all effected 47 employees, together with a summary of factual, legal and other 48 authorities which form the grounds and basis for the decision, 49 including a list of the criteria utilized. 50 51 Any professional service contract or continuing contract employee (2) 52 effected by the initial determination may request a hearing within 53

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- (10) days following notice pursuant to other paragraphs in this section. This request for hearing shall contain:
- a. the name and address of the School Board;
- b. the name and address of the employee;
- c. a concise statement of the ultimate facts alleged;
- d. the legal authority upon which the employee relies;
- e. a request for relief to which the petitioner deems himself or her self entitled;
- f. a notice of whether the employee wishes to present written or oral evidence.
- (3) Upon receipt of a request for hearing, the School Board shall conduct a hearing as permitted under the informal hearing procedures of section 120.57, Florida Statutes. The hearing will be conducted in accordance with section 120.57 (2) as it may be amended from time to time.

Appendix A OATH

1	APPENDIX - A
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3	The oath to be taken by employees of the School Board, as revised
4	by the Supreme Court, is as follows:
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7	OATH OF OFFICE
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10	I,, a citizen of the State of Florida
11	and of the United States of America, and being
12	employed by or an officer of the School Board of
13	Osceola County, Florida, and a recipient of public funds
14	as such employee or officer, do hereby solemnly swear
15	or affirm that I will support the Constitution of the
16	United States and of the State of Florida."
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18	(Commell W. Hissinhothern)
19	(Connnell V. Higginbotham)
20	91 S. Ct. 1772, 403 U.S. 207
21	(1971)

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BYLAWS OF THE BOARD

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A. Chairman

- (1) The Chairman of the School Board shall preside at all meetings of the school Board and shall vote on motions placed before the School Board for action unless he has a conflict of interest.

(2) He shall represent the School Board in deliberations with other school boards, districts, or agencies unless another member of the School Board is so designated.

(3) The Chairman of the School Board shall sign all official documents, minutes of School Board meetings, and any other School Board documents as shall be necessary by law or School Board direction.

(4) He may appoint committees unless otherwise specified by the School Board or may request the Superintendent to call a special meeting, or shall call a special meeting in the event that the Superintendent fails to do so when requested, shall accept service of process in all suits against the School Board, if he can be found, and shall perform all other duties as prescribed by law.

B. Vice-Chairman

(1) The Vice-Chairman of the School Board shall perform all duties of the Chairman in his absence.

(2) The Vice-Chairman, when acting as Chairman, shall have the right to designate any other Board member to act as Chairman for the purpose of making or seconding motions, discussing and voting on a particular issue or question before the Board.

C. Secretary

(1) The Superintendent shall serve as Secretary of the School Board.

(2) He shall keep, or cause to be kept, an accurate record of all School Board business in the School Board minutes.

(3) He shall sign all papers that require signatures of the School Board unless otherwise specified by law, shall accept service of process in all suits against the School Board in the event the Chairman is not available, shall act as the School Board's representative in financial and legal matters, and shall perform such other duties as may be required by law or action of the School Board.

D. Clerk

The Superintendent's Secretary shall be the Clerk of the Board, unless the Superintendent shall designate some other person whose name shall be submitted to the Board for their approval.

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E. **Attorney**

- The School Board shall select, employ and determine the duties and fee of (1) an attorney(s), who shall be responsible directly to the School Board.
- The Attorney for the School Board shall have the following duties and (2)responsibilities to be rendered in consideration of the hourly or yearly compensation set by the School Board:
 - He shall attend all meetings of the School Board and other meetings a. when requested. At these meetings he shall act as a Counselor to the School Board.
 - He shall render a written opinion on any legal question when b. requested by the School Board in session, with a copy furnished to all School Board members and the Superintendent, and one copy to be maintained by the School Board secretary in a Master Opinion File, in the Office of the School Board. He shall render written opinions on any legal question only when requested. Any School Board member may request an opinion, however, if the opinion will require a considerable length of time, then it is incumbent upon the Attorney to seek School Board approval.
 - He shall prepare or supervise the preparation of all legal papers and c. documents which shall be executed by the officers of the School Board or he shall approve the same before execution thereof by said officers.
 - He shall provide such opinions or other legal information to the d. Superintendent or his delegated representative which may be necessary for the immediate or long-range conduct of the affairs of the School District.
 - He shall represent the School District in all litigation to which the e. School District may be a part or in which it is interested, except in cases where insurance coverage shall provide representation.
 - f. Upon the purchase of any real estate by the School Board, he shall examine the abstract or preliminary report of title, as the case may be, and render a written opinion concerning the same, and shall represent the School Board in the purchase or sale of any real estate.
 - Such other duties as directed by the Board. g.

F. **Committees**

There shall be no standing committees but special temporary committees shall be allowed to be appointed by the Chairman or chosen by vote of the School Board for fact-finding, deliberative and advisory function only, but never to have legislative nor administrative power.

1 Amended 6/29/93 School Advisory Councils 2 G. 3 The School Board shall annually review School Advisory Councils which (1) 4 shall be broadly representative of the community and which shall include the 5 principals, parents, teachers, other business and community members and 6 students on High School and Vocational Committees. 7 established in the School Board Rules, open nominations and elections shall 8 be held. Unless otherwise directed by the School Board, the rules and 9 regulations for operation of the councils shall be developed and maintained 10 by the Superintendent subject to the action of the School Board. 11 School Advisory Councils shall not have any of the powers and duties 12 invested by law in the School Board, and shall act in an advisory capacity 13 only. 14 15 Among any other duties assigned to a School Advisory Council at the time (2)16 of its establishment shall be the responsibility of participating in the 17 development of an annual school improvement plan. 18 19 The Board shall receive a copy of the minutes from the School Advisory (3)20 Council meetings, and a copy of the Feedback Report from each school. In 21 addition, the cumulative attendance of each member of each School 22 Advisory Council shall be reported to the Board with the minutes of each 23 24 meeting.

Η. **Members**

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It is understood that the members of the School Board have authority when (1)acting as a School Board legally in session. The School Board shall not be bound in any way by any action or statement on the part of any individual member except when such statement or action is in pursuance of specific instructions from the School Board.

At the times

- No member, by virtue of his office, shall exercise any administrative (2) responsibility with respect to the schools or as an individual command the services of any school employee.
- Each School Board member shall serve as a representative of the entire (3) School District, rather than merely as representative of a School Board member area.
- Any School Board member must accept service of process in all suits (4)against the School Board whenever the Chairman of the School Board and the Superintendent are unavailable.

Ι. **Orientation**

- (1) Under the guidance of experienced School Board members and the Superintendent, orientation will be provided to new School Board members through activities such as these:
 - Workshops for new School Board members conducted by state and a. area School Board Associations

- b. Discussions and visits with the Superintendent and other members of the school staff
- c. Provisions of printed and audio-visual materials on School Board policies and administrative rules and procedures
- (2) Education shall be considered as an on-going process for <u>all</u> School Board members, and may include such activities as those indicated above and the addition of items such as these:
 - a. Attendance at School Board and administrative conferences and conventions on a local, area, state and national basis
 - b. Exchange of ideas through joint meetings with other school boards.
 - c. Verbal or written reports to the Board of Members' activities outside of Board meetings.

J. Development in Service

- (1) Attendance at meetings directly or indirectly related to education or school matters shall be encouraged for the values they have to the school system and the professional growth of School Board members.
- (2) The Superintendent shall notify School Board members of all relevant scheduled meetings; however, School Board members are encouraged to attend all meetings they believe would be helpful to them in their official capacity.

K. Remuneration and Reimbursement

All remuneration and reimbursement to the Board will be as prescribed by law.

L. School Board Member Protection

The School Board shall provide individual School Board members with liability insurance coverage upon such terms as the School Board may from time to time approve.

M. Retirement

- (1) Outgoing members of the School Board should be appropriately recognized and thanked for their service to the schools and community.
- (2) Continuing privileges as may be legally provided as a courtesy, may be extended upon request.

N. Methods of Operation

(1) The School Board, acting as a School Board, exercises authority over the schools in accordance with applicable laws. It determines policy, and appraises the results achieved in light of the goals of the school system.

1 2 3 4 5 6		(2)	policy task to respon	School Board shall concern itself primarily with broad questions of and with the appraisal of results, rather than with an administrative to be performed by the Superintendent and his staff, who shall be held insible for the effective administration and supervision of the entire I system.		
7	ο.	Bylaws of the Board				
8		(1)	Form	ulation, Adoption and Amendment of Bylaws		
10 11 12 13 14 15			a.	The School Board's Bylaws are rules designated to organize and control its internal operations. Some bylaws are set by statute. Others may be formulated and adopted at its option by the School Board itself as long as they are in harmony with the intent and specifics of the Statutes.		
16 17 18 19 20 21			b.	In its deliberation leading to the establishment or amendment of its bylaws, the School Board's central concern will be for increased efficiency and effectiveness in carrying out its legally mandated tasks.		
22		(2)	Adopt	tion and Amendment of Bylaws		
23 24 25 26 27 28 29 30 31 32			a.	Bylaw proposals and suggested amendments to or revisions of existing bylaws shall be submitted to all members of the School Board and to the Superintendent in writing prior to a regularly scheduled School Board meeting in which such proposed bylaws, amendments, or revisions shall be read and discussed. Any such proposed bylaws, amendments or revisions shall be adopted in accordance with the requirements of Chapter 120, Florida Statutes for adoption of Rules.		
33 34 35 36			b.	The formal adoption of bylaws shall be recorded in the minutes of the School Board. Only those written statements so adopted and recorded shall be regarded as official School Board Bylaws.		
37	Ρ.	Meet	tings			
38 39 40 41 42		All actions of the School Board shall be taken only in official School B meetings called, scheduled and conducted according to these bylaws and Statutes of the State of Florida.				
43		(1)	Time,	Place, Notification for Meeting		
44 45 46 47 48			in the	me, place and notification of meetings procedures shall be established standing rules of the School Board, which shall be adopted at the l organizational meeting.		
49		(2)	<u>Public</u>	and Executive Sessions		
50 51			a. <u>Public Sessions</u>			
52 53 54				The School Board shall conduct regular meetings, special meetings and all conferences as public meetings with news media notified of		

such meetings. Time, date and place of such meeting will be included in news media notification.

b. <u>Executive Sessions Concerning Labor Negotiations</u>

Executive sessions may be held only for the purpose of discussing the status of negotiations between labor organizations and the Superintendent and his designee to instruct the Superintendent as to the School Board's desires in such negotiations.

c. Construction of Agenda/Advance Delivery of Meeting Materials

- 1. The Superintendent shall at least seven (7) days before a regular meeting prepare a proposed agenda, in cooperation with the Board, for each such meeting and make it available for distribution on request of any interested person. The agenda shall be delivered with supporting information, to each School Board member so that he will have this material at least 48 hours prior to each meeting, whenever practicable. Special called meetings may be exempt from this time frame.
- 2. In connection with preparation of the agenda for each regular meeting of the School Board, the Superintendent shall prepare, in cooperation with the Board, a proposed consent agenda, which shall consist of those agenda items which normally are considered to be matters not requiring discussion. The Superintendent shall cause such consent agenda to be delivered to each School Board member along with the regular and full agenda.
- 3. Prior to a vote by the School Board on the consent agenda, any item included thereon shall be removed therefrom upon the request of any School Board member. School Board members, where possible, are encouraged to convey to the Superintendent any such request by 12:00 o'clock noon of the day of the meeting.
- 4. Above requirements do not apply to expulsion hearings or when meeting as a quasi-judicial body.

(3) Meeting Conduct

a. Start of Meeting

The Chairman, or in his absence, the Vice-Chairman, shall start all meetings promptly at the appointed hour.

b. Procedure for Discussion

All debate on an issue shall be germane to the question, not redundant, and in proper decorum.

