

POLICIES  
OF  
THE  
OSCEOLA COUNTY SCHOOL DISTRICT

# POLICIES OF OSCEOLA COUNTY SCHOOL DISTRICT

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1.3

SCHOOL BOARD EMPLOYEE ORGANIZATION RELATIONSHIPS

1.0 THE DISTRICT SCHOOL SYSTEM

1.1 DISTRICT UNIT (F.S. 230.01, F.S. 230.02)

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

1.2

CONTROL - ORGANIZATION, ADMINISTRATION

1.21 District System

The district system is part of the State system of public education.

All actions of district school officials shall be consistent and in harmony with State laws and with rules and regulations and minimum standards of the state board. District officials have the authority to provide additional opportunities which are authorized but not required by law.

1.22 School Board

1.221 Responsibility - Qualifications

The School Board is responsible for the organization and control of the public schools of the district. The School Board of the School District of Osceola County shall be composed of five (5) members. Each member shall be a qualified elector of the district and shall be a resident of the school board member residence area in which he resides. School Board members are elected for terms of four (4) years by qualified electors of the entire district.

School Board member residence area for the purpose of nominating and electing School Board members are established by the School Board according to Florida Statute 230.06 (1), (2) and (3).

Each member of the School Board shall serve as the representative of the entire district, rather than as the representative of a School Board member residence area. (F.S. 230.11)

1.222

Organization

*Paul M. King*

On the third Tuesday after the first Monday in November of each year, the school board shall organize by electing a chairman and a vice-chairman. The Superintendent shall act as the ex officio secretary. If a vacancy should occur in the chairmanship, the school board shall proceed to elect a chairman at the next ensuing regular or special meeting. (F. S. 230.15)

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

1.223 Vacancy

The office of any school board member shall be vacant when he removes his residence from the school board residence area from which he was elected. All vacancies on the school board shall be filled by appointment of the Governor. (F. S. 230.19)

1.224

Meetings



The school board of the School District of Osceola County shall hold not less than one regular meeting each month which is scheduled for the first Tuesday of each month at the county commissioners meeting room of the county court house. (F. S. 230.15)

Special meetings may be called by the Superintendent or by the Superintendent upon the request of the chairman of the school board or on request of a majority of the members of the school board upon compliance of Florida Statute 230.16.



1.225 Duties

The school board, after considering recommendations submitted by the Superintendent shall exercise the following general powers and duties for all public schools and school related activities of the district:

- a. Determine and adopt policies deemed necessary for the efficient operation and improvement of the school system. (230.22)(1)
- b. Adopt rules and regulations to supplement those prescribed by the state board. (230.22)(2)
- c. Adopt minimum standards as are considered desirable for improving the schools of the district. (230.22)(3)
- d. Contract, sue and be sued in the name of the board. (230.22)(4)
- e. Perform duties and exercise responsibilities which are assigned by law and in addition those which it may find necessary for the improvement of the district.
- f. Establish a school advisory committee as required by law. (230.22)

The school board, acting as a board, shall exercise all powers and perform all duties listed below:

- a. Require that minutes and records be kept. The minutes shall show the vote of each member present on all matters on which the Board takes action. No member may abstain from voting unless he has a personal conflict of interest which he must state (in writing).
- b. Control of all property on which title is held.
- c. Adopt school program. Authorize assembling of all data and the making of school surveys for annual and long-term programs.
- d. Adopt and provide for the execution of plans for the establishment, organization and operation of the schools, including attendance areas.
- e. Provide for elimination of school centers and for consolidation of schools.
- f. Provide adequate facilities for all children without tuition.

- g. Cooperate with boards of adjoining districts in maintaining schools.
- h. Establish a school calendar annually.
- i. Provide for classification and standardization of schools.
- j. Approve and designate school holidays.
- k. Provide for vocational schools and classes.
- l. Provide public evening schools and classes.
- m. Cooperate with other agencies in joint projects.
- n. Adopt plans and regulations which will make provision for teacher planning time.
- o. Develop a comprehensive program of staff development.
- p. Provide for education of special groups.
- q. Designate positions to be filled, and provide for appointment, compensation, promotion, suspension, and dismissal of employees in accordance with the Statutes of the State of Florida. (230.23)(5)
- r. Provide for the proper accounting for all children of school age -- attendance, health, safety, control, admission, promotion, graduation.
- s. Adopt courses of study and provide adequate instructional aids.
- t. Provide necessary student transportation.
- u. Approve plans for locating, planning, constructing, sanitating, insuring, maintaining, protecting, and condemning school property. (230.23)(9)
- v. Provide finance to operate school system, cause to be prepared an annual budget, adopt and spread on its minutes a resolution fixing the district school tax levy. See that accurate accounts are kept of school funds, borrow money when necessary, approve payment of accounts, fix and prescribe the bonds of employees, contract for materials, supplies, and services, and adopt policies for investment of school funds.
- w. Adopt policies needed to provide adequate school facilities to include elections, bonds, and school tax areas.

- x. Provide for the keeping of all necessary records and making of all needed or required reports.
- y. See that all laws and rules and regulations of the State Board are properly enforced.
- z. Cooperate fully with the Superintendent at all times to the end that the district system may constantly be improved.
- aa. Assume necessary responsibilities in regard to the school lunch program.
- bb. Adopt measures for keeping the public informed of the educational programs, needs, and objective.
- cc. Provide for assignment of pupils. (230.232)
- dd. May provide for legal services for employees who may be sued in tort for accidents which occur while employees are on active duty supervising students. (230.234)

1.226 Legal Counsel (S. R. 6A-1.42)

An attorney shall be employed on an annual basis by the board to provide for general and specialized legal counsel as required by the board. He shall attend all board meetings and shall serve as parliamentarian. His annual salary shall be set by the board during the annual budget forming time. His appointment does not need the recommendation of the Superintendent.

Should it become necessary to obtain a formal or an informal interpretation of law from the general counsel for the Department of Education for administrative purposes, it shall be requested by the Superintendent or a school board member through the director of the division of elementary and secondary education. (S.R. 6A-1.42)

1.227 Appointment and Reappointment of Personnel

The Osceola School Board shall act upon recommendations submitted by the Superintendent for all positions, instructional and non-instructional, to be filled and for minimum qualifications for personnel for the various positions. (F. S. 230.23(5))

In emergency cases the Superintendent may make temporary appointments to approved positions pending action by the school board at its next meeting.

The board shall act not later than six weeks before the close of the post school conference during any year on the nominations by the Superintendent of supervisors and principals; act not later than four weeks before the close of the post school conference on the nominations by the Superintendent of all other members of the instructional staff.

The school board may reject any supervisor, principal or other employee nominated according to provision of Statute 230.23(5)(b).

In case the third nomination by the Superintendent for any position be rejected, the school board shall then proceed on its own motion to fill such position.

1.228 Agenda

An agenda for each board meeting shall be prepared by the Superintendent and delivered to each board member three (3) days prior to the meeting. Supporting material and information for each item on the agenda should be included when possible.

An abbreviated agenda shall be made available to the press, radio stations, principals, and others interested prior to all meetings. Agenda and minutes shall be posted in each school in an appropriate place (accessible to teachers).

People desiring to have items placed on the agenda shall submit their requests in writing to the Superintendent no later than four (4) days prior to the meeting date.

A non-agenda item may be considered at any special meeting if a majority of the board members present vote in favor of considering such.

Board members shall be furnished a copy of the minutes of the previous meeting along with the agenda.

1.229 Board Salary - - Expenses

The salary for board members is established by the Legislature.

In addition to the salary provided each member of the school board shall be allowed from the district school funds reimbursement for travel expenses as authorized by Florida Statutes 112.061. All travel within and outside the county shall be 10¢ per mile. Per diem is limited to \$25.00 per day.

1.2210 Retirement

School board members shall participate in the Florida Retirement System and are eligible for social security through regular deductions from their salaries, with matching funds met by the district.



1.2211 Official Minutes

The minutes of meetings become official after board approval.

The minutes, when approved, shall be signed by the board chairman and the Superintendent. The minutes shall be kept as public record in a permanent book in the Superintendent's office.

1.2212 Records

The board has caused the establishing and maintaining of adequate personnel records for all employees. The contents of such records show conveniently and completely all information for making required reports to the commissioner of education, for administration of district salaries, for auditing purposes, and for records as prescribed in State Regulations 6A-1.69. Such service records are filed in fire protection devices with locking devices.

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1.23 SUPERINTENDENT

The Superintendent shall be the secretary and the executive officer of the school board. The Superintendent of the District of Osceola County, Florida, shall be elected for a term of four (4) years, or until the election or appointment and qualification of his successor.

The Superintendent shall act as chairman of the board at the organizational meeting until the chairman and vice-chairman are elected.

The Superintendent shall file with the State Commissioner of Education, within two (2) weeks following the organizational meeting, an affidavit listing the officers and members of the board, the schedule of regular meetings, and the addresses of board members.

The office of the Superintendent shall be located in the Emma Yowell Building located at 401 Church Street, Kissimmee, Florida 32741. It shall be maintained and furnished by the District Board.

1.231 Duties and Responsibilities of the Superintendent (230.33)

The Superintendent shall exercise all powers and perform all duties below and elsewhere in the law; provided, that in so doing he shall advise and counsel with the school board. The recommendations, nominations, proposals and reports required by law and regulation to be made to the school board by the Superintendent shall be either recorded in the minutes or shall be made in writing, noted in the minutes, and filed in the public records of the board.

- a. Preside at the organizational meeting.
- b. Attend all regular meetings of the school board, call special meetings, advise, but not vote on questions under consideration. Furnish board information, research, and statistics necessary to make intelligent decisions.
- c. Keep minutes of all official actions and proceedings of the school board. Keep other records, including property held or disposed of by the school board.
- d. Act for the school board as custodian of school property --
  1. Recommend plans for contracting, receiving, purchasing acquiring by the institution of condemnation proceedings if necessary, leasing, selling, holding, transmitting, and conveying title to real and personal property.
  2. Recommend plans for holding in trust and administering property, real and personal, money or other things of value, granted, conveyed, devised, or bequeathed for the benefit of the schools of the district.
- e. Be responsible for studies and gathering of data necessary to recommend annual and long-term plans involving: (230.33(5))
  1. Location and development of school facilities;
  2. Transportation;

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3. Personnel;
  4. Instruction;
  5. Interest and welfare of students;
  6. Budget;
  7. Sites.
- f. Recommend the establishment, organization, and operation of such schools, classes, and services as are needed to provide adequate educational opportunities for all children including;
1. Location of attendance areas;
  2. Recommendation for adequate facilities;
  3. Elimination of school centers;
  4. Cooperation with other districts;
  5. Classification and standardization of schools;
  6. Opening and closing dates of schools;
  7. Recommendation for school holidays and vacation periods;
  8. Recommendations for vocational classes and schools;
  9. Recommendations for school lunch programs;
  10. Recommendations for exceptional education programs.

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1.232 Superintendents Salary - Expenses

Superintendents salary and expenses are set by the Legislature.

In addition to the salary provided the Superintendent shall be allowed from the district school funds reimbursement for travel expenses as authorized by Florida Statutes 112.061.

All travel within and outside the county shall be 10¢ per mile.

Per diem is limited to \$25.00 per day.

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Personnel

Be responsible for directing the work of the personnel relating to:

1. Duties and responsibilities to be performed and positions needed to effectively put on an adequate program. Recommend minimum qualifications of personnel for these positions.
2. Recommendations in writing to board persons to act as administrative, supervisory, technical, attendance or health assistants, office assistants, school food service personnel, bus drivers, and all other non-instructional personnel.
3. Submit in writing to board nominations of persons to be appointed or reappointed as supervisors or principals. This shall be done at least eight (8) weeks before the close of the post-school conference period.
4. Confer with principals and submit in writing to the board his nominations for all other persons to be appointed or reappointed as members of the instructional staff. This shall be done at least six (6) weeks before the close of the post-school conference period.
5. Prepare and recommend for adoption a salary schedule for all employees.
6. Recommend to the board terms for contracting with employees and prepare such contracts as are approved.
7. Recommend transfer of employees.
8. Suspend members of the instructional staff and other school employees during emergencies for a period extending to and including the day of the next regular board meeting.
9. Direct work of employees and supervise instruction. Take necessary steps to bring about continuous improvement.

1.234 Child Welfare

Recommend plans for child welfare which include:

1. Rules and regulations for admitting, classifying, promoting and graduating of pupils.
2. Enforcement of attendance laws.
3. Control of pupils.
4. Health examinations and treatment.

1 00031



1.235 Courses of Study and Other Instructional Aids

Recommend plans for improving, providing, distributing, accounting for, and caring for textbooks and other instructional aids as will result in general improvement and including:

1. Preparation and recommendation for adoption of courses of study.
2. Requirement for all textbooks and library books furnished by State are properly requisitioned, distributed, accounted for, stored, cared for, and used.
3. Recommendations for other instructional aids.
4. Recommendations for school libraries or school libraries open to the public.

1.236 Transportation of Pupils

Ascertain which pupils should be transported, determine most effective routes, recommend facilities for transporting pupils, recommend rules and regulations which may be necessary for the safety relating to transportation of students.

1.237 School Plant

Recommend plans of school plants which include:

1. A. school building program on the basis of surveys.
2. Purchase of sites, buildings, and equipment.
3. Maintenance and upkeep of the school plant.
4. Insurance of school property.
5. Condemnation of buildings.

1.238 Finance

Recommend measures to assure educational facilities throughout the district including:

1. Plans for operating all schools for a minimum term.
2. Preparation of annual budgets.
3. Recommendations for tax levies.
4. Keeping accurate records of school funds.
5. Plans for borrowing money if needed.
6. Preparation of payrolls and accounts.
7. Plans for bonds for employees.
8. Plans for investment policies.
9. Plans for millage elections.
10. Plans for school budgets and expenditures.

1.239 Records and Reports

Recommend such records as should be kept -- those required by the State Board and those in addition as approved by the Board.

1.239

1.2310 Miscellaneous

1. Cooperation with other agencies -

Recommend plans for cooperation on the basis of approved plans with Federal, state, county and municipal agencies in the enforcement of laws and regulations pertaining to all matters relating to education and child welfare.

2. Cooperate with School Board for continued improvement of schools.
3. Visitation of schools.
4. Call and conduct institutes and conferences with employees, patrons, and interested citizens.
5. Attend professional conferences.
6. Recommend in writing the revoking of certificates for good cause.
7. Make records available to successor.
8. Recommend procedures for informing public.
9. Perform other duties as may be assigned by regulations of the State Board.

(Approved - July 17, 1973)

1.2311 Duties Delegated to Superintendent

The following duties are delegated to the Superintendent, and any action taken by him in any of these matters shall appear as a part of the Board Minutes:

1. Approve or deny request for zone change by students.
2. Authority to appoint new teaching units when overcrowding in the classroom occurs, such appointment to be subject to Board approval at a subsequent meeting.
3. Authority to appoint teachers under emergency replacements, such appointments to be subject to Board approval at a subsequent meeting.
4. Act on maternity, professional, duty, and personal leave requests.
5. Approve or deny requests for the use of school buses.
6. Act on vacation leave requests by twelve (12) month personnel.
7. Authority to remove property from inventory records.
8. Authority to approve requests of teachers to leave school early in order to attend college classes.

1.3 SCHOOL BOARD - EMPLOYEE ORGANIZATION RELATIONSHIPS  
POLICIES AND PROCEDURES

The District School Board of Osceola County, desiring to do what is proper under the law and in the best interests of our school children and employees, hereby adopts the following policies to implement better communication between the District School Board and employee organizations.

Within the framework of laws and regulations of the State of Florida and the federal government, the adoption of policies to govern public education is the legal responsibility of the School Board. The school administration should recommend procedures which are considered fair to all organizations to the Board for adoption.

1. The Osceola County District School Board recognizes that organizations exist in which employees hold membership, as a result of their employment by the School Board. In developing and maintaining its relationships with such employee organizations, the Board will be guided by the following statements of principle:
  - A. The Board in its relationships with employee organizations, recognizes that the legally established responsibilities of the Board and school administration for policy making interpretation, and policy implementation cannot be delegated to organizations which are not a part of the official structure of the school system.
  - B. The responsibilities of teachers and other employees of the school system must be clearly differentiated from their activities in employee organizations. As school system employees, they are



responsible, commensurate with their assignments and competencies, to contribute satisfactorily to school operations.

- C. The membership of any employee of the Board in any employee organization shall be entirely voluntary and there shall be no discrimination against any employee by the Board or the school administration because of his membership or non-membership in such employee organizations.
- D. The School Board will provide, upon request, the opportunity to meet with its employees, under limitations imposed by statute and court decision, with employee organizations to which it has extended official recognition for communicative purposes as defined hereinafter, and in accordance with policies and regulations adopted by the Board.

11. Granting and withdrawal of recognition by the School Board to employee organizations.

A. Organizations concerned with communication.

The Board will grant official recognition for communicative purposes to those employee organizations concerned with a mutual discussion of problems and solutions within the limitations imposed by statute and the courts, and that complies with all the following.

- 1. Appears before the Board to request recognition for said communication.
- 2. Enters into discussion with representatives of the Board without abusing legal or other reasonable responsibilities.
- 3. Provides, annually, the following information and/or resources to the Board:
  - a. The names of officers and board of directors of the organization.

- b. The number of members in the organization to a disinterested third party, mutually selected, who shall relate the certified list to the Board.
- c. A copy of the constitution, bylaws, and other documents of governance of the employee organization.
- d. A statement that indicates that strikes are defined as any walk-out, slow-down, mass resignations, withholding of services, use of false sick leave, unauthorized "professional days" and/or other forms of work curtailment, including advisement of School Board employees not to participate in programs or projects of the school system.
- e. A statement adopted by the membership that inclusion in the organization is not barred on the basis of race, religion or national origin.
- f. A statement that the organization(s) will provide for each Board Member, the Superintendent, the Board Attorney, the Assistant Superintendent of Personnel, and school principals the following materials:

- (1) Copies of all organization newspapers, special bulletins, and policy position statements.

