

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
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FACULTY HANDBOOK

2020 - 2021

Student Achievement – Our Number One Priority
Districtwide Accreditation by the AdvancED Accreditation Commission
An Equal Opportunity Agency

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ABSENCES/ LEAVES

Absences from worksite will usually be classified as one of, but not limited to, the following:

Personal Leave

Employees may not take a personal day without having accumulated sick leave.

Instructional employees shall be granted six (6) days of leave for personal reasons with pay per school year. Since Summer School is an extended portion beyond the regular school year, the use of personal leave shall be limited to one (1) day of the personal days in the contract.

Notification of leave for personal reasons shall be made in advance. The applicant's reason for taking leave for personal reasons shall be to state that he is taking it under the provisions of the Instructional Employees' Contract. Leave for personal reasons shall be charged to sick leave when used under this part. Instructional employees shall follow the procedures set forth for the automated substitute calling system.

Professional Support Staff employees shall be granted six (6) days of leave for personal reasons with pay per School year. Notification of leave for personal reasons shall be made in advance. The employee shall make every reasonable effort to notify the administrator by noon of the workday before the absence except when unforeseen events make such arrangements by the employee impractical. The applicant's reason for taking leave for personal reasons shall be to state that he is taking it under the provisions of the Professional Support Staff Contract. Leave for personal reasons shall be charged to sick leave when used under this part.

Professional Development

Professional leave is defined as leave granted to a member of the staff to engage in activities which will result in his/her professional benefit and advancement, including earning of college credits and degrees, or that will contribute to the profession of teaching. Professional Development should be related to an Individual Professional Development Plan and the school improvement goals. The employee shall complete registration for Professional Development inservice activities through My Professional Growth System (MyPGS) prior to leaving or being absent from assigned duties. The employee may earn inservice points for completed professional development courses/ activities through MyPGS.

Sick Leave

Any member of the staff who is unable to perform their duty because of a 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/her own household, and consequently has to be absent from work, shall be granted leave of absence for sickness. Absence because of illness beyond accumulated sick leave is considered personal leave without pay. Employees requesting unpaid leave must make an appointment with administrator prior to request.

Temporary Duty Elsewhere (TDE)

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, field trips, etc. The employee shall complete a TDE form prior to the activity.

ACCIDENT – REPORTING

Student

In case of a minor injury that occurs in the classroom or on the school grounds, the adult in charge when the student has been injured will send the student to the health room and report all pertinent information to the nurse. The instructional employee in charge shall complete the Student Accident/ Incident Report prior to leaving campus for the day. The nurse shall notify the parent of the student's injury. The instructional employee may find it helpful to keep a copy of the record of any injury. To avoid charge of negligence, the instructional employee shall supervise students at all times. The Student Accident/ Incident Report (see school nurse) requires the name of the person responsible for supervision at the time of any accident.

School Personnel

In case of an accident (no matter how insignificant), please notify the site administrator and/ or school or department secretary immediately so that the appropriate accident/ incident form may be filed. This step is necessary so that if a doctor's examination is needed at a later date, then there is a record of the accident/ incident. Instructional employees must always follow proper precautions to avoid accidents. For example, do not use chairs and tables for stepladders or when moving heavy objects, call a custodian. Most accidents can be avoided.

ACCOUNTING

Collection of Money

ALL money collected for any purpose must be deposited daily in the school's internal account. No money is to be turned into the bookkeeper unless reported on a MONIES COLLECTED FORM. Please list date, account name, account number, student's name, and a receipt number if a receipt is issued. The person who signs for the receipt books should also sign all receipts and monies collected forms. Do not send money to the office with a student or leave money in or on a desk.

ALL students should be given a receipt for money collected from them over \$5.00. An official receipt book may be obtained from the bookkeeper. These receipt books are to be used only by individuals depositing funds into the internal account. Each individual person is responsible for his/her own receipt books and receipt books are to be turned in at the end of the school year to the bookkeeper.

County policy requires all fundraising projects to be accompanied by a FUNDRAISING APPLICATION. These forms can be obtained from the bookkeeper, also. All fundraising projects must have prior approval of the administrator for activities. Following the close of the fundraiser, the financial recap portion of the fundraising application must be filled out.

NO MONEY should be left in the classroom overnight. All funds should be secured in the school safe in the main office of each school campus immediately upon completion of the activity.

Internal Accounts

Internal accounts are made up of school clubs, organizations, etc. The revenue is generated by student activities, which may include yearbook sales, dance revenue, fundraising projects, and any other form of income. All funds generated by the students' activities MUST be processed through internal accounts.

Supplies and Purchases

All supplies and services will be requisitioned through the office. Anything ordered for which the school is liable for payment must be approved PRIOR TO placing the order by obtaining a requisition approved and signed by Administration. This includes clubs, classes, etc. Items bought for cash CANNOT be reimbursed.

Check with the site bookkeeper for supplies such as chalk, pens, staples, etc.

Field Trips

Please Plan Ahead! The school principal must approve all field trips. Pre-approval is required to initiate the trip. Obtain an Activity Form and once approved see the bookkeeper for a field trip packet. Note that the approved bus request (for use of county school buses) MUST be at the Transportation Department office no less than ten (10) school days prior to the trip. All field trips, whether or not the use of school-owned buses is involved, must follow the provisions of Osceola County School Board Rules and School District procedures and must have the approval of the Superintendent or designee. The School Board must approve all out-of-state field trips. If a nurse is required to accompany a student due to his/her medical needs, contact Health Services ten (10) days prior to scheduled trip.

The student list must also be provided to the faculty for planning purposes. We cannot exercise too much caution for the safety of school groups on trips. School buses should be used for transportation; however, small groups may use private vehicles IF all Board policies and regulations are met. Private vehicles must have \$100,000/ 300,000 insurance policies on file if they are used. Check with Risk Management for an approved list of vehicles. The sponsoring organization is responsible for providing evidence of insurance. Chaperones must be trained/ informed of their responsibilities and obligations and given the names of students for which they are responsible.

The cafeteria manager approval must be in advance. The cafeteria is to be notified if students will not be eating lunch at school. Students going on school trips should inquire in advance for assignments to be done while they are absent and are responsible for this work. The privilege of participating in these trips does not lessen the responsibility for completing assigned work.

A field trip permission form must be completed and signed by parents for each student for each field trip. THESE FORMS ARE TO BE COLLECTED AND HELD BY THE INSTRUCTIONAL EMPLOYEE UNTIL AFTER THE FIELD TRIP AND THEN MAY BE PLACED FOR RETENTION. DO NOT THROW THEM AWAY.

If an internal account will be paying for the buses, be sure to secure an internal purchase order from the bookkeeper at the same time the field trip packet is obtained. Purchase orders must be submitted for admissions, transportation, etc., with an estimated cost before the bookkeeper can accept money for a field trip. NOTE: Students MAY NOT be transported in trucks, vans, or any vehicle on a truck chassis.

Substitutes are not provided for instructional employees going on field trips. It is the responsibility of the sponsoring instructional employee(s) to secure supervision of any students in the eligible group who do not attend the field trip or include funds to pay for a substitute in the financial planning for the trip.

Fundraisers

There are specific guidelines and rules to follow for fundraisers. All staff should check with their administrator prior to beginning a fundraiser for proper procedural paperwork.

AFTER HOURS ACCESS TO CAMPUS

Students shall not remain in the building or on the ground before or after school hours unless accompanied by an instructional employee or sponsor. Instructional employees/ sponsors who work with students after school hours (clubs, play rehearsals, band practice, etc.) must not permit them to be anywhere in the building without adult supervision. Instructional employees/sponsors must be sure that all students have been picked up or have left the grounds before the instructional employee leaves.

When school is not in session, instructional employees may be given reasonable access to the building by arranging such access with the school principal in advance.

AMERICANS WITH DISABILITIES ACT (ADA)

Title I of the Americans with Disabilities Act of 1990 (ADA), prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. An individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such impairment.

A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. Reasonable accommodation may include, but is not limited to:

- Making existing facilities used by employees readily accessible to and usable by persons with disabilities.
- Job restructuring, modifying work schedules, reassignment to a vacant position;
- Acquiring or modifying equipment or devices; adjusting or modifying examinations, training materials, or policies; and providing qualified readers or interpreters.

An employer is required to make an accommodation to the known disability of a qualified applicant or employee if it would not impose an "undue hardship" on the operation of the employer's business. Undue hardship is defined as an action requiring significant difficulty or expense when considered with other factors such as an employer's size, financial resources, and the nature and structure of its operation.

An employer is not required to lower quality or production standards to make an accommodation, nor is an employer obligated to provide personal use items such as glasses or hearing aids.

Policy of Non-Discrimination

Pursuant to *Osceola County School Board Rule 2.70 – Prohibiting Discrimination, Including Sexual and Other Forms of Harassment*, the School District of Osceola County does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of the operations. The School District of Osceola County does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by *Title II of the Americans with Disabilities Act of 1990* and *Section 504 of the Rehabilitation Act of 1973*.

Questions, complaints, requests for additional information, or requests for ADA accommodations may be forwarded to the Chief Human Resources Officer who serves as the designated School District ADA Coordinator.

Application Processing Procedures

1. An employee/ applicant requesting accommodation shall complete and submit the “Employee/Applicant Request for Accommodation” and “Medical Certification of an ADA Qualifying Event” forms to their immediate supervisor who shall forward the application to the School District ADA Coordinator.
2. The ADA Coordinator or designee shall collaborate with the employee/ applicant and immediate supervisor to evaluate and determine eligibility within the guidelines of ADA. If the ADA Coordinator determines that additional medical information is needed, the employee/ applicant shall be furnished with any forms/ questionnaires necessary for the health care provider to complete.
3. The ADA Coordinator or designee shall then coordinate with the necessary staff and employee/ applicant to determine and implement the effective, reasonable accommodation and timeframe that will enable the employee/ applicant to perform their essential job functions.
4. The ADA Coordinator shall thereafter prepare a memo providing an accommodation plan for signature by the employee/ applicant and supervisor granting the accommodation and providing a format for timely or periodic review. In the event the accommodation is denied, a statement shall be issued to the employee/ applicant that explains and details the Coordinator’s determination that there is no effective, reasonable accommodation that would enable the employee/ applicant to perform the essential functions of the position.

Appeal Process

A reasonable accommodation under the ADA is an ongoing process. At any point in time, the individual receiving the reasonable accommodation or having an accommodation denied may request a reevaluation of the request from the Superintendent, whose decision shall be final for the School District. The employee retains all rights thereafter to file any review or complaint as allowed by and under law.

Confidentiality

All medical-related information shall be kept confidential and maintained separately from other personnel records, available only under limited conditions.

Retention

All "Employee/ Applicant Request for Accommodation" forms and supporting documentation that are submitted to the ADA Coordinator shall be maintained in a confidential manner in accordance with applicable federal and state mandated retention schedules.

ARRESTS

All employees shall report, in writing, within 48 hours to the Superintendent or his/her designee, any arrests/charges.

BULLYING

In 2008, the Osceola County School Board adopted *Osceola County School Board Rule 5.321-- Prohibiting Bullying and Harassment*. According to the board policy, all School District personnel shall report any incident of bullying to the school designee. The School District of Osceola County, FL, uses the "Stop Bullying Now" campaign for bullying prevention. Information about the "Stop Bullying Now" campaign may be found at www.stopbullyingnow.hrsa.gov. To enhance the campaign, each school (K-12) has been given resources to instruct school employees and students about bullying and how to prevent it.

CALENDARS

Please refer to the *Appendix* – for a list of calendars

CELL PHONES (INSTRUCTIONAL EMPLOYEE)

Telephones will be made available at all schools. The location of such phones shall be such as to ensure privacy of conversation as much as possible. Use of School District phones, cellular phones, radios, pagers, facsimile, e-mail, or other communications devices is for the sole purpose of conducting official School District business, and personal communications are discouraged and should be kept to a minimum. Work-related instructional employee-student communication should occur on School District owned devices only.

Cell phone usage and personal calls shall not interfere with direct instruction and assigned supervisory responsibilities.

[*Instructional Employees' Contract, Article XV, 15.07, Osceola County School Board Rules 6.32 – Telephone Calls, Electronic Communications, and Facsimiles and 6.321 – Employee Use of Cellular Phones*]

CERTIFICATION

It is the responsibility of the school employee to maintain all appropriate subject area certifications and endorsements required for employment. The Certification Department is available to assist with any questions or concerns regarding the employee's certification.

CHARACTER EDUCATION

Section 1003.42 – Required instruction, Florida Statutes, requires instruction in character education for all students in Grades K-12. The School District of Osceola County, FL uses “Creating Character in Osceola County” as its state-approved curriculum. A character trait is assigned to each month - September through May. A monthly newsletter, which includes writing prompts, vocabulary, literature and benchmarks for each character trait may be found on the Employee Resources section of the School District website. Instructional employees are expected to keep documentation of lessons taught.

CHILD ABUSE

Florida Statute requires that all school employees report any suspected child abuse or neglect. All employees must receive training in child abuse during their first year of employment. All employees must report any suspected child abuse or neglect to a school administrator immediately. The school principal or assistant principal shall assist employees in reporting all suspected cases of child abuse, abandonment, or neglect to the Florida Department of Children and Families (DCF) and compliance with state law, School Board Rules, and School District procedures. The Florida Abuse Hotline is available 24 hours/7 days a week at 1-800-96ABUSE (1-800-962-2873).

