

*Osceola County Board of Pub. Instruction Policies 1958*  
*Sec. 182 - Regulations*  
*Vac. for 12-mo. Instruc Personnel*  
*cumulative to 20 working days* *Burrows*

P O L I C I E S

of the

BOARD OF PUBLIC INSTRUCTION

of

OSCEOLA COUNTY

October, 1958

J. C. TYSON

Superintendent

## FOREWORD

The growth of the Osceola County school system has made it necessary that the Board of Public Instruction establish written policies to guide personnel. It is felt that these policies will serve as a better means of communication between the instructional staff and the administration.

Your school board expects these policies to be helpful to all personnel, and it certainly is not intended that they should be a burden to anyone. Since this represents our first effort in this field, the board solicits the continued interest of teachers, principals and supervisors. At some future date it will undoubtedly be necessary to revise them. Constructive criticism will be welcomed.

We are grateful to each person who has had a part in this work.

Sincerely yours,

J. C. TYSON  
Superintendent of  
Public Instruction

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DIRECTORY  
OSCEOLA COUNTY SCHOOLS

County Superintendent	J. C. Tyson
Board of Public Instruction	Ralph Yates, Chairman S. Miles Sharp Dan Armstrong Mrs. Louise Hettinger Geo. H. Kempfer
Attorney for Board of Public Instruction	Murray W. Overstreet
Board of School Trustees	Orie Lee, Jr., Chairman Mrs. Margaret McGonigal Enoch Herzberg
Director of Instruction	Elridge R. Collins
Secretarial Staff in County Office	Marjorie Honetor Dorothy Burrows
Finance Officer	James I. V. Winland
School Lunch Supervisor	Truit Schellenberg
Textbook Manager	John Colombo
Maintenance Supervisor	B. P. Mikeal
Transportation Supervisor	Floyd Bronson

LOCAL SCHOOL DIRECTORY

Supervising Principal, Kissimmee  
Public Schools

B. P. Hileman

Principal, Kissimmee Elementary  
School

John Colombo

Supervising Principal, St Cloud  
Schools

W. L. Bishop

Principal, St Cloud Elementary  
School

R. E. Jeffries

Head Teacher, Kenansville School

Mrs. Marie Dollar

Head Teacher, Deer Park School

Mrs. Frances B. Harmon

Principal, Kissimmee High School

W. E. Patterson

## GENERAL ADMINISTRATIVE POLICIES

### I. SCHOOL EMPLOYMENT POLICIES

#### A. Supervising Principals and Principals

1. Appointment of New Principals. The county superintendent shall recommend a qualified person at a reasonable time prior to trustee action. The trustees as a board shall nominate to the county board. The superintendent's recommendation can be rejected only for a legal cause provable in Court. The county board elects the nominated principal; however, nominations may be rejected for legal provable cause. (Fla. Statutes, Sec. 230.23, 230.33, 230.43 & 231.35)
2. Reappointment of Supervising Principals and Principals
  - a. Supervising principals and principals shall be recommended for reappointment by the county superintendent to the trustees at a reasonable period prior to action
  - b. The trustees as a board shall nominate to the county board at least eight (8) and not more than twelve (12) weeks prior to the close of the school term. The trustees may reject the superintendent's nomination for legal cause.
  - c. The county board shall elect renominated principals or supervising principals at least six (6) weeks prior to the close of the school term. A nomination may be rejected for legal cause provable in court.
3. Transfer or Promotion with Tenure. A teacher or principal may be transferred with tenure in the position from which transferred or promoted; however, tenure must be earned in the new position.
4. Failure to Re-appoint. In the event the county superintendent fails to recommend the reappointment of a supervising principal or principal, he shall submit his recommendation of dismissal to the trustees at a reasonable time prior to action. The trustees as a board shall certify the recommendation no later than eight (8) weeks prior to close of the school term. The county board shall take final action on dismissal not later than six (6) weeks prior to the close of the school term. The party dismissed shall be notified in writing of his failure to gain reappointment.

5. Suspension and Dismissal

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

## B. Teachers

### 1. Appointment of New Teachers

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

### 2. Re-appointment of Teachers

- a. The principal and the county superintendent shall submit faculty recommendations to trustees at a reasonable period prior to trustee action.
  - b. The trustees as a board shall re-nominate to the county board not less than six (6) and not more than ten (10) weeks prior to the close of the school term. They may reject a recommendation with legal cause.
  - c. The county board shall elect re-nominated teachers at least four (4) weeks prior to the close of the school term. The board may reject a nomination for legal cause. (Fla. Statutes 230.23, 230.33, 230.43 and 231.35)
3. Failure to Re-appoint. A teacher who fails to gain reappointment shall be duly notified by the county superintendent as to the board's action.
  4. Acceptance of Appointment. Teachers shall have 15 days in which to accept or reject appointment. (County Board Regulation, May 3, 1955)

5. Tenure

- a. A teacher shall be issued an annual contract on the basis of a valid Florida certificate. All contracts are for a one year period for the first three years.
- b. After three years of satisfactory service in the county, and upon receiving the fourth appointment, a teacher may be given permanent tenure. A teacher must hold a regular graduate certificate to receive a permanent tenure contract. (Fla. Statutes 231.36)

6. Dismissal and suspension. See Section 5 under Principals

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

C. Employment of Other Personnel

1. School Secretaries. School secretaries will be employed upon recommendation of the principals.

2. Custodial Staff

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

3. Lunchroom Staff

- a. The principal shall appoint members of the lunchroom staff. He should consider age, health, training, experience and personal traits in making his selection. The lunchroom workers are under the supervision the lunchroom manager who is directly responsible to the principal.
- b. A member of the lunchroom staff may be dismissed by the principal. The following will be cause for dismissal:



- (1) Lack of personal cleanliness
- (2) Failure to keep lunchroom policies and regulations
- (3) Lack of health
- (4) Failure to attend training schools
- (5) Inability to work harmoniously with others

c. The lunch service must be recognized as a significant part of the total school program. The necessity of well planned, nutritious meals cannot be overemphasized.