1		c.	Voting
2			1. No member of the School Board who is present at any
3 4			1. No member of the School Board who is present at any meeting of the School Board, at which an official decision,
5			ruling or other official act is to be taken or adopted, may
6			abstain from voting in regard to any decision, ruling, or act,
7			and a vote shall be recorded or counted for each such
8			member present, except when, with respect to any such
9			member, there is or appears to be a possible conflict of
10			interest as provided by law. Upon request of any School
11			Board member, the vote on any matter shall be by roll-call
12			vote. The Chairman shall vote last.
13			
14			2. The minutes of the meeting shall show the vote of each
15			School Board member present on all matters on which the
16			School Board takes action. It shall be the duty of each
17			member to see to it that both the matter and his vote thereon
18			are properly recorded in the minutes.
19	(4)	A -4:	
20 21	(4)	Action	
21 22		a.	Formal action by the School Board may be taken on any item
23		a.	included in the agenda by whatever majority vote is required by the
24			Statutes.
25			Statutes.
26		b.	All actions of the School Board shall be taken only in official School
27			Board meetings called, scheduled, and conducted according to these
28			bylaws and the Statutes of the State.
29			·
30	(5)	<u>Citizer</u>	n Participation
31			
32		a.	The School Board shall listen to the advice and counsel of citizens in
33			planning and operating the public schools. If, at any part of the
34			official School Board meeting, a citizen has a valid interest or
35			communication pertaining to the immediate business being
36 37			discussed, he may be recognized at the discretion of the Chairman, or a majority of the School Board.
38			of a majority of the school board.
39		b.	If any citizen desires to bring a matter before the School Board, at its
40		0.	next regular meeting, for official or other action, and such citizen
41			notifies the Superintendent thereof, in writing at least twenty-four
42			hours prior to preparation of the agenda for that meeting, such
43			matter shall be included on a special order agenda for discussion and
44			action where necessary. Such notification shall be confirmed in
45			writing and shall specify the nature of the subject matter.
46			
47		c.	In the event citizens desire to address the School Board, the
48			Chairman may, unless over-ruled by a majority of the School Board
49			members present, reasonably limit debate and discussions by
50			citizens both as to time and number.
51 52		d	Congrel sitings portionation shall not be required when the Decart
52 53		d.	General citizen participation shall not be permitted when the Board is sitting as the "Legislative Body" pursuant to Chapter 447, Florida
55 54			Statutes, to resolve impasse in any collective bargaining process; nor
√ T			omaco, to resorve impasse in any confective bargaining process, nor

1 2 3 4			when the Board is considering or hearing any charges or recommendation, of suspension or discipline of any employee, any student disciplinary proceeding, or otherwise acting as a quasi-judicial body.	
5 6	(6)	Order o	of Business Amended 6/29/93	
7 8 9 10		The School Board's business will usually be transacted in the order outlined below. The Order of Business at any particular meeting may be altered by the Chairman if no board member objects.		
11		I.	Meeting Openings	
12			A. Call to Order	
13			B. Invocation	
14			C. Pledge of Allegiance	
15			D. Mission Statement	
16		II.	Public Hearings	
17		III.	Special Order	
18		IV.	Approval of Minutes	
19		V.	Consent Agenda	
20		VI.	I. Public Comment (Regular and/or Special Meetings)	
21		VII.	Fiscal Services	
22		VIII.	I. Pupil Services	
23		IX.	Administrative Services	
24		Χ.	Instructional Programs	
25		XI.	Support Services	
26		XII.	Superintendent's Recommendations	
27		XIII.	Old Business (List)	
28		XIV.	New Business	
29			A. New Items Introduced by the Superintendent	
30			B. New Items Introduced by School Board Members.	
31		XV.	Information and Announcements	
32		XVI.	Advance Planning	
33			A. Future Meeting Dates.	
34			В	
35		XVII.	Adjournment	
36 37	(7)	<u>Parliar</u>	nentary Procedure - Robert's Rules of Order	
38 39 40 41		a.	The School Board of Osceola County adopts the most current edition of Robert's Rules of Order, Newly Revised, as the operating procedure for the School Board. Whenever Robert's Rules of	

Order, Newly Revised conflicts with these bylaws, the bylaws of the School Board, or if applicable, the Florida Statutes or other Rules governing the Board, shall control. Each Board members here on the Board. b. It is recognized that Robert's Rules may be impractical to apply verbatim or literally to every parliamentary question that may arise in the course of the Board's proceedings. Questions of applicability or interpretation of Robert's Rules shall be referred to the Board Attorney for his opinion, however it shall always be prerogative of the Chairman to rule on such questions as he believes to be correct or proper for this Board, subject only to the right of any two (2) Board members to take an "appeal" from such ruling. (8) Minutes The minutes of the meetings of the School Board shall include the following: a. Classification (regular, adjourned or special), date and place of meeting b. Call to order stating time, person presiding and his office c. Record Board members present and absent d. Notation of the presence or absence of the Superintendent e. Record of any corrections to the minutes of the previous meetings and the action approving them f. All main motions (except withdrawn motions), points of order and appeals, whether sustained or lost g. All other motions that were not withdrawn h. Record of all petitions of citizens i. Record of all petitions of citizens i. Record of all matters on which the School Board takes action and the vote of each School Board member thereon j. Notation of the times of recesses k. Hour of adjournment l. Signature of the Secretary and Chairman Recording of Votes Each member's vote shall be recorded, and with the approval of the other members he may also append at that time a statement indicating the reason for his vote.			
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16 (8) Minutes 17 The minutes of the meetings of the School Board shall include the following: 20 a. Classification (regular, adjourned or special), date and place of meeting 21 b. Call to order stating time, person presiding and his office 22 c. Record Board members present and absent 23 d. Notation of the presence or absence of the Superintendent 29 e. Record of any corrections to the minutes of the previous meetings and the action approving them 30 f. All main motions (except withdrawn motions), points of order and appeals, whether sustained or lost 31 g. All other motions that were not withdrawn 32 g. All other motions that were not withdrawn 33 h. Record of all petitions of citizens 34 i. Record of all matters on which the School Board takes action and the vote of each School Board member thereon 39 j. Notation of the times of recesses 40 k. Hour of adjournment 41 l. Signature of the Secretary and Chairman 42 (9) Recording of Votes 43 Each member's vote shall be recorded, and with the approval of the other members he may also append at that time a statement indicating the reason for his vote.	7 8 9 10 11 12 13		verbatim or literally to every parliamentary question that may arise in the course of the Board's proceedings. Questions of applicability or interpretation of Robert's Rules shall be referred to the Board Attorney for his opinion, however it shall always be prerogative of the Chairman to rule on such questions as he believes to be correct or proper for this Board, subject only to the right of any two (2)
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members he may also append at that time a statement indicating the reason for his vote.			Recording of voics
	52 53		members he may also append at that time a statement indicating the reason

a. Recording of Statements

An individual statement by a School Board member which exceeds fifty (50) words may be included as an attachment to the minutes at the School Board member's request, provided however, that a written copy of the statement is submitted.

b. <u>Electronic Recording</u>

All regular and special public meetings of the Board shall also be recorded electronically and the tape or other medium preserved by the Board Clerk. An additional copy of such recordings shall be kept readily accessible for use by Board Members, staff and the public at the District Media Center.

Q. Access to School Board Records

(1) Fees for Document Copies

Copies of items requested by the general public, due to the cost involved, shall be priced at the cost of production. Each person making the request shall remunerate the School Board for the actual cost in each case.

(2) <u>Distribution of Board Meeting Agendas by Mail</u>

- a. When the agenda for each School Board meeting has been completed by the Superintendent and is ready for distribution, additional copies will be reproduced and made available to interested citizens who may receive them at the District School Offices, 817 Bill Beck Boulevard, Kissimmee, Florida, until the supply is exhausted.
- b. Any citizen who desires a copy of the School Board meeting agenda mailed to him may arrange this service by contacting the office of the Superintendent. Mailing fees will be charged.
- c. Nothing contained in the foregoing shall operate to deprive a citizen of his right to inspect and examine public records as provided in Florida's Public Records Act.

(3) Public Access to Minutes

The approved minutes of the School Board shall be shown to the public upon request in the presence of the Superintendent or his delegate, provided, however, that records shall not be removed from the Administration Building of the school system, except by vote of the School Board.

R. Membership in Associations

Recognizing the value of the Florida School Boards Association as both political and legal representatives of school boards, and realizing that in times of changing laws, curriculums, and methods of operation that school boards must be kept

abreast, the School Board wishes to maintain its membership in the Florida School Boards Association. In addition, the School Board may hold membership in such other school board associations as may exist, and shall look upon such membership as an opportunity for growth in School Board service.

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S. Monitoring Products and Processes

(1) The School Board directs the Superintendent, in cooperation with the school staff, student body, parents, and any other interested persons or groups, to establish and maintain a comprehensive accountability plan and set of procedures for the school system.

(2) The plan shall provide for regular, scheduled reports to the School Board on students, school level professionals, and staff development in academic vocational and general behavioral pursuits in relation to professional and School Board adopted instructional goals.

(3) The School Board accepts the responsibility for and will provide for monitoring for its own operations.

T. Administrative Positions

The Board will not take action on new administrative positions or administrative nominations for at least one (l) week, seven (7) calendar days after being announced by the Superintendent. This can be waived by a four-fifths vote of the Board. Board members and news media will be notified in writing.

Appendix B

PUPIL PROGRESSION PLAN

Table of Cont Blue Single Called Pupil Progressio

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OSCEOLA DISTRICT
PUPIL PROGPEGGG

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> The purpose of the instructional program in the schools of Osceola County is to provide appropriate instructional and selected services to enable students to perform at or above Promotion, however, is based primarily on pupil their grade level academically. achievement and is not automatic.

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Decisions regarding student promotion, retention and administrative placement are primarily the responsibility of the individual school's professional staff. The final decision in regard to grade placement is the responsibility of the principal.

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Auth: 232.245, F.S.

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General Procedures for Promotion, Special Assignment, and I. Administrative Placement, Grades K - Adult.

Student promotion in the Osceola County schools is based upon an evaluation of Α. each student's achievement in terms of appropriate instructional goals. determination should reflect teacher judgment based upon the following: successful progress in the county adopted curriculum, progress tests, classroom assignments, daily observation, standardized tests, and other objective data. The primary responsibility for determining each pupil's level of performance and ability to function academically, socially and emotionally at the next grade level is that of the classroom teacher, subject to review and approval of the principal.

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Report Cards: (1)

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All schools shall use a standard report card appropriate for the level; a. elementary, middle, or high, as the primary means of reporting student progress.

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With the approval of the superintendent, schools may develop b. additional or supplementary instruments which may be used in conjunction with the standard report card.

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Report cards shall be issued for all students, K-12, at the close of c. each grading period. A report card will also be issued at the close of the summer school program. Amended 6/30/92

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Adult education students will be issued a Certificate of Attendance or d. a Certificate of Program Completion upon request. Amended 6/29/93 & 6/27/95

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Report Card Grades: (2)

47 48 49

Report Card grades are to provide the student and the student's a. parents with an objective evaluation of the student's scholastic achievement, effort and conduct.

The student's academic grades are to reflect academic achievement.

Passing grades on report cards indicate that the student is working within a range acceptable for the grade or subject unless the subject is clearly identified as remedial.

A remedial student making a C or better at grade level for two (2) grading periods shall be considered for placement in the regular classroom.

b. Students and parents are to be advised of the grading criteria employed in the school and in each class at the time of enrollment.

Students who enroll in school or class late shall be allowed to make up the class work in order to receive full semester credit.

Schools shall adhere to the following evaluation plan for grading and reporting pupil progress.

Kindergarten

E Effort Shown

N Needs Improvement

Grades 1-2

O Outstanding

S Successful Progress

E Effort Shown

N Needs Improvement

Grades 3-12 - Percent Point Value Definition

<u>GRADE</u>	Percent	Point Value	<u>Definition</u>
Α	94-100	4	outstanding
В	85-93	3	progress above average
C	75-84	2	progress average
D	65-74	1	progress lowest accept
F	0-64	0	able progress failure
I	0	0	incomplete

If an I (incomplete) is recorded on a report card, the requirements for which the incomplete was assigned must be satisfied within two weeks of the issuance of report cards or the I becomes F. At the teacher's discretion a longer period of time may be allowed for make up work.

Adopted 6/30/92 & Amended 6/27/95 may be used: 3 4 Outstanding 0 5 S Successful Progress 6 Needs Improvement 7 Effort shown 8 9 For Special Area and/or Exploratory classes in grades 6-8, the 10 following grading scale may be used: Adopted 6/30/92 11 12 Successful Progress S 13 **Needs Improvement** 14 **Unsuccessful Progress** 15 16 Grades in conduct are to be assigned independently of academic c. 17 Standards for grading in these areas are to be achievement. 18 explained to the students. 19 20 To receive a report card a student shall have been enrolled in school 21 at least 1/2 of the forty-five day grading period as established by the 22 official school calendar. A grade shall be recorded on the report 23 card for each subject taken. If a student withdraws he shall be 24 issued a grade on the withdrawal form as of the date of withdrawal. 25 Amended 7/2/96 26 27 Students are to receive grades in all courses in which they are d. 28 enrolled. 29 30 If the principal of a school feels it is necessary to change a pupil's e. 31 grade in any subject at the end of a grading period, the principal 32 shall consult with the teacher regarding the necessary change. If the 33 change is made after official notification has been made to the 34 parents, a copy of the principal's reasons shall be placed in the 35 pupil's cumulative folder. 36 37 Notices to Parents and Pupils (3) 38 39 Parents or adult students are to be notified in writing at any time 40 a. during a grading period when it is apparent that the student may not 41 pass or is performing unsatisfactorily in any course or grade level. 42 The county Deficiency/Progress Report will be used for this 43 Amended 7/2/96 notification. 44 45 Parents are to be advised of their child's performance on all b. 46 standardized tests administered as part of the county-wide testing 47 program. 48 49 The Sunshine State Standards (6A-1.09401 State Board Rules) are benchmark В. 50 standards which describe what students should know and be able to do at four 51 progression levels (grades PreK-2; 3-5; 6-8; 9-12) in the subjects of the arts, 52

For Special Area classes in grades 3-5, the following grading scale

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health/physical education, foreign languages, language arts, mathematics, science

and social studies. Osceola District Schools shall provide appropriate instruction to

assist students in the achievement of these standards. The Sunshine State Standards have been incorporated within the Osceola County Curriculum Frameworks and are on file in the Administrative Center and in use at each school. Adopted 9/17/96

Students who do not satisfactorily perform in the grade to which they are assigned, will be assigned to the same grade for the next school year or given an assignment to a special program, e.g., an extension of the school year, a special class within the regular school, an intersession period or summer enhancement program, and Second Wind. These students are to be provided instruction designed for their continuous progress.