CHILDREN OF FACULTY/ STAFF

The children of faculty/ staff members are not allowed to attend meetings and/ or professional development activities. Child care arrangements must be made during these events/activities and on instructional employee workdays. The Principal and/ or School District Administration shall manage any emergencies or exceptions at their discretion.

CIVILITY

Osceola County School Board Rules 6.391 – Zero Tolerance for Workplace Violence, 6.392 -- Employee Relations – Civility, and 9.63 – Civility and Orderly Conduct Among School District Employees, Parents, and the Public together constitute our School District's civility policy. It is the responsibility of every School District employee to read, understand, and comply with our School District's civility policy.

It is the policy of the School District that all employees have, to the greatest extent reasonably possible, a safe, secure workplace that is free from harassment and bullying of any kind. The School District shall not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment as defined herein and in Osceola County School Board Rules is therefore prohibited. The purposes and intent of the School District's civility policy are to:

- promote mutual respect, civility, and orderly conduct among School District employees, parents, and the public (It is not the intent of the School Board, however, to deprive any person of his or her right to freedom of expression.);
- provide rules of conduct for employees that permit and encourage positive communication by and among employees, but which also identify behaviors that are unacceptable, inappropriate, and/or disruptive to the operation of the School District;
- maintain, to the greatest extent reasonably possible, a safe, secure workplace that is free from harassment and bullying of any kind for instructional employees, students, administrators, other staff, parents, and other members of the community; and
- prohibit rude, impolite, disruptive, volatile, hostile, pejorative, derisive, disparaging discriminatory, scandalous, false, threatening, or aggressive communications or actions by employees.

CLASSROOM CELEBRATIONS

If, for any reason, an authorized employee is having food delivered to the school for an activity, which has been approved by the administration, the authorized employee must make the receptionist aware of the delivery and arrange to have payment ready. Classes and organizations in secondary schools shall not hold picnics or parties during school hours (Reference *Osceola County School Board Rule 4.44 – School Functions*). An administrator must approve activities of this type before they are announced to students/ parents. No balloons or flowers should be delivered for students during the day.

COMMUNICATION WITH PARENTS

Communication with parents is encouraged and is an essential part of a student's success. It is the School District's expectation that all employees shall return correspondences within twenty-four (24) hours of receipt.

COMMUNITY RELATIONS

All employees have the right to talk to the media, and the right to refrain from talking to the media. Unless the School District requests the employee to talk to the media, it should be understood that the employee is expressing the employee's own views and not necessarily those of the School District.

CONFIDENTIALITY

All communications, reports, and records created, maintained and recorded in accordance with *Osceola County School Board Rules* shall be considered as confidential and shall be deemed to be student records and reports subject to confidentiality as specified in *Section 1002.22 – Education records and reports of K-12 students; rights of parents and students; notification; penalty, Florida Statutes*, if the subject of a report hereunder is, or was, a student of the School District of Osceola County.

COPYRIGHT LAWS

The School Board of Osceola County, FL, recognizes the importance of the *Copyright Law of the United States (Title 17, United States Code)* and 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*, effective date, January 1, 1978, except as specifically permitted by 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 audio-visual 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 know or had reason to believe the motion picture, video, etc., was not lawfully made it shall constitute a willful infringement of the law.

REMEMBER: THE SCHOOL DISTRICT'S EQUIPMENT CANNOT BE USED TO DUPLICATE OR RUN ILLEGAL MATERIALS.

[Please refer to the *Appendix* and *Osceola County School Board Rule 3.52 – Copyrighted Materials*.]

COURIER SERVICES

Courier Services are available daily at each school site. Please see the site bookkeeper or school secretary for the location of the courier service. Courier services are designed for interdepartmental items only and all personal correspondence should be sent via the regular United States Postal Service.

CRISIS TEAM

The School District's Crisis Intervention Team (DCIT) was developed in response to the need for additional counseling and consultative services in times of extreme crisis. The Supervisor of Social Services supervises the DCIT. The members of the team include the following Student Services/ School District staff: school social workers, school psychologists, school nurses, School District counselors, and the school relations specialists. Contact the school administrator immediately when in need of services or for more information.

DRESS CODE – INSTRUCTIONAL EMPLOYEES

Instructional employees should be generally neat in appearance, grooming, and dress. Instructional employee dress should not interfere with the learning environment or present safety concerns.

[Instructional Employees' Contract, Article V, 5.22]

DRESS CODE – PROFESSIONAL SUPPORT STAFF EMPLOYEES/ OTHER STAFF

Employees should dress professionally and be generally neat, clean and well groomed. Dress should be appropriate to the work assignment. The following are guidelines concerning dress:

1. The size of shirts and pants must be appropriate to the employee's body size and not oversized or undersized. T-Shirts (except school logo/spirit shirts), clothing with rips or tears, clothing which is revealing (plunging necklines, exposes midriff, transparent or translucent, or excessively tight) shall not be worn.
2. Pants or shorts with belt loops which are visible must be worn with a belt so that the waistband is at the waist and not below.
3. The hem of skirts or dresses must be no shorter than mid-thigh.
4. Employees may also wear sandals provided they do not interfere with safety or job requirements. Flip-flops may not be worn.
5. Employee dress should not interfere with the work environment or present safety concerns.

[Education Support Professionals), Article II, Section F.]

DUE PROCESS (INSTRUCTIONAL EMPLOYEES)

All instructional employees shall be guaranteed due process and no disciplinary action shall be taken without just cause.

[Instructional Employees' Contract, Article IV, 4.23]

EARLY DISMISSAL – WEDNESDAY

On Wednesdays, students leave campus one hour earlier. This is to facilitate professional learning communities and professional development opportunities. In months during the school year where a fifth early release Wednesday occurs, this fifth Wednesday shall be reserved for classroom instructional employees to have individual planning time at their worksites.

Only an administrator can excuse an employee from a Wednesday meeting. Employees should make appointments during non-working hours. It is School District policy that staff members must sign out in the site office if they leave school grounds other than the regularly scheduled times. Staff members must have an administrator's signature to leave campus during school hours.

ELECTRONIC RESOURCES

The School District provides access to a variety of electronic resources to assist students and instructional employees including but not limited to: Moodle, Office365, Discovery Education, Discovery Science (for instructional employees/students in grades K-8), Safari Montage Content, Britannica School, Florida Electronic Library, TeachingBooks.net, and ProQuest Education Journals (staff only) and ProQuest ebrary eBook Collection (staff only). Most of the resources use the employee's Active Directory username/ password. If the instructional employee experiences difficulty accessing the resources, the school media specialist can provide assistance, or the instructional employee may contact the Media & Instructional Technology Department at extension 67200.

E-MAIL USAGE

All employees are required to follow the School District Network Acceptable Use policy. School District business conducted by e-mail must be done using the e-mail account that the School District supplies. When an employee conducts official business of the School District via e-mail, the employee must retain a copy of the e-mail including attachments in paper form or store these documents electronically on School District owned equipment in accordance with the Florida Public Records law and the School District Records Management Manual.

The e-mail system and the hardware are owned by the School District and are intended for School District business use. Employees are required to use the School District e-mail signature format (Osceola County School Board Rule 8.60 – Network Acceptable Use, IX.A.). Minor personal use of e-mail and the Internet by School District employees is acceptable but should not interfere or conflict with School District business.

All employees should check their email accounts three (3) times during the contractual workday (e.g., before school, during planning period, and after school).

[*Osceola County School Board Rule 8.60*]

EMERGENCY PROCEDURES (ACTIVE SHOOTER/ LOCKDOWN, FIRE, TORNADO, and SEVERE WEATHER)

It is everyone's responsibility to ensure the safety and well-being of our students while students are on School Board property. Pursuant to *Osceola County School Board Rule 3.40 – Safe and Secure Schools*, active shooter/ lockdown, fire, and severe weather emergency drills shall be conducted throughout the school year to ensure that everyone on campus is familiar with the safety procedures. Instructional employees should refer to the *Emergency Action Guides for Instructional Employees* binder for detailed instructions on emergency procedures as well as details provided by school administrators.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Introduction

- The School District of Osceola County's Employee Assistance Program (EAP) is a valuable part of the School District's employee benefits package. The program is a resource that employees can voluntarily turn to for help in dealing with personal and work-related problems. At the direction of the Chief Human Resources Officer, the program also performs "employee involuntary evaluations" as to determine employee fitness for duty.
- Benefits are provided through the School District's approved vendor. Internal services are prepaid by the employer and offered as a benefit to employees and their families.
- EAP offers confidential, short-term counseling that is solution focused. Where necessary EAP counselors provide guidance and referral services to secure quality care for long term problems.
- EAP provides live telephone counseling. When inpatient treatment is required, EAP's inpatient network provides quality discounted inpatient services that are carefully monitored by EAP's case management team.

Differences between the VOLUNTARY and INVOLUNTARY EAP Programs

- The Voluntary EAP is accessed by the employee or covered person on a voluntary basis. The School District receives no information of EAP services being provided to the employee or covered person. In this way, the Voluntary EAP is an employee resource for employee use. Administrators may present information about the availability of the program or even recommend the program, but the access remains both confidential and of employee choice.
- The Involuntary EAP Program is accessed by a directive to the employee from the Chief Human Resources Officer mandating that the employee contact, attend, and comply with a predetermined scope of EAP evaluations for services. A recommendation for EAP evaluation services must be made to the Chief Human Resources Officer before it is broached with the employee. The scope may include evaluation of physical and emotional matters as a part of a fitness for duty. The EAP investigation or inquiry remains interactively confidential and private, except that the Chief Human Resources Officer receives conclusory information from EAP attesting to the employee's attendance and compliance with the program, and a final report of a determination made, as in fitness for duty, or as in closure of services on the determination that services are no longer necessary.

Who Is Eligible

- Employees: All full-time and part-time employees and substitute instructional employees.
- Employee Dependents:
 - Anyone who resides in the employee's house;
 - Employee's spouse/ significant other;
 - Employee's unmarried dependent children (including dependents of divorced employees not living in the employee's household);
 - Dependents who are full-time college students; and
 - Surviving family members (within the same household) are eligible for services for 60 days following an employee's death.

Who Pays for Services

- The School District of Osceola County fully pays for this employee benefit. (However, any cost for other services recommended by the EAP counselor is the employee's responsibility but may be covered by the employee's medical plan.)

When Coverage Begins: On employee's first day of work.

When Coverage Ends: Thirty (30) days after termination of employment, or when the plan terminates

Benefit Coverage

- Telephone crisis intervention
- Short-term counseling, as the term suggests, is the resolution of a problem within a brief period of time.

Issues EAP Can Help With

Emotional wellbeing	Parenting problems	Addiction & Recovery
Stress/ depression	Domestic violence	Alcohol
Grief and loss	Work issues	Drugs
Anger management	Coworker relationships	Gambling
Family Matters	Job burnout	Eating disorders
Marital issues	Work-related stress	Legal
Divorce issues	Performance concerns	Financial Issues
		Legal and Financial Services

Legal Access Plans

- Free one half (½) hour legal consultation by phone or in person;
- Free one half (½) hour financial consultation (via phone);
- Victims of identity theft are eligible for a free one half (½) hour phone consultation with an identity theft counselor;
- Financial Planning for retirement, saving for college, and other saving/ investment issues;
- Simple Wills prepared at no cost;
- Documentation review [up to six (6) pages];
- Complete online Legal Information Resource Center; and
- Online Identity Theft prevention resource library.

Debt Management

Assistance Services include:

- Free financial counseling (by phone) with a certified counselor who will review budget and billing information and make recommendations;
- Free financial literacy program and online or printed educational material; and
- If appropriate, a Debt Management Plan to lower credit card interest rates and payments.

More Benefit Information

Employees should know that the EAP is designed to provide early identification of personal problems and concerns, the motivation to address those concerns, and when appropriate, referral to community or therapeutic resources. An EAP representative is available to provide short-term counseling to determine employee needs and to address immediate concerns. Short-term counseling uses a problem focused outpatient approach. This EAP benefit is not designed to provide long-term therapy or intensive treatment directly. Employee medical plan is designed to provide those benefits.

Medical Coverage for Certain Treatments

In some situations, the EAP may recommend counseling or treatment that is not provided by the EAP. Treatment for these problems may be covered through the employee medical benefit plan if the services are medically necessary and within the terms of the employee medical benefit plan option.

Confidentiality

Using the EAP will not jeopardize employee current employment status or advancement opportunity. Employee discussions with the EAP representatives over the telephone and in counseling sessions are confidential and private. No information about the use of EAP services will be provided to anyone unless the individual provides written permission to do so or as required by all state and federal confidentiality laws.

Statement of HIPAA Rights

As a participant in the Plan, employees are entitled to certain rights and protections under the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)*. Generally, the Plan is required to protect the confidentiality of employee individually identifiable health information.

EQUITY POLICY

Osceola County School Board Rule 2.70 – Prohibiting Discrimination, Including Sexual and Other Forms of Harassment prohibits discrimination and harassment.

- No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, genetic information, sexual orientation, gender identity, or pregnancy be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.
- The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, students, or other persons or organizations protected by applicable law.
- The School Board shall admit students to the School District's schools, programs, and classes without regard to race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, genetic information, sexual orientation, gender identity, or pregnancy.