B. Organizations concerned with the growth and development of employees.

The School Board recognizes that employees may belong to organizations concerned only with the growth and development of the employees in a particular field - either instructional subject area groups or non-instructional. None of these groups of employees may separately enter into general welfare discussions with the Board.

C. Withdrawal of official recognition

In the event that any employee organization, which has been granted recognition for communication purposes by the Board, abuses legal, or other responsibilities in its relationships with representatives of the Board, recognition will be withdrawn and services provided will be suspended. Other steps may be taken as the Board deems desirable.

## 111. Policies and procedures for communication

The following procedures will be used in the communication process between the School Board and those employee organizations which have complied with the provisions in Section 11, A.

## A. Principles

1. The right to join or not to join organizations. It is recognized that employees of the School Board have the right to join or not to join any organization. Membership in an organization shall not be a prerequisite for employment or continuation of employment of any employee.
  2. Rights of minorities and individuals. It is the declared intention of the Board that the Constitution and Statutes of the State of Florida and the United States Constitution and Statutes are in no way abridged by the policies.
- B. The Board shall designate a committee to represent the School Board and administration in the communication process.
- C. The person(s) to represent the employee organization(s) shall be certified by letter from the president of the employee organization(s) to the Superintendent and Chairman of the Board.
- D. Consultants - The parties to the communications process may call upon consultants to assist in preparing for said discussions and to advise them during conference sessions. The expense of such consultants shall be borne by the party requesting them.
- E. Discussions shall be conducted in public.
- F. Reaching agreement - When consensus is reached covering the areas under discussion, any proposed agreement shall be reduced to writing as a ten-

tative Memorandum of Understanding. Ten days will be permitted for any employee organization to review and take action on the Memorandum of Understanding. Such Memorandum constitutes only tentative agreements pending final School Board action and until such action is taken, have no power or effect.

- G. The representatives of the School Board will meet with the representatives of all organizations in like units requesting communication with them, simultaneously, since court decisions prohibit the granting of exclusive representation to any organization. The provisions of the Memorandum of Understanding as adopted by the School Board will apply to all employees of the school system.
- H. Unit determination - The unit for purposes of communication shall be the classification of employees into areas of like responsibilities and duties. The School Board shall designate the unit for communicative purposes based upon the following criterion:
  - 1. The principles of efficient administration of the school system.
  - 2. The community of interest among employees to be included in the unit.
  - 3. The duties, skills, and working conditions of the public employees to be represented.
  - 4. The occupational classifications of the public employees to be represented.
- I. Time, place, and length of meetings - Upon formal request of employee, organizations for communications with the Board and after the satisfactory compliance with Section 11, A, designated representatives of the School Board will meet with representatives of employee organizations no earlier

than ninety (90) working days prior to the end of the current school year unless Board declares an emergency exists. The purpose of the meeting will be a free exchange of facts, opinions, and proposals in an effort to reach mutual understanding and agreement. The discussion shall be held on neutral or mutually agreed upon grounds, and shall be held at a time other than the regular working day.

- J. Amendments - The Memorandum of Understanding may be amended by mutual consent of all parties with written evidence of said consent being presented by each party to the other.
- K. Propriety permits the School Board to expect any organization that participated in discussions to share the reasonable expenses incurred in the process. Any and all expenses incurred in these processes shall be borne equally by all parties, subject however, to the availability of funds properly budgeted by the Board from year to year.
- L. Proposals - Fifteen (15) days prior to the beginning of the discussions, each party shall submit to the representative of the School Board, in writing, a list of the proposals which the organization intends to make. No new subject may be introduced for discussion except as approved by the representative of the School Board.
- M. Subjects - The School Board recognizes the concept that all children must be educated because society benefits from education. The School Board will not abdicate its responsibility in the enforcement of all laws and regulations required for the administration of schools for the purpose of providing education for all children. The School Board of Osceola County will not discuss formally, non-material conditions of employment

or other items which are petty which can be used for harrassment purposes, or which are not applicable to the entire communicative purpose.

- N. An employee may not be represented by more than one organization in the communicative process.
- O. Individual employees not represented by an organization may request communications with the Board, provided they comply with Paragraph L above, who, in turn, will be advised of the meeting date with their appropriate unit.
- P. Action of the School Board will be final.

## 2.0 DISTRICT FINANCIAL ADMINISTRATION

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2.0 DISTRICT FINANCIAL ADMINISTRATION

2.1 Goals

The goals of the District Financial Administration are to:

Provide professionally trained personnel to assist the Superintendent and School Board in administering the fiscal aspects of the district and local school program.

Utilize a uniform system of financial accounting as prescribed by the Florida Statutes, State Board Regulations, the Bureau of District School Finance and Business Management, the Auditor General's office, and the local School Board's policies.

Implement a long-range plan of programming, planning, and budgeting, including cost analysis, at time intervals consistent with state-wide schedule of adoption.

Develop district-wide administrative services which promote greater operational efficiency and financial economy.

(State Accred. 9. 523)

2.2 BUSINESS OPERATIONS

2.21 District Financial Records

The Superintendent of Schools shall be responsible for keeping adequate records and accounts of all financial transactions in the manner prescribed by the Commissioner of Education.

(S. R. 6A-1.01)

2.22 District School Budgets

2.221 Annual Budgets

Annual budgets shall be:

- (a) Prepared in a form prescribed by the Commissioner of Education;
- (b) Advertised;
- (c) Presented at a public hearing pursuant to the advertisement (F. S. 237.12);
- (d) Adopted by the Board; and,
- (e) Submitted to the Commissioner of Education as follows:

A tentative budget shall be submitted to the School Board by the Superintendent no later than July 15th. (S. R. 6A-1.071) (FS 237.10)

School Board shall approve the budget by August 1st, at which time it shall be transmitted to the Commissioner. (S. R. 6A-1.071) (FS 237.11)

The format of the annual budget shall provide for operations, debt service, capital improvements, and contracted programs.

All funds included in Annual School Budget shall be recorded and accounted for on an accrual basis. (S. R. 6A-1.022)

Cash balances to be carried forward shall not exceed 20% of the anticipated tax receipt for operational purposes. (S. R. 6A-1.04)

Unappropriated fund balances may not exceed 5% of total appropriations and transfers for operational purposes. (S. R. 6A-1.04)

No expenditure shall be authorized or obligation incurred which is in excess of a budgetary appropriation. (S. R. 6A-1.06)

2.222 Budget Amendments

Budget amendments shall be submitted to the Commissioner of Education for approval for the following: (S.R. 6A-1.06)

- (a) Amendments which propose to change revenue;
- (b) Amendments which propose to change appropriations between major categories (administration, instruction, operation of plant, fixed charges, etc.).

No budget amendment shall be approved by the Board after the due date for and annual financial report for that year. (S. R. 6A-1.06)

2.223 Financial Reports

Quarterly financial reports are due the Commissioner's office following the first regular Board meeting in October, January, and April. Certification of salary payments to instructional personnel during the period beyond ten (10) months (summer program) shall be made by October 15th. (S.R. 6A-1.071)

A monthly financial statement shall be submitted to each member of the School Board in a manner prescribed by the Board.

2.224 Capital Improvement Fund

The Board shall establish a depository account entitled Capital Improvement Fund as required by State Board Regulations. (S.R. 6A-1.08)

Separate projects accounts or construction accounts are kept for all capital outlay projects costing in excess of \$7,500.00; expenditures on projects costing less than \$7,500.00 are recorded as either separate accounts or in miscellaneous accounts. (S.R. 6A-1.11)

2.225 Official Budget

The District Budget becomes official and shall regulate the expenditures of the School Board when:

Approved by the Department of Education or when it meets any of the other stipulations of (F.S. 237.17).



2.226 Execution of Budget

It shall be the duty of the Superintendent and the School Board to take whatever action is necessary during the fiscal year to keep expenditures and obligations within the budgeted income, provided that State Regulations 6A-1.07 requirements are met in regard to:

- (a) Indebtedness;
- (b) Accounts carried over;
- (c) Cash balances;
- (d) Monies received as a result of insurance adjustments.

2.227 Purchasing Policies

The Superintendent is authorized to make purchases and to authorize purchases as follows:

2.2271 School Purchasing (School Policy #121)

The schools of Osceola County shall observe the following rules and procedures in making school purchases from District funds:

To eliminate the necessity of the preparation of both a requisition and, upon its approval, a purchase order, the forms furnished by the County Office are a combination, being a requisition when submitted to the County Superintendent, and becoming a purchase order his signature or the signature of a designated Deputy Superintendent is placed thereon.

<u>BUDGET NUMBER AND NAME</u>	<u>BASIS</u>	<u>ORDERS REQUIRED</u>	<u>COLOR OF ORDER</u>
I OPERATING	ENCUMBERING	ANY AMOUNT	WHITE
111 CAPITAL OUTLAY	ENCUMBERING	ANY AMOUNT	PINK
IV FEDERAL PROGRAMS	ENCUMBERING	ANY AMOUNT	YELLOW

Requisitions shall be submitted in quadruplicate and BEFORE purchases are made. When purchases are authorized by the County Superintendent, numbers will be assigned to these orders, and the original and one (1) copy returned to the principal.

BID: When Price Quotations or Bids are called for, the Description, f.o.b Point, and Terms should be uniform. Bid Calls or Quotations should be requested from a minimum of three (3) suppliers. When the total purchase is anticipated to be \$500.00 or more,

permission from the Superintendent is required before calling for bids. Evidence of bids from three (3) or more prospective supplies should accompany a Requisition of \$500.00 or more for County Office files.

No purchase shall be made without the consent of the principal of that school.

Invoices covering purchases shall be checked against the merchandise received for accuracy of prices, extension accuracy, assignment of correct budget account number, and principal's signature. Attach a property record card for anything with a value of \$25.00 or more. Only then shall it be presented to the County Office for payment.

To eliminate the possibility of duplicate payment, ONLY the ORIGINAL INVOICE should be submitted to the County Office.

Payments from Internal Accounts for later reimbursement from the County Office shall be held to a minimum, and should consist mainly of CASH purchases from United States Post Office.

2.2272 District Purchasing

The Superintendent may authorize personnel of District departments to make purchases. Such purchases shall not exceed \$500.00. The Superintendent is authorized by the Board to make purchases not to exceed \$1,000.00. Any purchase exceeding \$1,000.00 but not exceeding \$2,000.00 shall require Board approval but is not subject to bid. All purchases must be preceded by requisitions and approved by the Superintendent or his designated Deputy Superintendent. The submission of invoices shall follow the same procedures as listed for school purchases.

The School Board shall receive and give consideration to the prices available to it under regulations of the Department of General Services, Division of Purchasing.  
(F. S. 230.23(10)(i)).

2.2273 Bids

Bids shall be requested from three (3) or more sources for any authorized purchase exceeding \$2,000.00. (S.R. 6A-1.12(5))

The School Board shall have the authority to reject any or all bids and request new bids. In acceptance of bids, the School Board shall accept the LOWEST and BEST bid. (S.R. 6A-1.12(5))

The requirements for requesting bids from three (3) or more sources is hereby waived as provided by law for the purchase of:

Tests;

Textbooks and printed instructional materials;

Film, film strips, video tapes, disc and tape recordings, or similar audio-visual materials;

Library and reference books, library cards purchased from publishers, the owner of the copyright, or exclusive agent within the state or governmental agency or a recognized educational institution. (S.R. 6A-1.12(6))

2.2274 Requisitions

Except for petty cash purchases, all purchases shall be based on requisitions. The School Board has authorized the Superintendent to approve requisitions to a limit of \$1,000.00 provided he shall certify that funds to cover the expenditures which would be required by the requisitions are authorized by the budget and have not been encumbered. (S. R. 6A-1.12(7)).

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2.2275 Pool Purchases

The School Board has authorized the Superintendent to engage in pool purchases with other districts, with the State Department of Education, or with other governmental agencies, if purchasing is an advantage to the district. Such pool purchases shall require agreements as stated in Regulation (S. R. 6A-1.13).

2.228 Capital Outlay and Debt Service Funds

2.2281 Use of Current Capital Outlay and Debt Service Funds

Capital outlay and debt service school funds under the provisions of Section 9 (d), Article X11 of the Constitution, the School Capital Outlay Amendment, may be used only for:

Debt service -- When approved by the State Board on special tax school district No. 1 bonds, local bonds, or loans made under provision of F.S. 237.27, the proceeds of which are used to pay for capital outlay projects eligible for expenditure of Capital Outlay and Debt Service funds. This includes purchase of school buses, land for school sites, and the erection, alteration or addition to school plants, the purchase of school plant equipment and the adjustment of insurance on school property on a five (5) year plan as provided by regulations of the State Board.

Debt service on local bonds issued under provisions of F. S. 236.612. This pertains to payment of revenue bonds issued for building purposes.

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2.2282 Eligibility of Expenditure of Capital Outlay and Debt Service Funds

Capital Outlay and Debt Service funds and proceeds of loans or bond issues serviced by Capital Outlay and Debt Service school funds may be expended for capital outlay ONLY in priority of need. (S.R. 6A-1.28)

In determining priorities of projects, needs shall be met in the following order and no project shall be eligible to participate in the expenditure of such funds until all needs in the higher priorities have been satisfied. Only projects recommended on the basis of a survey shall be eligible for expenditure of such funds.

Capital Outlay Projects

Priority A

New classrooms and special instructional facilities of permanent construction necessary to provide needed pupil stations at new or existing school centers.

School sites or additions to school sites.

Site improvements.

Restoration equal to previous condition, not covered by insurance, of school buildings damaged by fire, storm, or other providential causes.

Correcting deficiencies required for safety to life and health and Sanitation.

Physical Education Space

Eligible space is based on the planned capacity of a school plant 00064

as determined by a school plant survey.

This space will not exceed 15,000 square feet for a plant of 1,000 pupils; an additional 500 square feet for each additional 100 pupils.

The cost of footage in excess of that shall be financed from other funds derived under the Capital Outlay Amendment and the School District Supplemental Capital Outlay Fund Act.

#### Auditorium

The seating capacity of an auditorium is planned to seat one-third (1/3) of the number of pupils to be housed at this center. All space in excess shall be financed as #2 above.

#### Priority B

Special instructional facilities and auxiliary facilities of permanent construction needed to improve the instructional program at a school center but not necessary to increase pupil stations at the center.

#### Priority C

Major permanent alterations to existing buildings which would improve utility of the space and replacement of, or major alterations to, heating, cooling, lighting, safety, and sanitary facilities.

#### Priority D

Maintaining, repairing, and refurbishing of school facilities for their preservation and improvement.

2.2283 Establishing of Priorities (6A-1.30)

Priorities shall be established before a School Board requests the issuance of bonds or before or at the time it proposes to expend current Capital Outlay and Debt Service school funds accruing under the Amendment. The priority of needs and projects shall be established by the following procedure:

1. The School Board shall formulate a proposed building program based on the current school plant survey and shall list all of the projects in the priority of need.
2. The director of the division of elementary and secondary education shall check the list and verify that the projects conform to State Board regulations -- if so, he shall submit the list to the State Board for approval. If they do not conform, he shall notify the School Board, giving his reasons and suggesting changes.
3. Exceptions from the schedule of priorities may be allowed if the School Board deems that it will be advantageous to the welfare of the District, or will cause a savings to vary from the schedule.

2.2284 School Plant Survey

If at any time there is reason to believe that conditions in a District have changed, so that the conditions of the most recent survey have become obsolete and invalid, the School Board may arrange for a new survey and prepare a new priority list based on the new survey.

A new district-wide survey shall supersede all previous survey recommendations which have not been implemented.

District-wide school building surveys shall provide for a five (5) year building program.

2.2285 Issuance of Local Bonds Pledging Capital Outlay and Debt Service Forestry Funds for Debt Service (6A-1.301)

If the School Board proposes to issue revenue bonds under the provisions of (S.236.612) Florida Statutes, the Board shall submit to the Commissioner of Education a resolution proposing issuance of bonds showing proposed project or projects and estimating the annual debt service thereon computed not to exceed 6% interest.

The Commissioner may approve or not approve according to State Regulation 6A1.301.

2.229 District Supplemental Capital Outlay Funds

2.2291 Administering

The Commissioner of Education shall verify the amounts to which the districts are entitled and notify each school board of the amount.

The Board, as a first priority, may elect to transfer up to 10% of the entitlement to the operating budget for maintenance purposes. First consideration shall be given to projects for safety to life and health and sanitation. Except for the 10% above, supplemental funds shall be expended by the Board only for:

Projects approved (S.R. 6A-1.28 and 6A-1.29)

Lease-purchase agreements (S.R. 6A-1.29)

Reconstruction - to pay for cost of reconstruction or restoration, to the extent not reimbursed by insurance, or a school building which must be replaced, rebuilt, or restored because of fire, storm or other providential reason.

Portable classrooms - (see S.R. 6A-1.36 and 1.36 (d))

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2.2292 Investments

The School Board shall invest balances of its district supplemental capital outlay funds so as to earn maximum possible interest, interest earned to become part of these funds.

2.2293 Illegal Spending of District Supplemental Capital  
Outlay Funds

Funds must be replaced in next year's budget or State  
may withhold any school funds due the Board from the  
State. (S. R. 6A-1.36 (6))



2.2210 Petty Cash Funds (S. R. 6A-1.57)

The District Board has authorized the Finance Officer to maintain a Petty Cash Fund not to exceed Fifty (\$50.00) Dollars for the purpose of making small expenditures for operation of schools.

Such petty cash funds shall be kept separate from all other funds.

The School Board may reimburse each authorized petty cash fund as often as necessary upon the presentation of receipts equal to the amount of the requested reimbursement. These funds shall never be used as a loan or advancement to anyone and shall not be used to cash a personal check.

Each petty cash fund must be replenished prior to the closing of records for the fiscal year.

No district funds may be used at schools for petty cash purposes.

2.2211 Fidelity Bonds (S. R. 6A-1.692)

Each and every official or other person responsible for handling or expending school funds or property shall be adequately bonded at all times.