Amended 6/30/92

- Principals are to establish procedures by which parents are notified when it has been determined that their child needs improvement at the grade or course in which he or she has been placed. In cooperation with the parents, an attempt will be made to provide appropriate assistance.
 - E. Any student who has been previously retained, at the same grade level may, at any time during the next school year be placed in the next higher grade if the principal determines that standards have been met and the student will be able to benefit from instruction at the higher grade. If the placement involves a new school, the assignment will occur at the end of a grading period agreed upon by both the sending and receiving principal.
 - F. The principal, upon written authority from the Superintendent, may administratively place a student who has been previously retained.
 - G. The assignment of a student to a higher grade which results in the student's accelerated promotion should be made on the basis of exceptionally high achievement or evidence that the student will benefit more from the instructional program at the advanced grade level. The assignment should be authorized by the Superintendent. The assignment will occur at the end of a grading period agreed upon by both the sending and receiving principal and the Director of Exceptional Student Education, if an exceptional student is involved. After agreement has been reached regarding an exceptional student, an Individual Education Plan meeting must be held prior to placement in the new assignment. The long range academic, social, and emotional effect of the decision shall be considered. The principal has the responsibility for making such an assignment, but a student will not be accelerated without parental consent.

 Amended 6/30/92

The student's cumulative record, report card, and permanent record shall indicate, "accelerated grade placement" and the name of the principal who made the placement.

Parents shall be notified in writing that their child is receiving an accelerated grade placement to the next higher grade. A copy of this notification shall be placed in the cumulative folder.

H. Students who are retained must receive counseling and may be recommended for evaluation if such a referral would benefit the students. Any student in grades K-8 who has been retained for the second year in the same grade level is to be referred for an evaluation by appropriate specialists, e.g., psychologist, reading specialist and other personnel.

l 2		Retention of students shall be limited to one (l) year in the elementary school are one year in the middle school unless additional retention is recommended by the Child Study Team.				
4 5 5 7	I.	or priv	grade placement of students transferring from other countries, counties, states rivate schools will be determined by the principal of the receiving school based uidelines established by the Student Services Department.			
8 9	J.	Attenc	dance for Promotion K-5 Amended 6/30/92, 6/29/93 & 7/2/96			
0 1 2		Students who miss more than fifteen (15) days per semester will not be promoted except as follows:				
3 4 5 6			a. If medical evidence is presented to the principal from a competent medical authority to excuse absences in excess of fifteen (15) days or fifteen (15) class settings per semester.			
7 8 9 0			b. Extenuating circumstances as determined by the principal based on recommendations of teachers, counselors or Pupil Services workers.			
workers. 21 22 (2) School activities shall not be counted as absences. Assigned w turned in on the day indicated by the teacher.						
4 5	Κ.	Atten	dance for Promotion 6-8 Amended 6/30/92 & 7/2/96			
.6 .7 .8 .9		(1)	Students who miss more than ten (10) days per semester (2 days per semester during the summer school term) will not be promoted except as follows:			
0 1 32 33			a. If medical evidence is presented to the principal from a competent medical authority to excuse absences in excess of ten (10) days or ten (10) class settings.			
4 5 6 7			b. Extenuating circumstances as determined by the principal based on recommendations of teachers, counselors or Student Services workers.			
8 9 0		(2)	School activities shall not be counted as absences. Assigned work shall be turned in on the day indicated by the teacher.			
1 2 3		(3)	Eighth grade students enrolled in high school courses for credit shall be subject to section I M and III A 9 in those courses only.			
14 15	dance for Credit (9-12) Amended 6/30/92					
16 17 18		Stude recei	ents who accumulate more than ten (10) days of absences per semester will not ve credit for the course except as follows:			
19 50 51		(1)	If the student makes up the class time missed within ten (10) days, as verified by the teacher's log; or			
52 53 54		(2)	Any absences in excess of ten (10) days per semester (2 days per semester during the summer school term) must be accompanied by a note from a			

competent medical authority if the student is to receive credit for the course. In cases where such absences are not excused by a medical authority, the students will receive a grade of "I" (incomplete) in each class affected by the absence. If there are extenuating circumstances not covered by medical A committee excuses, parents must petition the principal in writing. consisting of the school principal or his designee, a guidance counselor and at least one teacher will meet at the end of the semester, if necessary, to determine the validity of the extenuating circumstances. Only one (1) extenuating circumstance petition per year per student will be allowed unless special permission is granted by the school principal to consider a second petition. A successful appeal will result in the grade and credit being granted to the student for the class(es) in question. The "I" will be converted to a failing grade should the appeal be unsuccessful. Amended 6/29/93 & 6/27/95

(3) School activities shall not be counted as absences. Assigned work shall be turned in on the date indicated by the teacher.

M. All students with limited English proficiency (L.E.P.) must be appropriately identified in order to ensure the provision of appropriate services. Every student identified as L.E.P. shall continue to receive appropriate instruction and funding as specified by State Board Rules and Regulations and Florida Statutes until such time as the student is reclassified as English proficient. Each limited English proficient student enrolled in any program offered by the Florida Public Schools is entitled to equal access to programming which is appropriate to his or her level of English proficiency, academic achievement and special needs.

II. Elementary Promotion and Placement

A. A screening program for all kindergarten students will be administered yearly. Results of this screening will identify students who will be considered for further screening and psychological testing to determine if special placement is indicated. *Amended* 6/29/93

B. An extension of the school year may be available for the students in grades K-5, as directed by the principal. Students needing additional instructional enhancement to continue progress may attend.

C. Required Program of Study - Grades K-5

Grades K-5 promotion should be based on successful progress as indicated by report card grades, standardized test results, daily assignments, teacher observation, satisfactory performance in the grade level curriculum, and other objective data.

(1) The following areas of study are required for each student, K-5: Language Arts, Mathematics, Science/Health, Social Studies (Florida History at 4th grade).

(2) Additional courses of studies may include, but shall not be limited to:

B-6

Art
Career Education
Computers

1 2 3 4 5 6 7 8 9			Developmental Physical Education Foreign Language Library Science Metric Education Music Safety School Police Liaison Program	d Economic	
11 12 13	D.	Fifth (5th) grade students who qualify for the Second Wind Dropout Prevention Program may be placed in the seventh (7th) grade upon successful completion of the program.			
14 15 16	III.	<u>Midd</u>	le School Promotion and Placem	<u>ent</u>	
16 17 18	A.	Gener	al Academic Requirements		
19 20 21			e school students will receive instructiving basic subjects:	on in grades six through eight in the	
22 23		(1)	Three years in mathematics.		
24 25 26 27		(2)	writing, and speaking. Development	ch will include experiences in reading, tal reading shall be provided at each whom the school deems such reading	
28 29 30		(3)	A minimum of three years in science science and physical or earth science.	e, which will include instruction in life	
31 32 33		(4)	A minimum of three years in social st the United States and world geograph	tudies, which will include the study of hy, civics, and Florida history.	
34 35 36		(5)	The opportunity to enroll in physic regularly scheduled each year by each	cal education courses, which will be h school.	
37 38 39 40		(6)	A series of experiences will be prove exposure to courses selected from Amended 6/29/93	ided for student development through a, but not limited to, the following:	
41 42 43 44 45 46 47 48			Agriculture Art Band Business Career Education Consumer Education Foreign Languages	Health Technology Education Law Music Public Service Reading Writing Skills	
49 50 51 52 53 54		(7)	students at the seventh or eighth greelects to cover district health performs	al Development shall be required for rade, unless a middle school principal ance standards in a science course and Amended 6/30/92 & 6/29/93	

- a. The science teacher involved is certified in both science and health, and
- b. A letter of explanation is sent to the Superintendent prior to the beginning of the school year. The letter must be signed by the principal and the teacher and must ensure that all student performance standards for both the science and the health courses will be met.
- (8) In addition to the courses identified above, students must master minimal skills in the area of science and computer literacy.
- (9) Students who attend the eighth grade in Osceola County may elect to take a maximum of two high school (dual enrollment) courses at the middle school they are attending, provided the courses are taught by teachers holding high school certification in the subjects offered. The high school textbook will be used, and the district performance standards and grading policy shall be the same as for the course offered in a high school setting. In order to receive high school credit, the student must earn a final grade of an "A" or "B". Amended 6/30/92 & 6/29/93

B. Promotion

2 3

(1) General Requirements

All students must pass five (5) subjects per grade level including language arts, mathematics, science and social studies. Promotion should be based on standardized test results, daily assignments, teacher observation, teacher made tests, satisfactory attainment of the student performance standards in the curriculum frameworks and other objective information. If the achievement level is not being met, the teacher shall utilize deficiency/progress reports to communicate with the parent during the grading period. Amended 7/2/96

(2) <u>Summer Programs</u>

Students who do not successfully master all of the materials necessary for promotion may attend summer school or may, at the discretion of the principal, be administratively placed and have their academic class schedule arranged during the following school year so as to receive instruction in the academic area at the lower level that was failed on the initial attempt. If the work to be made up during the summer is not done in the Osceola District School System, the summer school must be conducted by a public school or an accredited private school.

Amended 6/30/92 & 7/2/96

Parents may contract with state certified teachers to teach individual students in lieu of attendance in a summer school program. However, if the parent chooses this option, he or she must notify the child's school principal in writing within fifteen (15) days after the close of the regular school term. Such students will be required to pass a teacher designed exam. Amended 7/2/96

Double Promotion and Acceleration (3) 1 2 Seventh (7th) grade students who qualify for the Second Wind Dropout 3 Prevention Program may be placed into the ninth (9th) grade upon 4 successful completion of the program. 5 6 Eighth (8th) grade students promoted to the ninth (9th) grade may take 7 courses during the regular summer school for acceleration. 8 9 Special classes for students who have been administratively placed may be C. 10 established and designated as middle school basic skills classes without a grade 11 utilized in these classes. 12 13 High School Grade Classification and Graduation Requirements IV. 14 15 To graduate from high school a student must, meet all the requirements of this plan, 16 demonstrate mastery of the Student Performance Standards (229.565, F.S) and 17 meet all requirements established by the Florida Department of Education and the 18 School Board of Osceola County. 19 20 Seniors participating in high school graduation ceremonies shall have completed all 21 requirements for graduation as set forth in this Pupil Progression Plan. Seniors 22 receiving a Certificate of Completion or a Special Certificate of Completion will also 23 Amended 6/28/94 be eligible to participate in the ceremonies. 24 25 Graduation ceremonies will be scheduled at the end of the regular academic year 26 and at the close of the second summer session each year. 27 28 Students enrolled in a District K-12 dropout prevention program and earning a GED 29 equivalency diploma may participate in the graduation ceremony of the high school 30 in their attendance zone. Amended 7/23/91 31 32 **Grade Classification** 33 A. 34 A student must have earned 5 credits to be classified as a sophomore. **(1)** 35 36 A student must have earned 11 credits to be classified as a Junior. (2) 37 38 A student must have earned 18 credits to be classified as a Senior. (3) 39 40 Students who transfer into Osceola County from public schools shall be **(4)** 41 classified according to their grade placement at the school from which they 42 transfer. Thereafter they will follow classification as set up by Osceola 43 County except for those students who transfer as seniors. 44 45 All students who attend school in Florida as ninth or tenth graders will be (5) 46 required to earn one-half credit in personal fitness and one half credit in 47 Life Management Skills in order to receive a diploma from an Osceola 48 County high school. Amended 7/23/91 49 50 All transfer students will be expected to attempt to earn a minimum of three (6)51 (3) credits per semester in the year of their transfer; however, no 52 requirement for specific course work will be retroactive except as stated 53 above. 54

1 2 3 4 5 6 7 8 9 10 11 12		(7)	The requirements of the School Board shall not be retroactive for transfer students provided the student has met all requirements of the school, school district or state from which he/she is transferring (6A-1.095). Adopted 6/30/92 & Amended 6/27/95 Students will be limited to the transfer of no more than two high school credits earned prior to entry into the ninth grade. Such credits must have been earned at the eighth grade level and follow Pupil Progression Plan rule III A(9). Adopted 6/30/92 & Amended 6/27/95 Students may be promoted to the next grade at the end of the first semester of a school year provided they have earned the following number of				
13			credits:	Adopted	7/23/91		
14				S	Sophomore	_	8 credits
15 16				, L	opnomore		
17				J	unior	_	14 credits
18 19				S	Senior	_	21 credits
20							
21 22 23 24		(8)	Seniors who have earned 24 credits by the end of the first semester in a given school year may pursue one of the following options: Adopted 7/23/91				
25 26 27				diplomas	e at the end or s and be perm of the second	itted to	st semester. (Students will receive their participate in graduation ceremonies at er.)
28 29 30					ate in the earl , if they quali		ssions program at Valencia Community
31 32 33			c.	Remain vocation	at the high nal studies.	school	to pursue advanced academic and/or
34 35 36	В.	<u>Requi</u>	rements f	for Gradi	uation**	Amend	ded 6/30/92
37 38 39		(1)	Credits needed graduat	for			24++
40			Langua				Four (4) credits
41			Arts Mathen	natice			Three (3) credits
42 43			Maulen	naucs			Algebra 1 or Equivalent
44							[Effective for incoming 9th
45							graders 1996-97 and thereafter]
46							Amended 8/6/96
47 48			Science	3		·	Three (3) credits:
48 49			SCICILO	-			Two of which must include
50							laboratory components
51				Ct 1:	<u> </u>		Three (2) and its
52 52			Social	Studies'	ጉ		Three (3) credits World History (1)
53 54							American History (I)
J +							