Policy Against Sexual Harassment or Other Forms of Harassment Prohibited by Law

- The School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the School Board's commitment to equal opportunities and the prohibition of discriminatory practices. The School Board's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer, or visitor. The School Board shall not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers, or agents.
- The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School Board facilities.

Definition of Sexual Harassment

- Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:
 - Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
 - Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
 - The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or

employment, or creating an intimidating, hostile, or offensive educational or employment environment.

- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.
- Types of conduct which are prohibited in the School District and which may constitute sexual harassment include, but are not limited to:
 - Graphic verbal comments about an individual's body or appearance;
 - Sexual jokes, notes, stories, drawings, pictures, or gestures;
 - Sexual slurs, leering, threats, abusive words, derogatory comments, or sexually degrading descriptions;
 - Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates;
 - Spreading sexual rumors;
 - Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling;
 - Cornering or blocking normal movements; and/ or
 - Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

Definition of Other Forms of Prohibited Harassment

- Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/ her race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, genetic information, sexual orientation, gender identity, pregnancy, or any other characteristic protected by law and that:
 - Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;
 - Has the purpose or effect of interfering with an individual's work or academic performance; or
 - Otherwise, adversely affects an individual's employment or academic performance.
- Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:

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

Retaliation Prohibited

- Any act of retaliation against an individual who files a complaint alleging a violation of the School District's anti-discrimination policy and/ or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.
- Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation if, or filing a complaint of, discrimination.

Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment

Procedures for Filing Complaints

- Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, genetic information, sexual orientation, gender identity, or pregnancy by an employee, volunteer, agent or student of the School District should within sixty (60) days of alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/ harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.
- The complaint should be filed with the School Principal, Site Administrator, or supervisor. Complaints filed with the Principal, Site Administrator, or supervisor must be forwarded to the School District's EEO Officer within five (5) days of the filing of the complaint. If the complaint is against the principal or site administrator, the complaint may be filed directly with the EEO officer.
- If the complaint is against the School District's EEO Officer, the Superintendent, or other member of the School Board, the complaint may be filed with the School Board Attorney.

Procedures for Processing Complaints

- Complaints filed against persons other than the Superintendent or member of the School Board:
- Upon receipt of the written complaint by the School District EEO Officer, the School District EEO Officer shall appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation and make a

recommendation to the School District EEO Officer as to whether there is reasonable cause to believe a violation of the School District's antidiscrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the investigation must be sent to the EEO officer along with the summary and recommendation.

- If the complaint is against the EEO officer, the School Board Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section VI.B.1.a.
- The investigation, summary, relevant documents, witnesses' statements, and recommendation should be completed and forwarded to the EEO Officer within thirty (30) days, or to the School Board Attorney within thirty (30) days, if the complaint is against the EEO Officer. The EEO Officer, or School Board Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.
- If the EEO Officer or School Board Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. The EEO Officer or School Board Attorney shall then forward the investigatory file, reasonable cause determination, and all related documents and evidence, to the Superintendent.
- If the EEO Officer or School Board Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days a notice of the finding of no reasonable cause to the complainant and accused.
- The complainant may request a no reasonable cause finding by the EEO Officer or School Board Attorney be reviewed by the Superintendent within ten (10) days of receipt of this notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the Superintendent and EEO Officer/School Board Attorney to present his or her position. The Superintendent and EEO Officer/School Board Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The Superintendent shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.
- If review by the Superintendent is not timely requested, the EEO Officer or School Board Attorney's determination of no reasonable cause shall be final.
- The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the Superintendent. The request must include a written statement expressing the accused's position on the complaint and findings, and address any facts, statements, or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the Superintendent and the EEO Officer/School Board Attorney to present his or her position. The Superintendent and EEO Officer/School Board Attorney must within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.

- After providing the opportunity for an informal hearing as referenced in section VI.B.1.h., the Superintendent shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within twenty (20) days of the informal hearing be forwarded to the accused and the complainant, and a copy of the notice will be filed with and maintained in the office of the School District EEO Officer and the Director of Human Resources and Employee Relations.

Complaints against School Board Members or against the Superintendent

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

Penalties for Confirmed Discrimination or Harassment

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

Limited Exemption from Public Records Act and Notification of Parents of Minors

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

ETHICS – 6A10.081 PRINCIPLES OF PROFESSIONAL CONDUCT FOR THE EDUCATION PROFESSION IN FLORIDA

An effective educational program requires the services of personnel of integrity, high ideals, and human understanding. All employees shall be expected to maintain and promote these qualities. *Section 1001.42 – Powers and duties of district school board, Florida Statutes*, requires that all instructional and administrative personnel shall be trained on professional ethics. The School Board shall also expect all administrative, instructional, and professional support staff employees to adhere to the *Principles of Professional Conduct for the Education Profession in Florida*.

The *Principles of Professional Conduct for the Education Profession in Florida* are the foundation under all School District and school operations. Alleged violations of the *Principles of Professional Conduct for the Education Profession in Florida* shall be reported to the Chief Human Resources Officer for review and determination of an investigation action plan. Depending on the circumstances of the allegation, the site administrator may handle the investigation at the school or department, or the Chief Human Resources Officer may assign the matter to a School District investigation through the Department of Human Resources.

Please refer to the *Appendix for State Board of Education Rule 6A-10.081 - Principles of Professional Conduct for the Education Profession in Florida*.

FACULTY MEETINGS

Faculty meetings shall be held within the instructional employee's regular workday. Instructional employees are requested not to schedule student or parent conferences, student assistance, etc. during faculty meeting times.

GIFTS

Gift means anything accepted by a person or on that person's behalf, whether directly or indirectly, for that person's benefit, and for which equal or greater consideration is not given. The term includes real property, tangible personal property or the use of such property; a preferential rate or term on a transaction which is not available to others similarly situated; forgiveness of a debt; transportation (unless provided by an agency in relation to officially approved governmental business); lodging; parking; food or beverage, including a meal which is consumed at single sitting or event; dues, fees, and tickets; plants and flowers; personal services for which a fee is normally charged by the provider; and any other thing or service having an attributable value. The term gift does not include salary, benefits, services, fees, gifts, commissions, or expenses associated primarily with one's employment as an officer or director of a corporation or organization; campaign contributions or expenditures pursuant to the election laws; an honorarium or honorarium expense; an award, plaque, or certificate given in recognition of public, civic, charitable or professional service; honorary membership in a service or fraternal organization; and the use of a public facility or public property made available by a governmental agency for public purpose.

An employee shall not solicit or accept a gift from any lobbyist or person, natural or corporate, doing business or soliciting business with the School Board or any public school within the School District based upon any understanding that the vote, official action, or judgment of the employee would be influenced thereby.

An employee is prohibited from accepting a gift with a value equal to or in excess of one hundred dollars (\$100.00) from any lobbyist or person, natural or corporate, doing business or soliciting business with the School Board or any public school within the School District.

An employee may accept a gift with a value that is less than one hundred dollars (\$100.00) from any lobbyist or person, natural or corporate, doing business or soliciting business with the School Board or any public school within the School District, if it is reported in writing to the Superintendent and reported to the Commission on Ethics as required under Florida Law. An employee need not report a gift in value equal to or less than twenty-five dollars (\$25.00). Gifts or bonuses which are advertised as accompanying a purchase of goods, materials, or equipment of any kind and ordered in the name of the school, School District, students or employees of the School Board may be accepted, providing such gifts or bonuses become and remain the property of the school or the School District. This section shall not act to prohibit the acceptance of gifts from those persons who are not lobbyists or persons, natural or corporate, doing business or soliciting business with the School Board or any public school within the School District. The willful violation of this rule by any employee shall be cause for disciplinary action up to and including dismissal.

[*Osceola County School Board Rule 6.96 -- Gifts*]

GRADEBOOKS

Focus Gradebook is provided for all instructional staff. An instructional employee's gradebook is the primary legal documentation for attendance and grades. Grades should be labeled to indicate what they represent. Remember that gradebooks are used for audit purposes. Gradebooks will be incorporated in the instructional employee assessment process; therefore, it is subject to periodic reviews by administrators throughout the school year.

GRADES

Focus Gradebook is the School District grading system that shall be utilized. Instructional employee grading responsibilities include:

1. Choose a MOG (method of grading) and be able to explain the calculations to parents.
2. Grades should be recorded promptly.
3. Any work which will be recorded in Focus Gradebook shall not be graded or entered by students. This is a violation of confidentiality.
4. Encourage students/parents to monitor grades by using the Focus Student Portal or the Focus Parent Portal.
5. No substitute instructional employees may use Focus Gradebook for grading. However, the school principal may make exceptions for long-term subs.
6. At the end of each quarter, instructional employees will electronically post grades and run the Posted Grades Verification report. Instructional employees need to check with the administration at their school as to whether or not to turn in hard or electronic copies of this report at the end of the quarter.

The final report card will be kept in the cumulative folder. If an error is made in recording a grade, the correction must be initialed by the instructional employee making the correction. Grades should be indicative of the achievement shown by the student. There should be periodic check-ups with grades given so that the student is aware of his progress. Grades should always be commensurate with abilities and progress. Students are assessed by a variety of assessment tools (recitations, tests, performance, quizzes, worksheets, participation, observation, rubrics, projects, extra-credit work).

Focus Parent Portal offers greater opportunity for parents to monitor a student's grades. Per the *Osceola County Student Progression Plan*, each student shall have at least one (1) grade per week that assesses the student's work in a specific area. It is also expected that instructional employees update Focus Gradebook at least weekly to keep student information current.

GRADING POLICY

All instructional employees are required to follow the Osceola County School Board grading policy as given below:

For Kindergarten and Grade 1, the following grading scale shall apply:

- O = Outstanding/ Exceeds Expectation
- S = Successfully Meeting Standards
- N = Not Demonstrating Consistently
- U = Unsatisfactory/ Needs Attention
- NG = No Grade

For Grades 2 - 5, the following grading scale shall apply:

- A Outstanding progress
- B Above average progress
- C Average progress
- D Below average progress
- F Not passing
- NG No Grade
- I Incomplete

For Grades 6 - 12, the following grading scale shall apply:

- A 90 - 100% Outstanding progress
- B 80 - 89% Above average progress
- C 70 - 79% Average progress
- D 60 - 69% Below average progress
- F 0 - 59% Not passing
- NG No Grade
- I 0%; Incomplete

Students and parents are to be advised of the grading criteria employed in the school and in each class at the beginning of the school year. If an "I" (Incomplete) is recorded on a report card, the requirements for which the "I" was assigned must be satisfied within two (2) weeks of the issuance of report cards or the "I" will be changed to a 59%/ "F."

To receive a report card, a student shall have been enrolled in school at least half of the forty-five (45) day grading period as established by the official school calendar. A grade shall be recorded on the report card for each subject taken.

GUIDANCE SERVICES

The school counselor has unique qualifications and skills to address the academic, personal/social and career developmental needs of all students. Faculty and staff can refer a student to the school counselor when they have a concern for a student whether it is an academic, personal/social or career/college issue. School counselors help students with issues that can interfere with their learning, such as family issues, bullying, stress, anger, suicide, peer problems, trauma/ violence, loss and grief, harassment, or substance abuse. Each school has a referral process that facilitates how students will see the school counselor. The school counselor is a resource for faculty and staff when they need support meeting the academic or behavior needs of particular students. The school counselor works with students, parents, instructional employees, and administrators to support the academic goals and success for all students.

English Language Learners (ELLs)

School counselors are an essential link between these students' home, the school, and the community. From the time that a potential ELL registers, the counselor works with other school personnel to identify properly, place, and provide the student an appropriate program of studies. School counselors work with administrators, and instructional employees to ensure that ELLs have equal access to all school programs. They are trained to be culturally and linguistically sensitive, as they promote the implementation of strategies for using school, community, and home resources to assist ELL students. Through their active role on the ELL Committee, in parent/instructional employee conferences, and in collaboration with instructional employees, school counselors enhance ELL students' emotional well-being, school adjustment, and academic performance.

Exceptional Student Education

The Exceptional Student Education Department provides services to students who have met the eligibility criteria for the following Exceptional Student Education (ESE) programs:

- Autism Spectrum Disorder (ASD)
- Deaf/Hard of Hearing (DHH)
- Developmentally Delayed (DD)
- Dual Sensory Impaired (DSI)
- Emotional/Behavioral Disabilities (EBD)
- Gifted
- Homebound/Hospitalized (HH)
- Intellectual Disabilities (InD)
- Occupational Therapy (OT)
- Physical Therapy (PT)
- Physically Impaired with Other Health Impairment (OHI)
- Physically Impaired with Orthopedic Impairment (OI)
- Physically Impaired with Traumatic Brain Injury (TBI)
- Specific Learning Disabled (SLD)
- Speech/Language Impaired (SL)
- Visually Impaired (VI)

- ✓ Exceptional Student Education (ESE) services are usually provided at the student's home-zoned school or the nearest cluster program available.
- ✓ ESE students are provided services in the least restrictive environment and in an inclusive setting with regular education students when appropriate.
- ✓ Each ESE student has an Individual Education Plan (IEP) that is reviewed annually or at the request of the IEP team or parent.
- ✓ Occupational and/or physical therapy are/is provided by licensed occupational and/or physical therapist if an ESE student is found eligible for educationally relevant therapy.
- ✓ Speech/Language therapy is provided by certified speech pathologists when students meet criteria for these services.
- ✓ A full-time audiologist is available to evaluate hearing concerns for all students in the School District.
- ✓ Instructors for students with visual impairments are provided for students meeting criteria for the visually impaired. Braille and orientation/mobility training are included within these areas of expertise.
- ✓ Assistive technology evaluations and services are provided to address assistive technology needs for ESE students.
- ✓ Transportation is provided to ESE students on the regular school bus schedule if appropriate or on special education bus routes. Transportation can either be regular at a regular stop or curb-to-curb service.
- ✓ Compliance Specialists provide services to each school to ensure compliance of the IEP and serve as a liaison for parents of the ESE students at that school.