## II. ADMINISTRATIVE POLICIES RELATING TO INSTRUCTIONAL PERSONNEL

### A. Duties of the Director of Instruction

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

#### SPECIFIC DUTIES:

1. **TEACHERS' DAILY SCHEDULES.** The Board of Public Instruction hereby directs that the school principal file with the Director of Instruction a copy of each teacher's daily schedule not later than two weeks following the opening of school. The high school schedule shall suffice for grades 7-12. The Director should be prepared to discuss this matter with the Board by the regular meeting in October.

2. **ACCREDITATION STANDARDS.** The Director shall receive and check all accreditation reports prior to their submission to the County Superintendent. He shall be charged with the responsibility of determining that all requirements of the State Department and Southern Association are met as reported in the accreditation reports. Any discrepancies or deviations between actual practices and the report shall be reported to the County Superintendent and Board.

3. **INSTRUCTIONAL MATERIALS.** The Board of Public Instruction hereby requires that State adopted materials be used as basic texts. It will be the duty of the Director of Instruction, working through the principal of the school, to see that this requirement is carried out. This shall not exclude or prohibit the use of supplementary or enriching materials not on the state adopted list. It is intended to mean that teachers should not replace state adopted text books with workbooks or other such materials.

4. **VISITATIONS.** The Director will be required to visit the classrooms of individual teachers. The visits will be made in order that he may assist the teacher in any way possible. He shall be responsible for helping the teacher develop lesson plans, instructional units and instructional materials.

5. **LESSON PLANS.** The Director shall examine the daily planning of the teacher and make suggestions, criticisms or commendations as the circumstances justify. In the event there is little or no planning, he shall report the matter to the principal in writing, with the teacher and County Superintendent receiving a copy. The principal shall take immediate steps to correct the situation and he shall advise the Director in writing as to the action which he has taken, with the Superintendent receiving a copy.

6. RECORDS AND REPORTS OF VISITATIONS. The Director shall be required to keep a record of all visitations and reports. These records may become available to the County Board and Trustees in official meetings. Such information will not be circulated to board members or trustees as individuals.

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

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

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

9. GROUP OR FACULTY MEETINGS. The Director shall meet with special faculty groups upon request to assist in developing the instructional program. Principals shall feel free to utilize his time in this capacity and will be expected to take an active interest in this phase of the program.

(Approved and adopted by Osceola County Board of Public Instruction on June 10, 1958.)

B. Duties of the Principal

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

1. Organization and operation of the school.
2. Recommendation of personnel.
3. Care of School Property. "Any student who is found guilty of damaging, defacing, taking or destroying school property, either during school hours or at any other time shall be required to repay the cost of repairing the damage done, and shall be subject to a penalty of suspension from school for a period of not less than (10) days up to permanent expulsion from school, in the discretion of the principal and the Board of Public Instruction." (County Board Policy, December 3, 1957)
4. Preparation of inventories of school property.
5. Enforcement of school law and regulations.
6. Supervision of interschool activities.
7. Preparation and submission of reports with promptness and accuracy.
8. Preparation of cumulative and permanent file folders for each child, including a health record.
9. Supervision of school purchases and submission of proper requisitions and bid data prior to purchase.
10. Maintain proper pupil control, provide adequate pupil supervision, take prompt and adequate disciplinary action if necessary and provide for the general welfare of students.
11. He shall require that teachers make regular and adequate lesson plans...
12. Each teacher shall be visited during actual classroom instruction a minimum of 20 minutes every two weeks. A simple visitation record shall be kept and made available to the Director of Instruction.

C. Duties of Teachers

1. Teachers shall teach efficiently using the books and materials required.....the following:
  - a. The essentials of the United States Constitution
  - b. Flag education including proper display and salute
  - c. The elements of civil government
  - d. The elementary principles of agriculture
  - e. The true effects of alcohol and intoxicating liquors and beverages and narcotics upon the human body
  - f. The history of Florida
  - g. Conservation of natural resources
  - h. The basic materials and subjects according to grade classification
2. Read from the Holy Bible in the presence of pupils at least once each day without sectarian comment.
3. "Labor faithfully and earnestly for the advancement of pupils in their studies, deportment and morals... and to inculcate by precept and example the principles of truth, honesty and patriotism and the practice of every Christian virtue." (Florida Statutes, Sec. 321.01)
4. Treat pupils....kindly considerately and humanly in the administration of discipline. (See corporal punishment, p. 23)
5. "Require pupils to observe personal cleanliness, neatness, order, promptness, gentility of manners, avoid vulgarity and profanity, a regard for the rights and feelings of others, and their own responsibilities and duties as a citizen."
6. Attend such conferences as may be required by law, the state superintendent or county superintendent.
7. Cooperate in the enforcement of school laws and state and county board regulations.
8. Keep such records and make such reports as may be required by law.
9. Conform to all rules and regulations as may be required by the state board or the county board.
10. See that the school building and furniture are not unnecessarily defaced or destroyed.
11. Follow instructions for fire or emergency drills.
12. Deliver keys, records and reports at the close of school as directed by the principal.