			American Govt. (1/2)
1 2			Economics (1/2)
3			
4		***Physical	One-half (1/2 credit
5		Education	(Personal Fitness)
6		***Life Mgt. Skills/	One-half (1/2) credit
7 8		Health	one had (12) ereal
9			
10		+ Practical Arts/Perform-	Ou = (1) ==== 1.4
11		ing Fine Arts	One (l) credit
12 13		Electives	Nine (9) credits
14			
15			e the requirements of Section 233.061, Florida
16		Statutes.	
17 18		+ In order to meet this requ	uirement, students may earn:
19			
20			Arts Vocational Education or Exploratory
21		Vocational Education:	
22		OR	
23 24		OK	
25		One credit in Performing	g Fine Arts:
26			,
27		OR	
28		0 - 1-16 (1/2)	ah in Dragtical Arts, Vacctional Education or
29		Exploratory Vocational	ch in Practical Arts, Vocational Education or Education and Performing Fine Arts.
30 31		Exploratory vocationar	Education and 1 offorming 1 me 1 me.
32		Practical arts may be	e fulfilled by any secondary or eligible
33		postsecondary course in	the Vocational Section or by substituting one of
34		the basic Computer Edu	cation Courses or Journalism II, III or IV on a
35		curriculum equivalency	Dasis.
36		No more than one (1) credit	in Exploratory Vocational courses may be used
37 38		for credit toward high school	ol graduation.
39		for credit toward ingit series	A Brace and a second
40	**	Each student is entitled to "	13 consecutive years of instruction, beginning
41		with kindergarten,"	
42			
43	++	A grade-point average of 1	5 on a 4.0 scale will is needed for the twenty-
44		four (24) credits used to me	et state graduation requirements.
45		Decision with the 1006 0	7 sahaal waar ingaming 0th grade students will
46		be required a grade point as	7 school year, incoming 9th grade students will verage of 2.0 on a 4.0 scale for twenty-four (24)
47 49		credits used to meet the state	e graduation requirements. Amended 8/6/96
48 49		creates used to meet the state	e graduation requirements. Timenaea 3, 3, 5
50		The student must also pass	the High School Competency Test (HSCT).
51		_	
52	***	Shall be deemed 9th and 10	th grade courses.
53			
5/1			

- (2) Students who have completed more than nine elective credits may choose to have the lowest elective grades of those courses in excess of the 24 credits required for graduation dropped before the computation of their G.P.A.
- (3) Eighth (8) grade students may enroll in an approved course designated as a 9th 12th grade course by the current course code directory, and will be classified as a high school student for the period of time involved. Students earning credit through such high school courses will be credited with meeting the requirements designated in the district pupil progression plan as required for promotion for the appropriate pre-ninth grade course(s).
- (4) Students who earn any grade other than an 'A' may retake the course to improve their skills, grade, and G.P.A. The highest grade earned will be used in calculating the grade point average. Credit toward graduation can only be awarded once. *Amended* 7/23/91

C. Curriculum Frameworks-Grades 9-12 Basic and Adult Education

A curriculum framework is a broad guideline which directs district personnel by providing specific instructional plans for a given subject or area of study and is consistent with the Course Code Directory. Curriculum frameworks are contained in the publication "Curriculum Frameworks for Grades 9-12, Adult Basic Program". This publication is on file at each high school and the district office.

The above frameworks include the Exceptional Student Education Courses and the Vocational Courses.

D. Student Performance Standards

Student Performance Standards have been developed cooperatively with district personnel for the intended outcomes specified in each curriculum and are also on file at each high school and the district office.

Students must show mastery of the performance standards before credit for course is awarded. Upon successful completion of the course, with at least sixty-five per cent (65%) proficiency, students will have demonstrated mastery. Student mastery will be assessed through the use of teacher observation, classroom assignments and examinations. Students must also meet the attendance requirement as set forth in section 6.21. G or H of School Board Rules.

E. Home Instruction

 As provided by Florida Statute 232.02 parents may choose to place their children in a home instruction program in lieu of public school. The requirements of the law will be monitored through Pupil Services. *Revised* 7/23/91

- (1) Parents who wish to place their children on a home instruction program are required to notify the Superintendent in writing of such intent within two (2) weeks of the student's withdrawal from school. *Amended 9/17/96*
- (2) (Deleted 9/17/96)
- (3) The parent of a home instruction student is required to keep a daily attendance record. In addition, the parent is required to keep a daily work

log of assignments made, page numbers covered, concepts taught, length of study day and whether assignments are completed. All materials related to home instruction shall be kept by the parent for a period of not less than two (2) years from the date of enrollment in the program. Parents of home instruction students will be required to have an academic evaluation completed yearly on each student. The parent will have the responsibility of arranging said evaluation at parental expense and will be responsible to see that the printed report of said evaluation is sent to the Superintendent.

(4) The school district may set up conferences with home instruction families

- (4) The school district may set up conferences with home instruction families during the course of the school year to verify that the laws of the State of Florida and the rules of the School Board of Osceola County are being kept as pertains to home instruction. Parents will be given fifteen (15) days notice of intent of the school board designee to meet with them to discuss the program. *Amended* 9/17/96
- (5) Parents who fail to meet the requirements of State law (232.01) and School Board rules governing home instruction will be required to re-enroll their home instruction student(s) in school. The parents of the student(s) required to return to school for failure to meet the requirements of the home instruction regulations will be denied any request for a home instruction program for a period of one full academic year from the date of re-enrollment.
- (6) All students working at the elementary or middle school level will be evaluated for grade level placement if they return to the public school system of Osceola County. If a student is enrolled in a home instruction program for less than one school semester the student will be enrolled at the same grade level with no testing required. *Amended 9/17/96*
- (7) Florida Statute, section 232.02 states that it is the responsibility of the parent to provide a written evaluation of the home-schooled student's progress. With respect to the awarding of high school credit, the Superintendent agrees to the following stipulations:

 Revised 9/17/96
 - a. The student must present to the school principal a listing of the specific courses for which credit is requested along with the student portfolio. For those courses where the curriculum has been aligned with the computer assisted instructional program in use in the District, credit will be determined upon successful completion of the course content utilizing the computer assisted instruction.
 - b. For specific courses where the District does not provide a computer assisted equivalent, the student must:
 - 1. Present a teacher's written recommendation for credit, and a passing grade on the District grading scale. *Adopted 9/17/96*
 - 2. Include a description of the course which must be made by a Florida certified teacher who has at least one (1) year of experience teaching the specific course for which credit is requested. This experience must be in a public school, or an accredited private school and the experience must be within a four year period preceding the credit request. If not an

employee of the Osceola County School Board, the teacher shall attach a resume to verify relevant experience. All teachers must submit the teacher certification number with the recommendation for credit. The teacher certifying credit shall not be a member of the immediate family. Adopted 9/17/96

- 3. Procure, schedule and locate qualified teachers to conduct the evaluations for home-schooled courses for which credit is requested. *Adopted 9/17/96*
- c. Students who request credit according to the above stipulations shall be classified according to age/grade appropriate placement. Any courses requested for credit must align with the graduation requirements and be contained within the maximum number of credits allowable under the District adopted Pupil Progression Plan. Adopted 9/17/96
- (8) Students who expect to earn Summer School credit in a home instruction program must be registered with the Superintendent by the end of the first grading period (second week) of summer school.
- (9) Home education students may participate in dual enrollment, vocational dual enrollment and early admission. Credit by examination is available through approved correspondence courses. The home education student is responsible for his/her instructional materials and transportation unless provided for otherwise. The enrollment shall be in accordance with the guidelines established by the Community Colleges and State Universities. *Adopted* 7/2/96
- (10) Home education students are eligible to participate in interscholastic extracurricular student activities. Guidelines for participation will be established pursuant to 232.425, F.S. and will be made available to home education students choosing to participate in interscholastic extracurricular activities. Adopted 7/2/96
- (11) Students who are participating in a home instruction program in accordance with Florida Statutes, section 232.02(4), may be admitted to the public school on a part-time basis. *Adopted 9/17/96*
 - a. Students in home education who wish to attend public school must have met all criteria for a home education program during the entire semester immediately prior to the time of admission, meet the same registration requirements as full-time students, and enroll for and attend at least one (1) regularly scheduled class period at the zoned school. Such students must register prior to the start of the semester they will attend. Full-time students will be given priority in course registration. Home-schooled students who are excluded from a class/course at their zoned school due to space limitations may attend another school if space in that class/course is available. *Adopted 9/17/96*
 - b. The Board is not responsible for the transportation of students in a home education program to or from the school. The school

program may transfer a maximum of eight credits per year unless additional credits are approved by the Superintendent.

Although this program is designed to provide students with a non-traditional school setting in order to meet individual needs, the school district Code of Student Conduct is in effect and School Board Rules governing student conduct will be followed.

V. Types of Diplomas

Students in Osceola County Schools may earn the following types of diplomas:

(1) Regular

(2) Special

(3) Certificate of Completion

(4) Special Certificate of Completion

(5) Adult High School Diploma

(6) Florida High School Diploma (G.E.D.)

(7) Adult Special High School Diploma Adopted 9/17/96

A. <u>A Regular Diploma</u> shall be issued to students who meet the conditions set forth in this Pupil Progression Plan section IV. This must include passing the High School Competency Test (HSCT). *Amended 7/23/91*

B. <u>A Special Diploma</u> shall be awarded to properly classified educable mentally handicapped, trainable mentally handicapped, profoundly, mentally handicapped, hearing impaired, specific learning disabled, emotionally handicapped, physically handicapped whose ability to communicate orally or in writing is seriously impaired. Students must also master the Revised Minimum Performance Standards according to assigned State performance levels.

Amended 7/23/91 & 6/28/94

These performance standards must be documented by the exceptional student teacher starting in kindergarten and progressing through graduation from high school. Specific grade levels for completion are given to designate when the child should master the appropriate competency.

The Revised Minimum Student Performance Standards for Exceptional Students Tracking Form should be used for students that will be graduating from high school.

48 C. <u>A Certificate of Completion</u> shall be issued to all students who acquire appropriate credits for a high school diploma, but do not pass the High School Competency Test. *Amended* 7/23/91

D. <u>A Special Certificate of Completion</u> shall be issued to an eligible exceptional education student who meets the requirements for his exceptionality, but is unable to meet the appropriate special state minimum requirements.