Section 504

The Principal shall designate a school-based person as the Section (§) 504 Designee. The §504 Designee facilitates parent and school communication, oversees the written documentation, schedules meetings, and monitors the accommodation plan and subsequent reevaluations. All §504 students who are also eligible for Exceptional Student Education (ESE) will be handled through the Exceptional Student Education Department using IDEA guidelines. Please contact the school administrator or Section (§) 504 Designee for assistance with these services or for more information.

Social Work Services

Any student attending a public school in the School District of Osceola County is eligible for social work services. To obtain the assistance of a school social worker a referral can be made by Guidance Counselors, Attendance Assistants, School Resource Officers, Resource Compliance Specialists, School Psychologists, Deans, and School Administrators.

HOMWORK

Homework is an opportunity for children to learn and for families to be involved in their children's education. Homework usually falls into one of three categories: practice, preparation, or extension. Each school shall have homework guidelines. The homework guidelines should address the purpose of homework, the amount and frequency, along with school, instructional employee, and student responsibilities. The roles of parents and others assisting in homework may be addressed.

IDENTIFICATION (ID) BADGES

ID badges are critical to the safety and security of a school campus. All School District employees are expected to wear a school or School District issued ID at all times while at a school worksite or visiting a School District facility. All School District employees must sign in at a facility when visiting.

INTERCOM ANNOUNCEMENTS (SCHOOLWIDE)

There shall not be more than one (1) daily intercom schoolwide announcement at a designated time, except in an emergency.

INTERNET SAFETY

To ensure continuity in E-rate compliance and funding for discounted telecommunications services, Internet access, and internal connections, the School District must have a Student Internet Safety Training Plan. This plan requires the participation of all schools. The School District's plan has two major components: required Internet Safety lessons in all English/Language Arts classes and monthly Internet Safety videos shown to all students. For more information, contact the site administrator or the Media & Instructional Technology Department at extension 67200.

JURY DUTY

School employees, when called for jury duty, shall be considered on temporary duty elsewhere (TDE) and shall receive pay for the time while on jury duty. The On-Site Leave Form must be filled out with a copy of the summons and turned into the school or department secretary. Employees must have official paperwork provided by the Clerk of the Court to receive an excusal for work.

KEYS

Keys are to be signed out by a designated school member. It is the responsibility of the employee to secure the issued keys and to report any lost or stolen keys to an administrator immediately.

LESSON PLANS

Instructional employees are responsible for planning and knowing the lessons that they teach. Instructional employees must keep a copy of lessons taught and are required to submit lesson plans to their administrator. Administrators shall also comply with the appropriate collective bargaining agreements that address guidelines for lesson plans.

1. Lesson plans shall meet federal and state requirements for classroom instruction.
 - *Section 1003.41 -- Next Generation Sunshine State Standards (Florida Standards), Florida Statutes*
 - *Section 1003.42 – Required Instruction, Florida Statutes*
 - *State Board of Education Rule 6A-5.065 -- The Educator Accomplished Practices.*
 - (2) *The Educator Accomplished Practices.*
 - (a) *Quality of Instruction.*
 1. *Instructional Design and Lesson Planning. Applying concepts from human development and learning theories, the effective educator consistently:*
 - a. *Aligns instruction with state-adopted standards at the appropriate level of rigor;*
 - b. *Sequences lessons and concepts to ensure coherence and required prior knowledge;*
 - c. *Designs instruction for students to achieve mastery;*
 - d. *Selects appropriate formative assessments to monitor learning;*
 - e. *Uses diagnostic student data to plan lessons; and*
 - f. *Develops learning experiences that require students to demonstrate a variety of applicable skills and competencies.*
- Accommodations for:
 - Exceptional Student Education (ESE) students
 - Gifted students
 - Section 504 students
 - English Language Learner (ELL) students
- Differentiated instruction modifications for students in Tier 2 or Tier 3 of Multi-Tiered Systems of Support/ Problem Solving (MTSS/ PS)

NOTE: A list of appropriate instructional strategies that will be used for a group of ESE, ELL, or MTSS/ PS students shall meet this requirement for lesson plans.
2. Lesson plans shall address Florida Standards.
 - <http://www.cpalms.org/Public/search/Standard>
3. Florida Course Descriptions shall guide lesson plans.
 - <http://www.cpalms.org/Public/search/course>

4. In general, lesson plans may include, but shall not be limited to:
 - Learning Goals (or Objectives or Essential Questions)
 - Methods or Procedures
 - Resources or Materials Used
 - Assessment or Evaluation
5. A unit plan may fulfill the lesson plan requirement for the defined duration of the unit if the unit plan contains sufficient information that complies with these guiding principles. However, administrators shall not require instructional employees to submit both a unit plan and a lesson plan for the same instructional content.
6. Certain instructional programs or grants may require that lesson plans include additional elements and/ or different timelines for submission in order to meet specific program or grant criteria.
 - The school principal shall receive written approval of the appropriate Assistant Superintendent of Curriculum and Instruction prior to implementing these requirements.
 - School principals shall share these requirements with instructional employees in advance.
7. In general, instructional employees shall submit lesson plans to the appropriate designated administrator on a weekly basis within one week prior to the actual classroom instruction of the content within the lesson plan.
 - Administrators shall permit instructional employees the flexibility to amend lesson plans when:
 - Data supports that students require differentiated instruction; or
 - Changes to the regular classroom schedule occur that are beyond the instructional employee's control (e.g., schoolwide testing, required professional development, school activities, fire or tornado drills, etc.).

MAILBOXES AND MAIL RETRIEVAL

Mailboxes are available to all staff members. Due to confidentiality, only employees of the School District of Osceola County should be allowed access to this area.

MAINTENANCE OF BUILDING AND CLASSROOMS

Maintenance of classrooms and school buildings is crucial to proper operation of a school and is necessary for the safety and well-being of students and employees. The employee should report to an administrator any noted damage or repairs needed for classrooms and other student areas.

MISSION STATEMENT

The Mission of the School District of Osceola County Florida is:

- “Inspiring all learners to reach their highest potential as responsible, productive citizens.”

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

Multi-Tiered System of Support/ Problem-Solving, also called MTSS, is a multi-tiered model for providing a strong core curriculum to all students and evidence-based interventions to students who are struggling with academic and/or behavior problems.

The focus of MTSS is to use data-based decision making to provide quality instruction and early intervention to improve outcomes for all students. For further information, contact the school administrator or the Curriculum & Instruction Department.

NETWORK ACCEPTABLE USE POLICY

All employees are required to follow the School District’s *Network Acceptable Use Policy*. Any violation of these policies can result in the suspension of access privileges or other disciplinary action, including employee dismissal. All non-school related email and Internet activities should only take place when the staff member is not on duty; this would be during planning, breaks, lunch, or before or after duty hours.

Users of the network system of the School District of Osceola County are responsible for their activity on the network.

[*Osceola County School Board Rule 8.60 – Network Acceptable Use*]

PASSWORDS

School District employees' and students' passwords are confidential, and shall meet the following requirements in order to maintain network security:

- A. Employees/students shall change passwords when prompted by the School District's network or by School District-approved software program applications, or whenever the employee/ student feels his or her password may have been compromised;
- B. Employee/student passwords shall follow the standards established and approved by the Chief Information officer, or designee;
- C. Employees/students shall type in passwords at each log in.
- D. Employees/students shall not share passwords and shall not set passwords to an automatic log in mode.
- E. It may become necessary to know employee or student passwords for maintenance purposes. Only authorized computer maintenance personnel will be allowed to know passwords. Upon completion of the maintenance activity, the user will need to change his or her password.

Computers should be locked at any time that the User is not present at the machine. This can be done quickly by pressing the Windows Key and the "L" key simultaneously. The User can then log back in when they return using the "Ctrl - Alt - Delete" method. This allows the user to lock their machine without closing programs in use.



The employee's User ID and Password should never be the same. This is the first thing hackers will guess.

PAY DAY

Please refer to the *Appendix* for a list of payroll dates.

PLEDGE OF ALLEGIANCE

A public school student shall be excused from reciting the pledge of allegiance upon written request by the student's parent, in accordance with the provisions of Sections 1003.44 and 1002.20 (12), Florida Statutes, and the Code of Student Conduct, Student Rights section.

POSITIVE BEHAVIOR SUPPORTS

Positive Behavior Supports (PBS) “is the application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behaviors, and establish positive school cultures.”

In Osceola County, school-wide implementation of PBS focuses on a team-based approach to establishing positive, proactive, and educational strategies to address problem student behaviors. PBS schools utilize discipline data to assess the occurrence of behaviors across campus to identify problem areas, brainstorm interventions that include teaching skills to students, creating motivating ways to provide feedback to students for demonstrating those skills and communicating the results of the interventions to staff on a regular basis.

The School District of Osceola County has developed a partnership with the University of South Florida to provide ongoing training and technical assistance to the School District PBS schools to support their efforts at the implementation of PBS at all three levels. At the school-wide level, the University trains school teams, and a school-wide plan is developed to support the needs of all students. At the targeted group level, additional training is provided by USF to address targeted interventions such as bully prevention and anger management to address the specific needs of students who may need extra support. At the individual level of the PBS process, individualized strategies are developed.

PROGRESS REPORTS

It is required that Progress Reports be sent home at mid-term if a student is performing below average (C) work, but this is a minimum. Students may not be failed unless a progress report is on file or the failing grades occur during the last week of the grading period. Phone calls are also encouraged.

PROGRESSIVE DISCIPLINE

Should it become necessary to discipline an employee, it is the School District’s intent to do so consistent with the concept of progressive discipline except in those instances where infractions are of such a serious nature and do not warrant progressive discipline. The determination to forego progressive discipline shall be made by the Superintendent.

[Instructional Employees’ Contract Article IX, 9.07-1]

REASONABLE FORCE

Sections 1006.11 – Standards for use of reasonable force and 1003.32 – Authority of teacher; responsibility for control of students; district school board and principal duties, Florida Statutes, authorize instructional employees and other school personnel to use reasonable force to protect the employee and/ or others from injury. The Department of Education has defined reasonable force as, “appropriate professional conduct including physical force as necessary to maintain a safe and orderly environment.”

The Florida Department of Education has also clarified that school personnel do have the right and authority to protect against:

- Conditions harmful to learning
- Conditions harmful to student’s physical and mental health
- Conditions harmful to safety
- Conditions of harm and/ or safety of self, school personnel, and others

Furthermore, *Section 1006.11 – Standards for use of reasonable force, Florida Statutes,* provides that a principal, instructional employee, other staff member, or bus driver shall not be civilly or criminally liable for any action carried out in conformity with Osceola County School Board Rules regarding the control, discipline, suspension, and expulsion of students, except in the case of excessive force or cruel and unusual punishment. In addition, *Section 1003.32 (1)(i), Florida Statutes,* empowers instructional employees and other school personnel to press charges against a student if a crime has been committed against an instructional employee or other instructional personnel on school property, on school sponsored transportation, or during school sponsored activities.

[*The School District of Osceola County Code of Student Conduct and referenced Florida Statutes*]

REASONABLE SUSPICION

School officials may conduct a warrantless search of a student’s person, book bag, locker, electronic device, motor vehicle, or any other storage area on School Board property, if such official(s) have a reasonable suspicion that illegal, prohibited, stolen, obscene, inappropriate or harmful items or substances exist. An administrator or designee should be present when a search is conducted.

[*The School District of Osceola County Code of Student Conduct*]

REPORT CARDS

See refer to the *Appendix for Progress Reports and Report Card Dates*.

The Report Card is a legal document and reflects the cumulative progress of the student during a given school year. To receive a report card grade, a student shall have been enrolled in school at least $\frac{1}{2}$ of the 45-day grading period as established by the official school calendar. If an elementary student is enrolled for fewer days, a report card will be issued but a grade is not required.

Instructional employees should look for trends in the student's performance in addition to averaging numerical scores to determine a grade. The grade should reflect the pattern of performance. Failure or success on one test or assigned task should not be the basis for assigning grades. Grades shall reflect the learning that has occurred after the student has had sufficient opportunity to practice. It is not necessary to grade the performance of the student on every task.

RETENTION OF RECORDS

The School District has established and maintains a system for the identification, inventory, retention, storage and disposal or preservation of School District records pursuant to the Public Records Law and in accordance with the guidelines, including records retention schedules, set forth by the Florida Department of State, Division of Library and Information Services, and per recommendations as set forth by the School Board, Superintendent and staff. Procedures regarding the management of School District records shall be approved by the School Board and contained in the Records Management Manual.