13. Follow a regular and effective system of daily lesson planning.
14. Fulfill the terms of the written contract unless released from the contract by the county board as prescribed in Section 230.33 of the Florida Statutes.

D. Certification and Contracts

1. Certification

- a. It is the responsibility of the teacher to secure and to maintain a valid Florida certificate.
- b. The teacher shall file her certificate with the county superintendent immediately upon receipt thereof. A Thermofax copy will be made and the original will be returned to the teacher.
- c. According to state law, all work toward certification must have been completed by September 1, and application for a certificate filed by October 1, with the State Department of Education.

2. Contracts

- a. A teacher's contract cannot be issued until a valid Florida certificate is received and filed with the county superintendent. The rank of the certificate will, in part, determine the base salary.
- b. A teacher who has a temporary, provisional or other than a regular certificate cannot be issued a continuing contract. Teachers holding such certificates will receive annual contracts regardless of tenure. (Florida Statutes Sec. 231.36)

- E. Inter-school and Intra-school Visitation. Each member of the instructional staff shall be allowed two (2) days per year for professional visitation either within or outside the county, as the teacher may elect. The teacher should make all arrangements under the direction and with the approval of the principal. Under no conditions should a teacher visit another school unless the visit has been pre-arranged. Moreover, the teacher should upon arrival report first to the principal of the host school. There is no provision per diem or travel for these visits. Teachers are urged to avail themselves of possible enriching experiences by making such visitation trips.

F. Florida Education Association

1. Schools of the county will be dismissed in order that teachers may attend the district meeting of FEA. This will be one of the 196 days required service; therefore, attendance will be required.
2. The respective schools will be permitted to send delegates to the annual meeting of FEA. The number of delegates will be allocated by the executive secretary on the basis of paid membership.

G. Professional Dues. Membership in a professional organization is an index to one's professional interest and attitude. Our state professional organization is the FEA. Dues may be paid directly to the FEA office in Tallahassee or through the principal's office.

H. Leaves

1. Extended Professional Leave. Extended leave for professional improvement may be granted for a period of not to exceed one year to any member of the instructional staff who has served satisfactorily and successfully in the schools of the county for a period of three or more years; provided that the partial compensation may be authorized only when the person has served in the county seven or more years. (Fla. Statues Sec. 231.39)
2. Military leave
  - a. "Any person called into military service in defense of his country or volunteering for military or naval service of the United States may be granted military leave without compensation for such period or periods as may be authorized by the county board." (Fla. Statutes Sec. 231.39)
  - b. Time with pay will be allowed for employees required by Selective Service Boards for physical examinations. (County Board Policy, Dec. 4, 1956)
3. Sick Leave for Instructional Personnel
  - a. Any member of the instructional staff who is unable to preform his duty in school because of illness or because of the illness or death of father, mother, brother, sister, husband, wife or child or other close relative or member of his household, and consequently has to be absent from duty, shall claim sick leave.

- b. Sick leave shall be for not more than six (6) days per year, cumulative to 72 days. Sick leave may be transferred from another county in Florida; however, one-half of the cumulative sick leave must be established within the county.
  - c. Sick leave must be taken only when necessary and must be certified by an application signed by the teacher and the principal. (Fla. Statutes Sec. 231.40)
4. Professional leave
- a. "Any member of the instructional or professional administrative staff who finds it necessary to be absent from his duties for professional reasons or is assigned by the county superintendent under regulations of the county board to be absent for professional reasons or any county superintendent, may apply for professional leave during such absence. Such leave may be granted under regulations of the county board. The county board shall also prescribe by regulations, subject to any regulations of the State Board, conditions under which compensation is to be allowed and the extent of compensation for such leave...." Such leave must be approved by the county superintendent. (Fla. Statutes Sec. 231.42)
  - b. No professional leave will be granted during preschool conference.
  - c. Professional leave may be granted during the post school conference period when recommended by the principal and approved by the county board.
  - d. No professional leave will be granted unless it is necessary for the person to be absent to attend a professional meeting or to acquire professional training.
5. Maternity Leave. A member of the instructional staff who becomes pregnant shall suspend her services at the discretion of the principal or upon her own request, in case she desires release at an earlier date; provided that no expectant mother continue in her services longer than four months prior to the date of expectancy. She shall not be returned to school duties earlier than six months after the birth of the child. Reinstatement to a teaching position will be made under the terms of this policy when a vacancy occurs for which the teacher is qualified.
- shall request maternity leave and*



No teacher shall be paid any benefits under maternity leave; however, ~~continuity for teacher retirement may be maintained by direct payments to the State Teacher Retirement Office.~~ This type leave breaks continuity for a continuing contract under Florida law, but ~~does not affect continuity for the ten year Florida service period.~~ *holds previous continuous service which counts*