2	E.	<u>Adult</u>	High School Diploma Amended 7/23/91
3 4		(1)	Students who have been expended a Cariffic to a Co. 1 d. 1
5		(1)	Students who have been awarded a Certificate of Completion by virtue of failure to pass the High School Competency Test shall be eligible to receive
6			a regular Adult High School Diploma after passing the High School
7			Competency Test through the Community/Adult Education Program. This
8			must be done immediately following receipt of the Certificate of Completion
9			during the Community/Adult Education Summer Term or Term I.
10			Community/Adult Education High School Completion Program
11			requirements will be in effect Term II and thereafter.
12			•
13		(2)	Adult students completing all established credit requirements may receive a
14			Regular Adult High School Diploma.
15	-	T	
16	F.	Floric	la High School Diploma Amended 7/23/91
17		Chuda	mto on modificate value and distance (10)
18 19		boyer	nts or residents who are eighteen (18) years old or older and students who
20		orade	met all requirements for graduation except the attainment of a 1.5 cumulative point average may apply to take the GED exam. <i>Effective for the 1999/2000</i>
21		schoo	l year, a grade point average of 2.0 will be required. Amended 9/17/96
22		Berroo	Amended 9/1//90
23	G.	Adult	Special Diploma Adopted 9/17/96
24		•	
25		Any a	adult student who is twenty-one (21) or older and classified as educable
26		menta	lly handicapped, trainable mentally handicapped, profoundly mentally
27		handi	capped, hearing impaired, deaf, specific learning disabled, physically
28		impai	red, visually impaired, blind, autistic or emotionally handicapped may be
29 30		award	ed an adult special diploma if all requirements are met.
			are an agent special diploma if an requirements are met.
	VI.		
31	VI.		its Applicable Toward Graduation
	VI.	Cred	its Applicable Toward Graduation
31 32		Cred	
31 32 33 34 35		Credi Early Studen	Admission for Advanced Studies nts who meet the prerequisites of an early admission and advanced studies
31 32 33 34 35 36		Credi Early Studen progra	Admission for Advanced Studies Ints who meet the prerequisites of an early admission and advanced studies arm may be permitted to enroll as a full-time post secondary student during
31 32 33 34 35 36 37		Credi Early Studen progratheir	Admission for Advanced Studies Ints who meet the prerequisites of an early admission and advanced studies arm may be permitted to enroll as a full-time post secondary student during senior year in high school. Such programs shall meet the following
31 32 33 34 35 36 37 38		Credi Early Studen progra	Admission for Advanced Studies Ints who meet the prerequisites of an early admission and advanced studies arm may be permitted to enroll as a full-time post secondary student during senior year in high school. Such programs shall meet the following
31 32 33 34 35 36 37 38 39		Early Studen progratheir conditions	Admission for Advanced Studies Ints who meet the prerequisites of an early admission and advanced studies arm may be permitted to enroll as a full-time post secondary student during senior year in high school. Such programs shall meet the following ions:
31 32 33 34 35 36 37 38 39 40		Early Studen	Admission for Advanced Studies Ints who meet the prerequisites of an early admission and advanced studies arm may be permitted to enroll as a full-time post secondary student during senior year in high school. Such programs shall meet the following ions: Approval of the program by the School Board shall be obtained before the
31 32 33 34 35 36 37 38 39 40 41		Early Studen progratheir conditions	Admission for Advanced Studies Ints who meet the prerequisites of an early admission and advanced studies arm may be permitted to enroll as a full-time post secondary student during senior year in high school. Such programs shall meet the following itons: Approval of the program by the School Board shall be obtained before the end of the first month of the final year of high school or before the end of
31 32 33 34 35 36 37 38 39 40 41 42		Early Studen progratheir conditions	Admission for Advanced Studies Ints who meet the prerequisites of an early admission and advanced studies arm may be permitted to enroll as a full-time post secondary student during senior year in high school. Such programs shall meet the following ions: Approval of the program by the School Board shall be obtained before the end of the first month of the final year of high school or before the end of the first semester if entry is expected during the second semester of the final
31 32 33 34 35 36 37 38 39 40 41 42 43		Early Studen progratheir conditions	Admission for Advanced Studies Ints who meet the prerequisites of an early admission and advanced studies arm may be permitted to enroll as a full-time post secondary student during senior year in high school. Such programs shall meet the following itons: Approval of the program by the School Board shall be obtained before the end of the first month of the final year of high school or before the end of
31 32 33 34 35 36 37 38 39 40 41 42 43 44		Early Studen progratheir condit	Admission for Advanced Studies Ints who meet the prerequisites of an early admission and advanced studies arm may be permitted to enroll as a full-time post secondary student during senior year in high school. Such programs shall meet the following itons: Approval of the program by the School Board shall be obtained before the end of the first month of the final year of high school or before the end of the first semester if entry is expected during the second semester of the final year of high school.
31 32 33 34 35 36 37 38 39 40 41 42 43 44 45		Early Studen progratheir conditions	Admission for Advanced Studies Ints who meet the prerequisites of an early admission and advanced studies arm may be permitted to enroll as a full-time post secondary student during senior year in high school. Such programs shall meet the following ions: Approval of the program by the School Board shall be obtained before the end of the first month of the final year of high school or before the end of the first semester if entry is expected during the second semester of the final year of high school. The student shall be accepted by a state accredited post-secondary school or
31 32 33 34 35 36 37 38 39 40 41 42 43 44		Early Studen progratheir condit	Admission for Advanced Studies Ints who meet the prerequisites of an early admission and advanced studies arm may be permitted to enroll as a full-time post secondary student during senior year in high school. Such programs shall meet the following ions: Approval of the program by the School Board shall be obtained before the end of the first month of the final year of high school or before the end of the first semester if entry is expected during the second semester of the final year of high school. The student shall be accepted by a state accredited post-secondary school or university after completion of three (3) full senior high school years, and a
31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46		Early Studen progratheir condit	Admission for Advanced Studies Ints who meet the prerequisites of an early admission and advanced studies arm may be permitted to enroll as a full-time post secondary student during senior year in high school. Such programs shall meet the following ions: Approval of the program by the School Board shall be obtained before the end of the first month of the final year of high school or before the end of the first semester if entry is expected during the second semester of the final year of high school. The student shall be accepted by a state accredited post-secondary school or
31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49		Early Studen progratheir condit	Admission for Advanced Studies Ints who meet the prerequisites of an early admission and advanced studies arm may be permitted to enroll as a full-time post secondary student during senior year in high school. Such programs shall meet the following ions: Approval of the program by the School Board shall be obtained before the end of the first month of the final year of high school or before the end of the first semester if entry is expected during the second semester of the final year of high school. The student shall be accepted by a state accredited post-secondary school or university after completion of three (3) full senior high school years, and a minimum of eighteen (18) credits is earned.
31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50		Early Studen progratheir condit (1) (2)	Admission for Advanced Studies Ints who meet the prerequisites of an early admission and advanced studies arm may be permitted to enroll as a full-time post secondary student during senior year in high school. Such programs shall meet the following ions: Approval of the program by the School Board shall be obtained before the end of the first month of the final year of high school or before the end of the first semester if entry is expected during the second semester of the final year of high school. The student shall be accepted by a state accredited post-secondary school or university after completion of three (3) full senior high school years, and a minimum of eighteen (18) credits is earned. The student shall maintain at least an overall "C" average.
31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51		Early Studen progratheir condit (1)	Admission for Advanced Studies Ints who meet the prerequisites of an early admission and advanced studies arm may be permitted to enroll as a full-time post secondary student during senior year in high school. Such programs shall meet the following ions: Approval of the program by the School Board shall be obtained before the end of the first month of the final year of high school or before the end of the first semester if entry is expected during the second semester of the final year of high school. The student shall be accepted by a state accredited post-secondary school or university after completion of three (3) full senior high school years, and a minimum of eighteen (18) credits is earned. The student shall maintain at least an overall "C" average. Any senior enrolled in college courses full-time may re-enter a high school
31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52		Early Studen progratheir condit (1) (2)	Admission for Advanced Studies Ints who meet the prerequisites of an early admission and advanced studies arm may be permitted to enroll as a full-time post secondary student during senior year in high school. Such programs shall meet the following ions: Approval of the program by the School Board shall be obtained before the end of the first month of the final year of high school or before the end of the first semester if entry is expected during the second semester of the final year of high school. The student shall be accepted by a state accredited post-secondary school or university after completion of three (3) full senior high school years, and a minimum of eighteen (18) credits is earned. The student shall maintain at least an overall "C" average. Any senior enrolled in college courses full-time may re-enter a high school within the district as a full-time student at the end of the high school
31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51		Early Studen progratheir condit (1) (2)	Admission for Advanced Studies Ints who meet the prerequisites of an early admission and advanced studies arm may be permitted to enroll as a full-time post secondary student during senior year in high school. Such programs shall meet the following ions: Approval of the program by the School Board shall be obtained before the end of the first month of the final year of high school or before the end of the first semester if entry is expected during the second semester of the final year of high school. The student shall be accepted by a state accredited post-secondary school or university after completion of three (3) full senior high school years, and a minimum of eighteen (18) credits is earned. The student shall maintain at least an overall "C" average. Any senior enrolled in college courses full-time may re-enter a high school

(5) Any credit earned at the accredited post secondary level may be substituted for a required high school credit in the same discipline. Successful completion of a 3-hour college course will equal 1/2 high school credit.

B. <u>Dual Enrollment</u>

 (1) A student may enroll in one or more classes at the college level or in an accredited vocational school while still attending high school. Credit may be earned toward graduation as stated in section VI A (3).

Auth: Rule 6A-10.0241, FAC

(2) The request of a student to participate in this program must be in writing. Signature of the guidance director and the principal shall constitute approval.

(3) <u>Dual Enrollment VCC</u>

The School Board of Osceola County and Valencia Community college shall co-sponsor appropriate college courses in high schools during the normal class hours when requested by the principal. Students enrolled in co-sponsored classes shall earn both high school credit from the Osceola County School Board and college credit from Valencia Community College if they meet at least the minimum requirements for satisfactory completion of such classes. In order to receive VCC credit in co-sponsored classes, high school students will be required to make application to VCC and complete the registration process.

No fees shall be assessed for high school students enrolled in these cosponsored courses. Students who enroll in co-sponsored classes shall have either:

a. completed the tenth grade with a high school grade point average of 3.0 or above, or *Amended 7/23/91*

b. be in an exceptional student education program with an individual education plan which indicates the ability for advanced studies (i.e. "gifted program").

(4) Students seeking dual enrollment in mathematics, English or vocational classes shall present evidence of successful completion of the relevant section of the entry level examination for placement given by the school, college or university at which the student is seeking enrollment.

C. <u>Co-Enrollment</u> Amended 3/3/92

 A high school student who is at least sixteen (16) years of age may enroll in the Community High School Co-enrollment Program for English, mathematics, science, or social studies credit, or any course pre-approved by Community High School. Permission to enroll in this program must be obtained in advance from the principal or designee. A maximum of four (4) credits may be earned in this program. A Co-enrollment Contract (FC-300-311) must be signed by all parties and a Co-enrollment Registration Form (FC 300-1433) must be completed by all students. *Amended* 6/27/95

Classes will be established according to enrollment standards set by Community/Adult Education.

D. <u>Course Modification</u>

High School students who meet the district's requirements for an approved dropout prevention program, an honors accelerated credit program, or a vocational/technical program may be enrolled in modified courses to earn additional credits. *Amended* 7/2/96

12 E. Summer School for Grades 9-12

High school students may attend summer school to make up a failed subject or for accelerated credit.

F. <u>College Course Credit</u>

Any passing grades received in courses from a college may be accepted toward requirements for graduation from Osceola County. Three (3) college semester hours shall be considered equivalent to one-half (1/2) high school credit.

G. <u>Credit from Correspondence</u>

Credit from Correspondence from a university will be acceptable so long as the course code number of the course taken corresponds to acceptable high school course code numbers. It shall be the responsibility of the student to provide verification of successful completion from the University to the high school.

H Community Service Credit Adopted 6/29/93

A student may choose to earn one-half elective credit for non-paid voluntary community or school social service work, which shall include a minimum of 75 hours of service work and require the student to identify a social problem that interests him, develop a plan for his personal involvement in addressing the problem, and, through papers or other presentations, evaluate and reflect upon his experience.

Credit may not be earned for service provided as a result of court action.

I. Science and JROTC Substitution Amended 6/29/93

Upon completion of the JROTC Aerospace Science program, including Aerospace Science II and III, students may substitute on a curriculum equivalency basis one JROTC credit for General Science (2002310) to satisfy one of the three science requirements needed for graduation.

J. <u>Vocational Education Course Substitutions</u> Revised 6/30/92 & Amended 6/29/93

 Section 236.081(1)(n), Florida Statutes, requires district school boards to provide for vocational program substitutions not to exceed two credits in each of the nonelective subject areas of English, mathematics, and science. The vocational program that is substituted for a nonelective academic course will be funded at the level appropriate for the vocational program.

Any Student in grades 9 through 12 who enrolls in and satisfactorily completes a job preparatory program may substitute credit for a portion of the required four credits in English, three credits in mathematics and three credits in science. The credit substituted for English, mathematics or science earned through the vocational preparatory program shall be on a curriculum equivalency basis.

Vocational course substitutions shall not exceed two (2) credits in each subject area. In addition, a program which has been used to substitute in one subject area may not be used to substitute for any other subject area.

A student who completes a job preparatory program and substitutes part of that program for Business Mathematics I. Business Mathematics II, Business English I, Business English II, General Science, or Anatomy and Physiology may not take any of these courses and receive additional credit.

Job preparatory programs which have been identified as being the equivalent of Business English I (#1001440), Business English II (#1001450), Business Mathematics I (#1205380) and can be used as the substitute credit are as follows:

JOB PREPARATORY PROGRAM SUBSTITUTIONS Amended 7/2/96

SUBJECT AREA	PROGRAM COURSE PROGRAM//COURSE#		
Business English I (#1001440)	Recordkeeping	8209200	
(#1001440)	Office Support Systems	8209100	
	Office Support Technology	8209000	
	Secretarial Services	8212300	
	Business Management	8215100	
Business English I (#1001440) and/or Business English II (#1001450)	Information Processing	8212000	
Business Mathematics I (#1205540)	Information Processing	8212000	
(#1203340)	Office Support Technician	8209000	
	Business Computer Programming	8206300	
	Secretarial Services	8212300	
	Data Entry	8206200	
	Computer Applications	8206100	
Business Mathematics I (#1205540) and/or	Financial Records	8203100	
(== 555 75) mid 01	Business Management	8215100	

1			
2	Business Mathematics II	Accounting	8203200
3	(#1205390)	•	
4			
5	Pre-Algebra	Electronics	8730000
6	(#1200300)		
7			
8	General Science	Nursery and Horticulture Operations	8121200
9	(#2002310)		
10		Nursery Operations	8121600
11			0.40.4
12		Animal Science & Services	8106200
13		A * 1 1	0106000
14		Agritechnology	8106800
15	Amatamas and Dharatala an	Harld Carla O	0.41.51.00
16	Anatomy and Physiology	Health Service Occupations	8415100
17	(#2000350)		

K. Cooperative Education Revised 6/30/92

(1) <u>Definition</u>

High school credit may be earned by vocational students using the cooperative education method of instruction. Cooperative education involves paid, supervised, concurrent employment that is directly related to the student's in-school training. The cooperative education method is available for junior and senior students. At-risk high school students in any grade may be enrolled in Work Experience. All cooperative education job sites must be approved by the coordinator; students shall not be employed by members of the immediate family.

Cooperative education is not a program but a method of instruction used in several vocational programs. Students who complete a vocational program using the cooperative method are coded on the final class reports as completers of the vocational program.