SCHOOL ADVISORY COUNCIL

The School Advisory Council (SAC) is a team comprised of parents, instructional employees, students, principal, support staff, business, and interested community members that meet monthly during the academic year. The purpose of the SAC is to assist the principal in developing and evaluating the school improvement plan, monitoring its implementation, student progression, and annual school budget.

It is the responsibility of the School Advisory Council to help increase student achievement. The SAC conducts a needs assessment that identifies internal and external factors that affect student learning. After data analysis, the SAC assists in clarifying the vision for the school and establishing indicators for student success. Through dedicated funding, the Council assists the school in reaching its improvement goals. The SAC is responsible to communicate the school improvement plan to parents, educators, and the community.

SCHOOL BOARD RULES

The *Osceola County School Board Rules* are the policies that govern the School District, its employees, parents, and students. It is the responsibility of every School District employee to read, understand, and comply with the policies contained in the *Osceola County School Board Rules* that apply to their work assignments. The most current copy of the *Osceola County School Board Rules* may be accessed and downloaded as an electronic file from our School District website.

SDOC GUEST NETWORK [formerly known as Bring Your Own Device (BYOD)]

All employees and guest users are required to follow *Osceola County School Board Rule 8.60 – Network Acceptable Use*. All users of the network system of the School District of Osceola County are responsible for their activity on the network.

[*Osceola County School Board Rule 8.60 – Network Acceptable Use*]

SEXUAL HARRASSMENT

The School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the prohibition of discriminatory practices. The Board's prohibition against discriminatory practices includes sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School Board forbids and will not tolerate sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer, or visitor.

[*Osceola County School Board Rule 2.70*]

SOCIAL MEDIA

Employees must maintain appropriate relationships with students and parents at all times. Employees are responsible for the content of their communication. Employees must be fair and respectful and maintain professionalism consistent with School District policies and state law. Employees shall not engage in any activity that could reasonably be viewed as inappropriate.

[*Osceola County School Board Rule 8.601*]

SOFTWARE AND WEB TOOLS

The School District's Software and Web Tools Evaluation Committee meets monthly to review requests to purchase software or web-based programs or permission to use free software or web-based programs. The committee members review the impact on the network, privacy of the data collected, adequacy of computer systems and technical support required. The forms and meeting dates can be found on the Media & Instructional Technology Department's web site.

STUDENT REMOVAL

Removal of Student from Classroom by an Instructional employee

- I. Appropriate action will be taken to remove or to make special provisions for a disruptive student. Disruptive behavior will include assault on staff or students, threat(s) or violence, disrespect, willful disregard of an instructional employee's directions, malicious vandalism, possession of weapons of any type, continuing use of profane language or obscene gestures, and instigation of violence or mass disobedience to legitimate directions. When an instructional employee sends a disruptive student to the office, the principal or his or her representative will provide oral and/or written feedback to the instructional employee with regard to present and/or future action concerning the student's behavior. The instructional employee may request a conference with the principal or his/her representative and the student's parent(s)/guardian(s) prior to the student's return to his/her classroom. A disruptive student will not normally be returned to the classroom where he/she exhibited disruptive behavior until the instructional employee has received the feedback.
- II. An instructional employee may remove from class a student whose behavior interferes with the instructional employee's ability to communicate effectively with other students in the class or with the ability of the student's classmates to learn.
- III. The principal may not return a student who has been removed by an instructional employee from the instructional employee's class without the instructional employee's consent, unless the Placement Review Committee established herein determines that such placement is the best or only available alternative. The instructional employee and Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.
- IV. Each school shall establish a Placement Review Committee(s) to determine whether a student is to be returned to an instructional employee's class after that student has been removed by the instructional employee, and the instructional employee has withheld consent for that student to be returned to the instructional employee's class.
 - A. Committee membership shall include the following:
 1. Two (2) instructional employees selected by the instructional staff of the school which shall include:
 - a. One (1) instructional employee selected by the school's faculty and
 - b. One (1) instructional employee selected by the instructional employee who has removed the student;

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

[Osceola County School Board Rule 5.33]

SUBSTITUTE LESSON PLANS

Instructional employees shall follow the procedures set forth for the automated substitute calling system. Whenever practicable the instructional employee will ensure that lesson plans for student activities are available for the substitute for that particular day or number of days. Items such as class rolls, seating charts, and registers of attendance should be available where applicable.

[Instructional Employees' Contract Article V, 5.18]

SUPERVISION

The School Board directs that a sign containing the following language be placed at each educational facility:

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

[*Osceola County School Board Rule 3.401*]

Every member of the staff is responsible for the safety of pupils while on the school grounds. The principal shall eliminate all hazards on school grounds insofar as possible. Instructional employees shall be assigned to supervise pupils on the school grounds before and after classroom instruction. Principals shall see that all activities are properly supervised and that instructional employees and students take all necessary precautions. Insofar as practical, there shall be an instructional employee or properly instructed aide responsible for supervising pupils as they board and unload from buses at the school site. The person shall be on alert for any safety hazard, and shall attempt to maintain orderly procedures on the part of the pupils.

TECHNOLOGY

Employees are responsible for the appropriate use of School District computers and communications resources and for taking reasonable precautions to secure the information and equipment entrusted to them. Employees are responsible for reporting inappropriate use of School District computers and breaches of computer security. Employees are responsible for adhering to policies and practices to ensure that computer and communication resources are used acceptably and that practical measures are taken to prevent loss or damage of computer information and equipment.

The School District has a number of resources available to guide employees in the appropriate use of School District computers and communications resources including but not limited to: *Employee Technology Awareness and Security Handbook*; Employee Technology Awareness & Security training (TAST); *Osceola County School Board Rule 8.60 – Network Acceptable Use*; *Osceola County School Board Rule 8.601 – Social Media*; and *Osceola County School Board Rule 6.321 – Employee Use of Cellular Telephones*.

TELEPHONE TREE

A phone tree is an essential tool in communicating with faculty and staff in the event of an emergency. It is the employee's responsibility to make sure the phone number on the tree is correct and to update the school or department secretary when a phone number changes.

TEXTBOOKS/ INSTRUCTIONAL MATERIALS

Instructional employees are required to keep accurate records of textbooks and report any lost or stolen books to the bookkeeper or designee. Each instructional employee is charged with the responsibility for proper accounting of textbooks/ instructional materials for the instructional employee's assigned course(s). Either students shall sign a textbook/ instructional materials assignment sheet for each item issued, or the instructional employee shall enter the required data in the School District's approved software. This data shall indicate the name of the textbook/ item, the textbook/ item number, and the condition of the textbook/ item at the time it is issued. The student is then responsible for the textbook/ item until it is returned and will be assessed for lost or excessively damaged textbooks/ instructional materials. The instructional employee shall not allow a student to take a textbook/ item from the classroom without properly checking it out to the student.

TOBACCO FREE ENVIRONMENT

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

[*Osceola County School Board Rule 2.90 – Tobacco Free Environment*]

VISITORS ON CAMPUS

- Any person entering the premises of a school shall report to the principal or designee and make known the purpose of the visit.
- This policy does not apply to routine deliveries or scheduled maintenance visits.
- A student not enrolled in the school or a student not accompanied by a parent or guardian is prohibited from visiting a school unless otherwise approved by the principal.
- Parents or guardians are invited to visit the schools. To avoid interrupting the daily program, the parent should request a conference for after school hours or during an instructional employee's planning period. Parents or guardians are encouraged to plan such conferences with instructional employees and shall sign in at the principal's office and be issued a visitor's badge at the time they arrive on the campus.

- Any person who enters or remains upon School District property without legitimate purpose may be found to be trespassing and, therefore, in violation of Florida Statutes and subject to arrest and penalties as defined by statutes.

[Osceola County School Board Rule 9.60 -- Visitors]

VOLUNTEERS

- Volunteer Registration – All OASIS school volunteers must register online at <https://volunteer.osceola.k12.fl.us>. There are no exceptions.
- Volunteer Screening – The Osceola Sheriff's Office will run a local background check on all volunteer applicants. If no local arrests disqualify a potential volunteer, OASIS will run a nationwide background check through ChoicePoint Volunteer Select Plus. Always allow three weeks for volunteer clearance.
- Volunteer Orientation – All volunteers must attend a mandatory one-time School District volunteer policy and procedure orientation prior to the first volunteer activity.
- School-Based Volunteer Coordinators – Each school has a principal-appointed volunteer coordinator who is familiar with all School District policies and procedures. The volunteer coordinator can answer questions and identify which volunteers are approved.

WITHDRAWALS

Students may be administratively withdrawn under the following circumstances:

- Parent or legal guardian comes into school to inform the school of intention to withdraw and completes withdrawal paperwork.
- Student is missing from school and, despite all reasonable efforts of school staff and Student Services staff, the student cannot be located.
- School has received a request for records from another school district.
- The school or Student Services receives information from a responsible adult as to where the student and his/her family is residing. This includes, but is not limited to, information from a knowledgeable relative or family friend. Students who are sixteen (16) or seventeen (17) years old may not be administratively withdrawn because of lack of attendance. Such student and his/her parent or legal guardian must complete and sign the Formal Declaration of Intent to Withdraw Prior to Completion of Program (FC 600-1757) and the School District's withdrawal form.

The determination of a proper withdrawal code for any student shall be the responsibility of the school principal or his/her administrative designee.

WORKER'S COMPENSATION

The School Board shall provide Worker's Compensation insurance for all employees for properly reported injuries received in the discharge of their duties. The employee shall notify the employee's administrator/ supervisor and/ or school or department secretary immediately once an injury has been sustained.

STATEMENT OF NON-DISCRIMINATION

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

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

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

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

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

Principles of Professional Conduct for the Education Profession in Florida

Florida Education Standards Commission

Professionalism through Integrity

Available on-line at the following website:

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

APPENDIX

- **2020-21 School Calendar**
- **2020-21 Instructional Calendar**
- **2020-21 Payroll Dates**
- **2020-21 Work Calendars**
- **6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida**
- **Copyright & You, Revised September 2017**



The School District of Osceola County, Florida
Dr. Debra P. Pace – Superintendent
 817 Bill Beck Boulevard • Kissimmee, Florida 34744-4492
 Phone: 407-870-4600 • FAX: 407-870-4010

2020/2021 SCHOOL CALENDAR
CALENDAR TO FOLLOW FOR ALL SCHOOLS IN THE DISTRICT

<u>MONTH</u>	<u>DATE</u>	<u>DAY</u>		<u>PUPIL DAYS</u>	<u>TEACHER DAYS</u>	<u>PAID HOLIDAYS</u>
AUGUST	3-7 10	MON-FRI MON	TEACHERS REPORT, PREPLANNING (5 DAYS) FIRST DAY OF SCHOOL FOR STUDENTS/FIRST DAY OF 1 ST GRADING PERIOD	16	21	
SEPTEMBER	7	MON	LABOR DAY – TEACHER/STUDENT HOLIDAY	21	21	1
OCTOBER	8 9 12 13	THUR FRI MON TUES	END OF 1 ST GRADING PERIOD PROFESSIONAL DEVELOPMENT DAY/STUDENT HOLIDAY TEACHER WORK DAY/STUDENT HOLIDAY FIRST DAY of 2 ND GRADING PERIOD	20	22	
NOVEMBER	11 23-25 26 27	WED MON-WED THUR FRI	VETERANS DAY – TEACHER/STUDENT HOLIDAY TEACHER NON-WORK DAYS/STUDENT HOLIDAYS THANKSGIVING – TEACHER/STUDENT HOLIDAY TEACHER NON-WORK DAY/STUDENT HOLIDAY	15	15	1 1
DECEMBER	18 21-31	FRI MON- THURS	LAST DAY OF CLASSES/END OF 2 ND GRADING PERIOD WINTER BREAK – TEACHER/STUDENT HOLIDAY	14	14	1
JANUARY	1 4 5 18	FRI MON TUES MON	WINTER BREAK – TEACHER/STUDENT HOLIDAY TEACHER WORK DAY/STUDENT HOLIDAY CLASSES RESUME/FIRST DAY OF 3 RD GRADING PERIOD MARTIN L. KING, JR. DAY – TEACHER/STUDENT HOLIDAY	18	19	1 1
FEBRUARY	19	FRI	RODEO DAY – TEACHER NON-WORK DAY/STUDENT HOLIDAY	19	19	
MARCH	11 12 15-19 22	THURS FRI MON-FRI MON	END OF 3 RD GRADING PERIOD TEACHER WORK DAY/STUDENT HOLIDAY SPRING BREAK – TEACHER/STUDENT HOLIDAY CLASSES RESUME/FIRST DAY OF 4 TH GRADING PERIOD	17	18	
APRIL				22	22	
MAY	26 27 31	WED THURS MON	END OF 4 TH GRADING PERIOD – LAST STUDENT DAY POST PLANNING – LAST DAY FOR TEACHERS MEMORIAL DAY	18	19	
				180	190	6

Testing Dates: State Assessment Calendar	
April 2021	FSA Writing FSA Reading Gr. 3
May 2021	FSA Reading Gr. 4-10 FSA Math Gr. 3-8 Statewide Science Gr. 5 & 8 End-of-Course Exams Gr. 7-12
No Early Release Wednesdays: October 14, 2020; May 5, May 12, May 19, 2021	

Progress Reports & Report Card Dates	
9/14/20	1 st 9 Weeks Progress Reports
10/26/20	1 st 9 Weeks Report Cards
11/16/20	2 nd 9 Weeks Progress Reports
1/19/21	2 nd 9 Weeks Report Cards
2/15/21	3 rd 9 Weeks Progress Reports
4/5/21	3 rd 9 Weeks Report Cards
4/26/21	4 th 9 Weeks Progress Reports
5/26/21	4 th 9 Weeks Report Cards (Elementary)
7/12/21	4 th 9 Weeks Report Cards (Secondary)

NOTE: Emergency make-up days may be required and will be assigned based on the circumstances at time of occurrence. 11 and 12 month employees will be required to report as directed by their supervisor.