6. Extended Leave A leave of one year's duration cannot be granted for reasons other than sickness, maternity, or professional improvement.
7. Personal Leave. "Any member of the instructional staff of any county who is wilfully absent from duty without leave shall forfeit compensation for the time of such absence, and his contract shall be subject to cancellation by the county board." (Fla. Statutes, Sec. 231.44). There are circumstances under which the teacher will find it necessary to take personal leave. The approval of the principal should be secured. *also to be app. by Supt. - Min 3-20-62*
8. Absence-in-Line-of-Duty Leave. The county superintendent shall have authority to grant absence in line of duty as follows:
  - a. The request in writing shall be submitted to the principal not later than three days before the leave becomes effective.
  - b. Such leave shall not be excessive in length and shall not be granted except for benefit of the school program.
9. Absence from Duty
  - a. In case a supervisor or principal finds it necessary to be absent from duty, he shall notify the county superintendent immediately upon learning of the necessity for absence.
  - b. The teacher shall notify the principal of anticipated absence as soon as the necessity becomes known. The teacher should notify the principal not later than 7:30 A.M. of the day of absence.
  - c. Absence for personal reasons will require approval from the principal prior to the absence. Absence for personal reasons without prior approval will be considered cause for termination of contract and dismissal.

I. Release from Appointment

1. The board does not feel obligated to release an employee from contractual obligations unless sufficient notice is given for appointment of a replacement. Moreover, such release will not be made if such would be to the detriment of the school and the educational welfare of the children.
2. A teacher who leaves the employment of the board, without securing a satisfactory release, will be reported to the State Board of Education for breaking his contractual agreement.

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

K. Tutoring

1. No member of the instructional staff shall receive compensation for services offered to pupils or patrons of the school with which he is associated. Moreover, he shall not promote within the school any activity from which he receives remuneration either directly or indirectly except his contract salary as an employee of the county board. No deviation shall be made except by permission of the county board.
2. A tutor who teaches children of compulsory school age shall hold a valid Florida certificate and must be approved by the county board. Regulations provide that a tutor may be subject to prosecution under the laws of the State of Florida if he fails to meet the proper requirements. (State Board Regulations, page 53)

L. Summer School Attendance. Each teacher shall be required to earn 6 semester hours of college credit as follows: Those holding Rank II, or above, 6 hours every 10 years; those holding Rank III or below, 6 hours every 5 years. Evidence of the completion of such work shall be filed in the county office prior to the beginning of the school term. Teachers should plan for summer school work so that no more than five or ten years (depending on rank held) will elapse between courses.

- M. Salary Payments of Instructional Personnel. Instructional personnel holding permanent tenure may elect salary payments in ten or twelve installments. The choice must be made in the beginning of the school term and cannot be changed until the end of the school year.
- N. Hospital Group Insurance. The county board will make deductions for group hospital insurance for employees. The faculties should elect the single group plan desired.
- O. Professional Requirements. In keeping with the state trend in professional development, Osceola County will not employ any new instructional personnel with less than a four year college degree. An exception will be made only in case of an emergency.
- P. Teacher Retirement. All teachers entering the Florida school system for the first time must become members of the Teachers' Retirement System. At present, only one plan (Plan E) is offered to incoming teachers. Some information may be obtained from the principal of the school. All final decisions and commitments are made by the executive secretary of the teachers' Retirement System. Decisions of major importance should be made only after being advised by the executive secretary.
- Q. Care of Classroom and Property
1. It is the responsibility of the teacher to see that her classroom is clean, attractive and properly ventilated.
  2. It is the responsibility of the teacher to see that pupils exercise the proper use and care of school property. The destruction and defacing of property within the classroom will be charged to the neglect of the teacher.

### III. POLICIES RELATING TO ADMINISTRATION OF LOCAL SCHOOL CENTERS.

#### A. Faculty Meetings

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

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

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

#### B. Field Trips Requiring Bus Transportation

Field trips can be valuable learning experiences. All such trips should be with the approval of the principal. If bus transportation is desired, approval of the supervisor of transportation or the county superintendent is required. If the trip is out of the county, at least three days advance notice should be given. (County Board Policy)

#### C. Internal Accounts

1. Each principal is required to maintain adequate and accurate records including a system of internal accounts as prescribed by law...on forms prescribed by the State Department of Education. (Florida Statutes, Sec. 236.02 (1))
2. There should be separate accounting, with a separate bank account, for lunchroom funds. All other internal accounts shall be in one bank account. (Regulation State Board, June 1, 1948)

D. School Budgets and Expenditures

1. It shall be the responsibility of the supervising principal to prepare a proposed district budget. There should be an equitable distribution of funds based on the needs of each department.
2. No purchase shall be made without the consent of the principal or head of the department.
3. All bills shall be accompanied by an original invoice and shall bear the signature of the receiving party.
4. All purchases of \$25 or more shall be preceded by a requisition made in triplicate and forwarded to the county superintendent for his signature. It is desirable that price quotations and bids be secured on major items.
5. The principal shall keep an accurate record of each expenditure and shall charge each expenditure under the proper budget account number.
6. Invoices for purchases shall be checked, assigned a budget number and signed by the principal before being presented to the county office for payment.
7. All bills shall be presented promptly for payment. It is poor business practice to delay paying valid bills.
8. Purchases must not be made during a current fiscal year for payment during the anticipated fiscal year. Moreover, installment purchasing shall not be made against any school account where payments are to be carried over for payment in the next year or years without the approval of the county board.

E. Dismissal of School

1. All schools shall maintain a regular schedule. No school shall dismiss prior to the regularly scheduled hour without permission of the county superintendent except when in case of an extreme emergency the welfare of children requires immediate dismissal.