(2) Types of Programs

There are several programs offering the cooperative method of instruction: Agribusiness Cooperative Education for students employed in agriculture occupations and enrolled in an Agribusiness vocational program, Business Cooperative Education for students employed in office occupations and enrolled in a Business Education vocational program, Cooperative Health Occupations Education for students employed in health occupations and enrolled in a Health Occupations vocational program, Marketing Education for students employed in marketing occupations and enrolled in a Marketing Education vocational program, and Industrial Cooperative Education for students in industrial occupations and enrolled in an Industrial Education vocational program. If a specialized program is available and a student qualifies for the specialized program, the student should be enrolled in the cooperative education course for that specialized program. If a specialized program is not available or if the specialized program does not have a vacancy, the student should enroll in Diversified Cooperative Training (DCT) program. DCT provides opportunities for selective placement based

on the student's occupational objectives and the development of occupational competencies.

Junior and senior students may be released from school one or two periods for cooperative education that is supervised, on-the-job training (OJT), but they must be enrolled in one or more related courses in the particular vocational program area during the school day. Fifth year seniors who have met all other graduation requirements may be released for additional periods.

(3) Hours Worked

Students released from school must work an average of eight (8) hours per week for each school period they are released. A student must work 144 hours during the semester to earn one-half (1/2) credit or 288 hours during the semester to earn one (1) credit toward high school graduation requirements.

(4) Forms Required

a. Application/Agreement

Prior to enrollment in the program, the student must complete a cooperative education application, which must be signed by the student and the parent or guardian.

b. Agreement

An agreement must be signed by the student, parent or guardian, coordinator, and employer. If the student changes jobs, a new agreement must be signed by each of the parties. The original copy of the signed agreement must be in the student's file for program review.

c. Time Sheets

For every month the student is enrolled in cooperative education, a time sheet signed by the student and employer must be on file. The time sheet must list the day and time worked and monies earned. This time sheet must be in the student's file for program review.

d. Evaluation

An evaluation completed by the employer must be on file for each student every grading period. The original must be in the student's file for program review. A copy of the evaluation should be given to the student and the employer. The cooperative education program curriculum frameworks outline the specific skills that must be evaluated.

e. Training Plans

A training plan must be prepared for each cooperative education student. The training plan, which must list the competencies to be

1 mastered in the classroom and those competencies to be mastered on 2 the job, must be signed by the employer, the student, and the 3 coordinator. As a student masters the listed competencies, mastery 4 must be reflected in the student's file for program review. 5 f. 6 Visitation Record 7 8 Each cooperative education student must be visited at his or her 9 work site at least once per grading period by the coordinator. A 10 record of these visits must be maintained. 11 (5) **Absences** 12 13 14 Any cooperative education student who is absent from school for any part of the school day may not report to work that day without the prior approval 15 16 of the coordinator. 17 18 (6) **Grades** 19 20 The grades the student earns for the classroom and OJT are assigned by the coordinator. 21 22 23 (7) Periods of Unemployment 24 25 A student who is new to the program may have up to ten days to a. secure appropriate employment. If the new student is still not 26 employed in an appropriate training site after ten days, he or she 27 may be removed from the cooperative phase and enrolled in suitable 28 29 classes. An unemployed student is not permitted to leave school 30 early without the coordinator's approval. 31 32 b. Students who wish to change jobs during the school year should coordinate any job changes with the coordinator. 33 34 35 Any student who loses his or her job through no fault of his or her c. own may have ten days to secure another suitable training site. If 36 37 the student is unable to find employment after ten days, he or she 38 may be reassigned on campus. These situations will be handled on 39 an individual basis with the coordinator and school officials. An 40 unemployed student should not be permitted to leave school early 41 without the coordinator's approval. 42 43 d. Any student who is released with cause (shoplifting, for example) 44 may not be released from school for OJT. Appropriate disciplinary 45 action may be taken, up to and including no credit for the cooperative education program and removal from the program at the 46 47 end of the semester. 48 49 L. **Awarding Credit and Grades** 50 51 (1) A student shall complete a semester's work in order to be promoted or to 52 receive credit for the semester's work. Students who complete the semester's work, except taking the final examinations, may at the discretion 53 of the principal, arrange to take the examination prior to the opening of the 54

next succeeding school year.

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

(2) Grading and Reporting

Schools shall follow the following state adopted grading system plan for grading and reporting pupil progress.

Students and parents are to be advised of the grading criteria employed in the school and in each class at the beginning of the grading period.

GRADE

<u>Grade</u>	Percent	Point Value	Definition Pacer	Point Value
A	94-100	4	outstanding progress	5
В	85-93	3	above average	4
C	75-84	2	average progress	3
D	65-74	1	lowest acceptable progress	2
F	0-64	0	failure	0
I	0	0	incomplete	0

- (3) Grades will be awarded at the end of each grading period. These grades will reflect all work assigned and achieved during that grading period. Credit may be awarded at the end of a grading period (nine weeks or semester). Amended 6/30/92 & Amended 6/27/95
- (4) Final grades may be awarded on a semester or yearly basis in high schools or on a yearly basis in middle and elementary schools. *Amended 6/27/95*
- (5) When two nine weeks are used to determine a final grade, each nine weeks shall count 50% of the final grade, that is the total shall be divided by two (2). When a semester exam is given, each of the nine weeks grades shall count 40% and the exam grade shall count 20% of the final grade, and the total shall be divided by five (5). Amended 6/30/92 & 7/2/96
- (6) In grades 3-5, report card evaluation should reflect student growth during the grading period as indicated by objective test data, teacher observation and portfolio information.

In grades 6-8, the grade point values of the grading period and exam grade are averaged to determine the final grade. If the quotient result is 1.5 or higher, the grade shall be rounded to the next highest letter. Rounding of

1 grades less than 1.0 shall be left to the discretion of the instructor. In determining final grades, a zero shall be assigned for no work or dishonest 2 3 work and may rank as -1 on the grade point scale upon the approval by the 4 principal. Amended 6/30/92 5 6 **(7)** In grades 9-12, a numerical average is determined by the teacher, at the end 7 of each nine (9) week grading period and the corresponding letter grade (as determined by the grading scale above) is recorded on the report card. If a 8 9 semester exam is given, the numerical exam score is also converted to the 10 corresponding letter grade as determined by the above grading scale. To determine the final grade, the numerical grades are average together, as 11 12 outlined two paragraphs above, and numerical average will be converted to the corresponding letter grade from the grading scale, and reported on the 13 14 report card. Amended 7/2/96 15 (8) If an I (incomplete) is recorded on a report card, the requirements for which 16 the incomplete was assigned must be satisfied within two weeks of the 17 18 issuance of the report cards or the I becomes an F. At the teacher's discretion a longer period of time may be allowed for make up work. The 19 20 use of Pacer Points is optional and at the discretion of the Principal. Pacer Points should be used only in determining rank in the senior class and shall 21 22 not be used in determining grade point averages. Amended 7/23/91 23 Florida Academic Scholars Certificate/Florida Gold Seal Vocational VII. 24 25 Endorsement Revised 6/29/93 26 The Florida Academic Scholars Certificate is designed to encourage and to 27 Α. 28 recognize outstanding performance and academic achievement by high school students. (232.24 65, F.S.) In order to qualify as a Florida Academic Scholar, a 29 30 student must: 31 32 **(1)** Complete a program of at least two more credits than the minimum number of credits required for high school graduation of advanced level studies in 33 grades 9 through 12 as prescribed by the State Board of Education, 34 35 including as a minimum: 36

- a. Four years of progressively advanced instruction in language arts, including courses in English composition and literature. *Amended* 7/23/91
- b. Four years of progressively advanced instruction in science, including laboratory courses in biology, chemistry and physics where laboratory facilities are available. *Amended 7/23/91*
- c. Four years of progressively advanced instruction in mathematics, including courses in algebra and geometry, and calculus or trigonometry.
- d. Two years of sequential foreign language.

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e. One year in Practical Arts Vocational Education OR Exploratory Vocational Education OR one year in Performing Fine Arts or one-half year each in Practical Arts Vocational Education or Exploratory Vocational Education and Performing Arts.

1 2			f.	Three years of instruction in social studies, including courses in American history and government, World History; and comparative		
3				political and economic systems.		
4						
5 6			g.	One year of instruction in health and physical education to include assessment, improvement, and maintenance of personal fitness.		
7				discissment, improvement, and maintenance of personal fitness.		
8			h.	Credits in general electives to complete the graduation requirements.		
10		(2)	No grad	de below "C", a grade point average of 3.0 on a 4.0 scale for all		
11 12		(2)	courses	taken in grades 9-12 for which credit is granted.		
13		(3)	A score	of 1 190 or more on the combined scaled and a size of the		
14		(3)	the Sch	A score of 1,180 or more on the combined verbal and quantitative parts of the Scholastic Aptitude Test of the College Entrance Examination Board,		
15			SAT or	a composite score of 27 or more on the American College Testing		
16			Program	n's ACT. Amended 7/2/96		
17			Trogram	ins Not. Intended 7/2/30		
18		(4)	Demons	trate mastery of the student performance standards and basic skills		
19			required	by F.S. 232.246 (1)(a) and (b).		
20			1	(a) and (b).		
21		(5)	Effective	e with the freshman class of the 1993-94 school year, complete a		
22		` ´	program	of community service work which shall include a minimum of 75		
23			hours of	f service work and require the student to identify a social problem		
24			that inte	rests him, develop a plan for his personal involvement in addressing		
25			the prob	lem, and, through papers or other presentations, evaluate and reflect		
26			upon his	s experience.		
27						
28	В.	The F	lorida Go	old Seal Vocational Endorsement/Scholarship Program recognizes		
29		and a	wards ac	ademic achievement and vocational preparation by high school		
30		studer	nts.			
31 32		Uiah .	aahaa1 atu	And the second state of th		
33		Ctatut	High school students may participate in this program in accordance with Florida Statute 232 2467 and State Board Puls 64 1 002 June 14 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
34		Statute 232.2467 and State Board Rule 6A-1.092. In order for a student to qualify with the Florida Gold Scal Endorsement				
35		through	with the Florida Gold Seal Endorsement, students must apply for the Gold Seal through the district office during their senior was prior to the Gold Seal			
36		through the district office during their senior year prior to graduation. Mid-year graduates may be included with regular ones. Summer graduates should apply for				
37		the C	the Gold Seal Scholarship with regular graduates but their Gold Seal			
38		Application/Checklist should be submitted when they complete summer school.				
39						
40		The following criteria must be met by each student in order for the district to award				
41		the Gold Seal:				
42						
43		(1)	Earn a st	andard high school diploma based on at least 24 credits inclusive of		
44			all stand	ard high school coursework and vocational program coursework;		
45						
46 47		(2)	Complete	e three vocational credits in a sequential program of studies		
48			Complete	or e a vocational job preparatory program consisting of two credits		
49			plus one	credit of on-the-job training or one credit of Guided Workplace		
5 0			Learning	(8300430) or the one credit course Business Ownership		
51			(881200	0). Amended 7/2/96		
52			,	,		
53		(3)	Earn a c	umulative unweighted grade point average (24 standard diploma		
54		-	credits m	inimum) of at least 3.0:		

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- (4) Earn an unweighted grade point average of at least 3.5 in courses comprising the vocational program;
- (5) Demonstrate mastery of Employability Skills;
- (6) Demonstrate mastery of Basic Skills in reading, mathematics, and writing;
- (7) Deleted 9/17/96

VIII. Exceptional Education Students

A. <u>Elementary and Middle Schools</u>

(1) <u>Specific Learning Disabled, Educable Mentally Handicapped, Speech/Hearing Therapy, Hearing Impaired, Emotionally Handicapped, Gifted, Homebound/Hospital, Visually Impaired, Physically Impaired Amended 7/23/91</u>

a. Promotion

Students enrolled in exceptional student education programs for more than 12 hours per week shall be promoted on the basis of appropriate academic and behavioral evaluations in the Individual Education Plan. If an exceptional student is in a special education program more than 12 hours per week, but is attending courses in regular education, the student must meet the Osceola County minimal standards for all courses in regular education. The Revised Minimum Performance Standards for the assigned exceptionality must be documented by the exceptional education teacher starting in kindergarten and progressing through graduation from high school. Amended 6/28/94 & 6/27/95

The Revised Minimum Student Performance Standards for Exceptional Students Tracking Form should be used for documentation.

Amended 6/28/94 & 6/27/95

Mastery of the standards shall be determined by the teacher utilizing the evaluation modes specified in the Individual Education Plan.

The curricular approach for the elementary school varying exceptionalities, including Emotionally Handicapped/Severely Emotionally Disturbed (EH/SED), shall be Reading Mastery and Precision Teaching (Direct Instruction and daily measurement). Whole Language concepts may be used to supplement the Direct Instruction curricula. Curriculum for educable mentally disabled students may include excerpts from the Hillsborough County Curriculum in addition to the Direct Instruction model noted above. Moderately and severely disabled students will be taught from the Duval County Curriculum in combination with teacher designed Community Based Instruction (CBI) activities.

Adopted 6/30/92 & Amended 6/27/95

The curricular approach for middle school varying exceptionalities, including Emotionally Handicapped/Severely Emotionally Disturbed

 (EH/SED), shall be Corrective Reading, Precision Teaching (Direct Instruction and daily measurement), and the Kansas Learning Strategies model. Basic curriculum adaptations may be used to supplement Direct Instruction and Learning Strategies curricula. Curriculum for Educable mentally disabled students may include excerpts from the Hillsborough County Curriculum in addition to the Direct Instruction model noted above. Moderately and severely disabled students will be taught from the Duval County Curriculum in combination with teacher designed Community Based Instruction (CBI) activities. CBI activities will be emphasized during middle school years. Adopted 6/30/92 & Amended 6/27/95

b. Retention

Students who do not meet promotion requirements may be administratively placed in the next grade level by the principal. When a student is being considered for administrative placement which involves attendance at another school (for example, from elementary to middle school or middle school to high school) such placements shall be made only at the beginning of the school year. Exceptions to this rule may be made if the sending and receiving principals agree that an administrative placement during the school year is in the best interest of the student and when approved by the Superintendent.