Superintendent

Before assuming office he shall execute with a surety company authorized so in Florida a bond conditioned upon the faithful performance of the duties of his office.

The amount of the bond of the Superintendent shall be determined in the same manner as the total bond for the Chairman of the Board, except the bond for the Superintendent shall be one thousand (\$1,000.00) dollars in excess of the bond of the Board Chairman.

Each and every member of the Board shall be required to execute a sufficient bond with a surety company conditioned upon the faithful performance of the duties of his office, including the proper safeguarding of all funds for which the Board has supervision.

Chapter 72-220, Laws of Florida, as enacted by the 1972 Legislature, amended Section 237.31, Florida Statutes, by removing the stipulated amounts for bonds of school officers and providing instead that the amount of such bonds be prescribed by the State Board of Education.

These amounts have been prescribed by Section 6A-1.692A 00073

State Board of Education Regulations, as follows:

Board Members	\$2,000.00
Chairman and Vice-Chairman	(\$2,000.00 Basic ( (12,000.00 Additional
	\$14,000.00 Total for Chairman and Vice Chairman
Superintendent	\$15,000.00

Bonds of all school officers will be filed with the Department of State.

(Memo - Corey Ferrell, Consultant,

School Admin. - October 20, 1972)

School employees

The Board shall provide for the bonding of any school employee who is responsible for school monies or property. The amount of the bond prescribed by the Board of Osceola County is as follows:

\$50,000.00 - Blanket Fidelity Coverage

\$50,000.00 - Excess - Finance Officer and Assistant Finance

Officer (Authorized - Minutes of November 14, 1972)

2.2212 Internal Accounting (6A-1.85)

2.22121 State Requirements

Monies collected and expended within a school by pupils and school personnel shall be used for financing the normal program of student activities not otherwise financed, for providing necessary and proper services and materials for pupils and personnel, and for other purposes consistent with the school program as established and approved by the School Board.

Control of such funds is the responsibility of the School Board and it shall be the duty of the School Board to see that they are properly administered and accounted for. The collection of monies by teachers must be kept to a minimum so the teachers can devote the maximum of time to assigned instructional duties.

All monies collected and disbursed by school personnel within a school or in connection with the school program, for the benefit of a school or a school sponsored activity, and also property and other benefits accruing to the school from other than tax sources and not accounted for in the regular inventory of school board property, shall be received, administered, and accounted for as prescribed in this regulation, including school funds, funds collected in connection with summer program activities, funds derived from school athletic events, gifts, and contributions made by band or athletic booster clubs, civic organizations, parent-teacher organizations, and commercial agencies, and all other similar monies, properties, or benefits.

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The School Board shall provide for an annual audit of all internal

accounts by a qualified auditor or auditors. The auditor shall submit a separate, signed, written report to the School Board covering school food service and other internal funds, both of which shall include any notations of any failure to comply with Federal requirements relating to school food service, requirements of Florida Statutes, State Board of Education regulations and policies of the School Board, and commentary as to financial management and irregularities. Such audit shall be presented to the School Board while in session and filed as a part of the public record.

Reporting Internal Funds. --The Superintendent's annual financial report to the Director of the Division of Elementary and Secondary Education shall contain evidence in such form as may be prescribed by the Commissioner of Education that internal funds in all schools of the district have been administered in compliance with laws, regulations of the State Board of Education, and policies of the School Board.

2. 22122 Local Policies (County Policy #148)

Each principal is required to maintain adequate and accurate records of internal accounts as prescribed by law -- on forms prescribed by the State Department of Education (F.S. 236.02 (11)). To assist principals the State Department of Education has provided Bulletin 39-1968 - Internal Accounting for School Activities as a guide.

There shall be separate accounting, with a separate bank account for lunchroom funds. All other internal accounts shall be in one bank account.

Surplus internal account funds, when not currently needed, may be invested in a bank or savings and loan company.

Each principal is responsible for the disposal of internal account funds raised by means other than taxation.

2.22123 Collection of Money for Instructional Supplies (C.P. #127)

Parents, teachers, and principals are aware of the expense involved in sending a child to public schools. The portion of the cost of operating the instructional program, over and above the funds provided through public support, has constantly increased, making it essential that all principals review their program of fees.

No teacher shall collect money for instructional materials, newspapers, books, magazines, etc., without receiving prior approval from the principal upon written application for permission to make such collection.

It is the responsibility of the principal and staff to see that all monies collected are properly deposited daily and that no money be left in classrooms over night. (C.P., May 22, 1962)

2.2213 Workmen's Compensation

All employees of the Osceola County School Board are entitled to the benefits of Workmen's Compensation Law.

(Chapter 440, Florida Statutes)

Any employee who is injured as the result of an accident while on duty, and subsequently is absent from duty as the result of such accident, shall be entitled to Disability Leave.

No Workmen's Compensation is payable for the first seven (7) days of absence from duty on account of accident, provided if the disability extends beyond twenty-one (21) days, compensation payments are allowed from the commencement of the disability.

Workmen's Compensation payments are at the rate of 60% of the average weekly wage, not to exceed \$66.00 per week.

In the event of accidental injury, an Employer's First Report of Injury, prepared in accordance with directions from the County Office, on forms provided by that office, shall be filed promptly by the principal or department head.

A certificate of absence showing the absence under "personal illness", but identified by the initials "DL" in the right hand margin, approved by the principal or department head, shall be presented with the payroll covering the period during which the absence occurred.



2.31 Concept

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

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

2.32 Procedures

In development of the school's budget the principal should involve his teachers and staff in curriculum development and instructional procedures to include supplies, expenses, equipment, and utilities. Plans shall be supported by statement of purposes, reason for change, and summaries of research and experience. Requests from department heads should be based on an inventory of school equipment and supplies, plans, and needs for the coming year and projected long term plans.

2.321 Policy Determined

Sometime during the months of January and February of each school term, and in compliance with Florida Statutes, the School Board will determine their policy regarding the school program and the budget for the ensuing year.

2.322 Budget Policy Disseminated

The Superintendent, after tentatively ascertaining the policy of the School Board (F.S. 237.09), will disseminate the budget policy, organizational structure and direction to the Deputy Superintendents. Detailed briefings then are to be given all principals and departments, based on the Superintendent's direction, by the Deputy Superintendents who will be responsible for establishing the educational goals and setting requirements, which in turn will assist principals and department managers in their budget planning.

2.323 Budget Review Board

A Budget Review Board to consist of the Superintendent, Deputy Superintendents, Director of Instruction, and a principal each representing elementary, middle, and high schools appointed by the Superintendent, and the Finance Officer will meet by March 15th. They will be given the projected number of pupils at each school center as estimated by the Deputy Superintendent for Instruction. The Review Board will then recommend the per pupil allocation amount by type of school and minimums for various areas or departments such as libraries, music, art, vocational subjects, special education, maintenance, etc. Based upon the recommendations the Budget Review Board will determine the amounts and types of funds to be allocated to schools.

2.324 Determining Principal's Budget

The amount of each principal's budget will be determined by tabulating an estimated beginning enrollment for each school and taking 95% thereof for an average daily attendance, and allocating a dollar amount as set by the Board for each ADA. Each principal shall be permitted to add to his dollar allocation any unspent portion of his last year's budget. (Policy #121-A)

2.325 Teachers Submit Budgets to Principal

At budget request time, the teachers or departments will submit their budgets to the principal who will examine the plans and requests. The principal will then review the overall budget objectives of the school as related to the Superintendent's policy and relate this in dollars to the budget form.

2.326 Contents of District School Budget Form

Funding for school budgets are predetermined as indicated under District Budget Administrators. Each principal will receive a form - - DISTRICT SCHOOL BUDGET. (The projected membership and the per pupil allotment will be tabulated by the finance department prior to sending the forms to each school. To this will be added any carry-over and encumbrances will be carried forward which will give the total budget). This form is to be completed by principals in conjunction with his school staff.

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The DISTRICT SCHOOL BUDGET shall include the following budget items:

<u>Account Description</u>	<u>Account Number</u>
District Textbooks	2231
Audio Visual Supplies	2241
Periodicals and Newspapers	2242
Other Library Expenses	2243
Teaching Supplies	2250
Travel	2261
Printing and Publications (Instructional)	2262
Miscellaneous Supplies for Instructional	2263
Miscellaneous Expenses - Rental of Instructional Equipment	2264
Utilities - Telephone Only	2341
Custodial Supplies	2350.1
Operation of Vehicles Supplies	2350.2
Care of Grounds Supplies	2350.3
Other Supplies for Operation of Plant	2350.4
Other Expenses for Operation of Plant	2360
Repair and Upkeep of Instructional Equipment	2420.3
Repair and Upkeep of School Plant	2420.2
Repair and Upkeep of Instructional Equipment	2420.3
Health Service Supplies, etc.	2542
Instructional Equipment (new and added)	2844.3
Equipment - Plant Operation and Maintenance	2844.4
Other Equipment	2844.5

<u>Account Description</u>	<u>Account Number</u>
Instructional Equipment - Replacement	2854.3
Replacement and maintenance of Plant Equipment	2854.4
Other Equipment - Replacement	2854.5
Library Books for Existing Libraries	2861
Audio Visual Materials (Durable)	2870

School budget requests will be completed and returned to the Board of Review by May 10th of each school year, along with copies of planned programs, equipment lists, and cost analysis.

Budget Review Board, department personnel and county staff will follow a schedule as set by the County Board each year in the formulating to the adopting of the annual budget.

2.327 Budget Schedule

The administration of the budgeting process can best be depicted by the following example of a budgeting schedule for a typical fiscal year:

<u>Date</u>	<u>Action</u>
Jan. 10 to Feb. 29	<p>School Board discusses policy regarding school program and the budget for ensuing year. Example:</p> <ol style="list-style-type: none"><li>1. Organizational Structure - Personnel<ol style="list-style-type: none"><li>a. County staff</li><li>b. School staff</li><li>c. Aides</li><li>d. Custodians</li><li>e. Transportation personnel</li><li>f. Maintenance workers</li><li>g. Lunchroom Personnel</li><li>h. Health personnel</li><li>i. Secretaries, clerical</li><li>j. Substitutes</li></ol></li><li>2. Department needs<ol style="list-style-type: none"><li>a. School needs</li><li>b. Maintenance</li><li>c. Food services</li><li>d. Media Center</li><li>e. County Administration needs</li><li>f. Transportation</li><li>g. Insurance</li><li>h. Travel</li></ol></li></ol>

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<u>Date</u>	<u>Action</u>
	<ul style="list-style-type: none"> <li>i. Consultants and surveys</li> <li>j. Vocational education</li> <li>k. Special education</li> <li>l. Adult education</li> <li>m. Kindergarten</li> <li>n. Utilities</li> <li>o. Driver Education</li> </ul>
	<ul style="list-style-type: none"> <li>3. Capital Improvement               <ul style="list-style-type: none"> <li>a. Building priorities</li> <li>b. Special projects</li> <li>c. Sites</li> <li>d. Renovations</li> <li>e. Equipment</li> </ul> </li> </ul>
March 1-10	Superintendent gives detailed briefing to all principals and department managers. Instructional staff establish educational goals and set requirements.
March 15	Board of Review meet and recommend per pupil allocation.
March 27	Superintendent publish the organizational structure and furnish copies to Review F
March 28	Deputy Superintendent for Non-Instructional program submit personnel requirements

<u>Date</u>	<u>Action</u>
	Board. Deputy Superintendent for instructional submit number of teachers needed according to county formula to Review Board.
April 10	Budget requests sent to schools based on tentative per pupil allocation.
April 12-13	Hourly personnel requests reviewed by Budget Review Board.
April 14	Budget requests sent to departments by Deputy Superintendent for Non-Instructional programs for supplies, expenses, and equipment needs.
April 19	All proposed salary schedule for teachers and supplements discussed by Budget Review Board.
April 26	All proposed salary schedules for administrators discussed by Budget Review Board.
May 3	All proposed pay schedules for hourly personnel (non-instructional) discussed by Review Board.
May 10	All School Budget requests due in from principals (with planned programs, price analysis, equipment lists).
May 15	Department Budget requests due, planned programs, price analysis, equipment lists.

<u>Date</u>	<u>Action</u>
May 16-21	Consideration of school budgets by Review Board.
May 22	Finalize school equipment requests for bid action.
May 23-26	Consideration of department budgets by Review Board for possible bid action.
June 1	Proposed salary schedule submitted to Review Board on or before June 1, 1973.
June 7-8	Finalize departmental budgets by Review Board.
June 9-12	Final review of all budget requests by Superintendent.
June 15	Cut-off for present year's requisitions (except for emergencies).
June 26	Requisitions for subsequent year's purchases may be sent to finance office.
June 30	Present year's cut-off for expenditures.
July 5	Latests assessed valuations secured from Tax Assessor.
July 5-7	Brief Superintendent and staff and prepare draft of budget for School Board.

<u>Date</u>	<u>Action</u>
July 10	Deliver copy of tentative budget to each Board Member.
July 10-12	Individual Board Member briefings.
July 13	Final new tentative budget completed.
July 14	Final budget amendments for closed fiscal year and new budget presented to School Board.
July 17	Advertise new budget.
July 27	Public hearing.
July 31	Secure Board's signature on adopted budget and submit to State Department of Education.
August 7	Send approved budgets to schools and departments.

## 2.4 SALARY SCHEDULE POLICIES

### 2.41 Salary Schedule

The Osceola County District School Board shall annually adopt and spread on its Minutes a salary schedule for employees of the District School System. Such salary schedules shall clearly show the method of computing compensation of employees, whether paid on hourly, daily, weekly, monthly or annual rates, and individual personnel records for each employee shall contain evidence of each factor used in calculating that employee's compensation for the year.

(S. R. 6A-1.52)

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2.42 Payroll Periods

Payroll period schedules are adopted by the School Board at the beginning of each school year. In the case of ten (10) month instructional personnel, the annual salary is divided into ten (10) or twelve (12) payments, the first payment made approximately one (1) month after teachers report for pre-school work, and payments thereafter are made monthly at approximately the same date. For those who select twelve (12) payments, the June payment includes the 10th, 11th, and 12th payments. This method of ten (10) or twelve (12) payments is made at the request of teachers in writing at the beginning of each school term. (S.R. 6A-1.52) All other personnel are paid monthly on the payroll period set by the Board.

2.43 Teachers Salaries

Salary schedules provide for equivalent salaries in elementary, junior and senior high schools for teachers with equivalent qualifications. (S. R. 6A-1.52 (1)(a))

Teachers will be paid at the appropriate level of experience and rank. (Regulations 6A-1.52 (1)) (F.S. 230.33(7)(e), 230.23 (5)(e), 231.36, 236.02 (6), 236.07 (3)). To receive pay on rank 1, 1-A, 11 one must have met all requirements by SEPTEMBER 1st, and filed an application for the new rank with the Certification Section of the Department of Education in Tallahassee on or before OCTOBER 1st.

The salary schedule is based on a full day schedule of teaching. A full day is defined as teaching a minimum of five (5) hours daily and one (1) hour of planning. One (1) study hall may be used as one (1) of the five (5) periods.

Rank IV Salary Schedule - Except for any teacher employed prior to 1968, no Rank IV teachers will be employed for regular teaching positions without prior permission from the School Board. (See salary schedule)

60097

2.431 Incentive Pay

A supplement of \$200.00 for each nine (9) semester hours or for each thirteen (13) quarter hours of approved credits will be added to the teacher's salary. A transcript or a grade score of college work beyond the highest degree held by the teacher must be delivered to the county office no later than OCTOBER 10th of each year.

Approved credits are defined as GRADUATE credits in (1) a planned Master's, Doctoral, or Rank 1-A degree program; (teacher must present a copy of the planned program with the advisor's signature); or, (2) (GRADUATE) credits in the teacher's MAJOR TEACHING ASSIGNMENT in this county. All credits are subject to the approval of the Superintendent.

2.432 Teaching Experience

Experience may be allowed up to a maximum of twenty (20) years OUT OF STATE experience (upon verification) will be considered for the following:

- (1) Public school of other States of the United States.
- (2) Private and parochial schools if the teacher was certified with a four (4) year degree at the time of teaching and if the school was accredited by a State or Reginal accrediting agency.
- (3) Higher educational institutions which were accredited by State or Reginal Institutions. No credit is allowed for student teaching, practice teaching, or graduate assistant teaching.
- (4) Outside the United States teaching will be granted only to those who taught in a regular school operated for dependent children of American citizens or those who taught on an exchange teacher basis.

VOCATIONAL EXPERIENCE (not teaching experience) may be allowed on a year-to-year basis to vocational education teachers for the type occupational experience approved by the State Department of Education for certification in Rank 111, or above, to a maximum of five (5) years for all vocational teachers contracted after January 1, 1973.

Fractional parts of different school years will not be added together for credit purposes.

All other non-instructional personnel will be granted experience pay as provided on the salary schedules provided the experience is in the area of work being done at the present time.

2.433 Sick Leave

Instructional personnel will be approved for ten (10) days' entitlement for one (1) year of service, cumulative to not more than one-hundred twenty (120) days, including leave for the current year. (F. S. Section 231.40)

2.434 Military Leave

One (1) year or less shall not be considered a break in service for the purpose of obtaining continuing contract; however, such time in Service will not be counted in computing years of service for such contract.

2.435 Salary Schedule for Substitute Teachers (see Substitute Salary Schedule)

Substitute teachers may be employed on a day-to-day basis to fill in for teachers temporarily absent from duty. They shall be paid according to the substitute teaching salary schedule. Whenever possible, certified teachers shall be employed as substitute or temporary teachers. When certified teachers are not available, emergency non-certificated teachers may be employed during an emergency. (S. R. 6A-1.54(2))

Substitutes teaching more than ten (10) consecutive days will be considered temporary teachers and paid at the rate determined by the official salary schedule.

The regular period of employment for teachers shall be ten (10) months or a minimum of 196 days for returning teachers. Teachers new to the system are required to be present 198 days.