2. A regular schedule shall be interpreted as attendance in accordance with the daily schedule of classes or participation in a regularly scheduled field trip. Planned room parties within the classroom or school area will be recognized, but should be limited to a few special occasions and restricted as to length. The following will not be regarded as a part of the regular schedule:

a. School parties and picnics outside the school area.

b. Attendance at athletic events during class hours.

F. School Day and Year

1. "A school day for any group of pupils is that portion of the school day in which school is actually in session and shall comprise not less than five net hours and less than six hours including intermissions for all grades above the third. Not less than four net hours for the first three grades; and not less than three net hours in kindergarden and nursery school grades...." (Fla. Statutes, Sec. 227.14 (18))

2. A school year shall consist of 180 actual instructional days for children and 196 days service for instructional personnel contracted on a ten months' period. The school year must begin after July 1 and end on or before June 20. (Fla. Stat. Sec. 227.14 (18); 228.16 (3)0

3. Teacher's Hours. The minimum school day for members of the professional staff shall begin at 8:15 AM and shall end at 3:45 PM unless the principal requests the attendance of the teacher for faculty meetings, group or personal conferences, or some other activity, including the regular work day.

4. Principal's Hours. The hours of the principal and his office staff should be equal in length to those of the county school office, and should remain open on the same days. On non-school days, the office should open at 8:30 AM and close at 5:00 PM, except by special arrangement with the county office.

- G. Accreditation. The responsibility for state and regional accreditation of a school is charged to the principal.
- H. Secret Societies. No organization which practices any form of secret initiation or secret work or which has a ritual of secret signs or passwords shall be permitted within the schools of the county. (Fla. Statutes)
- I. Soliciting and Advertising in Schools

Neither school personnel nor children shall be employed in any manner for advertising or otherwise promoting the interests of any commercial, political, or non-school agency or individual, except that:

- a. The school may cooperate in promoting the work of a non-profit community welfare agency, provided such does not interfere with the educational program of the school.
- b. Schools may use films which bear the identification of the producing firm.
- c. The schools, with approval of the county superintendent, may cooperate with governmental agencies in promoting activities in the general interest which are non-controversial and nonpartisan, such as civilian defense.
- d. School records are not available to commercial agencies.

## 2. Solicitors

- a. Soliciting of funds for any purpose by a non school organization which receives any part of the funds shall not be permitted in or through the school. School soliciting campaigns must have the approval of the principal and shall be conducted during the time that school is not actually in session.
- b. Agents and representatives of companies will be required to clear through the principal's office before contacting instructional or other school personnel, except those salesmen who regularly take purchase orders from the lunchroom manager. The principal shall deny agents the right to contact personnel except for the promotion of the school program unless the matter is in the nature of an emergency. It is not good policy to exclude all agents from the school since there are legitimate and professional representatives who serve the best interests of the schools.

The principal shall use his best judgment as to the merits of such calls.

- J. Daily Programs. Teachers should develop school programs in accordance with state bulletins. Moreover, the principal shall see that there is a well planned program of daily instruction and effective lesson planning.
- K. Lesson Plans. The board requires that each teacher follow a regular system of lesson planning. The common practice of merely giving textbook and workbook pages will be considered inadequate. The principal working with the Director of Instruction shall assist his teachers in the development of satisfactory lesson plans. (Also see duties of principal and Director of Instruction)
- L. Custodial Services. The custodian is directly responsible to the principal. His duties shall be as follows:
1. Keep the janitorial supplies neat and orderly.
  2. Keep the grounds free of paper and trash.
  3. Keep shrubbery trimmed and properly fertilized and cared for.
  4. Keep windows clean.
  5. Maintain a regular schedule of cleaning chalkboards.
  6. Keep toilets clean, properly disinfected and free from objectionable odors.
  7. See that drinking fountains are clean and sanitary.
  8. Make minor repairs to plant and equipment.
  9. Keep principal informed as to supplies needed.
  10. See that windows and doors are properly locked before leaving.
  11. Report immediately any damage to equipment or to the building. He should report persons responsible for damage, if known.
  12. Report any safety hazards immediately.
  13. See that fire extinguishers are kept properly charged.
  14. See that buildings are properly heated on cold mornings.
  15. The janitor shall not leave the school premises without the permission of the principal.
  16. There shall be a regular schedule of not less than eight (8) working hours daily.
- M. Textbooks
1. The principal shall submit an annual inventory and requisition of textbooks for his school. (Fla. Statutes, Sec. 233.46)
  2. Textbooks shall be stored in a dry room and shall be neatly arranged by title, subject or grade. (Fla. Statutes, Sec. 233.26)



3. The principal shall collect or cause to be collected from each pupil or his parent the purchase price of each book the pupil has lost, destroyed or unnecessarily damaged, and shall report and transmit such amounts so collected to the county superintendent for transmission to the state superintendent, provided that if such textbook so lost, destroyed or damaged has been in school use for more than one year, a sum ranging between fifty and seventy-five percent of the purchase price of the book shall be collected, such sum to be determined by the physical condition of the book. (Fla.Statutes, Sec. 233.16)