Retention of exceptional students shall be limited to one year in the elementary school grades and one year in the middle school grades unless additional retention is recommended by a staffing committee.

c. Attendance - Gifted Students

Elementary students enrolled in the Gifted pull-out program are classified in attendance and should not be counted as absent. Classroom assignments are given by the Gifted teacher. Students should not be required to make-up the work missed in the regular class.

(2) Trainable Mentally Handicapped

a. Promotion

Students in the trainable mentally handicapped program shall be promoted through the grades from kindergarten through the eighth grade according to age and completion of the objectives of the individual education plan.

b. Retention

All exceptional education students will be monitored on the Revised Minimum Performance Standards for Exceptional Students starting in kindergarten. Teachers should use the Revised Minimum Performance Standards for Trainable Mentally Handicapped for documentation.

Amended 7/23/91 & Amended 6/28/94

 The Revised Minimum Performance Standard Tracking Form should be used for students graduating or to evaluate the student's progress each year. This tracking form should follow the student through high school. Mastery of the standards shall be determined by each teacher utilizing the evaluation modes specified in the Individual Education Plan. *Amended* 6/28/94

(3) <u>Profoundly Mentally Handicapped</u>

Students enrolled in the profoundly mentally handicapped program shall be promoted according to the specifications of the individual education plan.

B. <u>High School Graduation Requirements</u>

Modifications to basic and vocational courses as provided by SBR 6A-6.0312 are allowable for all exceptional students to meet the requirements for a regular or special diploma as follows:

- (a) The instructional time may be increased or decreased.
- (b) Instructional methodology may be varied.
- (c) Special communications systems may be used by the teacher or student.
- (d) Classroom and district test administration procedures and other evaluation procedures may be modified to accommodate the student's handicap.

(1) Regular Diploma

To meet the requirements for a regular high school diploma, an exceptional student shall take academic courses in the mainstream. The ESE program will provide study skill support or exceptional education academic courses, both of which will count as elective credit for the student pursuing a regular diploma. Exceptional students may have regular academic course modifications as outlined in IX B. Amended 7/23/91

- a. Any students classified as educable mentally handicapped, trainable mentally handicapped, profoundly mentally handicapped, hearing impaired, specific learning disabled, physically impaired visually impaired, autistic or emotionally handicapped may be awarded a regular diploma if they meet the requirements established in School Board Rule, Appendix B, Pupil Progression Plan, Section IV B. Amended 6/27/95 & 8/6/96
- b. Students who are classified as hearing impaired may complete any basic or vocational course applicable to a regular diploma if the course is taught by the exceptional student teacher and if the course content, standards, student outcomes and other requirements are equivalent to that of the regular course.
- c. Meet attendance requirements.

(2) Special Diploma Revised 7/23/91 & Amended 6/27/95

Any student classified as educable mentally handicapped, trainable mentally handicapped, profoundly mentally handicapped, hearing impaired, specific learning disabled, physically impaired, autistic or emotionally handicapped may be awarded a special diploma if the following requirements are met:

a. Complete course requirements as outlined below

Option 1

Language Arts -Three (3) credits Mathematics -Three (3) credits Social Studies -Two (2) credits Science -One (1) credit Physical Education -One (1) credit Life Management Skills -One Half (1/2) credit Employability Skills -One Half (1/2) credit Electives (Vocational, practical arts, OJT, etc.) -Eleven (11) credits

Total: Twenty-two Credits (11 required, 11 elective)

Note: Visually impaired students are not eligible for a special diploma at this time. Amended 6/27/95

Auth: 6A-1.095, FAC

Option 2

In accordance with Rule 6A-1.0996, FAC, exceptional students who demonstrate mastery of specified employment and community competencies may graduate with more or less than four years of attendance in grades 9-12. *Amended 6/27/95*

- 1. The student shall meet the following conditions: *Amended 6/30/92*
 - (a) The student shall satisfactorily complete the equivalent of eleven credits which must include two credits in Mathematics and two credits in Language Arts. This can be modified only by specific permission from the Director of Exceptional Student Education.

- (b) The student shall satisfactorily demonstrate employment and community based competencies while employed full-time at least 25 hours per week in a community based job for a minimum of one semester, unless the student is placed in supported competitive employment. In this case, the student must be employed for at least 20 hours per week, for the equivalent of one semester.
- (c) The student shall be at least sixteen (16) years of age to be considered for this option, and shall be at least eighteen (18) years of age to graduate.
- 2. The student's individual education plan shall include a transition plan containing annual goals and short-term objectives related to the employment and community competencies. *Amended* 6/27/95
- 3. A training plan shall be developed and signed by the student, parent, teacher, and employer. The plan shall identify the job specific employment and related community competencies, the criteria for determining and certifying mastery of the competencies, the work schedule and the minimum number of hours to be worked per week, a description of the supervision to be provided by the school district staff, and any special considerations.

 Amended 6/27/95
- b. All exceptional education students will also be monitored on the Revised Minimum Performance Standards for Exceptional Students starting at grade kindergarten.

The Revised Minimum Performance Standard Tracking Form should be used for students to evaluate the student's progress each year. Mastery of the standards shall be determined by each teacher utilizing the evaluation modes specified in the Individual Education Plan. Mastery is not required for students who meet the criteria for Special Diploma Option 2. *Amended* 6/27/95

The curricular approach for high school varying exceptionalities special and regular diploma students, including EH/SED, shall be the Kansas Learning Strategies model and basic curriculum adaptations. Direct Instruction and Precision Teaching will be used to supplement basic and Learning Strategies curricula. Curriculum for Educable mentally disabled students may include excerpts from the Hillsborough County Curriculum in addition to the Direct Instruction model noted above. Moderately and severely disable students will be taught from the Duval County Curriculum in combination with teacher designed Community Based Instruction (CBI) activities. CBI, work study, supported employment, and other specific transition activities will be emphasized during high school years.

- c. Student must have a 1.5 GPA to be eligible for a special diploma.
- d. Meet attendance requirements.

The ESE courses with "Comprehensive" in the title should be used by each high school to schedule students for a special diploma. These course code numbers may be repeated for multiple credits. The portion of this comprehensive course to be covered must be reflected in the student's IEP. The performance standards to be accomplished must be different each year. The comprehensive numbers allow flexibility to meet the individual needs of the students.

e. Transfers

Any exceptional student transferring into the Osceola School District and determined eligible for a special diploma shall be eligible to graduate based upon the requirements of the school district from which he or she is transferring.

f. Changing Diploma Options Adopted 6/27/95

To ensure that students may select and move between the Special Diploma options, and between courses of study leading to Standard and Special Diplomas, credits and performance standards will be reviewed and student course schedules will be developed to meet the requirements of the option selected.

(3) <u>Certificate of Completion</u> Adopted 6/27/95

Any exceptional student who has acquired appropriate credits for a high school diploma, but did not pass the High School Competency Test, shall be issued a Certificate of Completion.

(4) Special Certificate of Completion Amended 6/27/95

Any educable mentally handicapped, trainable mentally handicapped, profoundly mentally handicapped, hearing impaired, specific learning disabled, physically impaired student whose ability to communicate orally or in writing is seriously impaired, or emotionally handicapped student who meets all graduation requirements for his exceptionality, but is unable to meet appropriate special minimum standards, shall be awarded a special certificate of completion.

IX. Drop-Out Prevention And Retention Program

A comprehensive Drop-Out Prevention and Retention Plan is submitted to the State and reviewed on an annual basis. The individual programs in this plan are designed to meet the needs of high risk students and offer them special opportunities to earn credit towards graduation or promotion.

X. <u>Placement and Promotion in the High School Vocational Program</u> Adopted 6/30/92

A. <u>Program Descriptions</u> Revised 7/2/96

All Osceola County District public high school vocational programs follow the Florida Department of Education frameworks and student performance standards. Copies of these frameworks and student performance standards are available for review in the office of the Director of the Technical and Adult Department. Any vocational course from a vocational program listed below may be taken to satisfy the 1/2 credit practical arts graduation requirement.

(1) Agribusiness and Natural Resources Education

- a. Students are encouraged to start any agriculture program in the ninth grade by enrolling in Fundamentals of Agriscience; however, students may enroll in any grade. Depending on a student's interest and program availability, high school students may enroll in Landscape Operations, Environmental Horticulture, Animal Science, or Agritechnology. Tech Prep students are eligible for three (3) semester hours of credit at Valencia Community College. Amended 9/17/96
- b. Graduating students who successfully complete any of the agriculture programs are program completers. Junior and seniors are eligible for Agriculture Cooperative Education. To be eligible for Agriculture Cooperative Education, a student must be currently enrolled in a job preparatory agriculture program.
- c. Future Farmers of America is the approved vocational student organization (VSO) for agriculture students. Middle school students are eligible for membership.

(2) <u>Business Technology</u> Education

- a. Business Technology Education programs listed in the Florida Course Code Directory are provided for Osceola County business technology students. The programs are designed to allow students with varying occupational interests to complete programs ranging from two (2) to six (6) credits. Tech Prep students are eligible for up to six (6) semester hours of credit at Valencia Community College.
- b. Keyboarding and Document Processing and Business Computer Applications 1 comprise a sequential two-credit core for completers in all the business technology education programs.
- c. An option available to juniors and seniors in business technology education is Business Cooperative Education (BCE), which combines related classroom instruction with supervised on-the-job training (OJT) in a business or office occupation. OJT hours will vary. OJT students perform tasks outlined in their individual job training plan which is signed by the BCE coordinator, the employer, and the student. Any business technology education course may be

used for BCE classroom instruction. The objective of BCE OJT is to reinforce and complement related in-school instruction in the business education job preparatory programs.

d. Future Business Leaders of America (FBLA), the approved secondary vocational student organization, is an integral part of the curriculum for all secondary business technology education programs. Middle school students are eligible for membership.

(3) <u>Diversified Education</u>

- a. Students are encouraged to start this vocational program in the eleventh grade by enrolling in DCT 1 and DCT--On-the-Job Training (OJT); however, seniors may enroll in DCT 1 and DCT OJT. As a part of this program, students learn selected occupational competencies through employment-related instruction in school and concurrent, paid, supervised on-the-job training. Second year students enroll in DCT 2 and DCT OJT. Seniors who successfully complete DCT 2 and DCT OJT are program completers.
- b. Part of the DCT curriculum is met through participation in Cooperative Education Clubs of Florida (CECF). This approved VSO is an integral part of the curriculum.

(4) Health Science Education Amended 9/17/96

- a. Students may enroll in the health science vocational job preparatory Health Careers program in grades 11 or 12. Ninth and tenth grade students may enroll in Medical Skills and Services which is also open to students in grades 11 and 12. Medical Skills and Service is usually a year-long course. Tech Prep students are eligible for up to six (6) semester hours of credit at Valencia Community College.
- b. Eleventh grade students should enroll in Health Careers for two periods a day; as seniors they should enroll in one period of Health Science Education course plus up to two additional periods of Health Science Education Cooperative Education On-the-Job Training (OJT). Any student who first enters the Health Careers Program as a senior should enroll for three periods a day to be a program completer and achieve certification in one of several entry-level health careers. Students completing the nursing assistant competencies will be eligible to sit for the state exam.
- c. Health Science Education Cooperative Education -- OJT is available to those Health Occupations Education students who are concurrently enrolled in a Health Science Education Program and have the instructor's approval.
- d. Health Science Education Students Association, the approved vocational student organization for health occupations students is an integral part of the curriculum.

(5) Family and Consumer Sciences 2 3 A variety of Family and Consumer Sciences courses is offered and a. may be taken as elective credit or to fulfill the practical arts 4 5 requirements. No more than three (3) credits in Practical Arts 6 Family and Consumer Sciences may be granted toward high school 7 graduation requirements. Completers of the Early Childhood 8 program are eligible for three or four semester hours of credit at 9 Valencia Community College. 10 11 b. Future Homemakers Association/Home **Economics** 12 Occupations (FHA/HERO), the approved vocational student organization, is an integral part of the curriculum for all Family and 13 14 Consumer Sciences programs. FHA/HERO is also available for 15 middle school students. 16 17 (6) **Industrial Education** 18 Students are encouraged to start Industrial Education (IE) programs a. in the tenth grade by enrolling in Level 1 for one period. Second year students enroll in Levels 2 and 3 for two periods; third year students enroll in Levels 4, 5, and 6 for up to three periods. Cosmetology, an eight-credit program, requires summer enrollment to complete. Tech Prep students are eligible for three semester hours of credit at Valencia Community College. Students may also begin any IE program in their junior or senior b. year and complete the program at Mid Florida Tech or Technical Educational Center of Osceola. c. Freshmen may enroll in IE classes. d. An option available to juniors and seniors in IE is Industrial Cooperative Education (ICE), which combines related classroom instruction with supervised on-the-job training (OJT). Vocational Industrial Clubs of America (VICA) is the approved e. vocational student organization for IE students. **(7) Marketing Education** It is preferred that students start this vocational program in the tenth a. grade by enrolling in Marketing Essentials. Eleventh grade students may be enrolled in Application and OJT for up to two periods per day. The job must be directly related to the student's career choice in the marketing field. Twelfth grade students enroll in Marketing Management and Marketing Education OJT. Tech Prep students are eligible for up to three semester hours of credit at Valencia Community College. The Academy of Travel and Tourism students are eligible for up to fourteen semester hours of credit in dual enrollment at Valencia Community College. Amended 9/17/96 Part of the marketing education curriculum is met through b.