All instructional and administrative personnel will be issued contracts when State Laws and Osceola County District policies have been met. Contracts cannot be issued until the employee has a valid Florida Teaching Certificate.

00102

2.436 Change in Rank

All requirements for change in rank of certificate must be met by September 1st. Application for a change in rank must be filed in the District Office before October 1st, with evidence of having filed application for a higher rank certificate. The certificate must be presented before actual adjustments may be made. This adjustment shall be effective from the beginning of the current employment year.



2.437 Annual Contract

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

2.438 Continuing Contract

A continuing contract may be issued to any instructional personnel who meet all the following:

- (1) Holds a regular certificate as defined by State Board Regulations.
- (2) Has rendered three (3) years of probationary service during a period of five (5) successive years, with such service being continuous except for leave duly authorized and granted. The three (3) years may be reduced to two (2) if a continuing contract shall have been previously held in a district within the State.
- (3) Has been recommended by the Superintendent for continuing contract status.
- (4) Further provisions may be found under Instructional Personnel -- Continuing Contracts.

Instructional personnel who are on continuing contract and who are promoted to a higher level will not attain continuing contract status in the new position until after two (2) years in the higher position, but will retain continuing contract status in the previous position. Instructional personnel advanced to positions which do not carry continuing contract status may retain continuing contract status at the last eligible position for which they had continuing contract.

Superintendents returning to instructional duties may be given continuing contract status in the position last held in continuing contract by action of the County Board.

Service rendered to meet requirements for CC-7, CC-10, or CC-15 status must be in the public schools of the State of Florida, as provided in S. R. 6A-1.68 and F. S. 236.02(6)(a)).

2.439 Personnel Employed Beyond Ten (10) Months

Personnel employed with minimum foundation program funds for the two (2) month period, or fractional part thereof, beyond the ten (10) months required in FS 236.02, shall be employed only on a planned program approved by the District Board.

The amount paid for salaries of instructional personnel during the eleventh (11) and twelfth (12) months, or any fractional part thereof, shall be approved by the District Board before employment begins, but shall, in no case, be less than the amount included for such services in the calculation of the minimum foundation program. (see Teachers' Summer Salary Schedule, p. 4)

Upon completion of the eleventh (11) and twelfth (12) months, the Superintendent will certify to the Commissioner of Education the amount of salaries paid for personnel authorized in this program.

Summer personnel must have been employed by the Osceola District School Board in the preceding regular ten (10) months term or shall be employed in the succeeding regular ten (10) months' term.

2.4310 Year's Service

The minimum time which may be recognized as a year of service shall be full-time actual service, excluding holidays and all types of leave, except paid sick leave, for a total of more than half the number of days required for the normal contractual period of service which is 196 days or longer (F. S. 236.02(3))

All instructional personnel under contract to render services either as full-time or as part-time employee shall be paid at rate determined by the official salary schedule. When it is determined that an incorrect amount has been paid, the difference shall be adjusted between the Board and the employee to the end that the employee shall receive the amount to which he is entitled under the salary schedule.

(S. R. 6A-1.52(4))

6-10-07

*Buller 4/10*

Revised per Minutes of 10/2/73

2.4311 Deductions

No deductions shall be made from the salaries of the employees of a School Board unless such deductions are required by law or are approved in writing by the employee to be affected. (S.R.6A-1.52(4). Authorization shall be made on an annual basis. Deductions for group hospital insurance will be limited to one (1) group insurance company. (County Policy 146.)

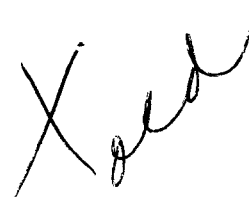
Personnel requesting group hospital insurance, or termination of insurance, will apply to the Payroll Department. The Payroll Department will notify the hospitalization insurance clerk of any changes in the status of an individual's insurance plan.

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2.4312 Salary Supplements

Salary supplements may be assigned because of extra duties and services or special situations according to S.R. 6A-1.52 (1)(a). Such supplements are awarded annually upon recommendation of the Superintendent and approved by the School Board. Personnel selected to receive supplements shall be nominated by the principals, recommended by the Superintendent, and approved by the Board. The number of such supplements to any one individual is regulated by Board action.

No extra compensation may be made to any employee by the Board after service shall have been rendered, or the contract made as provided by S.215.425, Florida Statutes. S. R. 6A-1.52(5).

A handwritten signature in black ink, appearing to read "X. Old" or similar, written in a cursive style.

0-103

2.4312 Salary Supplements

Salary supplements may be assigned because of extra duties and services or special situations according to S.R. 6A-1.52.

(1)(a). Such supplements are awarded annually upon recommendation of the Superintendent and approved by the School Board. Personnel selected to receive supplements shall be nominated by the Principals, recommended by the Superintendent, and approved by the Board. The number of such supplements to any one individual is regulated by Board action.

(2)(a). Each High School shall receive a supplement for an Athletic Director or an Athletic Business Manager, whichever the principal may choose. The supplement of the Athletic Director will be larger than that of the Athletic Business Manager position.

(b). The Athletic Director would coordinate and supervise under and by the direction of the Principal the entire athletic program of the school. He would not be an active coach or assistant coach.

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2.4312

(c). The Athletic Business Manager would be an administrative assistant to the Principal, handling all paper work peculiar to the Athletic program of the school. He shall have no supervisory authority over the coaches but shall assist them in their program in an administrative capacity. Each Head Coach shall be directly responsible to the Principal and not the Athletic Business Manager. The Athletic Business Manager shall be permitted to perform the duties and receive the supplement of one other athletic activity.

No extra compensation may be made to any employee by the Board after service shall have been rendered, or the contract made as provided by S.215.425, Florida Statutes. S.R. 6A-1.52(5).

2.4312 Approved by The Osceola County School Board - Sept. 24, 1974.

*new*

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2.4313 Twelve (12) Months' Personnel Annual Vacation

Deputy Superintendents, the Director of Instruction, Supervisors, and Principals shall be employed twelve (12) calendar months each year. They shall observe only the holidays approved by the School Board. Twelve (12) month employees may earn annual vacation as shown in Board Policy.

2.4318 Travel

I. Authorization for travel:

A. Overnight Travel: All travel outside the County that requires the employee to be away from his official station overnight or for a period of time that extends for more than one day must be approved in advance on Form F-D-T-1, Travel Authorization, by the Superintendent of Schools or his designated representative. No travel outside the state may be undertaken until recommended by the Superintendent of Schools or his designated representative, to the Board of Education and approved by the Board.

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

1. The Superintendent may designate certain members of his staff to a permanent travel status using Form DF-T-2, Travel Authorization. This will be a blanket travel authorization for employees to travel as their jobs require, on a day by day basis; This excludes overnight travel.
2. All other travel must be on a by-trip basis, approved by the Superintendent of Schools or his designated representative in advance on Form DF-T-1.

*new ✓*

00115

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## II. Reimbursement:

A. All claims for reimbursement must be submitted on Form DF-T-3, Travel Claim. If out-of-state, overnight, or if the employee is not on permanent travel status, Form DF-T-1 must be attached.

B. Mileage: All travel is to be by the most direct route possible.

1. Mileage will be reimbursed at the rate of 14¢ per mile.
2. Reimbursement for vicinity mileage will be allowed if reported separately.

C. Per Diem: Travel that requires the employee to be away from his official station overnight will be reimbursed on a per diem of \$30.00 per day. This is calculated on  $\frac{1}{4}$  day of \$7.50 per quarter. If an employee is away from his official station for more than one hour of a quarter, he will be reimbursed for that quarter. The day is divided as follows:

6:00 A.M. to 12:00 P.M. = \$7.50  
12:00 P.M. to 6:00 P.M. = \$7.50  
6:00 P.M. to 12:00 A.M. = \$7.50  
12:00 A.M. to 6:00 A.M. = \$7.50

D. Airlines or Common Carriers: Reimbursement for airline or other common carrier will be reimbursed. The receipt must accompany the claim for reimbursement.

*new ✓*

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- E. Miscellaneous: Employees that travel on a per day basis will be reimbursed for tolls and parking. Any claim for reimbursement in excess of \$1.00 must be accompanied by a receipt.
- F. Special Action by Board: The Board may authorize reimbursement for accrued expenses. In such cases, receipts for lodging must accompany the travel claim.
- G. Registration: Registration for special meetings will be reimbursed. Receipts must accompany travel claim.

*new ✓*

*00115-B*

2.4318 Approved by The Osceola County School Board - July 9, 1974.

*Copy filed* OCT 1 1974

2.4324 Eleven (11) Months' Personnel Service Time

The Director of Vocational and Adult Education, Food Services Supervisor, and Media Center Coordinator shall be employed eleven (11) months each year. This is to mean 196 days of ten (10) months personnel plus another twenty (20) school days. These employees shall be entitled to observe all non-school days observed by teachers during the time ten (10) months teachers are on duty.

Personnel appointed for eleven (11) or twelve (12) months employment shall be compensated at the same monthly rate of pay as during school time. This provision does not pertain to teachers employed utilizing S.T.S. units during the summer months.

Eleven (11) and twelve (12) month personnel may advance one (1) step in salary schedule each year upon recommendation of the Superintendent and approval by the County Board.

0-11

2.4315 Request for Payroll Changes

Any payroll changes requested by personnel must be made in writing and presented before the fifth (5th) day of the month.

Any request entered after the fifth (5th) day deadline will be corrected the following month.

2.4316 Experience Verification

Experience verification adjustments will be made on October 10th, January 10th, March 10th, and prior to the final June pay period. The adjustment will be retroactive to the beginning of employment.

00113

2.4317 Accumulated Sick Leave

Instructional personnel eligible to retire with full benefits as set forth in the laws of the State of Florida shall be entitled to 50% of their accumulative sick leave (not to exceed 120 days), based upon the highest rank of their certificate at the time of retirement. The amount per day will be based upon the substitute pay for the rank the teacher holds. Teachers who have been paid unused sick leave supplement, beginning 1964-65 school year, will have this deducted from their final allocation.

This policy is retroactive to the 1969-70 school year.



2.4318 Travel

Travel for all County School Board personnel shall be paid on the basis of a straight 10¢ per mile as authorized. Travel vouchers or statements must be submitted to the Assistant Superintendent for Non-Instructional personnel for approval on a monthly basis without exception. These statements may be paid on a monthly basis or quarterly as desired. Please notify County Office for method which you prefer to be reimbursed - (monthly or quarterly).

Board Members: 10¢ per mile for attendance of regular or special Board meetings.

Per Diem: \$25.00 unless otherwise specified or in accordance with Florida Statutes or State Board Regulations.

NOTE: Unauthorized travel will not be reimbursed under any circumstances.

## 3.0 GENERAL OPERATING POLICIES

### 3.1 TRANSPORTATION

3.11 School Buses

3.12 Vehicles Other Than School Buses

3.13 Use of Buses by Non-School Organizations

3.14 Accident Reports

3.15 Bus Insurance

3.16 Bus Operation

3.17 Responsibilities of Drivers

3.18 Transportation Grants

### 3.2 TEXTBOOKS

### 3.3 FIRST AID - FIRST AID EQUIPMENT

### 3.4 RELEASE OF STUDENTS NAMES

### 3.5 PUPIL CONTROL

### 3.6 DISMISSAL OF SCHOOL

### 3.7 CUSTODIAL SERVICES

### 3.8 ADVERTISING

### 3.9 BUILDINGS AND GROUNDS

### 3.10 APPOINTMENT OF PRINCIPALS

### 3.101 DUTIES OF THE PRINCIPAL

### 3.102 DUTIES OF THE ASSISTANT PRINCIPALS

### 3.103 TRANSPORTING STUDENTS FROM OTHER COUNTIES

### 3.104 USE OF SCHOOL FACILITIES

### 3.105 DUTIES DELEGATED TO THE SUPERINTENDENT

### 3.106 NEPOTISM

6/11/16

3.0 GENERAL OPERATING POLICIES

3.1 TRANSPORTATION

3.11 School Buses

The principal of the school may apply to the Superintendent for the use of school buses, under the following conditions:

1. Buses may be used for school activity trips, upon prior approval by the Superintendent. Buses will not be used for any trips, other than on regular routes without the approval of the Supervisor of Transportation or the Superintendent.
2. Buses may be used for instructional field trips, which will end not later than 2:00 p.m., upon prior approval by the Superintendent.
3. Use of school buses shall be confined to the counties adjoining Osceola County and/or a maximum distance of 100 miles, unless approved by the School Board.
4. Expenses for use of school buses for such activities or trips shall be paid by the sponsoring organizations; rates are determined by the Transportation Supervisor and Superintendent. Drivers shall be assigned by the Supervisor of Transportation. The rate of pay shall be fixed by the School Board.
5. Sponsoring organizations shall be responsible for the general conduct of students while riding on school buses. All trips shall be properly supervised by at least one (1) chaperone for each bus. The principal shall instruct chaperones as to transportation regulations concerning pupil conduct.
6. Application for use of school buses for the above purposes must be made to the Superintendent not later than three (3) days prior to the date for the anticipated trip.

3.12 Vehicles Other Than School Buses

Principals shall not permit school activity trips, instructional field trips, or school-sponsored trips of any kind, in vehicles which are not in proper operating condition, safety-inspected, properly licensed, and insured for bodily injury liability and for property damage.

3.13 Use of Buses by Non-School Organizations

Non-profit organizations working with children of school age (Boy Scouts, Girl Scouts, YMCA, Etc.) may make application to the Superintendent for use of school buses under conditions listed in section 3.11.

3.14 Accident Reports

Drivers shall prepare an accident report, Form TR-3 immediately after every accident involving a school bus or a bus passenger.

The report shall be filed in duplicate with the county Superintendent.

3.15 Bus Insurance

The county board shall provide insurance for bodily injury for transported pupils and for property damage in an amount determined by the county board.

3.16 Bus Operation

The mechanical stop arm or traffic light signal shall be operated to notify traffic when the bus is approximately 100 feet from the stopping point. The stop signal shall remain extended or in operation at all times during which pupils are entering or leaving the bus. The stop signal should not be used except to protect children from traffic hazards.

The bus shall be brought to a full stop before entering or crossing an arterial highway or dangerous thoroughfare not safeguarded by a traffic control signal and shall proceed only when safety is assured.

The bus shall be brought to a full stop a safe distance from the tracks when approaching a railroad crossing. The driver shall not proceed until he has looked in both directions and has opened the door and listened for the sound of an approaching train. He shall proceed when complete safety is assured.

The bus shall be driven at a safe speed. Driving conditions will be the governing factor as to speed.

In case of rain or fog conditions which reduce visibility to the danger point, the driver shall at the first opportunity pull the bus completely off the highway and remain parked with the running lights burning until the hazard has lifted.

Any defect in the operation of the bus shall be reported immediately to the Supervisor of Transportation.

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The driver shall keep the bus clean at all times. The bus shall be swept daily.

The driver shall report without delay to the school principal:

- a. Pupil misconduct.
- b. An accident involving a bus passenger.
- c. License number of vehicle which passes illegally.
- d. Reason for failure to maintain schedule. The driver will report to the principal's office with this explanation.

### 3.17 Responsibilities of Drivers

To know and observe local and state traffic laws.

To pass an annual physical examination and meet the requirements of the state and local board.

To be neat and clean in personal appearance, to refrain from the use of tobacco while on duty, and to use no profane or vulgar language in the presence of pupils.

The driver shall not be a user of alcohol or narcotics.

The driver shall not change a route or bus stop without specific authorization of the county Superintendent. Such information may be distributed by the Supervisor of Transportation for the county Superintendent.

The driver shall not question the authority of the principal to assign a pupil to a bus or in the handling of a disciplinary case.

The driver shall master the principles of first aid for use in case of an emergency.

Order and discipline shall be maintained on the bus at all times.

Pupils shall be required to observe all regulations of the state and county.

A child will be permitted to leave the bus only at the regular stop except upon written request of the parent or at the discretion of the principal.

The driver shall supervise pupils as they leave the bus and until they cross the highway.

Pupils shall be required to move away from the bus immediately upon being discharged and shall move away in view of the drivers.

The driver shall submit prompt and accurate reports and such additional information as requested by the principal for the effective operation of the school.

Pupils shall ride the buses to which assigned. The driver will not permit occasional adult riders.

Rules governing the conduct of pupils and the daily schedule shall be posted in the front of the bus.

The driver shall not attempt to handle disciplinary problems with parents, but shall report all cases of misconduct to the principal.

Children who leave the bus and cross the highway shall be required to cross in front of the bus under the direction of the driver only after all approaching traffic has stopped. If an unusual hazard exists, he shall conduct the child across the highway.

3.18 Transportation Grants

Transportation grants will be paid at the rate of fifteen (15¢) cents a mile for each mile or fraction thereof in excess of four (4) miles calculated on one (1) round trip daily.

### 3.2 TEXTBOOKS

The principal shall submit an annual inventory and requisition of textbooks for his school. (Florida Statutes, Sec. 233.46)

Textbooks shall be stored in a dry room and shall be neatly arranged by title, subject or grade. (Florida Statutes, Sec. 233.26)

The principal shall collect or cause to be collected from each pupil or his parent the purchase price of each book the pupil has lost, destroyed or unnecessarily damaged, and shall report and transmit such amounts so collected to the County Superintendent for transmission to the State Superintendent, provided that if such textbook so lost, destroyed or damaged has been in school use for more than one (1) year, a sum ranging between fifty (50) and seventy-five (75) percent of the purchase price of the book shall be collected, such sum to be determined by the physical condition of the book.

(Florida Statutes, Sec. 233.46)

The principal of each school shall have the authority to determine where there are extenuating circumstance to grant exceptions.

### 3.3 FIRST AID - FIRST AID EQUIPMENT

Each school shall be equipped with a complete first aid cabinet or kit approved by the Health Department and available for use at all times.

Separate and complete first aid kits shall be maintained in special areas, such as: separate buildings, shops, school lunch kitchens, and physical education areas.