#### N. Picnics

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

#### IV. ADMINISTRATIVE POLICIES RELATING TO PUPILS

##### A. Attendance and Absence

1. "Attendance is the presence of a pupil on days school is in session. A pupil may be counted present only when he is actually at school, or is present at another place at a school activity which is authorized by the school, is a part of the program of the school, and is personally supervised by a member or members of the school staff. This may include field trips, athletic contests, music festivals, student conventions, and similar activities when officially authorized under policies of the county board. It does not include 'making-up' work at home, activities supervised by private individuals or groups." (Absence-Principal's Record and Report Book, page 1)
2. Absence is the non-attendance of a pupil on days school is in session. Any pupil must be counted absent who is not actually present at school or at a school activity as defined under "Attendance" directly above.
3. Whenever a child of compulsory school attendance age is absent without the permission of the person in charge of the school, the parent of the child..... shall report and explain the cause of such absence to the teacher or principal.
4. Attendance must be checked twice daily and recorded in the teacher's register or by some approved system of recording attendance. Proof of the falsification of attendance records shall be sufficient grounds for the revocation of the teaching certificate. (Fla. Statutes, Sec. 232.141 and 232.142)
5. Private instruction cannot be counted as school attendance and is not to be permitted on school time.
6. Whenever a child is absent or tardy, regardless of age or grade level, he shall bring a note from home explaining the reason for his absence or tardiness. Any pupil above compulsory attendance age shall by the fact of enrollment become subject to all rules and regulations relative to attendance. Failure to comply will be cause for denial of attendance.

12-11-62 Board Meeting  
on attendance records  
to be reviewed  
12-11-62

7. Excused and Unexcused Absences. In the administration of the compulsory attendance laws and the local policies of a school system, a pupil's absence may be considered as "excused" or "unexcused". However, for purposes of attendance records and reports, a pupil who is not present as defined under attendance above must be counted absent regardless of reason.

B. Pupils - Admission to First Grade

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

COUNTY POLICY CONCERNING ALLOWABLE ABSENCES TO BE ELIGIBLE FOR PROMOTION.

Adopted by the Board of Public Instruction of Osceola County, Florida on December 4, 1962.

Any Osceola County student is allowed to miss only twenty (20) days of school per year to be eligible for promotion to the next higher grade.

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

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

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

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

A parent who transfers a child within the county system shall complete and file a pupil reassignment application in triplicate. (Fla. Statutes)

#### C. Pupil Control

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

#### 2. Corporal Punishment

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

Corporal punishment shall not be administered with malice or in a time of anger nor shall the punishment be unreasonable or of such nature as to leave permanent marks or permanent injury. At least one adult witness shall be present at the time the punishment is administered.

#### 3. Suspension of School Bus Privileges

"The school bus driver....shall preserve good order and good behavior on the part of all persons being transported to or from school or school functions at public expense. Any pupil who persists in disorderly

conduct on the bus shall be reported to the principal of the school he attends, but no person shall be suspended from being transported or be given physical punishment by the bus driver, or be put off the bus at other than the regular stop for that pupil except on permission of the principal or parent. (Fla. Statutes, Sec. 232.28)

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

4. Suspension from Classes. "...Under no circumstances may a teacher, (except a one-teacher school), suspend a pupil from a school or a class." (Fla. Statutes, Sec. 232.27)
5. The principal...."may suspend a pupil for wilful disobedience, open defiance of authority of a member of his staff, for the use of profane language, or for other misconduct when other means of correction have failed to bring about proper conduct; provided, that each such suspension, with the reasons therefor, shall be reported immediately in writing to the parent and to the county superintendent; and provided, further, that no one suspension shall be for more than ten days and that no suspension shall be made a dismissal unless so ordered by the county board in a resolution adopted and spread upon its minutes..." (Fla. Statutes, Sec. 232.26)
6. Disturbing Teachers and/or Their Homes, and Insulting in Public.

The principal shall have the authority to suspend or to recommend dismissal, or restrict a pupil's attendance for as much as 10 days as recognized under other provisions of the law, any student for the following reasons:

- a. Disturbing or attacking the home of a teacher, and/or
- b. Insulting the dignity of a teacher in a public place.

(County Board Minutes, Dec. 6, 1956)

#### D. Requirements for Graduation

The following requirements are based on State standards:

1. Total credits required in grades 9-12, 20 units.

2. Basic requirements for which there shall be no substitution:

English, 3 units

Social Studies, 2 units, one of which must be  
American History and Government

Mathematics, 1 unit

Science, 1 unit

Homemaking, 1 unit required for girls

Physical Education, 2 units. A student who for physical reasons cannot take physical education shall file a statement from a medical doctor indicating the reason for inability to participate. The student will then be permitted to substitute 2 units for physical education.

3. Under no condition shall a pupil be graduated with less than 20 credits except in cases where pupils transfer from out of state. In such cases, full faith and credit shall be given to credits and classification of the system of the school of transfer, provided the school is properly accredited by the state and regional agencies. Under no conditions shall the basic requirements be waived.

4. This shall not be construed as giving the principal authority to permit a pupil to participate in graduation exercises and receive an unsigned diploma. No pupil shall be permitted to engage in the final graduation exercises unless graduation requirements have been met in full.

#### E. Safety, Leaving the Grounds, etc.

1. Every member of the staff is responsible for the safety of pupils. The principal shall be responsible for eliminating all hazards insofar as possible.