Board Approved 6/4/19

JULY 2020						
S	M	TU	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
S	M	TU	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020						
S	M	TU	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

STUDENTS		
Qtr	Mth	# Days
1	Aug	16
	Sept	21
	Oct	6
	Total	43

Qtr	Mth	# Days
2	Oct	14
	Nov	15
	Dec	14
	Jan	
	Total	43

3-7 Teacher Pre-Planning
10 1st Student Day

7 Labor Day

Sem total 86

OCTOBER 2020						
S	M	TU	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
S	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020						
S	M	TU	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Qtr	Mth	# Days
3	Jan	18
	Feb	19
	Mar	9
	Total	46

8] 1st grading period ends
9 Professional Study Day
OR 1st make-up day
12 Teacher workday
OR 2nd make-up day
13 2nd grading period begins

11 Veteran's Day
23 - 27 Thanksgiving vacation

18] 2nd grading period ends
21 - 31 Winter Break

Qtr	Mth	# Days
4	Mar	8
	Apr	22
	May	18
	Total	48

Sem total 94

JANUARY 2021						
S	M	TU	W	TH	F	S
					1	2
3	4	*5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021						
S	M	TU	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	TU	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Year total 180

1 Last day of Winter Break
4 Teacher workday
*5 School resumes/3rd grading period begins
18 Martin L. King Day

19 Rodeo Day

11] 3rd grading period ends
12 Teacher workday
15 - 19 Spring Break
22] 4th grading period begins

TEACHERS		
Mth	Days	Holidays
Aug	21	
Sep	21	1
Oct	22	
Nov	15	2
Dec	14	1
Jan	19	2
Feb	19	
Mar	18	
Apr	22	
May	19	
Jun	0	
Total	190	6

Year Total 196

APRIL 2021						
S	M	TU	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	TU	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021						
S	M	TU	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

26] End of 4th grading period/ Last student day
27 Teacher workday / Last teacher day
31 Memorial Day

KEY
No school for students and teachers

No school for students Professional Study Day or workday for teachers

Students in attendance

Board Approved 6/4/19



2020-2021 Payroll Dates

July 15, 2020
July 30, 2020
August 14, 2020
August 21, 2020
August 31, 2020
September 15, 2020
September 30, 2020
October 15, 2020
October 30, 2020
November 13, 2020
November 30, 2020
December 11, 2020
December 18, 2020
January 15, 2021
January 29, 2021
February 15, 2021
February 26, 2021
March 15, 2021
March 31, 2021
April 15, 2021
April 30, 2021
May 14, 2021
May 27, 2021
May 28, 2021
June 15, 2021
June 30, 2021

***First Check for all 10 & 9 month employees, except 10 month 217-Day employees.**

***Instructional Staff Final Pay Date**

- 9, 10, 11, and 12 month calendar master payroll dates
- 11 and 12 month calendar summer payroll dates, summer employment, stipends
- Supplement + Regular Payroll Dates
- Instructional Staff Final Pay Date

182 DAY – 9-MONTH SCHEDULE*

				<u>Work Days</u>
Aug.	6	Thurs.	Report to Work	18
	10	Mon.	First Day of School for Students	
Sept.	7	Mon.	Labor Day – Teacher/Student Holiday (Non-Work, Non-Paid Day)	21
Oct.	9	Fri.	Professional Development Day/Student Holiday (Non-Work, Non-Paid Day)	20
	12	Mon.	Teacher Work Day/Student Holiday (Non-Work, Non-Paid Day)	
Nov.	11	Wed.	Veteran’s Day (Non-Work, Non-Paid Day)	15
	23-25		Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Days)	
	26	Thurs.	Thanksgiving (Non-Work, Non-Paid Day)	
	27	Fri.	Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Day)	
Dec.	1-18		Work Days	14
	21-31		Winter Break Holiday (Non-Work, Non-Paid Days)	
Jan.	1	Fri.	Winter Break Holiday (Non-Work, Non-Paid Days)	18
	4	Mon.	Teacher Work Day/Student Holiday (Non-Work, Non-Paid Day)	
	5	Tues.	Classes Resume/Return to Work	
	18	Mon.	Martin Luther King, Jr. Recognition Day (Non-Work, Non-Paid Day)	
Feb.	19	Fri.	Rodeo Day (Non-Work, Non-Paid Day)	19
Mar.	12	Fri.	Teacher Workday/Student Holiday (Non-Work, Non-Paid Day)	17
	15-19		Spring Break (Non-Work, Non-Paid Days)	
	22	Mon.	Classes Resume/Return to Work	
Apr.	1-30		Work Days	22
May	26	Wed.	Last Work Day (Last Day of School for Student)	18

182

***Paytypes TB (182 Work Days)**
 (CALENDAR CODES: Non-Benefited = D4)

NOTE: Emergency make-up days may be required and will be assigned based on the circumstances at time of occurrence.

188 DAY – 9-MONTH SCHEDULE*

				<u>Work Days</u>	<u>Paid Holidays</u>
Aug.	6	Thurs.	Report to Work	18	
	10	Mon.	First Day of School for Students		
Sept.	7	Mon.	Labor Day – Teacher/Student Holiday - Paid Holiday	21	1
Oct.	9	Fri.	Instructional Professional Development Day/Student Holiday (Non-Work Day)	21	
	12	Mon.	Support Staff Professional Development Day/Student Holiday (Work Day)		
Nov.	11	Wed.	Veteran’s Day - Paid Holiday	15	1
	23-25		Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Days)		
	26	Thurs.	Thanksgiving - Paid Holiday		1
	27	Fri.	Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Day)		
Dec.	1-18		Work Days	14	
	21-31		Winter Break Holiday		1
Jan.	1	Fri.	Winter Break (Non-Work, Non-Paid Days)	18	
	4	Mon.	Teacher Work Day/Student Holiday (Non-Work, Non-Paid Day)		
	5	Tues.	Classes Resume/Return to Work		
	18	Mon.	Martin Luther King, Jr. Recognition Day – Paid Holiday		1
Feb.	19	Fri.	Rodeo Day (Non-Work, Non-Paid Day)	19	
Mar.	12	Fri.	Teacher Work Day/Student Holiday (Non-Work, Non-Paid Day)	17	
	15-19		Spring Break (Non-Work, Non-Paid Days)		
	22	Mon.	Classes Resume/Return to Work		
Apr.	1-30		Work Days	22	
May	26	Wed.	Last Work Day (Last Day of School for Students)	18	
				<hr/>	
				183	5

***Paytypes U6, UA, UB, UE and UF**
(CALENDAR CODES: Benefited =D3, Non-Benefited = D6)

NOTE: Emergency make-up days may be required and will be assigned based on the circumstances at time of occurrence.

189 DAY – 9-MONTH SCHEDULE*

Food Service Assistants and Non-School Based Food Service Lead Assistants

				<u>Work</u>	<u>Paid</u>
				<u>Days</u>	<u>Holidays</u>
Aug.	5	Wed.	Report to Work (Inservice Day)	19	
	10	Mon.	First Day of School for Students		
Sept.	7	Mon.	Labor Day - Paid Holiday	21	1
Oct.	9	Fri.	Instructional Professional Development Day/Student Holiday (Non-Work Day)	20	
	12	Mon.	Teacher Work Day/Student Holiday (Non-Work, Non-Paid Day)		
Nov.	11	Wed.	Veteran’s Day - Paid Holiday	15	1
	23-25		Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Days)		
	26	Thurs.	Thanksgiving - Paid Holiday		1
	27	Fri.	Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Day)		
Dec.	1-18		Work Days	14	
	21-31		Winter Break Holiday		1
Jan.	1	Fri.	Winter Break Holiday	18	1
	4	Mon.	Teacher Work Day/Student Holiday (Non-Work, Non-Paid Day)		
	5	Tues.	Classes Resume/Return to Work		
	18	Mon.	Martin Luther King, Jr. Recognition Day - Paid Holiday		1
Feb.	19	Fri.	Rodeo Day (Non-Work, Non-Paid Day)	19	
Mar.	12	Fri.	Teacher Work Day/Student Holiday (Non-Work, Non-Paid Day)	17	
	15-19		Spring Break (Non-Work, Non-Paid Days)		
	22	Mon.	Classes Resume		
Apr.	1-30		Work Days	22	
May	26	Wed.	Last Work Day (Last Day of School for Students)	18	
				<hr/>	
				183	6

***Paytypes T2, T7 and T8**
 (CALENDAR CODES: Benefited =C6, Non-Benefited = C7)

NOTE: Emergency make-up days may be required and will be assigned based on the circumstances at time of occurrence.

190 DAY – 9-MONTH SCHEDULE*
Bus Drivers & Bus Attendants

				<u>Work</u>	<u>Paid</u>
				Days	Holidays
July	22	Wed.	Route Bidding at Facility		
	27	Mon.	Bus Drivers & Bus Attendants Report for Inservice Day	4	
	28	Tues.	Bus Drivers & Bus Attendants Report for Training		
			<u>Zone Meeting/Inservice Day (as required)</u>		
	29	Wed.	Bus Drivers & Bus Attendants Report for Training		
			<u>Zone Meeting/Inservice Day (as required)</u>		
	30	Thurs.	Dry Runs/School Meetings (Work Day)		
	31	Fri.	Dry Runs/School Meetings (Work Day)		
Aug.	3	Mon.	Dry Runs/School Meetings (if needed)	16	
	4	Tues.	Dry Runs/School Meetings (if needed)		
	5-7		Non-Work, Non-Paid Days		
	10	Mon.	First Day of School for Students		
Sept.	7	Mon.	Labor Day - Teacher/Student Holiday - Paid Holiday	21	1
Oct.	9	Fri.	Instructional Professional Development Day/Student Holiday (Non-Work Day)	20	
	12	Mon.	Teacher Work Day/Student Holiday (Non-Work, Non-Paid Day)		
Nov.	11	Wed.	Veteran’s Day - Paid Holiday	15	1
	23-25		Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Days)		
	26	Thurs.	Thanksgiving - Paid Holiday		1
	27	Fri.	Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Day)		
Dec.	1-18		Work Days	14	
	21-31		Winter Break Holiday		1
Jan.	1	Fri.	Winter Break Holiday	18	1
	4	Mon.	Teacher Work Day/Student Holiday (Non-Work, Non-Paid Day)		
	5	Tues.	Classes Resume/Return to Work		
	18	Mon.	Martin Luther King, Jr. Recognition Day - Paid Holiday		1
Feb.	19	Fri.	Rodeo Day (Non-Work, Non-Paid Day)	19	
Mar.	12	Fri.	Teacher Work Day/Student Holiday (Non-Work, Non-Paid Day)	17	
	15-19		Spring Break (Non-Work, Non-Paid Days)		
	22	Mon.	Classes Resume/Return to Work		
Apr.	1-30		Work Days	22	
May	26	Wed.	Last Work Day (Last Day of School for Students)	18	
				<hr/>	
				184	6

*Paytypes T3, T5, T6 and T9
(CALENDAR CODE: D1)

NOTE: Emergency make-up days may be required and will be assigned based on the circumstances at time of occurrence.

196 DAY – 10-MONTH SCHEDULE*

				<u>Work Days</u>	<u>Paid Holidays</u>
Aug.	3-7 10	Mon.	Report for Pre-Planning (5 Days) First Day of School for Students	21	
Sept.	7	Mon.	Labor Day - Teacher/Student Holiday (Paid Holiday)	21	1
Oct.	9 12	Fri. Mon.	Instructional Professional Development Day/Student Holiday (Work Day) Support Staff Professional Development Day/Teacher Work Day/ Student Holiday (Work Day)	22	
Nov.	11 23-25 26 27	Wed. Thurs. Fri.	Veteran's Day - (Paid Holiday) Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Days) Thanksgiving – Teacher/Student Holiday (Paid Holiday) Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Day)	15	1 1
Dec.	1-18 21-31		Work Days Winter Break Holiday	14	1
Jan.	1 4 5 18	Fri. Mon. Tues. Mon.	Winter Break Holiday Teacher Work Day/Student Holiday (Return to Work) Classes Resume Martin Luther King, Jr. Recognition Day (Paid Holiday)	19	1 1
Feb.	19	Fri.	Rodeo Day (Non-Work, Non-Paid Day)	19	
Mar.	12 15-19 22	Fri. Mon.	Teacher Work Day/Student Holiday (Work Day) Spring Break (Non-Work, Non-Paid Days) Classes Resume	18	
Apr.	1-30		Work Days	22	
May	26 27	Wed. Thurs.	Last Day of School for Students Post Planning – Last Day for Teachers	19	

190

6

***Paytypes I2, I3, I4, I5, N4, N6, NE, NG, TD, U2, U5, U7, U9 and UG**
(CALENDAR CODES: Benefited=C2, Non-Benefited=C4)

NOTE: Emergency make-up days may be required and will be assigned based on the circumstances at time of occurrence.