3.4 RELEASE OF STUDENTS NAMES

No names or addresses of students shall be released to any company, corporation, or individual without written approval by the School Board of Osceola County.

This policy does not include releasing names and addresses of students from school to school or from school to colleges or other institutions of education, public, or private, to any of the branches of the armed forces of the United States, or elected state or national representatives of the people.

3.5 PUPIL CONTROL

Subject to law and rules and regulations of the State Board and the School Board of Osceola County, each pupil enrolled in a school shall, during the time he is being transported to or from school at public expense, during the time he is attending and during the time he is on school premises, be under the control and direction of the principal or teacher in charge of the school, and under the immediate control and direction of the teacher or other members of the instructional staff to whom such responsibility may be assigned by the principal. (Florida Statute 232.25)



### 3.6 DISMISSAL OF SCHOOL

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

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

- (1) School parties and picnics outside the school area.
- (2) Attendance at athletic events during class hours.

### 3.7 CUSTODIAL SERVICES

The custodian is directly responsible to the principal. His duties shall be as follows:

1. Keep the janitorial supplies neat and orderly.
2. Keep the ground free of paper and trash.
3. Keep shrubbery trimmed and properly fertilized and cared for.
4. Keep the windows clean.
5. Maintain a regular schedule of cleaning chalkboards.
6. Keep toilets clean, properly disinfected and free from objectionable odors.
7. See that drinking fountains are clean and sanitary.
8. Make minor repairs to plant and equipment.
9. Keep principal informed as to supplies needed.
10. See that windows and doors are properly locked before leaving.
11. Report immediately any damage to equipment or to the building, and report persons responsible for damage, if known.
12. Report any safety hazards immediately.
13. See that fire extinguishers are kept properly charged.
14. See that buildings are properly heated on cold mornings.
15. Classrooms and halls to be kept clean and neat.
16. Periodic dusting of lockers.
17. The janitor shall not leave the school premises without the permission of the principal.
18. There shall be a regular schedule of working hours daily.
19. Carry out duties as outlined in the job description circular given him by his principal.

### 3.8 ADVERTISING

Schools are not to be used as agencies for the distribution of advertising materials for delivery to parents. No materials from outside of school sources should be distributed to homes through pupils without the prior approval of the Superintendent.

Permitted advertising materials should be of the type teachers seek for classroom use.

Schools may use films of educational materials which contain a minimum amount of commercial advertising.

Free materials, meeting all of the following criteria, may be accepted for classroom and school purposes:

- (1) The material is not of a sectarian nature.
- (2) The material fulfills a legitimate purpose of the school curriculum.
- (3) The selfish or private purpose of the sponsor is not prominent or dominant in the material.
- (4) The advertising feature of the material is not blatant.
- (5) The material does not violate the attitudes which are recognized as ideals of the school system or of our society.

3.9 BUILDINGS AND GROUNDS

The principal of each school shall (a) be responsible for the care and maintenance of the buildings and grounds, and (b) supervise the custodial staff of the school in maintaining an adequate program for such care and maintenance.

Maintenance or repairs which cannot be handled by the school custodial staff shall be reported to the Superintendent and become the responsibility of the Maintenance Crew. Material for minor maintenance jobs shall be paid from the individual school's budget whereas the building crew payroll will be paid from county-wide budget.

The principal shall make recommendations regarding needed repairs to or renovations of school buildings to the Superintendent at such time as they are needed.

### 3.10 APPOINTMENT OF PRINCIPALS

Appointment of New Principals: The county Superintendent shall recommend a qualified person at a reasonable time prior to Board action. The Superintendent's recommendation can be rejected only for good cause. (Florida Statutes, Sec. 230.23, 230.33)

Reappointment of Principals: Principals shall be recommended for reappointment by the Superintendent to the Board at a reasonable period prior to action. The School Board shall elect renominated principals at least six (6) weeks prior to the close of the school term. A nomination may be rejected for good cause.

Transfer or Promotion with Tenure: A teacher or principal may be transferred with tenure in the position from which transferred or promoted; however, tenure must be earned in the new position.

Failure to Reappoint: In the event the Superintendent fails to recommend the reappointment of a principal, he shall submit his recommendation of dismissal to the School Board at a reasonable time prior to action. The Board shall take final action on dismissal not later than six (6) weeks prior to the close of the school term. The party dismissed shall be notified in writing of his failure to gain reappointment.

### 3. 101 DUTIES OF THE PRINCIPAL

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

- (1) Organization and operation of the school.
- (2) Recommendation of personnel.
- (3) Cleanliness and care of school property. "Any student who is found guilty of damaging, defacing, taking or destroying school property, either during school hours or at any other time shall be required to repay the cost of repairing the damage done, and shall be subject to a penalty of suspension from school for a period of not less than ten (10) days up to permanent expulsion from school, at the discretion of the principal and the School Board."
- (4) The principal as custodian of his school's property shall observe the requirements in the property record manual adopted by the School Board.
- (5) Enforcement of school law and regulations.
- (6) Supervision of interschool activities.
- (7) Preparation and submission of reports with promptness and accuracy.
- (8) Preparation of cumulative and permanent file folders for each child, including a health record.
- (9) Supervision of school purchases and submission of proper requisitions and bid data prior to purchase.
- (10) Maintain proper pupil control, provide adequate pupil supervision, take prompt and adequate disciplinary action of necessary and provide for the general welfare of students.
- (11) He shall require that teachers make regular and adequate lesson plans.
- (12) Each teacher shall be visited during actual classroom instruction. A simple visitation record shall be kept and made available to the Superintendent.
- (13) He shall work in close harmony and cooperation with the Deputy Superintendent of Instruction.

### 3.102 DUTIES OF THE ASSISTANT PRINCIPALS

Responsibilities of the Assistant Principals shall include:

- (1) Dealing with students who have been referred to the administration by teachers for disciplinary problems.
- (2) Working with teachers who may have special discipline problems within the classroom.
- (3) Being responsible for checking pupil attendance.
- (4) Completing transportation reports.
- (5) Placing textbook orders and maintaining a textbook inventory.
- (6) Working with the county Attendance Officer and other county personnel.
- (7) Assisting in teacher evaluation and supervision.
- (8) Serving on various county-wide committees.
- (9) Assisting in student scheduling.
- (10) Developing a teacher handbook and a student handbook.
- (11) Assisting in developing a teacher duty schedule.
- (12) Working with Division of Youth Services and other agencies when the need arises.
- (13) Assisting the principal in master planning.
- (14) Conducting conferences with students, parents, and teachers.
- (15) Being present at school events.
- (16) Being responsible for civil defense, fire, and emergency drills.
- (17) Assisting in lunchroom supervision.
- (18) Completing or assisting in completing accreditation and Southern Association reports.
- (19) Preparing the calendar of school events and coordinating school facility use.
- (20) Checking building and equipment repairs.

- (21) Making administrative decisions in the principal's absence.
- (22) Performing any additional functions or duties which the principal may delegate.



3.100 TRANSPORTING STUDENTS FROM OTHER COUNTIES

Osceola County will continue cooperating with other counties in transporting students in fringe areas into our school system, but out-of-county students shall obtain yearly permission from the Board to come to our schools.

USE OF SCHOOL FACILITIES

The following shall apply to the use of school facilities:

- (1) Civic and charitable non-profit organizations, veterans' groups and Governmental agencies will be permitted to use school facilities.
- (2) No individual, group, or organization may use indoor facilities for private profit.
- (3) No charge shall be made for the use of facilities, except that, when the use necessitates extra or overtime services of custodial personnel, the user will pay the school \$3.00 per hour for the use of classrooms, or \$5.00 per hour for the use of cafeterias and auditoriums. Groups sponsored by either the City of St. Cloud or Kissimmee shall be allowed to use the gymnasiums for only the actual expense in maintenance costs. All such use to be under the supervision of the principal. Payment must be made within ten (10) days of the date of use.
- (4) Organizations and groups using school facilities must take proper and ordinary care of the facilities and will be held responsible for any damage or vandalism incurred as a direct result of their use.
- (5) School related organizations and activities are exempt from the provisions of number three (3) above.
- (6) All organizations or groups desiring to use school facilities must schedule their use in advance with the school principal.
- (7) Alcoholic beverages and gambling are forbidden on school premises.
- (8) Smoking is forbidden if school-age children are present, and no smoking is permitted in gymnasiums or auditoriums.
- (9) Students are not to be in the school building without faculty supervision, except for the attendance of public gatherings, or by special permission of the school principal.

### 3.105 DUTIES DELEGATED TO SUPERINTENDENT

The following duties are delegated to the Superintendent, and any action taken by him in any of these matters shall appear as a part of the Board

Minutes:

- (1) Approve or deny request for zone change by students.
- (2) Authority to appoint new teaching units when overcrowding in the classroom occurs, such appointment to be subject to Board approval at a subsequent meeting.
- (3) Authority to appoint teachers under emergency replacements, such appointments to be subject to Board approval at a subsequent meeting.
- (4) Act on maternity, professional, duty, and personal leave requests.
- (5) Approve or deny requests for the use of school buses.
- (6) Act on vacation leave requests by twelve (12) month personnel.
- (7) Authority to remove property from inventory records.
- (8) Authority to approve requests of teachers to leave school early in order to attend college classes.

## 4.0 NON-INSTRUCTIONAL PERSONNEL

### 4.1 EMPLOYMENT POLICIES

4.11 Qualifications of Non-Instructional Personnel

4.12 Employment Procedures

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### 4.2 LEAVES

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4.22 Military Leave

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4.34 Miscellaneous

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4.345 Credit Inquiry

### 4.4 TEACHER AIDES

#### 4.0 NON-INSTRUCTIONAL PERSONNEL

##### 4.1 EMPLOYMENT POLICIES

###### 4.11 Qualifications of Non-Instructional Personnel (F. S. 231.02)

1. To be eligible for appointment to any position in the Osceola District School System, a person shall be of good moral character, and when required by law, hold a certificate or license issued under regulations of the State Board of Education or the division of health of the Department of Health and Rehabilitation Services.
2. All employees are required to have a tuberculosis skin test, or at his own expense, a chest x-ray at the beginning of each school year or within thirty (30) days after employment begins. (County Police #194 and Amended August 11, 1972).
3. Florida Statutes 876.05 provide that all persons who are on the payroll of the School Board are required to take an oath to support the constitution of the United States and of the State of Florida.
4. All personnel are required to be a member of the Florida Retirement System or of the State and County Officers Retirement System. All employees employed for the 1972-73 school year and thereafter must join the Florida Retirement System. Personnel belonging to the FRS must also contribute to Social Security.
5. All personnel must complete a W-4 form to authorize proper withholding of monies for income tax purposes.

6. Food Service Workers, transportation and maintenance personnel shall meet qualifications as set by the department where employed.

4.12

EMPLOYMENT PROCEDURES

The selection of new appointees shall be originated by the administrator of the unit in which the individual is to work and proceed through the chain of command. Application blanks shall be provided by the county office which shall be filled out by the applicants and which shall provide pertinent data for evaluation. At least two (2) references relative to character and performance of duty shall be submitted along with recommendations. Appointment will be made by the Board.

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#### 4.13 SALARY SCHEDULES

1. Salary schedules for non-instructional personnel employees provide for the various classifications of employees of the School Board. Salary differentials are based on objective factors which are set forth in the salary schedule. The School Board shall annually adopt and spread on its Minutes a salary schedule for employees. New positions or classifications added during the year for which provisions were not made in the annual salary schedule shall be included in such salary schedule by proper amendments officially adopted by the Board. (S. R. 6A-1.52)
2. All regular employees of the School Board employed on an hourly, daily, or monthly basis and for which payroll deductions are required shall receive all compensation, for services rendered, by School Board warrants. (S. R. 6A-1.52)
3. No deductions shall be made from the salaries of the employees of a School Board unless such deductions are required by law or are approved in writing by the employee to be affected. Such authorization shall continue until terminated in writing.
4. No extra compensation shall be made to any employee of the Board after service shall have been rendered.
5. Incorrect salaries shall be adjusted. No salary shall be paid differing from the amount to which the employee is entitled under the salary schedule.
6. The District Board may make deductions for group hospital insurance for employees upon written request. Deductions will be limited to one (1) group health insurance company. (County Policy #146)



## 4.2 LEAVE OF ABSENCE

### 4.21 General Policies

Eligible employees (three (3) or more years of continuous service) may be granted leave of absence for a period not to exceed one (1) full year. Others may request leave of shorter duration.

Automatic renewal of an extended leave is not granted. It shall be the responsibility of the person on leave to request renewal.

If no request for renewal is made, the employment relationship will be terminated.

Leaves shall be officially granted in advance and shall not be granted retroactively; provided that leave for sickness, or other emergencies, may be deemed to be granted in advance if a prompt report is made to the proper authority at the termination of leave.

All personal and extended leaves shall be without pay.

All absence of School Board employees from duty for good reason shall be covered by leave duly authorized. Any employee willfully absent from duty without leave shall forfeit compensation for the time of such absence and be subject to discharge. If an employee granted leave fails to return to duty at the termination of the leave his employment shall be subject to cancellation by the School Board. (S. R. 6A-1.77)

4.22 MILITARY LEAVE

Military leave shall be granted without pay under provisions of State Statute 231.39 (2) to employees of a School Board who are required to serve in the Armed Forces of the United States or this State in fulfillment of obligations incurred under selective service laws. At the termination of this service employees must make application for reemployment within six (6) months following the date of discharge or release from active duty. The School Board shall have a period not to exceed six (6) months to reassign the employee to duty in the school system.

Leave may be granted at the discretion of the Board to any employees volunteering for military duty.

4.23 MATERNITY LEAVE

1. All persons employed by the County School Board may be granted maternity leave not to exceed one (1) year. Such leave shall give the employee a right to return without prejudice as an employee of the School Board.
2. When an employee knows that she is pregnant, she must immediately notify the Superintendent. Normally, the employee is expected to take leave at least two (2) months prior to the expected time of delivery. No sick leave will be granted for maternity reasons.
3. Following the birth of the child, an employee may not be reassigned to a position until a doctor's certificate is presented stating that she is capable of returning to work. A suitable vacancy must exist for an employee who wishes to return to work during the school year in which the maternity leave is granted.
4. Persons who have withdrawn because of maternity leave may be re-employed as permanent employees upon recommendation of the principal and approval of the Superintendent.
5. An employee on maternity leave shall not be entitled to pay while absent.

ASSIGNMENT OF EMPLOYEES FOR TEMPORARY DUTIES

In certain instances non-instructional employees may be assigned to be temporarily absent from their regular duties and places of employment for the purpose of performing other educational services, including participation in school surveys, professional meetings, study courses, work shops, etc. Such assignment to temporary duty will ordinarily be initiated by the county school administration. Employees will receive their regular pay, and may be allowed expenses as provided by law and regulations of the State and County Boards. Such temporary duty shall be considered equal to the regular duties of the individual, and employees performing such assigned temporary duties shall not be considered to be on leave. Employees may not be assigned for the purpose of earning college credits. (SR6A-1.84)

4.25 SICK LEAVE (F.S. 231.40; S.R. 6A1.83)

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

Sick leave for non-instructional personnel shall amount to six (6) days for nine (9) months, seven (7) days for ten (10) months, eight (8) days for eleven (11) months, nine (9) days for twelve (12) months per year, cumulative to forty (40) days, including the leave which is earned within the current year.

Those persons whose jobs cover two (2) types of work with the Osceola County School System shall be allowed sick leave in both areas of work for a total of six (6), seven (7), eight (8), nine (9) days per year when the combined jobs cover at least a forty (40) hour week, retroactive to July 1, 1969.

Revised by OSCEOLA COUNTY SCHOOL BOARD

March 16, 1970

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4.26 ILLNESS IN LINE OF DUTY

The amount of illness in line of duty leave available to employees shall be as follows:

None-instructional personnel - - Ten (10) days during any school fiscal year; PROVIDED, if at the time of the illness or occurrence of the accident, the employee has been employed for not less than ten (10) months.

4.27 ANNUAL LEAVE

Only personnel employed on a twelve (12) calendar month basis will be granted paid vacation. Two (2) weeks' vacation per year after one (1) year of service in Osceola County School System shall be allowed to non-instructional personnel. A leave application shall be filed with the Superintendent showing the vacation dates. Annual leave cannot be accumulated.

Vacation time for an individual employee shall be so scheduled that there will be a minimum disruption of the operation of the school system.

#### 4.28 EMERGENCY LEAVE

1. Florida Statutes 231.40, relating to accumulated sick leave allowable, authorizes School Boards to grant instructional personnel two (2) days emergency leave each year for extenuating circumstances. Such leave will be counted as sick leave and shall be non-cumulative.
  
2. Emergency leave may be granted with pay, provided a request is submitted for such leave setting forth reasons to substantiate the emergency nature of the leave. Acceptable reasons for approval of emergency leave are:
  - (a) Compulsory reasons, such as attendance in court by the teacher or a member of his household.
  - (b) Compassiate reasons such as illness or death of a friend.
  - (c) Important personal events directly connected with one's status in the teaching profession.
  - (d) Immediate family or personal events such as weddings, graduations, etc. (For this purpose, immediate family is defined as son, daughter, brother, sister, mother or father).
  - (e) Damage to property of teacher or members of household requiring immediate presence, or any business transaction which cannot be conducted on any other day.
  - (f) Circumstances compelling absence which are completely beyond control of the teacher.



4.3

SEPARATION OF NON-INSTRUCTIONAL PERSONNEL

4.31 Resignation

The termination of employment of non-instructional personnel will normally be by resignation. Such resignation should be given at least two (2) weeks in advance of date of termination.

#### 4.32 SEPARATION

1. Occasions arise when it becomes necessary to separate an individual who is not under contract from the employ of the Osceola District School System.
  - (a) In event an employee fails to report for duty, and is not available to submit a request for resignation, the administration may, after making reasonable efforts to contact the employee, file a request for separation to the Board.
  - (b) In event an employee is absent without leave, the administrator shall file a request for separation.
  - (c) If the quality of the employee's work is unsatisfactory and unacceptable, the administration may file a request for separation to the Board.
  