2. Teachers shall be assigned to supervise pupils on the school grounds before and after school. Principals are responsible for seeing that all activities are properly supervised and that all precautions are taken by teachers and pupils. A seriously injured

student should either be taken home or to the doctor of his choice as quickly as possible. The parents of the child should be notified immediately. In case of a serious accident, the county superintendent should be notified as to the nature of the accident and steps taken in relation to the child and his parents. However, no action should be taken by word or act by the principal or any other official or employee which would tend to incur any liability on the part of the school.

3. There shall be a teacher responsible for supervising pupils as they load and unload on buses. The person should be charged with doing more than merely being present. He should be on the alert for any safety hazard and should require orderly procedure on the part of the pupils.
  4. Pupils shall be required to remain on the school grounds except under such rules and regulations as may be formulated by the principal. Under no conditions shall a pupil be permitted to leave the school without permission of his parents or the consent of the principal. (School Board Regulation)
- F. Homework. Teachers should assign homework on the basis of need and not as "busywork." In elementary grades the requirement should not exceed 30 minutes daily. At the high school level, the average time requirement should not exceed one and one-half hours daily. The high school teacher should keep in mind that the pupil has several courses and is likely to have other assignments. This is a recommendation and not a requirement.
- G. Athletic Events. Varsity football games should be scheduled for Friday or Saturday nights unless the day following is a holiday. Exceptions may be made for games postponed due to weather or other emergencies.
- H. The Osceola County School Board assumes no responsibility for an injury incurred by a student while participating in inter-school athletics.

The principal and coaches should provide group insurance for the protection of participants. Moreover, the principal shall require and keep on file in his office the parents' written consent and the doctor's approval for each participant.



I. Pupil Insurance. It is not legally possible for the county board to offer group insurance to pupils while they are actually at school or participating in school activities. It is recommended, however, that principals make available to parents some plan of pupil group insurance.

J. School Bands

School bands may participate in civic and non-school functions with the approval of the principal, provided such functions are not partisan or political.

Participation outside the county and actually not under the sponsorship of the Florida High School Activities Association will require prior approval from the county board.

K. Married Students, etc.

1. Married or divorced students must present a written request to the county board and have board approval before being permitted to enroll or to remain in school.
2. These students shall be limited to classroom activities only. They shall not represent the school in any extra-curricular activities.
3. The mother of an illegitimate child shall be denied admission to the Osceola County Public Schools.  
(Adopted by County Board on Sept. 3, 1957)

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

M. Grading and Reporting. Each school center shall devise a system for grading and reporting pupil progress. Such reports should be made at regular intervals in accordance with the plans of the local school. In grades 3-12, inclusive, such reports should be made at six weeks' intervals. The exact procedure and time of reporting in grades 1-2 shall be established by the local school administrator; however, there must be some regular and clearly defined system of reporting to parents.

**SICK LEAVE - NON-INSTRUCTIONAL PERSONNEL**

Excerpt from Minutes of Feb. 5, 1960.

"Upon motion of Armstrong, seconded by Sharp, and carried with a vote of all Ayes, the Board adopted the following policy concerning sick leave for non-instructional personnel:

"Effective July 1, 1959, the Osceola County Board of Public Instruction adopts the following policy concerning sick leave for all non-instructional personnel. (Compliance with Section 231.48 of the 1959 Florida Statutes)

- "1. All non-instructional employees will earn six (6) days of sick leave each year, and may build up to a total of eighteen (18) days of unused sick leave, including the leave which is earned within the current year.
- "2. The Board will recognize past service of employees in computing sick leave. Thus, if an employee has as many as 12 days unused sick leave from service within the last two years, he may begin the 1959-60 fiscal year with this 12 days to his credit, and this, with the current 6 days, will make a maximum total of 18 days he may use in the current year.
- "3. During the 1959-60 school year no employee will be restricted to less than 10 days sick leave. Only 6 days from each year may be cumulative."

V. OTHER ADMINISTRATIVE POLICIES

- A. Board Meetings. Regular meetings of the Osceola County Board of Public Instruction shall be held on the first Tuesday of each calendar month. Special meetings may be called from time to time.
- B. The head of a department or a principal has authority to allow a man to act as a pallbearer and permit the employee to make up the time to avoid a loss of pay. (County Board Regulation, March 22, 1956)
- C. When a particular name brand item is desired, separate bid calls shall be made on the specified item.
- D. Non-instructional personnel shall be allowed two weeks vacation per year. A leave application shall be filed showing the vacation dates. (County Board Regulation, July 5, 1949)
- E. Sick leave for non-instructional personnel shall amount to 10 days per year. Sick leave for these employees is not cumulative. Sick leave shall be under the same legal conditions permitted for instructional personnel. The employee shall file a claim for sick leave with signature of his supervisor. *See insert from min. Feb. 5, 1960.*
- F. Retirement for Non-Instructional Personnel. "A compulsory retirement system for state and county officers and employees of the counties of the State of Florida, to be known as 'State and County Officers and Employees Retirement System', is hereby established and placed under the supervision of the State Comptroller." (Fla. Statutes)
- All non-instructional personnel will be retired at age 70.
- G. Injury. A teacher or school personnel injured in line of duty shall receive continued salary payments and the liability payments shall be deposited to the county school board accounts. Such consideration shall be continued for as much as the remainder of the school year unless extended by the board. (County Board Policy, Feb. 5, 1952)
- H. Loyalty Oath. All school employees, instructional and non-instructional, are required to execute the loyalty oath. (Fla. Statutes, Sec. 876.05)