197 DAY – 10-MONTH SCHEDULE*
**Food Service Managers, Food Service Assistant Managers,
and School Based Food Service Lead Assistants**

				<u>Work Days</u>	<u>Paid Holidays</u>
July	29	Wed.	Report for Work (Training)	2	
	30	Thurs.	Work Day		
	31	Fri.	Non-Work, Non-Paid Day		
Aug.	5	Wed.	Work Day (Inservice Day)	21	
	10	Mon.	First Day of School for Students		
Sept.	7	Mon.	Labor Day - Paid Holiday	21	1
Oct.	9	Fri.	Instructional Professional Development Day/Student Holiday (Non-Work Day)	21	
	12	Mon.	Support Staff Professional Development Day/Student Holiday (Work Day)		
Nov.	11	Wed.	Veteran's Day - Paid Holiday	15	1
	23-25		Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Days)		
	26	Thurs.	Thanksgiving - Paid Holiday		1
	27	Fri.	Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Day)		
Dec.	1-18		Work Days	14	
	21-31		Winter Break Holiday		1
Jan.	1	Fri.	Winter Break Holiday	19	
	4	Mon.	Teacher Work Day/Student Holiday (Work Day)		
	5	Tues.	Classes Resume		
	18	Mon.	Martin Luther King, Jr. Recognition Day - Paid Holiday		1
Feb.	19	Fri.	Rodeo Day (Non-Work, Non-Paid Day)	19	
Mar.	12	Fri.	Teacher Work Day/Student Holiday (Work Day/Training)	18	
	15-19		Spring Break (Non-Work, Non-Paid Days)		
	22	Mon.	Classes Resume		
Apr.	1-30		Work Days	22	
May	26	Wed.	Last Day of School for Students (Work Day)	20	
	27	Thurs.	Closing Clean-Up Day (Work Day)		
	28	Fri.	Closing Clean-Up Day (Last Work Day)		

192

5

***Paytype N3, NB, TE and TF**
(CALENDAR CODE: C5)

NOTE: Emergency make-up days may be required and will be assigned based on the circumstances at time of occurrence.

200 DAY – 10-MONTH SCHEDULE*
Air Force JROTC Instructors

				<u>Work Days</u>	<u>Paid Holidays</u>
Aug.	3	Mon.	Report to Work	21	
	10	Mon.	First Day of School for Students		
Sept.	7	Mon.	Labor Day - Paid Holiday	21	1
Oct.	9	Fri.	Professional Development Day/Student Holiday (Work Day)	22	
	12	Mon.	Teacher Work Day/Student Holiday (Work Day)		
Nov.	11	Wed.	Veteran's Day - (Paid Holiday)	15	1
	23-25		Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Days)		
	26	Thurs.	Thanksgiving – Teacher/Student Holiday (Paid Holiday)		1
	27	Fri.	Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Day)		
Dec.	1-18		Work Days	14	
	21-31		Winter Break Holiday		1
Jan.	1	Fri.	Winter Break Holiday	19	1
	4	Mon.	Teacher Work Day/Student Holiday (Return to Work)		
	5	Tues.	Classes Resume		
	18	Mon.	Martin Luther King, Jr. Recognition Day (Paid Holiday)		1
Feb.	19	Fri.	Rodeo Day (Non-Work, Non-Paid Day)	19	
Mar.	12	Fri.	Teacher Work Day/Student Holiday (Work Day)	18	
	15-19		Spring Break (Non-Work, Non-Paid Days)		
	22	Mon.	Classes Resume		
Apr.	1-30		Work Days	22	
May	26	Wed.	Last Day of School for Students	20	
	31	Mon.	Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Day)		
June	3	Thurs.	Last Work Day	3	
				<hr/>	
				194	6

***Paytypes I7 and I8**
(CALENDAR CODE: D8)

NOTE: Emergency make-up days may be required and will be assigned based on the circumstances at time of occurrence.

217 DAY – 10-MONTH SCHEDULE*

				<u>Work Days</u>	<u>Paid Holidays</u>
July	20	Mon.	Report to Work	10	
Aug.	10	Mon.	First Day of School for Students	21	
Sept.	7	Mon.	Labor Day - Paid Holiday	21	1
Oct.	9	Fri.	Instructional Professional Development Day/Student Holiday (Work Day)	22	
	12	Mon.	Support Staff Professional Development Day/Student Holiday (Work Day)		
Nov.	11	Wed.	Veteran’s Day - Paid Holiday	15	1
	23-25		Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Days)		
	26	Thurs.	Thanksgiving – Teacher/Student Holiday (Paid Holiday)		1
	27	Fri.	Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Day)		
Dec.	1-18		Work Days	14	
	21-31		Winter Break Holiday		1
Jan.	1	Fri.	Winter Break Holiday	19	1
	4	Mon.	Teacher Work Day/Student Holiday (Return to Work)		
	5	Tues.	Classes Resume		
	18	Mon.	Martin Luther King, Jr. Recognition Day - Paid Holiday		1
Feb.	19	Fri.	Rodeo Day (Non-Work, Non-Paid Day)	19	
Mar.	12	Fri.	Teacher Work Day/Student Holiday (Work Day)	18	
	15-19		Spring Break (Non-Work, Non-Paid Days)		
	22	Mon.	Classes Resume		
Apr.	1-30		Work Days	22	
May	31	Mon.	Memorial Day (Paid Holiday)	20	1
June	11	Fri.	Last Work Day	9	
				<hr/> 210	7

***Paytypes A4, A5, N5, NF, U3 and U8**
(CALENDAR CODES: Benefited = C8; Non-Benefited = C9)

NOTE: Emergency make-up days may be required and will be assigned based on the circumstances at time of occurrence.

230 DAY – 11-MONTH SCHEDULE*
Guidance Directors and JROTC Instructors

				<u>Work Days</u>	<u>Paid Holidays</u>
July	13	Mon.	Report to Work	15	
Aug.	3-31		Work Days	21	
Sept.	7	Mon.	Labor Day - Paid Holiday	21	1
Oct.	9	Fri.	Instructional Professional Development Day/Student Holiday (Work Day)	22	
	12	Mon.	Teacher Work Day/Student Holiday (Work Day)		
Nov.	11	Wed.	Veteran’s Day - Paid Holiday	15	1
	23-25		Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Days)		
	26	Thurs.	Thanksgiving – Teacher/Student Holiday (Paid Holiday)		1
	27	Fri.	Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Day)		
Dec.	1-18		Work Days	14	
	21-31		Winter Break Holiday		2
Jan.	1	Fri.	Winter Break Holiday	19	1
	4	Mon.	Teacher Work Day/Student Holiday (Return to Work)		
	5	Tues.	Classes Resume		
	18	Mon.	Martin Luther King, Jr. Recognition Day - Paid Holiday		1
Feb.	19	Fri.	Rodeo Day – Paid Holiday	19	1
Mar.	12	Fri.	Teacher Work Day/Student Holiday (Work Day)	18	
	15-19		Spring Break (Non-Work, Non-Paid Days)		
	22	Mon.	Classes Resume		
Apr.	1-30		Work Days	22	
May	26	Wed.	Last Day of School for Students	20	
	31	Mon.	Memorial Day - Paid Holiday		1
June	21	Mon.	Last Work Day	15	

221

9

***Paytype I6, I9 and N2**
(CALENDAR CODE: C3)

NOTE: Emergency make-up days may be required and will be assigned based on the circumstances at time of occurrence.

231 DAY – 11-MONTH “A” SCHEDULE*
Administrative and Professional Support Staff

				<u>Work Days</u>	<u>Paid Holidays</u>
July	6	Mon.	Report to Work	20	
Aug.	3-31		Work Days	21	
Sept.	7	Mon.	Labor Day - Paid Holiday	21	1
Oct.	9	Fri.	Instructional Professional Development Day/Student Holiday (Work Day)	22	
	12	Mon.	Support Staff Professional Development Day/Student Holiday (Work Day)		
Nov.	11	Wed.	Veteran’s Day - Paid Holiday	15	1
	23-25		Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Days)		
	26	Thurs.	Thanksgiving – Teacher/Student Holiday (Paid Holiday)		1
	27	Fri.	Teacher/Student Holiday (Paid Holiday)		1
Dec.	1-18		Work Days	14	
	21-31		Winter Break Holiday		2
Jan.	1	Fri.	Winter Break Holiday	19	1
	4	Mon.	Teacher Work Day/Student Holiday (Return to Work)		
	5	Tues.	Classes Resume		
	18	Mon.	Martin Luther King, Jr. Recognition Day - Paid Holiday		1
Feb.	1-26		Work Days	20	
Mar.	12	Fri.	Teacher Work Day/Student Holiday (Work Day)	18	
	15-19		Spring Break (Non-Work, Non-Paid Days)		
	22	Mon.	Classes Resume		
Apr.	1-30		Work Days	22	
May	31	Mon.	Memorial Day - Paid Holiday	20	1
June	14	Mon.	Last Work Day	10	
				<hr/>	
				222	9

*Paytypes: A2, NC, and UC
(Calendar Code: D2)

NOTE: Emergency make-up days may be required and will be assigned based on the circumstances at time of occurrence.

231 DAY – 11-MONTH “B” SCHEDULE*
Administrative and Professional Support Staff

				<u>Work</u>	<u>Paid</u>
				<u>Days</u>	<u>Holidays</u>
July	13	Mon.	Report to Work	15	
Aug.	3-31		Work Days	21	
Sept.	7	Mon.	Labor Day - Paid Holiday	21	1
Oct.	9	Fri.	Instructional Professional Development Day/Student Holiday (Work Day)	22	
	12	Mon.	Support Staff Professional Development Day/Student Holiday (Work Day)		
Nov.	11	Wed.	Veteran’s Day - Paid Holiday	15	1
	23-25		Teacher Non-Work/Student Holiday (Non-Work, Non-Paid Days)		
	26	Thurs.	Thanksgiving – Teacher/Student Holiday (Paid Holiday)		1
	27	Fri.	Teacher/Student Holiday (Paid Holiday)		1
Dec.	1-18		Work Days	14	
	21-31		Winter Break Holiday		2
Jan.	1	Fri.	Winter Break Holiday	19	1
	4	Mon.	Teacher Work Day/Student Holiday (Return to Work)		
	5	Tues.	Classes Resume		
	18	Mon.	Martin Luther King, Jr. Recognition Day - Paid Holiday		1
Feb.	1-26		Work Days	20	
Mar.	12	Fri.	Teacher Work Day/Student Holiday (Work Day)	18	
	15-19		Spring Break (Non-Work, Non-Paid Days)		
	22	Mon.	Classes Resume		
Apr.	1-30		Work Days	22	
May	31	Mon.	Memorial Day - Paid Holiday	20	1
June	21	Mon.	Last Work Day	15	
				<hr/>	
				222	9

***Paytypes: A3, ND, and UD**
 (Calendar Code: D7)

NOTE: Emergency make-up days may be required and will be assigned based on the circumstances at time of occurrence.

254 DAY – 12-MONTH SCHEDULE*

				<u>Work Days</u>	<u>Paid Holidays</u>
July	1	Wed.	Report to Work	22	
	3	Fri.	Independence Day - Paid Holiday		1
Aug.	3-31		Work Days	21	
Sept.	7	Mon.	Labor Day - Paid Holiday	21	1
Oct.	1-30		Work Days	22	
Nov.	11	Wed.	Veteran's Day - Paid Holiday	17	1
	25	Wed.	Non-Work Day		
	26	Thurs.	Thanksgiving - Paid Holiday		1
	27	Fri.	Paid Holiday		1
Dec.	1-18		Work Days	14	
	21-31		Winter Break Holiday		4
Jan.	1	Fri.	Winter Break Holiday	19	1
	4	Mon.	Return to Work		
	18	Mon.	Martin Luther King, Jr. Recognition Day - Paid Holiday		1
Feb.	1-26		Work Days	20	
Mar.	15	Mon.	Non-Work Day	22	
Apr.	1-30		Work Days	22	
May	31	Mon.	Memorial Day - Paid Holiday	20	1
June	30	Wed.	Last Work Day	22	
				<hr/>	
				242	12

***Paytypes: A1, I1, N1, T1, U1, T4, and U4**
 (CALENDAR CODES: Benefited =D9, Non-Benefited = D5)

NOTE: Emergency make-up days may be required and will be assigned based on the circumstances at time of occurrence.