2. The Superintendent has the authority to suspend from duty any employee, when in his opinion his continued employment would not be in the best interests of the School Board of the Osceola District School System. Such suspension shall be reviewed by the School Board at the next meeting, at which time the employee will either be restored to duty, or separated from the employ of the school system. (F. S. 230.33 (7) (b)).

4.33 AGE OF EMPLOYMENT

As established by State Board regulations or Florida Statutes.

4.34 MISCELLANEOUS

4.341 Pall Bearer - -

The head of a department or a principal has authority to allow an employee to act as a pall bearer and permit the employee to make up the time to avoid a loss of pay.

(County Board, March 22, 1956)

4.342 Jury Duty or Court Witness - -

An employee of the District School Board shall receive his regular salary less court fees while serving as a witness in any court case under the following conditions:

- (a) That the person has been subpoenaed by the court as a witness and not a principal in the case.
- (b) That the employee shall submit a copy of the subpoena or letter from either attorney in the case to the Superintendent.

Any non-instructional employee of the District School Board shall be authorized to be absent from assigned duties and shall receive his regular salary, less any court fees, while serving as a juror in any court case.

4.343 Workmen's Compensation - -

All employees of the Osceola County School Board are entitled to the benefits of the Workmen's Compensation Law. (Chapter 440, Florida Statutes) (County Policies District Financial Admin. -13)

4.344 Garnishment - -

- (a) In every case in which an attempt is made to join the Board of Public Instruction as garnishee, the Board shall interpose its right of exemption as an agency of the State.

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4.345 Credit Inquiry

The Superintendent, in response to a proper request by an appropriate recognized lending institution or credit bureau for credit purposes, is authorized to give the following information:

1. Length of employment;
2. Status of employment;
3. Salary.

In no case shall the Superintendent give, in response to such requests, any opinion as to the character of the individual concerning whom the inquiry is made, or reveal anything of a confidential nature.



4.4 TEACHERS AIDES (Florida Statutes 231.14)

This policy will determine the utilization of teacher aides, associated, apprentice and non-certified apprentice teachers.

It is the intent of the School Board that teacher aides be used to the greatest advantage possible consistent with any limitations and provisions of State Statutes and State Board regulations.

Any teacher aide who is assigned the responsibility of supervising the safety and welfare of pupils and who are left at any time with children under their control must be at least twenty (20) years of age. They must also possess an understanding of State and District rules, policies and regulations, and it shall be the responsibility of the principal of the school or a designated staff member to ascertain in advance that the teacher aide does possess such necessary knowledge.

Teacher aides will not be given the responsibility of making decisions of educational objectives, activities and procedures nor in the selection of teaching materials. These decisions must be made by the head of the school or some designated professional staff member.

## 5.0 INSTRUCTIONAL PERSONNEL

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- 5.12 Certification of Instructional Personnel
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## 5.0 INSTRUCTIONAL PERSONNEL

### 5.1 EMPLOYMENT PRACTICES

#### 5.11 Recruitment, Selection and Appointment

##### A. Personnel Philosophy

In order to secure quality educational leadership for the children of Osceola County, the School Board expects all schools to strive to acquire teaching faculties who exemplify the following attributes:

1. A high degree of teaching competency.
2. Good physical health.
3. Good mental health.
4. Healthy social attitudes.
5. A high degree of dedication to doing their utmost for children.
6. Staunch adherence, active as well as passive, to the conviction that each child is valuable and should be treated in such a manner as to develop to the fullest degree possible his potential and talents.
7. A desire to cooperate and work with other personnel for the betterment of operational procedures, such as pupil discipline, building control, etc.
8. A profound and vital respect for the teaching profession and/or the nation, state, and community it serves.

##### B. Qualifications of Instructional Personnel

1. A person shall be of good moral character and shall, when required by law, hold a certificate of license issued under regulations of the State Board of Education.  
(F. S. 231.02)
2. No person may be employed who has not attained the age of twenty (20) years. (F. S. 231.03)

3. No person shall be employed as administrator or as supervisor who has not had five (5) or more years of experience in an instructional position and has attained the age of twenty-three (23) years (F.S. 231.03). Unless this requirement is waived by the Board upon recommendation of the Superintendent.
4. No person shall be employed after the close of the school year following the date on which he attains seventy (70) years of age. This does not pertain to substitute or part-time teaching. (F.S. 231.03)
5. All personnel shall be certified in the area in which their major assignment is made. The Superintendent shall approve any exceptions and report such to the Board. All newly appointed personnel will teach only in the areas in which they are properly certified. Any person who is holding a temporary certificate or who is teaching out of field must complete six (6) semester hours before being reemployed. (F.S. 231.17)
6. F.S. 876.05 provides that all persons who are on the payroll of the School Board are required to take an oath to support the Constitution of the United States and of the State of Florida. (F.S. 231.17(1)(b))
7. All personnel are required to be a member of the Florida Retirement System. Beginning teachers appointed for the 1972-73 school year and thereafter must join the Florida Retirement System. All personnel belonging to the Florida Retirement System must also contribute to Social Security.
8. All personnel must complete a W-4 form to authorize proper withholding of monies for income tax purposes.

C. Employment Procedures - Instructional

1. Statutory - Record of Personnel
  - (a) The Department of Education shall maintain a complete statement of the academic preparation, professional training and teaching experience of each person to whom a certificate is issued. (F. S. 231.29)
  - (b) The Superintendent of each district shall, for the purpose of improving the quality of instructional, administrative, and supervisory services, establish procedures for assessing the performance of duties and responsibilities of these personnel. Procedures developed must include provisions of Article 2(a), (b), (c), (d), (e) and 3 of Statute 231.29.

## 2. Application Forms

Application forms for instructional positions may be obtained from the Superintendent's office or from the office of any principal. The completed application may be given to the Superintendent or to a principal.

Completed application forms left at the county office are classified into teaching areas, numbered, and posted. The applications are made known to all principals and any principal interested in an application may have the application or a copy of it. Principals receiving applications initially shall file a copy at the county office.

## 3. Responsibility of Principal

The principal shall initiate all requests for nomination, renomination, promotion or dismissal of personnel in his school.

He shall be responsible for securing references, and for investigating professional qualifications of teachers to be employed. He should not consider any applicant who cannot qualify for a Rank 111 or higher certificate, and he should be cautious in recommending candidates who have attained or are approaching retirement age.

- (a) A teacher's contract cannot be issued until a valid Florida certificate is received and filed with the county Superintendent. The rank of the certificate will, in part, determine the base salary.
- (b) A continuing contract is a contract for teaching service

(as defined below), issued under the provisions of Section 231.36 Florida Statutes, entitling the holder to continuing employment without annual appointment.

- (c) In accordance with the provisions of FS 231.36, each member of the instructional or supervisory staff who is properly certificated, who has completed three (3) years of service in Osceola County, who has been reappointed in Osceola County for four (4) successive years, and who has met the requirements of FS 231.16 (2) relating to comprehensive examination and score thereon, shall be entitled to and shall be issued a continuing contract; provided:

If the School Board prescribes that the period of probationary service shall be extended to four (4) years, and if such extension is agreed to in writing by the employee, such employee shall be entitled to a continuing contract following reappointment in Osceola County for the fifth (5) successive year.

- (d) Continuing contracts for certificated personnel shall be issued in only the following classifications:
1. Instructional
    - (a) Supervisors
    - (b) Principals
    - (c) Teachers
    - (d) Librarians
- (e) With respect to continuous service for purposes of continuing contracts and ten (10) years continuous service in Florida (but not with respect to annual increments), service for a fractional part of a year shall be recognized as a year continuous with immediately preceding and succeeding years, provided teaching service (as defined below) was actually performed for more than half of the normal contractual period of service for the position held, which period shall be ten (10) months or longer, and providing that absence from duty after the date of beginning service that year was covered by leave duly authorized and granted. No more, or no less, than one (1) year of teaching service may be recognized on the basis of service rendered during a single fiscal year.
- (f) In the event the continuous service is performed in more than one (1) position or capacity, the continuing contract to be granted following reappointment, as above provided, shall be in the position or capacity held at the beginning of such three (3) year period.

Three or more official references from most recent places of employment are required when considering an application of new personnel. The principal shall be governed by the county's personnel philosophy.

#### 4. Personnel Interviews and Application Reviews

Where possible, all candidates should be interviewed by the principal and the Deputy Superintendent of Instruction.

The application shall be reviewed by the Deputy Superintendent of Instruction and the Superintendent and approved before presenting to the Board for appointment. The Board's sole consideration for employment shall be the educational welfare of the children. The Superintendent shall be expected to recommend only the best qualified candidates from as large as possible list of eligible persons.

#### 5. Disposition of Application

An applicant who has been appointed by the Board is notified of the appointment and is given a period not to exceed fifteen (15) days to accept or reject the appointment. Any person so employed on the basis of a WRITTEN offer of a SPECIFIC POSITION by a duly authorized agent of the School Board for a stated term of service as a SPECIFIED SALARY, and who accepted such offer by telegram or letter or by signing the regular contract form, is considered as having a legal contract binding to both parties. (FS 231.36 (2)).



5.12 Certification of Instructional Personnel

A. General Information

It is the responsibility of the teacher to secure his teaching certificate. Application forms may be secured from the Superintendent's office. All certificate applications should be processed through the County Contact for Certification of the county office in order to receive priority attention from the Certification Division of the State Department of Education.

When there is a change in name, the name must be changed on the certificate and the certificate recorded in the Superintendent's Office before any records can be changed. This may be done by sending the old certificate to the Certification Section, State Department of Education, Tallahassee, Florida, and requesting issuance of certificate in new name and payment of a \$2.00 fee.

A certificate of a type other than a regular certificate will not entitle a member of the county instructional, administrative or supervisory staff to continuing contract under 231.36. The term "regular" certificate shall mean one of the types of certificates listed below:

- Advanced Post Graduate - Rank I
- Special Post Graduate - Rank 1A
- Post Graduate - Rank 11 (Master's degree)
- Graduate - Rank 111 (Bachelor's degree)
- Professional (based on a Graduate Certificate) - Rank 111
- Life Graduate State (based on a four (4) year degree -  
Rank 111
- Standard
- Post Standard

Instructional personnel shall file a copy of his certificate with the  
the County Superintendent immediately upon receipt thereof.

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B. Extension of Certificate (6A-405)

All regular certificates may be extended for a period of time equal to the original period of validity of the certificate. Only one extension will be granted during the original period of validity. Each succeeding extension must be based on credits earned or experience completed within the new period of validity granted on the preceding extension (only the highest ranking certificate will be accepted for extending a certificate or for recency of credit).

All course credit and other requirements shall be completed and proper application filed in the State Department of Education prior to the expiration date of the certificate.

Certificates may be extended by one of the following plans:

1. Earning six semester hours at a standard institution of higher learning.
2. Supervision of student teachers may be accepted in lieu of a maximum of three (3) of the six (6) semester hours. Supervision of one (1) student teacher shall be accepted in lieu of one (1) semester hour of credit. This credit must be submitted in combination of three (3) or more semester hours of college credit.
3. Educational travel may be presented in lieu of three (3) of the six (6) semester hours of college credits under the following conditions:
  - (a) Must be a pre-planned tour of a well defined itinerary for a period of not less than three (3) weeks.
  - (b) Approval must be granted in advance by the Superintendent. Educational travel must be submitted in combination with three (3) semester hours of college credit.
4. In-service training may be used to extend a certificate. A total of 120 points is required with not less than 20 points in each of the three (3) categories. If college credits, educational travel or supervision of student teachers are to be used as part of in-service training they must be translated into points as outlined in the Master Plan for In-service Training.

5. Military service will extend a certificate for a period of time equal to the time spent on active military duty.
6. Effective teaching performance may be used to extend a post-graduate, post-standard, special post-graduate, or an advanced post-graduate certificate provided:
  - (a) The certificate holder is under continuing contract at the time application for extension is made.
  - (b) Application is filed during the two (2) year period immediately preceding the expiration of the certificate.
  - (c) The principal and the Superintendent recommend extension of the certificate without further college credits.
  - (d) Application must be filed in the County Personnel Office at least one (1) year before expiration of the certificate.

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5.13 Health Certificate

All employees of the school system are required to have a tuberculin skin test, or at his own expense, a chest X-ray at the beginning of each school year or within thirty (30) days after employment begins.

5.14 Assignments and Transfers

The School Board shall act on recommendations of the Superintendent regarding transfers and promotion of any employee. (FS 230.23 (5) (f)) Assignments shall be based on the qualifications of personnel and the requirements of positions.

5.15 Contracts

1. Annual Contracts

The School Board shall provide written contracts for all regular members of the instructional staff. The contract shall be in accordance with the salary schedule adopted by the School Board and shall be in writing for definite amounts and for definite terms of service and shall specify the number of monthly payments to be made. All such contracts shall be executed in duplicate and a true signed copy retained by the Board in the office of the Superintendent. The School Board is prohibited from paying any salary to any member of the instructional staff, except when this provision has been observed.

The School Board issues contracts to all instructional and administrative personnel. Florida Law provides that the School Board cannot pay salary to a regular instructional employee unless it has a contract with him. Further, the Board cannot enter into a contract with the prospective employee until the employee has a valid Florida Certificate to teach. However, if an application for a certificate has been filed through the County Contact for Certification with the necessary attachments, a contract may be issued on the basis of a State Department of Education number assignment on the SDE Official Receipt and Acknowledgement form on the status report sent to the County Contact Person each month. If after the second pay period since employment began a valid certificate is not presented to the county office, further checks may be withheld.

00177

2. Reappointment for Annual Contract

It shall be the duty of the Superintendent to file with the School Board in writing by the time prescribed by law a recommendation for or against reappointment of each person on annual contract.

(FS 231.35 (2)) Termination of employment results from the expiration of an annual contract through usual procedure.

3. Continuing Contracts

The School Board of each district may provide continuing contracts as prescribed herein:

- (1) Each member of the instructional staff in the school system who meets the following:
  - (a) Holds a regular certificate - Rank I, 1A, 11, or 111.
  - (b) Has completed three (3) years of service in Osceola County during a period not in excess of five (5) years, such service being continuous except for leave duly authorized and granted, who
  - (c) Has been reappointed for the fourth (4) year; and
  - (d) Has been recommended by the Superintendent for such continuing contract based on successful performance of duties and demonstration of professional competence shall be entitled to and shall be issued a continuing contract in such form as may be prescribed by regulations of the State Board. (FS 231.36 (3) (b))
- (2) The continuing contract shall be effective at the beginning of the school fiscal year in which all requirements are completed on or before September 1st. (FS 231.36 (3) (b))
- (3) The period of service provided herein may be extended to four (4) years as provided in State Statute 231.351.
- (4) The School Board may issue a continuing contract to a member of the instructional staff after two (2) years of employment in the district provided such individual has previously held a continuing contract in a district within this state. (FS 231.36 (3) (e))
- (5) Each person to whom a continuing contract has been issued shall be entitled to continue in his position without the necessity for annual nomination or reappointment according to FS 231.36 (3) (e).

4. Return to Annual Contract Status

Any member of the district administrative or supervisory staff and any member of the instructional staff, including any principal, who is under continuing contract, may be dismissed or may be returned to annual contract status only after due process as contained in F. S. 231.36(4) (6)).

5. The Necessity to Choose Between Personnel on Continuing Contract

Should the Board have to reduce personnel because of consolidation or regrouping of children, the criteria for choosing personnel on continuing contract shall be based on conditions set forth in F. S. 231.36 (5).



5.16 Suspension and Dismissal

Suspension or dismissal of any instructional personnel shall follow procedures and for causes as listed in Florida Statutes 231.36 (6).

The county Superintendent shall: "Suspend members of the instructional staff and other school employees during emergencies for a period of not to exceed ten (10) school days, notify the county Board immediately of such suspension, and when authorized to do so, serve notice to suspended member of the instructional staff of the charges made against him and of the date of hearing; recommend employees for dismissal under terms prescribed herein. "

(Florida Statutes 231.33 (7)(h))

5.17 Resignations and Terminations

1. Resignation

All instructional and administrative personnel requesting to be released from their contract must submit a letter in writing, giving reason and effective date, to their immediate superior who may recommend acceptance to the Superintendent for Board consideration.

2. Release from Contract

Any person who shall violate the terms of his contract by leaving his position without first being released from his contract by the Board may be ineligible for employment in the school system of the State or any county therein for a period of one (1) year from the day of such violation.

3. Release from Appointment

The Board does not feel obligated to release an employee from contractual obligations unless sufficient notice is given for appointment of a replacement. Moreover, such release will not be made if such would be to the detriment of the school and the educational welfare of the children.

5.18 Personnel Files

The Department of Education shall maintain a complete statement of the academic preparation, professional training and teaching experience of each person to whom a certificate is issued. The applicant, or the Superintendent, shall furnish the information making up such records on blanks furnished by the department.

5.19 Substitute Teachers

6A-1.54 Employment of Emergency Teachers (Substitute Teachers).

School Boards are authorized to contract with properly certified personnel in order to provide teachers in an emergency when the regular teacher is unable to perform assigned duties. The conditions of such contracts shall be the same as those of contracts issued to regular instructional personnel, except that compensation shall be earned by the holders of such contracts only for the days during which services are actually rendered. The compensation for such employees shall be computed at the same daily rate that would be allowed to full-time employees with the same qualifications and status.

When certified teachers are not available, emergency non-certified teachers and teachers holding a substitute teaching certificate may be employed. The Board may authorize the Superintendent to appoint such emergency teachers.

EMPLOYMENT CONDITIONS5.21 Time Schedule - School Day, Week, and Year

The teacher is required, by law, to work a minimum of 196 days, 180 of which must be devoted to either full time instruction or be covered by duly approved leave. A teacher must be on duty a minimum of seven (7) and one-half (1/2) hours during each working day.