## VI. ADMINISTRATIVE POLICIES RELATING TO TRANSPORTATION

- A. Accident Reports. Drivers shall prepare an accident report, Form TR-3, immediately after every accident involving a school bus or a bus passenger. The report shall be filed in duplicate with the county superintendent.
- B. Bus Insurance. The county board shall provide insurance for bodily injury for transported pupils and for property damage in an amount determined by the county board.
- C. Bus Operation
  - 1. The mechanical stop arm or traffic light signal shall be operated to notify traffic when the bus is approximately 100 feet from the stopping point. The stop signal shall remain extended or in operation at all times during which pupils are entering or leaving the bus. The stop signal should not be used except to protect children from traffic hazards.
  - 2. The bus shall be brought to a full stop before entering or crossing an arterial highway or dangerous thoroughfare not safeguarded by a traffic control signal and shall proceed only when safety is assured.
  - 3. The bus shall be brought to a full stop a safe distance from the tracks when approaching a railroad crossing. The driver shall not proceed until he has looked in both directions and has opened the door and listened for the sound of an approaching train. He shall proceed when complete safety is assured.
  - 4. The bus shall be driven at a safe speed never to exceed 40 miles per hour. Driving conditions will be the governing factor as to speed.
  - 5. In case of rain or fog conditions which reduce visibility to the danger point, the driver shall at the first opportunity pull the bus completely off the highway and remain parked with the running lights burning until the hazard has lifted.
  - 6. Any defect in the operation of the bus shall be reported immediately to the supervisor of transportation.
  - 7. The driver shall keep the bus clean at all times. The bus shall be swept daily.

8. The driver shall report without delay to the school principal:
  - a. Pupil misconduct
  - b. An accident involving a bus passenger
  - c. License number of vehicle which passes illegally
  - d. Reason for failure to maintain schedule. The driver will report to the principal's office with this explanation.

D. Responsibilities of Drivers

1. To know and observe local and state traffic laws.
2. To pass an annual physical examination and meet the requirements of the state and local board.
3. To be neat and clean in personal appearance, to refrain from the use of tobacco while on duty, and to use no profane or vulgar language in the presence of pupils.
4. To practice TOTAL ABSTINENCE in the use of alcoholic beverages.
5. The driver shall not attempt to handle disciplinary problems with parents, but shall report all cases of misconduct to the principal.
6. The driver shall not change a route or bus stop without specific authorization of the county superintendent. Such information may be distributed by the supervisor of transportation for the county superintendent.
7. The driver shall not question the authority of the principal to assign a pupil to a bus or in the handling of a disciplinary case.
8. The driver shall master the principles of first aid for use in case of an emergency.
9. Order and discipline shall be maintained on the bus at all times.
10. Pupils shall be required to observe all regulations of the state and county.
11. A child will be permitted to leave the bus only at the regular stop except upon written request of the parent or at the direction of the principal.

12. The driver shall supervise pupils as they leave the bus and until they cross the highway.
13. Children who leave the bus and cross the highway shall be required to cross in front of the bus under the direction of the driver only after all approaching traffic has stopped. If an unusual hazard exists, he shall conduct the child across the highway.
14. Pupils shall be required to move away from the bus immediately upon being discharged and shall move away in view of the driver.
15. Pupils shall ride the buses to which assigned. The driver will not permit occasional adult riders.
16. The driver shall submit prompt and accurate reports and such additional information as requested by the principal for the effective operation of the school.
17. Rules governing the conduct of pupils and the daily schedule shall be posted in the front of the bus.
18. Courtesy Riders. Pupils inside the two mile limit will be permitted to ride the bus as long as there is room to accommodate them.

E. Responsibilities of the Student

1. To occupy the seat assigned by the driver and to refrain from leaving the seat while the bus is in motion.
2. Observe classroom conduct except for ordinary classroom conversation.
3. Obey the driver promptly and without comment and report to the principal when directed to do so.
4. Warn the driver of any danger of which the student feels the driver is not aware.
5. Stay off the highway while waiting for the bus.
6. Enter and leave the bus as directed by the driver.
7. Be at the stop on time both morning and afternoon. The driver is not authorized to wait for tardy pupils.

8. Wait until the bus comes to a full stop before entering or leaving the bus.
9. Pupils shall not eat, drink soft drinks, or use chewing gum on the bus.
10. Nuisance toys will not be permitted on the bus.

F. Use of School Buses

1. Buses shall be used for the transportation of school children and members of school groups only, except as hereinafter provided. School groups shall include school board members, trustees, chaperones and employees of the school board.
2. At least three days' advance notice shall be given for any trip outside the county.
3. Buses shall not be requested for any occasion unless the trip is carefully planned by the principal. All trips shall be properly supervised by at least one chaperone for each bus.
4. Principals shall instruct teachers and chaperones as to transportation regulations concerning pupil conduct. (See regulations)
5. The supervisor of transportation shall select the driver to transport L-H Club and Boy Scout groups to summer camp. The cost of transportation (driver and gas) will be paid by the Board of County Commissioners of Osceola County.
6. The cost of operating buses during the summer recreation program shall be paid by the principal of the school concerned.
7. Buses shall not be used for any trips, other than on regular routes, without the approval of the supervisor of transportation or the county superintendent.
8. Drivers making special school trips shall be assigned by the supervisor of transportation and will be paid by the principal of the school concerned. The rate of pay for drivers on special trips shall be fixed by the county board.

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