Calendar for Department of Juvenile Justice Sites
July 1, 2020 – June 30, 2021
Paraprofessionals

				<u>Work Days</u>	<u>Paid Holidays</u>
July	1	Wed.	Report to Work	22	
	3	Fri.	Independence Day - Paid Holiday		1
Aug.	3-5		Non-Work, Non-Paid Days	18	
	6-31		Work Days		
Sept.	7	Mon.	Labor Day - Paid Holiday	21	1
Oct.	9	Fri.	Instructional Professional Development Day/Student Holiday (Non-Work Day)	21	
	12	Mon.	Support Staff Professional Development Day/Student Holiday (Work Day)		
Nov.	2-25		Work Days	19	
	26	Thurs.	Thanksgiving - Paid Holiday		1
	27	Fri.	Paid Holiday		1
	30	Mon.	Work Day		
Dec.	2-21		Work Days	19	
	22-25		Winter Break Holiday		4
	28-31		Work Days		
Jan.	1		Winter Break Holiday	18	1
	4	Mon.	Teacher Work Day/Student Holiday (Non-Work Day)		
	5	Tues.	Classes Resume/Return to Work		
	18	Mon.	Martin Luther King, Jr. Recognition Day – Paid Holiday		1
Feb.	1-26		Work Days	20	
Mar.	1-11		Work Days	22	
	12	Fri.	Teacher Work Day/Student Holiday (Non-Work Day)		
	15-31		Work Days		
Apr.	1-30		Work Days	22	
May	27	Thurs.	Post-Planning (Non-Work Day)	19	
	28	Fri.	Work Day		
	31	Mon.	Memorial Day - Paid Holiday		1
June	30	Wed.	Last Work Day	22	
				243	11

***Paytype UJ**
(CALENDAR CODE: B1)

NOTE: Emergency make-up days may be required and will be assigned based on the circumstances at time of occurrence.

**Calendar for Department of Juvenile Justice Sites
July 1, 2020 – June 30, 2021
 Instructional Staff**

				<u>Work Days</u>	<u>Paid Holidays</u>
July	1	Wed.	Report to Work	22	
	3	Fri.	Independence Day - Paid Holiday		1
Aug.	3-7		Pre-Planning (5 Days)	21	
Sept.	7	Mon.	Labor Day - Paid Holiday	21	1
Oct.	9	Fri.	Professional Development Day/Student Holiday (Work Day)	22	
	12	Mon.	Teacher Work Day/Student Holiday (Work Day)		
Nov.	2-25		Work Days	19	
	26	Thurs.	Thanksgiving - Paid Holiday		1
	27	Fri.	Paid Holiday		1
	30	Mon.	Work Day		
Dec.	1-21		Work Days	19	
	22-25		Winter Break Holiday		4
	28-31		Work Days		
Jan.	1	Fri.	Winter Break Holiday	19	1
	4	Mon.	Teacher Work Day/Student Holiday (Work Day)		
	5	Tues.	Classes Resume		
	18	Mon.	Martin Luther King, Jr. Recognition Day – Paid Holiday		1
Feb.	1-26		Work Days	20	
Mar.	1-11		Work Days	23	
	12	Fri.	Teacher Work Day/Student Holiday (Work Day)		
	15-31		Work Days		
Apr.	1-30		Work Days	22	
May	27	Thurs.	Post-Planning (Work Day)	20	
	28	Fri.	Work Day		
	31	Mon.	Memorial Day - Paid Holiday		1
June	30	Wed.	Last Work Day	22	

250

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***Paytype IJ**
 (CALENDAR CODE: C9)

NOTE: Emergency make-up days may be required and will be assigned based on the circumstances at time of occurrence.

of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgement. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.

- (n) Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- (o) Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- (p) Shall comply with the conditions of an order of the Education Practices Commission.
- (q) Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

State Board of Education Rule 6B-1.001, FAC

The Code of Ethics of The Education Profession in Florida

- (1) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
- (2) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgement and integrity.
- (3) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

**Adams v. State of Florida Professional
Practices Council, 406 So 2nd 1170 Fla.
1st DCA 1981**

**“By virtue of their leadership
capacity, teachers are
traditionally held to a high
moral standard in
a community.”**

For further information call or write:

**Bureau of Educator Recruitment,
Development and Retention
325 West Gaines Street, Suite 124
Tallahassee, FL 32399
(850)245-0441, SUNCOM 205-0441**

The Code of Ethics and The Principles of Professional Conduct of The Education Profession in Florida

Professionalism Through Integrity



Florida Department of Education
www.fldoe.org

The Principles of Professional Conduct of The Education Profession in Florida

- (1) The following disciplinary rule shall constitute the Principles of Professional Conduct of the Education Profession in Florida.
- (2) Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
- (3) **Obligation to the student requires that the individual:**
 - (a) Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - (b) Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - (c) Shall not unreasonably deny a student access to diverse points of view.
 - (d) Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - (e) Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - (f) Shall not intentionally violate or deny a student's legal rights.
 - (g) Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

- (h) Shall not exploit a relationship with a student for personal gain or advantage.
 - (i) Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- (4) **Obligation to the public requires that the individual:**
 - (a) Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 - (b) Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - (c) Shall not use institutional privileges for personal gain or advantage.
 - (d) Shall accept no gratuity, gift, or favor that might influence professional judgement.
 - (e) Shall offer no gratuity, gift, or favor to obtain special advantages.
 - (5) **Obligation to the profession of education requires that the individual:**
 - (a) Shall maintain honesty in all professional dealings.
 - (b) Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - (c) Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - (d) Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with

- (e) Shall not make malicious or intentionally false statements about a colleague.
- (f) Shall not use coercive means or promise special treatment to influence professional judgement of colleagues.
- (g) Shall not misrepresent one's own professional qualifications.
- (h) Shall not submit fraudulent information on any document in connection with professional activities.
- (i) Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- (j) Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- (k) Shall provide upon the request of the certificated individual, a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- (l) Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct of the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- (m) Shall self-report within 48 hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission

Copyright & You

COPYRIGHT ACT OF 1976 GUIDELINES FOR ALL OSCEOLA COUNTY SCHOOL DISTRICT EMPLOYEES

Original, created works protected by copyright include, but are not limited to, books, letters, paintings, software, movies, photographs, music, lyrics, and video games



Television/Video Programs

Videos/DVDs are allowed to be used in the classroom for FACE-TO-FACE INSTRUCTION ONLY. Videos/DVDs are NOT to be used for entertainment purposes. All other Videos/DVDs from commercial TV, cable, public TV, video kiosks/stores, student's homes, etc., carry special, individual restrictions. Consult your Library Information Specialist or the Media & Instructional Technology Department.

1. Teachers should keep in mind, at all times, the appropriateness of the content and the educational value of all audiovisual materials used in the classroom.
2. A video rented from a video kiosk/store, borrowed from the Public Library, or brought in from a student's home may not be shown at school.
3. A video purchased by a teacher may be used in the school only for face-to-face instruction if approved by the school-based Video Screening Committee.
4. Off-air recordings carry special regulations. See your Library Information Specialist.

1. Materials obtained from the Internet are not copyright free.

Educational multimedia "fair use" guidelines for students creating science, history fair, or any other student project:

Illustrations and Photographs - No more than 10% or 15 images, whichever is less, from a collective copyrighted work with no more than 5 images by a single artist or photographer

Music, Lyrics and Music Video - Up to 10%, but no more than 30 seconds, of the music and lyrics may be used from an individual musical work

Text Material - Up to 10% or 1000 words, whichever is less

Motion Media - 10% or 3 minutes, whichever is less

Numerical Data Sets - Up to 10% or 2500 fields (a specific item of information, such as a name or social security number) or cell entries, whichever is less, from a copyrighted database or data table



Computer Software/Internet

Users are responsible for materials downloaded and must verify copyright status.

2. The use of illegally copied software in schools or offices is prohibited. Computers owned by Osceola District Schools must not be used for making illegal copies of software.
3. All software licensing agreements of copyright holders must be observed.
4. Installing software on multiple computers without proper licensing is prohibited.
5. Downloading of software is permitted, provided it is part of the curriculum and approved by the District Software & Web Tools Committee.
6. Requests for the purchase of new software or subscriptions must be submitted to the Software & Web Tools Committee for approval.
7. All employees of the School District must abide by the Network Acceptable Use Policy, located in School Board Rule 8.60+ (<http://www.osceolaschools.net>).



Print / Graphics

1. The reproduction (photocopying) of copyrighted, consumable materials such as workbooks, activity sheets, etc., is specifically prohibited by copyright law.
2. Employees must ensure correct use of blackline masters that have the statement for "buyer's classroom", which may not be shared or used as a resource in the media center.
3. Any copyrighted, syndicated comic strip or cartoon characters may not be reproduced or altered for bulletin boards, hallways, or cafeteria walls.
4. Generally, a teacher may make a single copy of anything to use as research or backup for instruction.
5. Multiple copies (not to exceed one per pupil) may be made for classroom use of the following
 - a. A complete poem if less than 250 words (and if printed on not more than two pages)
 - b. An excerpt of not more than 250 words from a longer poem
 - c. A complete article, story or essay of less than 2,500 words
 - d. An excerpt from any prose work of not more than 1,000 words (or 10% of the work), whichever is less, but in any event a minimum of 500 words
 - e. One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue
 - f. Works copied may not be retained and used in the instructors room repeatedly from year to year

School Board Rule 3.52

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

I. Commercial materials, whether printed or non-printed, may not be duplicated without prior written permission from the owner or copyright holder or within the bounds of "fair use" guidelines.

II. The School Board does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials, or the improper use of commercially duplicated materials.

III. Procedures and guidelines for the legal duplication of materials for instructional purposes are available to employees from the school principal or on the District's Professional Development Center Media Services website.

IV. The School Board, in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code), hereby notifies all employees that a willful infringement of the law may result in disciplinary action. In the case of a court action for damages, a finding of willful infringement would preclude the School Board's payment of any judgement rendered against the employee and the payment of any attorney's fees or costs which the employee would incur in conjunction with a lawsuit and may render the employee liable to the School Board for any damages the School Board is liable to pay.

V. School Board Copyrights:

A. The School Board shall hold the copyrights for all data processing software or other computer products created by School Board employees performing job responsibilities, created using School Board resources or equipment, or created by individuals, companies, or agencies under contract with the School Board to develop these products for District use.

B. The School Board recognizes that staff members under contract to the School Board may develop, in carrying out their professional responsibilities, patentable or copyrightable educational materials for use in the school program. It is understood by the School Board and the staff members that such materials developed as part of regular employment are the property of the School Board when requested by the School Board and/or the employee.

C. The Superintendent shall insure that a contractual agreement from and an assignment of copyright interests form shall be executed between the employee and the School Board.

D. It is also understood that educational materials created by an employee during leisure hours when not fulfilling contractual duties to the School Board are the property of the employee.

E. The School Board shall have legal claim on products created by its employees which in any way may be an outgrowth of their job responsibilities. To minimize misunderstandings about the ownership of such products, the Superintendent will develop procedures to be followed by all persons who are or might be developing commercially attractive products which are or might be construed to be associated with normal job responsibilities.

F. It is also recognized that from time to time the School Board contracts with individuals, companies, and agencies to develop materials which are used in the school district. In requests for proposals and contracts for development of such materials, a statement of copyright and ownership vested in the Board shall be included.

VI. School Board License Fees: The Superintendent or designee may establish fees for any public or private entity to purchase or obtain a license for data processing software or other computer products which are copyrighted by the District; however, fees shall be pursuant to Section 119.07(1), F.S. for an individual or entity that needs the District's copyrighted data processing software solely for access to data or for information maintained or generated by the software.

The document "Copyright and You" produced by the District's Media & Instructional Technology Department, shall be distributed to each principal and shall become a part of each school's faculty handbook.

"If you duplicate and use computer software, printed materials, or any type or format of digital media without the permission of the copyright holder, you render yourself liable to prosecution under Federal Copyright laws. Further, the district will not support you in your legal defense."

- Debra Pace
Superintendent, Osceola District Schools

What is the doctrine of "Fair Use"?

1. Developed through court case decisions
 2. Limits the rights of creators/copyright holders
 3. Examples of activities regarded as fair: criticism, comment, teaching, scholarship, research and news reporting
 4. Four factors to consider: purpose of use, nature of copyrighted work, amount used, effect of use upon potential market value of copyrighted work
 5. See more: <http://www.copyright.gov/fls/fl102.html>
- "Fair Use" is not always easy to define. If in doubt, obtain permission!**



Music/Performances/School Dances

*Any work where the legal owner does not exist, the creator has given his/her work to the public, or where copyright protection has expired is in the "Public Domain". Music with a copyright date of 1922 or earlier is in the public domain. "Fair Use" of music recordings is extremely limited. There are **NO sound recordings in the Public Domain in the USA.** Music recordings may not be played in public environments without permission and without paying royalties (fees) to the copyright holder.*

1. Music may be in the form of sheet music or sound recordings.
2. Music recordings may not be reproduced from one media format to another (for example: cassette to CD-Rom).
3. Consult the Library Information Specialists or TV Production teacher for viable royalty-free copyrighted music libraries.
4. Sheet music may not be copied unless the music is on order and has not yet been received by the teacher. A purchase order must have been issued. Any copies must be destroyed once the purchased materials are received.
5. Downloading or streaming live music or video from the Internet on your school computer for PERSONAL USE is strictly prohibited. (Network Acceptable Use Policy)
6. Recordings of music may not be transferred from a radio broadcast to tape, or from records/cassettes to video, or from the computer to CD.
7. A single recording (video or audio) of student performances may be made for evaluation, rehearsal or archival purposes. Copies of student performances may not be made for parents.
8. Copyrighted music must not be used in school produced closed circuit television broadcasts without the written permission of the copyright holder.
9. Copyrighted music must not be added or attached to any email messages on the School Districts' email system.



School District of Osceola

For additional information, contact:
Scott Clark
Director of Media and Instructional Technology
817 Bill Beck Boulevard
Kissimmee, Florida 34744-4492 • (407) 870-4669

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