Working days should normally begin at 8:00 a.m. and close at 4:00 p.m. in all schools, and that the total number of hours, together with extra-curricular activities, should equal at least forty (40) hours per week. All members of the faculty are responsible for the supervision of the students during school hours regardless of specific scheduled assignments. Teachers desiring to leave the campus between the time school starts and the end of the school day for students shall obtain permission from the principal.

It is the intent of this section to authorize each principal to release a member of his staff for less than one-half (1/2) day for temporary absence without requesting approval of the Superintendent or Board. That these temporary absences should be kept to a minimum and that the principal assumes responsibility for such absences. In cases where other staff members are able to conduct the class of the excused teacher and a substitute is not required, it would not be necessary to charge the excused teacher with personal or sick leave; however, if personal leave is charged, the Superintendent should be consulted. Each principal should keep a record of such absences for future reference.

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

Principals of each individual school shall design a working schedule which will best serve the need of the community and should be approved by the Superintendent and be coordinated with operation of the transportation system.

The hours of the principal and his office staff should be equal in length to those of the County School office, and should remain open on the same days. On non-school days, the office should be open at 8:00 a.m. and close at 4:30 p.m., except by special arrangement with the County Office.

Revised by the OSCEOLA COUNTY SCHOOL

BOARD - March 22, 1971

5.22 Vacations and Holidays

Instructional personnel who are employed on a twelve (12) month contract may accumulate vacation as follows:

- (a) One (1) day for each month of service, or twelve (12) days per year for those employed in Osceola County less than five (5) years.
- (b) One and one-quarter (1-1/4) days per month of service, or fifteen (15) days per year, for those employed five (5) years or more in Osceola County.
- (c) The maximum number of vacation days which can be accumulated shall be twenty (20) days.
- (d) There shall be no accumulation from year to year until after three (3) years of continuous service in the Osceola County School System.
- (e) Vacation is not to be taken until it is earned and no more than twenty (20) days is to be used in any one school year.
- (f) The Christmas vacation period, other than legal holidays during this period, shall be a part of the vacation period, unless the employee is actually on duty.
- (g) Vacation time shall be scheduled with the approval of the Superintendent so that there will be a minimum of disruption in the operation of the school system.

5.23 Temporary Duty - Assignment of Employees

"A county Board shall have authority to adopt policies whereby, when mutually agreed upon, employees may be assigned to be temporarily absent from their regular duties and places of employment for the purpose of performing other educational services, including participation in school surveys, professional meetings, study courses, work shops, etc. Such assignment to temporary duty will ordinarily be initiated by the county school administration. Employees will receive their regular pay, and may be allowed expenses as provided by law and regulations of the state and county boards. Such temporary duty shall be considered equal to the regular duties of the individual, and employees performing such assigned temporary duties shall not be considered to be on leave. Employees may not be assigned for temporary duty for the purpose of earning college credits, improving rank, or renewing certificates." (S-6A-1.84)



Evaluations

For the purpose of improving the quality of instructional, administrative and supervisory services in the public schools of the state, the Superintendent shall establish procedures for assessing the performance of duties and responsibilities of all instructional, administrative and supervisory personnel employed in his district, and for the proper record keeping of the same. A complete statement of the criteria and procedure to be used shall be furnished the department and shall include but not be limited to the following provisions:

- (a) Assessment for each individual shall be made at least once a year.
- (b) A written record of each assessment shall be made and maintained in the district.
- (c) The principal or the person directly responsible for the supervision of the individual shall make the assessment of the individual to the Superintendent and the School Board for the purpose of reviewing continuing contract.
- (d) Prior to preparing the written report of assessment, each individual shall be informed of the criteria and the procedure used.
- (e) The written report of assessment for each individual shall be shown to him and discussed by the person responsible for preparing the report.
- (f) The assessment file of each individual shall be open to inspection only by the School Board, the Superintendent, the principal, the individual himself and such other persons as the teacher or the Superintendent may authorize in writing.

5.25 Grievance Procedure

The Osceola County School Board recognizes that problems develop from time to time within the Public School System of Osceola County.

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

DEFINITIONS:

GRIEVANCE - Any professional problem dealing with treatment of personnel and/or alleged improper or unfair application of existing rules or policies.

REPRESENTATIVE - Any person, group of persons, association or legal counsel designated by the aggrieved.

INDIVIDUAL - Any person or group of persons who have a grievance they are unable to resolve in an informal manner.

SUPERINTENDENT - The Superintendent as duly elected and holding office in Osceola County.

SCHOOL BOARD - The elected Osceola County School Board.

ADMINISTRATIVE CHANNEL - The normal chain of command of administration responsibility of the Osceola County Public School System.

DAYS - Actual working days.

RIGHTS - The rights of educators to:

1. Call upon any representative to aid and assist him in any level of the grievance procedure.
2. Request and receive for his representative a copy of all information pertaining to the grievance.
3. To have all documents, communication and records dealing with the processing of the grievance kept confidential and separately from the assessment file of the participants.

4. No reprisals of any kind shall be taken against any participant in the grievance procedures by reason of such participation.
5. Sample forms shall be made available to all persons by the Superintendent.
6. The number of days of each level shall be considered a maximum except when extended in writing by mutual consent.
7. If an individual does not file a grievance within fifteen (15) days after becoming aware of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
8. Failure of the individual to appeal the grievance to the next level within three (3) days shall be deemed to be acceptance of the decision rendered at that level.
9. The individual and/or his representative shall have the right to be present at any and all levels.

#### NORMAL PROCEDURE FOR RESOLVING GRIEVANCES:

LEVEL 1. The individual should, if it is practical, discuss the grievance with the person who caused the grievance for the purpose of resolving the grievance. If satisfactory results are not obtained within five (5) days then,

LEVEL 2. The individual may file the grievance IN WRITING with the person who caused the grievance with a copy to any representative of his choice. The person who caused the grievance shall within five (5) days file his reply in writing to the individual, with a copy to any representative designated by the aggrieved. If satisfactory results are not obtained, then,

LEVEL 3. The individual may file the written grievance directly to the person in the next highest administrative position, with copies to the person who caused the grievance and any other representative of his choice. The next highest administrative authority shall within five (5) days file his reply in writing to the individual, with copies to the person who caused the grievance and the aggrieved's representative. This level may be repeated with the next higher administrative level. If satisfactory results are not obtained at the highest administrative level, then,

LEVEL 4. The individual or his representative may within five (5) days refer the grievance in writing to the County School Board, with copies to all concerned. Within fifteen (15) days after receipt

of the grievance, the School Board Chairman shall call a meeting for the purpose of resolving the grievance. The School Board, at the discretion of the Chairman, may appoint an independent committee of his choosing to investigate the grievance and report to the Board at the time of the hearing at the pleasure of the School Board.

5.26 Professional Organizations

Membership in a professional organization is an index to one's professional interest and attitude.

The respective schools will be permitted to send delegates to the annual State Professional Organization meeting. The number of delegates will be allocated by the executive secretary of such organization. Delegates will be granted professional leave to attend upon recommendation of Superintendent and Board approval.

(Minutes April 20, 1971)

Teachers desiring to attend an annual convention, but who are not delegates, may apply for personal leave. (Minutes April 20, 1971)

5.27 Wearing Apparel

Teachers' dress should be dignified, non-disruptive, and in good taste. No other criteria are necessary.

If a principal is dissatisfied with teachers' dress, he should consult the Superintendent.

Approved by OSCEOLA COUNTY SCHOOL

BOARD - January 20, 1971

00193

5.28 Jury or Court Witness

An employee of the Osceola County School Board shall receive his regular salary less court fees while serving as a witness in any court case under the following conditions:

- (a) That the person has been subpoenaed by the court as a witness and not a principal in the case.
- (b) That the employee shall submit a copy of the subpoena or letter from either attorney in the case to the Superintendent.

Any employee of the Osceola County School Board shall be authorized to be absent from assigned duties and shall receive his regular salary less any court fees while serving as a juror in any court case.

Instructional personnel sometimes are excused from jury duty. If notice of jury assignment is received the principal or Superintendent should be immediately notified. He will then contact the presiding judge and request release from duty for the instructional person involved.

5.29 Pallbearer

The head of a department or a principal has authority to allow anyone to act as a pallbearer and permit the employee to make up the time to avoid a loss of pay.

Approved by OSCEOLA COUNTY SCHOOL  
BOARD - March 22, 1956

00195



5.210 Tutoring

No teacher shall receive compensation for tutoring any pupil in the same class in a school in which the teacher is working.

Teachers who receive compensation for tutoring shall not use public school facilities for such purpose.

5.211 Residence

Teachers employed in the Osceola County School System are encouraged to live in this county. Living out of county does not exempt the teacher in any way from his duties as a teacher.

5.212 Inter-school and Intra-school Visitation

A member of the instructional staff may be allowed a maximum of two (2) days of visitation per year for the purpose of improving instruction and upon the recommendation of the principal and Director of Instruction. The principal shall make necessary arrangements with the school to be visited. Under no condition should a teacher visit another school unless the visit has been prearranged and provided further that the teacher upon arrival to the host school reports first to the office of the principal. Application should be made according to provisions of the Master Plan for Inservice Training.

0-198

5.213 Staff Development and Performance Assessment

GOALS - The goals of the district program of total staff development are to:

- (a) Improve instruction for students by developing a systematic procedure for assisting performance and establishing needs for personnel improvement.
- (b) Improve instruction for students by developing a comprehensive plan for personnel improvement with long and short range objectives which are consistent with the established needs.
- (c) Improve instruction for students by improving the level of performance of all personnel in identified areas through programs or activities which will cause personnel to perform at the desired level.
- (d) Improve instruction for students by increasing competencies, skills, and knowledge of personnel which are essential for efficient and effective personnel utilization.
- (e) Improve instruction for students by developing a systematic procedure for evaluating the effectiveness of staff development activities.

State Accreditation

A Master Plan for In-service Education is prepared and approved by the Board and the State Department of Education annually.

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

5.3

LEAVES OF ABSENCE

5.31 Regulatory Provisions

Authority for Leave

Unless otherwise specifically provided by law the granting of leaves is at the discretion of the School Board. When it is granted by the Board it shall be allowed on the basis of policies designated to protect the operation of schools against undue interruption because of absence of personnel.

(6A-175 and 6A-178)

Advance Granting of Leave

Leaves shall be officially granted in advance, and shall not be granted retroactively; provided that leaves for sickness, or other emergencies, may be deemed to be granted if prompt report is made to the proper authority. 6A-176

Purpose Specified

Leaves granted on the request of an employee shall be for particular purposes or causes which shall be set forth in a written application. The School Board reserves the right to determine that the leave is used for the purposes or causes set forth in the application. If not so used, the Board shall cancel such leave. 6A-179

Extended Leaves

All extended leave shall be without pay. All extended leaves granted to teachers on ANNUAL CONTRACT are granted without promise of re-employment. A person on CONTINUING CONTRACT to whom an extended leave is authorized and granted shall, following termination of such leave, be reassigned to the position held at the time of withdrawal

if available, or to a similar position, provided any are available and provided that reassignment to an instructional position shall be made effective only at the beginning of a school year.

#### Length of Leave

No leave shall be granted beyond one (1) year. Automatic renewal of an extended leave is not granted. It shall be the responsibility of the person on leave to request renewal. If no request for renewal is made the employment relationship will be terminated. Only personnel who have been employed for three (3) or more consecutive years by the Board are eligible for leave of absence for a period of one (1) full year. 6A-1.80

#### Superintendent Authority

The Superintendent is authorized to grant leaves according to School Board policies with the exception of leave for which expenses are requested and extended leave requests.

#### Unauthorized Leave

All absence of school board employees from duty for good reason shall be covered by leave duly authorized. Any employee willfully absent from duty without leave shall forfeit compensation for the time of such absence and be subject to discharge for forfeiture of tenure and all other rights and privileges as provided by law. If an employee granted leave fails to return to duty at the termination of the leave his employment shall be subject to cancellation by the School Board. 6A-1.77

#### Statutory Provisions S231.39

During the year when it is necessary to be absent from duty any member of

the instructional and administrative staff may secure leave of absence as prescribed by law and, under certain conditions, may receive compensation during such period of absence. Any such leave of absence shall be classified as:

- (a) Sick leave
- (b) Illness-in-line-of-duty leave
- (c) Professional leave
- (d) Personal leave

School boards shall prescribe regulations governing the granting of leaves of absence during the year.

5.32 Military Leave

Military leave may be granted without pay under provisions of State Statute 231.39 (2) to employees of a School Board who are required to serve in the Armed Forces of the United States. At the termination of this service employees must make application for re-employment within six (6) months following the date of discharge or release from active duty. The School Board shall have a period not to exceed six (6) months to reassign the employee to duty in the school system. Military leave shall not be counted as years of service toward a continuing contract or for allocation of minimum foundation funds.

Leave may be granted at the discretion of the Board to any employees volunteering for military duty.



5.33 Maternity Leave

Professional personnel may be granted maternity leave not to exceed one (1) year. Such leave shall give the employee a right to return without prejudice as an employee of the School Board.

When an employee knows that she is pregnant, she must immediately notify the Superintendent. Normally, the employee is expected to take leave at least two (2) months prior to the expected time of delivery. No sick leave will be granted for maternity reasons.

Following the birth of the child, an employee may not be reassigned to a position until a doctor's certificate is presented stating that she is capable of returning to work. A suitable vacancy must exist for an employee who wishes to return to work during the school year in which the maternity leave is granted.

Instructional personnel, to whom maternity leave is granted, may be reassigned to the position held at the time of withdrawal (if available), or to a similar position (if available), provided that reassignment to an instructional position shall be made effective only at the beginning of a school year.

Reassignment at a time other than the beginning of a school year may be permitted, upon recommendation of the Superintendent based upon recommendation to a specific vacancy by a principal and medical evidence of satisfactory physical condition.

An employee on maternity leave shall not be entitled to pay while absent.

5.34 Professional Leave and Extended Leave - Definition:

"Professional leave is defined as leave granted to a member of the instructional or administrative staff to engage in activities which will result in his professional benefit or advancement, including earning of college credits and degrees, or that will contribute to the profession of teaching. Extended professional leave is such leave extending for more than thirty (30) consecutive days. Professional leave or extended professional leave ordinarily will be initiated by the employee and will be primarily for his benefit, or that of the teaching profession, and only incidentally for the benefit of the School Board. Compensation during professional leave, or extended professional leave, may be allowed as provided by law, state board regulations, and policies of the School Board. The School Board may grant any member of the instructional or administrative staff three (3) consecutive weeks professional leave during any fiscal year with compensation when school is not in session; such leave shall be cumulative for not more than two (2) years."

S 6A-1.81

5.35 Sick Leave (Fla. Statutes 231.40 - S.R. 6A-1.83)

Any member of the instructional staff employed in the public schools of the state who is unable to perform his duty in the school because of illness or death of father, mother, brother, sister, husband, wife, child or other close relative, or member of his own household, and consequently has to be absent from his work, shall be granted leave of absence for sickness by the County Superintendent, or by someone designated in writing by him to do so. The following provisions shall govern sick leave:

1. Extent of Leave - - Each member of the instructional staff employed on a full-time basis shall be entitled to ten (10) days of sick leave at the beginning date of employment or at anytime during any school year; provided, that such leave shall be taken only when necessary because of sickness as herein prescribed. Such sick leave shall be cumulative from year to year; provided, that no more than one hundred twenty (120) days of sick leave may be accumulated including sick leave for the current year; provided further that at least half of this cumulative leave must be established within the county granting such leave.
2. Instructional personnel eligible to retire with full benefits, or to his beneficiary if termination is by death, as set forth in the laws of the State of Florida shall be entitled to 50% of his accumulative (120 days) sick leave based upon the highest rank of his certificate at the time of retirement. The amount per day will be based upon the substitute pay for the rank the teacher holds. Teachers who have been paid unused sick leave supplement, beginning 1964-65 school year, will have this deducted from their final allocation.

This policy is retroactive to the 1969-70 school year.

Approved by OSCEOLA COUNTY SCHOOL

BOARD - November 17, 1970

Revised: February 10, 1971

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3. Any member of the instructional staff shall, before claiming and receiving compensation for the time absent from his or her duties while absent because of sick leave, make and file by the end of the school month following his return from such absence with the Superintendent a written certificate, which shall set forth the day or days of absence, that such was necessary and that he is entitled or not entitled to receive pay in accordance with the sick leave policy. (231.40)
4. Absence because of illness beyond accumulated sick leave is considered personal leave.

5.36 Illness-in-Line-of-Duty

Any member of the instructional personnel shall be entitled to a maximum of ten (10) days of illness-in-line-of-duty leave when he has been absent from his duties because of personal injury received in the discharge of duty or because of illness from a contagious or infectious disease contracted in school work. Requirements for such leave are found in Florida Statutes 231.41.

5.37 Personal Leave

Personnel may be granted personal leave without pay by the Superintendent in accordance with Florida Statutes 231.43.

- (a) Each teacher is authorized two (2) days' personal leave non-cumulative, during the school year without giving reason for the request.

All such leave must have prior approval by the Superintendent, otherwise the person is subject to dismissal.

All personal leave requests must have the approval of the principal, and be submitted to the Superintendent at least one (1) week prior to starting date of leave.

All personal leave will be reflected in the minutes.

5.38 Emergency Leave

Florida Statutes 231.40, relating to accumulated sick leave allowable, authorizes school boards to grant instructional personnel two (2) days' emergency leave each year for extenuating circumstances. Such leave will be counted as sick leave and shall be non-cumulative.

Emergency leave may be granted with pay, provided a request is submitted for such leave setting forth reasons to substantiate the emergency nature of the leave. Acceptable reasons for approval of emergency leave are:

- (a) Compulsory reasons, such as attendance in court by the teacher or a member of his household.
- (b) Compassionate reasons such as illness or death of a friend.
- (c) Important personal events directly connected with one's status in the teaching profession.
- (d) Immediate family or personal events such as weddings, graduations, etc. (For this purpose, immediate family is defined as son, daughter, brother, sister, mother or father).
- (e) Damage to property of teacher or members of household requiring immediate presence, or any business transaction which cannot be conducted on any other day.
- (f) Circumstances compelling absence which are completely beyond control of the teacher.