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Related

participation in Distributive Education Clubs of America (DECA).

This approved vocational student organization is an integral part of the program.

(8) <u>Public Service Education</u>

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- a. The Teacher Assistant program is available to juniors and seniors only. A student may earn a maximum of three credits in this program. One day a week the student must report to the Public Service teacher who coordinates the Teacher Assistant program. There are specific student performance standards that must be taught and evaluated in order for the student to earn credit in the class. Four days a week the student reports to his or her particular assignment. The coordinator will visit the student on the site at least once per grading period.
- b. Criminal Justice Assisting, Principles of Family Protection, and/or Principles of Public Service are taught by the School Resource Officer (SRO) at each high school. Tech Prep students are eligible for up to six semester hours of credit at Valencia Community College.

 Amended 9/17/96
- c. The Florida Association of Public Service Students (FLAPSS) is the approved vocational student organization for Public Service students. *Adopted 6/29/93*

(9) <u>Technology Education</u>

Technology Education classes are offered at Osceola middle schools.

B. <u>Definition of a Completer</u>

In order to be classified as a vocational program completer, a student must complete all student performance standards and should earn the required number of credits. If a student has mastered all student performance standards, he/she is a completer even if he/she has not completed the courses. Osceola County student may complete their programs in high school or continue with an articulated postsecondary program at a vocational postsecondary center. All vocational completers are included in the district's annual follow-up student survey after they graduate from high school. Amended 7/2/96

XI. <u>Technical Education Center of Osceola County (TECO) and Community High School</u>

A. <u>Placement and Promotion of Secondary Students at the Technical Education Center of Osceola (TECO)</u>

Under certain conditions, secondary students may be placed at the Technical Education Center of Osceola (TECO) as their high school site. Adopted 6/30/92

(1) <u>Co-enrolled</u>: Co-enrolled students (includes standard diploma seeking ESE Students) are enrolled in the academics at their zoned high school and vocational electives at TECO. Only students in their 13th year of school or seniors who have met all graduation requirements except English IV will be allowed to co-enroll in a vocational program not offered at their high school.

1 2 3 4			Students must provide their own transportation. Placement at TECO will occur only at the beginning of a semester; students will remain for the entire semester. All final exams in the program will be comprehensive. <i>Amended</i> 6/27/95
5 6 7 8 9		(2)	<u>Second School Vocational Placement at TECO</u> : Students will have the opportunity to attend TECO as a second school vocational placement for part of the school day provided the following conditions exist:
10			a. The student is at least 16
11 12 13			b. The vocational program is not offered at the zoned high school.
14 15			c. The student exhibits the maturity to handle the adult setting.
16 17			All final exams in the vocational program will be comprehensive.
17 18 19 20 21 22 23 24 25		(3)	Exceptional Students Education students: ESE special diploma seeking students participate in a full-day program at TECO based on the recommendation of the staffing committee. ESE students will receive their academic classes from the ESE teachers located at TECO. Placement at TECO will occur only at the beginning of a semester; students will remain for the entire semester. Placement at the center must be reflected in the student's IEP. Amended 6/27/95
26 27	В.	Place	ment in Postsecondary Adult and Vocational Institutions
28 29 30		(1)	Technical Education Center of Osceola 501 Simpson Road Kissimmee, FL 34744
31 32 33 34		(2)	Community High School 705 Simpson Road Kissimmee, FL 34744
35 36		3)	Enrollment Eligibility Amended 6/27/95
37 38 39 40			Both adult centers accept for enrollment those adults 16 years of age and older, regardless of race, religion, handicap or national origin.
41 42 43			A social security number will be requested, but not required, from all students.
44 45 46 47 48			Proof of residency such as a Florida Driver License, Florida I.D., voter registration card, Declaration of Domicile, or a sworn statement and notarized affidavit which is obtained from the center, if none of the previous is available, is required of all students.
49 50 51			Some programs and courses have test prerequisites. Both centers provide free testing, guidance, and remediation, as needed.
52 53 54			All vocational programs have state mandated mathematics and reading achievement standards. Achievement of these standards must be documented prior to a student's program completion

programs are those in Adult Secondary Education and Adult Vocational Education.

(4) <u>Transfer Students</u>

Both centers accept transfer students from other institutions. These students are placed in vocational or adult programs (1) based on results of written and/or performance tests or evaluations of transcripts or (2) in compliance with articulation agreements between the secondary vocational program or VCC and TECO. Students may transfer from one center to the other.

C. Types of Programs offered at TECO Amended 6/27/95

 TECO offers a variety of vocational programs. All programs are based on Florida Department of Education frameworks and student performance standards. All programs have an advisory council that makes recommendations to the center's administration regarding the curriculum, facilities, equipment, etc. Amended 7/2/96

The District may establish scholarship funds using donations.

(1) Adult Supplementary Vocational Education

Programs will be offered to enable persons who are or have been employed in a specific occupation to upgrade their competencies, to maintain stability, and to advance in or re-enter the specific occupation in which the person was employed or is currently employed. Fee structure will be based on state or course requirements.

(2) Adult Vocational Preparatory Program

 Programs providing instruction in competencies that are realistic in terms of actual or anticipated opportunities for employment which are suited to individual needs, interests and abilities to (l) prepare persons for effective entry level performance in skilled and technical level occupations; (2) enable persons who are or have been employed in an occupational field or as a homemaker to upgrade competencies to maintain stability, advance or reenter employment.

(3) <u>Completion</u>

Completion is based on mastery of all competencies identified by the state curriculum frameworks and student performance standards. In addition, prior to program completion, students must meet minimum reading and mathematics achievement requirements determined by the Florida Department of Education.

(4) <u>Job Placement</u>

 While no school can guarantee placement, TECO has a professional staff to assist currently enrolled students and graduates in securing employment related to the training provided. Follow-up studies are conducted annually to verify placement. In order to be in compliance with Florida Statutes, each vocational program must have 70 percent of its graduates successfully placed.

1	D.	Com	Community High School Programs:				
2		(1)	Adala I 'a Cala I a a a a				
3 4		(1)	Adult Literacy, Grade Levels 0-3.9, - a program providing individualized				
5			basic reading and writing skills;				
6 7		(2)	ESOL (English for Speakers of Other Languages), Levels I-III;				
8 9		(3)	Adult Basic Education, Grade Levels 4-8.9;				
10		(4)	GED Preparation Grade Layela 0 11 0 with managed on for GED				
11		(+)	GED Preparation, Grade Levels 9-11.9 with preparation for GED testing in the five areas of writing, social studies, science, literature and the arts, and				
12 13			mathematics.				
13			The minimum age for testing is 10				
15			The minimum age for testing is 18.				
16 17			The State and National fee schedule is applied.				
18			GED candidates are post tested and array and the				
19			GED candidates are post-tested and, upon recommendation of the instructor, scheduled for the GED examination.				
20			mstructor, scheduled for the OED examination.				
21			Any student who is 16 or 17 years of age must meet with a counselor and a				
22			Any student who is 16 or 17 years of age must meet with a counselor and a parent or guardian to review the special petition process, complete the				
23			Special Exception Petition (FC-310-610), and review requirements such as				
24			mandatory attendance.				
25			•				
26			All students are advised to complete the Test of Adult Basic Education and				
27			the Practice GED. Under the following extraordinary circumstances				
28 29			students may take the GED examination before reaching the age of 18:				
30			a. Court-ordered;				
31			3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3				
32			b. Economically disadvantaged (must meet federal income guidelines);				
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34			c. Previously or currently enrolled in an Alternative Program;				
35 36			d. Pregnancy:				
37			d. Pregnancy;				
38			e. Teen Parent;				
39			c. Teen ratem,				
40			f. Medical, mental or physical condition interfering with regular school				
41			attendance;				
42							
43			g. Home School validation;				
44							
45 46			h. Incarcerated; or				
47			i. Probationers Education Growth Program client.				
48 49		(5)	Adult High School Completion Program - Levels 9-12 Revised 6/27/95				
50							
51 52			Graduation requirements of 24 credits which must include:				
53			4 English (sequenced composition and literature)				
54			4 English (sequenced composition and literature)				

1		3	Math	
2 3		1	World History	with AVC
4 5		1	American Histo	ry
6 7		1/2	Economics	•
8 9		1./2		
10		1/2	American Gove	rnment
11 12		3	Science (1 Physelective)	sical with lab, 1 Biological with lab, and 1
13 14		1/2	Personal Fitnes	S
15 16		1/2	Life Manageme	nt Skills
17 18		1/2	Practical Arts Fi	ne Arts
19 20 21		1/2	Computer Litera	ncy
22 23 24 25 26 27		in the Elective least 80% of the minimum s	area.] Credits whe regularly schestudent performan	
28 29 30 31 32		required credi	omplete two (2) ts. Excluded f	High School Completion Program must credits even though they may transfer in all rom the two-credit requirement are those set forth in SBR 6A-5.
33 34 35		The HSCT m Diploma. Ame	ust be passed inded 6/29/93	n order to receive an Adult High School
36 37	(6)	Adult Special I	Diploma A	dopted 7/2/96
38 39 40 41 42 43		mentally handi	capped, hearing paired, visually hay be awarded	renty-one (21) or older and classified as trainable mentally handicapped, profoundly impaired, deaf, specific learning disabled, impaired, blind, autistic or emotionally an adult special diploma if the following
45 46		a. Comple	ete course require	ments as outlined below:
17 18			Q	ption 1
19			ge Arts *	Three (3) credits
50		Mathem		Three (3) credits
51 52		Social S Science	Studies *	Two (2) credits
3			nagement Skills	One (1) credit
4		Employ	ability Skills	One Half 1/2 credit One Half 1/2 credit

Course Code Directory for Exceptional Student Education Senior High and Adult which are identified as Comprehensive should be used to meet credit 6 requirements for Adult Special Diploma in the areas of Language Arts, 7 8 Mathematics, Social Studies and Science. 9 10 Option 2 11 Adult exceptional students who demonstrate mastery of specified 12 employment and community competencies may graduate by meeting the 13 14 following requirements: 15 The student shall satisfactorily complete the equivalent of eleven 16 1. 17 (11) credits which must include two credits in Mathematics and two 18 credits in Language Arts. This can be modified only by specific 19 permission from the Director, Technical and Adult Department. 20 The student shall satisfactorily demonstrate employment and 21 2. community-based competencies while employed full-time or at least 22 23 25 hours per week in a community-based job for a minimum of one semester (18 weeks), unless the student is placed in supported 24 competitive employment. In this case, the student must be 25 26 employed at least twenty (20) hours per week for the equivalent of 27 one semester. 28 29 3. The student's Adult Individual Education Plan (AIEP) shall include annual goals and short-term objectives related to employment and 30 31 community competencies. 32 33 A training plan shall be developed and signed by the student, teacher 4. 34 and employer. The plan shall identify the job-specific and related 35 community competencies, the criteria for determining and certifying 36 mastery of the competencies, the work schedule and the minimum number of hours to be worked per week, a description of the 37 supervision to be provided by the school district staff, and any 38 39 special considerations. 40 Student must have a 1.5 GPA to be eligible for an Adult Special 41 b. 42 Diploma. 43 44 Student must meet adult attendance requirements as listed in the c. 45 Postsecondary Code of Student Conduct. 46 The ESE courses with "Comprehensive" in the title should be used 47 d. to schedule adult students for classes to meet the Adult Special 48 49 Diploma requirements in Language Arts, Mathematics, Science 50 and Social Studies. These course code numbers may be repeated for 51 multiple credits. The portion of each comprehensive course to be 52 covered must be reflected in the student's AIEP and must be 53 different for each credit. The comprehensive numbers allow 54 flexibility to meet the individual needs of the students.

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Electives (vocational.

practical arts, OJT, etc.)

Twelve (12) credits

Note: Courses listed in Section 4 of the Florida Department of Education

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e. Transfers

Any adult student with a documented disability transferring credits into the Osceola School District shall be eligible to graduate based upon meeting the requirements of the Adult Special Diploma and earning a minimum of two (2) credits at Community High School or the Technical Education Center of Osceola. Credits earned at any state, regional or national accredited institution may be transferred to the Adult Special Diploma program.

(7) <u>Fee-Based Courses</u>

These courses are requested by the community for personal development or enjoyment and require a fee based on instructional costs.

(8) Other Educational Activities Kindergarten Through Adult

Other educational activities will be offered at times most appropriate to meet the needs of the community.

(9) <u>Calendar</u> Amended 6/29/93

Operates five (5) quinmesters per year. Each quinmester is forty-five (45) days in length. The summer quinmester is based on need and may vary in length. All participants must be residents of the State of Florida or pay a non-residence fee as determined by the Board.