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5.39 Absent from Duty

Any member of the instructional staff who is willfully absent from duty without leave shall forfeit compensation for the time of absence and his contract shall be subject to cancellation by the Board. (S 231.44)



5.4

BENEFITS AND DUTIES

5.41 Retirement

All school employees beginning work after December 1, 1970, must participate in the Florida Retirement System (FRS) as a condition of employment.

Instructional personnel on Teachers Retirement System (TRS) prior to December 1, 1970, may continue in the Teachers Retirement System provided there has been no break in continuity of service. Teachers in question should check with payroll department or with the Retirement System as to status.

5.42 Social Security

Social Security is required of every member of the Florida Retirement System.

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5.43 Rate of Contribution to Teachers Retirement System (TRS)

4% of total salary for regular members; special risk members, 5%.

The Social Security contribution is required also. All contributions are matched by the District Board.

Members of the instructional staff of the public schools, subject to the rules and regulations of the state board and of the School Board, shall perform the following functions:

TEACHING

- (a) Teach efficiently and faithfully, using the books and materials required, following the prescribed courses of study, and employing approved methods of instruction the following:
- (1) The essentials of the United States Constitution.
  - (2) Flag education, including proper flag display and flag salute.
  - (3) The elements of civil government.
  - (4) The elementary principles of agriculture.
  - (5) A positive attitude toward the dignity of work, the dignity and value of all legitimate occupational pursuits.
  - (6) The true effects of all alcoholic and intoxicating liquors and beverages and narcotics upon the human body and mind, the adverse health effects and implications of cigarette smoking.
  - (7) Kindness to animals.
  - (8) The history of the state, conservation of natural resources.
  - (9) And such additional materials, subjects, courses, or fields in such grades as may be prescribed by law or regulations of the state board and the School Board in fulfilling the requirements of law.
- (b) State and district school officials shall furnish and put into execution a system and method of teaching the true effects of alcohol and narcotics on the human body and mind and the adverse health effects and implications of cigarette smoking; provide the necessary textbooks, literature, equipment, and directions; see that such subjects are efficiently taught by means of pictures, charts, oral instruction, lectures and other approved

methods; and require such reports as are deemed necessary to show the work which is being covered and the results being accomplished.

- (c) Any child whose parent shall present to the school principal a signed statement that the teaching of disease and its symptoms, development and treatment and the viewing of pictures or motion pictures of such subjects conflicts with the religious teachings of their church shall be exempt from such instruction, and no child so exempt shall be penalized by reason of such exemption.

#### EXAMPLE FOR PUPILS

Labor faithfully and earnestly for the advancement of the pupils in their studies, deportment and morals, and embrace every opportunity to instill by precept and example the principals of truth, honesty and patriotism and the practice of every Christian virtue.

#### TREATMENT OF PUPILS

Treat pupils under their care kindly, considerately, and humanely, administering discipline in accordance with regulations of the State Board and the School Board; provided, that in no case shall cruel or inhuman punishment be administered to any child attending the public schools.

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

Corporal punishment shall not be administered with malice or in a time of anger, nor shall the punishment be unreasonable. At least one (1) adult witness shall be present at the time the punishment is administered. (Revised by OSCEOLA COUNTY SCHOOL BOARD - March 22, 1971).

#### OBJECTIVE FOR PUPILS

Require the pupils to observe personal cleanliness, neatness, order, promptness, and gentility of manners, avoid vulgarity and profanity, and cultivate

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in their habits of industry and economy, a regard for the rights and feelings of others, and their own responsibilities and duties as citizens.

#### CONFERENCES

Attend such conferences relating to education as may be required by law, by the department of education, or by the Superintendent.

#### COOPERATION

Cooperate with the state, district, and local school officials in the enforcement of school laws and of state and district board regulations.

#### RECORDS AND REPORTS

Keep such records and prepare and submit such reports as may be required by law, by regulations of the state board, or of the employing School Board.

It is the responsibility of the principal and teachers to keep accurate and neat records in the teachers' registers. These shall be submitted to the county office at the close of each school year.

Supplement approved by OSCEOLA COUNTY SCHOOL BOARD,  
April 7, 1970.

No names or addresses of students shall be released to any company, corporation, or individual without written approval by the School Board. The policy does not include releasing names and addresses of students from school to school or from school to colleges or other institutions of education, public or private.

#### RULES AND REGULATIONS

Conform to all rules and regulations that may be prescribed by the state board and by the School Board.

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### PROTECT PROPERTY

See that the school building, and all things pertaining thereto, are not unnecessarily defaced or injured.

It is the responsibility of the teacher to see that her classroom is clean, attractive and properly ventilated.

It is the responsibility of the teacher to see that pupils exercise the proper use and care of school property. The destruction and defacing of property within the classroom will be charged to the neglect of the teacher.

Teachers are expected to care for school property with utmost sincerity.

### FIRE AND EMERGENCY DRILLS

Give instructions in and hold under the direction of the school principal, such fire and emergency drills as may be prescribed by law, by regulations of the state board and the School Board, and as otherwise may be deemed necessary.

### CUSTODY OF PROPERTY

Deliver, on closing or suspending school, all keys, records and reports, and account for all other school property to the principal of the school or to the Superintendent, as may be prescribed by regulations of the state board and of the School Board.

### CONTRACTS

Fulfill the terms of any written contract, unless release from the contract by the School Board, as prescribed in FS 231.37 and 231.361.

5.45 Professional Duties

CO-CURRICULAR RESPONSIBILITIES OF TEACHERS

Each member of the instructional staff of the school, no matter what his or her class load assignment may be, shall, under leadership of the principal, carry his or her fair part in the total concerns of the schools, including in-service training, administrative faculty meetings, policy making, noon-duty, bus duty, pre-and post-school conferences, committee assignments and the entire category of duties and responsibilities necessary to making the school function as a total organization.

FACULTY MEETINGS

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

- (a) Administrative problems and procedures.
- (b) School policies.
- (c) Professional study for improvement.
- (d) Involvement in total curriculum.
- (e) No teacher should take the prerogative of being absent from a faculty meeting without the principal's approval. Absence should be approved in advance.

FIELD TRIPS

Teachers planning field trips shall:

- (a) Schedule each trip with the school principal, specifying the destination, the method of transportation, and the period of absence from school.



- (b) Complete all necessary arrangements with the organization, firm and/or owner of the property to be visited.
- (c) Obtain from parents of all pupils who are to participate in a field trip written permission, on county-approved form, for their children to be away from school during the time required for the trip.

School buses may be used for school activity trips for which approval has been obtained.

5.46 School Registers

It is the responsibility of the principal and teachers to keep accurate and neat records in the teacher's registers. These shall be submitted to the county office at the close of each school year.

Supplement approved by OSCEOLA COUNTY SCHOOL BOARD,  
April 7, 1970:

No names or addresses of students shall be released to any company, corporation, or individual without written approval by the County School Board. This policy does not include releasing names and addresses of students from school to school or from school to colleges or other institutions of education, public or private; or branches of United States Military Service.

5.47 Care of Classroom and Property

It is the responsibility of the teacher to see that her classroom is clean, attractive and properly ventilated.

It is the responsibility of the teacher to see that pupils exercise the proper use and care of school property. The destruction and defacing of property within the classroom will be charged to the neglect of the teacher.

Teachers are expected to care for school property with utmost sincerity.

5.48

Lesson Plans

The School Board requires that each teacher follow a regular system of lesson planning. The common practice of merely giving textbook and workbook pages will be considered inadequate. The principal working with the Supervisor shall assist his teachers in the development of satisfactory lesson plans.

## 6.0 PUPIL PERSONNEL POLICIES

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  - 6.111 General Requirements
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*6.112 -1 EARLY ADMISSION TO FIRST GRADE*
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6.0 PUPIL PERSONNEL POLICIES CONTINUED

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PUPIL PERSONNEL POLICIES

*Mr. Stalder*  
*Noted. Liu*  
*320.38*

6.1 SCHOOL ATTENDANCE

6.11 Requirement for School Admission and Attendance

6.111 General Requirements

All children who have attained the age of seven (7) years or who will be seven (7) years of age by February 1st of any school year, and all others who have not attained the age of sixteen (16) years are required to attend school regularly during the entire school year except that:

1. A child who attains the age of sixteen years during the school year shall not be required to attend school beyond the birth date.
2. Students who become or have become married, unmarried students who are pregnant, and students who have already had a child outside of wedlock shall not be required to attend. These students shall be entitled to the same educational instruction or its equivalent as other students, but may be assigned to a special class or program better suited to their special needs. These students shall request in writing to the Superintendent a desire to continue or further their education. The Superintendent shall then assign the applicant to a school program according to the recommendation of a review committee of not less than three (3), nor more than five (5), with the Superintendent having the discretion to appoint the committee with the understanding that a different committee can be appointed for each case, if necessary. (F. S. 232.01)
3. Parents or guardians who wish to enroll a student in Florida Public schools, and who are non-residents of Florida, are required to:
  - a. Obtain a Florida license tag for his automobile.
  - b. Obtain a Florida driver's license. (Migrant farm workers excepted).
  - c. Pay a tuition charge of fifty (\$50.00) dollars for each child enrolled.

Evidence of (a) and (b) must be presented to the school administration at time of enrollment. Tuition will be paid to the school administration and transmitted by him to the School District Finance Officer.

A parent or guardian who is enrolling students in the schools of Osceola County may establish evidence of residence in Florida:

- A. if the student was previously enrolled in a Public school of Florida
- B. if he is the owner of Florida real estate
- C. if he is a registered voter in Osceola County
- D. if he presents a declaration of domicile.

The Florida license tag is also a requirement in each of these instances.

Adults who are not bonafide residents of the State of Florida, who own and operate a motor vehicle in Florida, and who apply for admission to Adult Education classes must present evidence of purchase of a Florida license tag at the time of registration in the class.



6.112 Admission to First Grade

Any child who has attained the age of six (6) years on or before January 1st of the school year shall be admitted at the beginning of that school year or at any time during the first month (20 school days) to the first grade; but if any child is not so enrolled during the first month except for illness or certified by a physician, he shall NOT be admitted to the first grade until the beginning of the following school year.

1. Admission to first grade shall also be permitted after the end of the first month of school when the parents or guardians of the child have become Florida residents or the parents are agricultural migratory workers. (F. S. 232.01)

6.112-1 Early Admission to First Grade

Any child who will attain the age of six years during the school year may be admitted at the beginning of that year or at any time during the first month of the school year to the first grade provided:

1. Written evidence that the child has attended kindergarten is presented.
2. The child performs at the indicated level on the
  - a. WPPSI (Wechsler Preschool and Primary Scale of Intelligence) Full scale score 120.
  - b. PIAT (Peabody Individual Achievement Test)
    1. Mathematics grade 1.1 level
    2. Reading Recognition grade 1.1 level
    3. Spelling grade 1.1 level

F.S. 230.01(g)  
SBER 6A-1.981

Approved by Osceola County School Board  
September 18, 1973

6.113 Admission to Kindergarten

Children who will have attained the age of five (5) years on or before January 1st of the school year shall be eligible for admission to Kindergarten during that school year. (F. S. 232.04)

6.114 Additional Requirements for Admission to School

Before admitting to kindergarten or the first grade, the principal shall require evidence that the child has attained the age at which he should be admitted by evidence obtainable in the order set forth:

1. Legal birth certificate.
2. A duly attested transcript of a certificate of baptism.
3. An insurance policy on the child's life which has been in force for at least two (2) years.
4. A bona fide Contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent.
5. A passport or certificate of arrival in the United States showing the age of the child.
6. A transcript of record of age shown in the child's school record of at least four years prior to application, stating date of birth.
7. An affidavit of age sworn to by a parent, accompanied by a certificate of age signed by a public health officer or a licensed practicing physician. (F. S. 232.03)

6.115 Evidence of Health Certificate

1. Before admitting a child to kindergarten or the first grade, unless the child attended a public kindergarten in a district within this state, the principal shall require evidence each pupil who is otherwise entitled to admission to kindergarten or first grade to present a statement from the county health officer or a licensed practicing physician certifying that such pupil has no contagious or communicable disease which would warrant such pupils exclusion from the Public schools. (F. S. 232.031)
  
2. Each pupil who is otherwise entitled to admittance to kindergarten or first grade, whichever is applicable, or any other initial entrance into a Florida school, shall be required to present a certification of immunization for the prevention of those communicable diseases for which immunization is required by the division of health.

Provision of this statute shall not apply if the parent or guardian objects in writing that the administration of immunizing agents conflicts with his religious tenets or practices, or a competent medical authority certifies in writing that the child should be exempt from the required immunization for medical reasons, or the division of health determines that any required immunization is unnecessary or hazardous. (F. S. 232.032)

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6.116 Certification of Exemptions

Children within the compulsory school age may hold valid certificates of exemption issued by the Superintendent as follows:

- (a) For physical or mental disability. (232.06 (1))
- (b) For distance reasons. (232.06 (2))
- (c) For employment. (232.06 (3))
- (d) For judicial. (232.06 (4))

6.117 Place of Enrollment

Parents may enroll their children in the appropriate grade level school within the attendance area as set forth by the board.

Parents who wish to enroll their child in a school outside of their resident attendance area may request such in writing to the Superintendent, giving reasons for the request. Permanent assignment is made by the board.

6.118 Responsibility for Attendance

Each parent of a child within the compulsory attendance age shall be responsible for such child's school attendance as required by law. (F. S. 232.09)

Whenever a child of compulsory attendance age is absent without the permission of the person in charge of the school, the parent of the child shall report and explain the cause of such absence to the teacher or principal of the school. (F. S. ~~232.10~~ <sup>232.10</sup>)



6.119 Enforcement of Attendance

The Superintendent shall be responsible for the enforcement of attendance laws. This may be delegated to Attendance Assistants.

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6.1110 Admission of Pupils from Out-of-County

Out-of-county students enrolled in Osceola County Schools on September 7, 1971, will be permitted to continue their education in Osceola County. Any student requesting admission after September 7, 1971 will be advised to enroll in the county in which they reside, or may be admitted by board action in which written agreements are made annually with the board of the district concerned.

Attendance for Credit

1. A student must complete the semester's work in order to be promoted or to receive credit for the semester's work. Students who complete the semester's work, except taking the final examinations, may, at the discretion of the principal, arrange to take the examinations prior to the opening of the succeeding school year.
2. Students who enroll in school or class late but prior to the end of the first month of school may be allowed to make up the class work in order to receive full semester credit. If a student enrolls after the end of the first month of school, he shall present evidence of grades earned in another school during the time of attendance in the first month of school.
3. Students who transfer from another school to an Osceola County School shall enroll within thirty (30) days from the date of withdrawal and comply with provisions of section 1 above, in order to earn full credit for the semester's work. However, in cases of illness or other instances of extreme nature, rendering the student's attendance impossible, the respective school may make an exception, subject to the approval of the principal.
4. A student must have been enrolled in school as many as fifteen (15) school days of a grading period to receive a report card. If a student withdraws and does not qualify for a report card under this provision, he shall be issued a statement of Academic Achievement.
5. A student who misses a maximum of thirty (30) days within a semester will

not receive credit for the course except as follows:

- (a) If medical evidence is presented to the building administrator in writing justifying a specific number of days of absence.
- (b) Absences for approval school activities are not to be counted in the total of thirty (30) days.
- (c) All educational requirements for the course must be met before credit is assigned.

## 6.131 Checking Pupil Attendance

It is the responsibility of the principal and the teacher to encourage regularity and punctuality, and to check the attendance of the students as prescribed below. Cases of absence are not handled by the school personnel should be referred to the county Attendance Officer in accordance with his instructions.

All officials, teachers and other employees shall keep records and shall prepare and submit all reports that may be required by law and regulations. The enrollment register shall show the absence or attendance of each child enrolled for each school day.

Violation of this provision shall be a misdemeanor as prescribed in F. S. 232.021.

Each school in the district shall follow the rules for keeping of attendance records as set forth in State Regulations 6A-1.44.

All middle schools shall take attendance during the first hour of the academic block. All other schools shall take attendance during first hour of the day.

6.132 F T E Reporting

Reporting of attendance for the purpose of determining full time equivalent students will be made in accordance with provisions of the Florida Education Finance Act and State Board Regulations.

6.133 Excused Absences

Absences may be excused for the following reasons:

1. Illness of the student.
2. Illness or death in the immediate family of the student.
3. Financial inability.
4. Distance exemption.

If there is a reasonable doubt concerning the illness claimed, the principal is authorized to require a statement from an accepted medical authority. Failure to comply with this requirement will result in the absence being "Unexcused."

In cases of excused absences, the students must be allowed to make up the work and teachers of the students must give every reasonable assistance. Make-up work must be completed, under normal circumstances, during a period of time equal to at least twice the time for which the absence is excused.

6.134 Permitted Absences

"Permitted" absences may be granted. Such absences are the direct responsibility of the principal only who shall determine the merits of each individual case. "Permitted" absences should be treated in the same manner as "excused" absences except that the student shall assume complete responsibility for the make-up work. The teachers will cooperate making assignments, grading materials, and recording grades. Examples of situations warranting "Permitted" absences include:

1. To attend an important public function.
2. To attend church meetings or to observe religious holidays.
3. To travel with parents in urgent circumstances.
4. To attend conventions or conferences.



6.135 Unexcused Absences

All absences other than "excused" or permitted shall be deemed "unexcused" and a failing grade shall be recorded for the period of the "unexcused" absence.

- (a) EXCEPTION - - Students who are suspended from school during six (6) weeks or semester exams will be allowed to make up these exams, retroactive to January 3, 1972, as required by County Policies.

Students whose absences have been approved as "excused or "permitted" and who complete the make-up assignments as required by school policies shall receive grades for the periods of such absences in the same manner as if not absent from school.

All absences, whether "excused", "permitted", or "unexcused", shall be entered upon the Attendance Registrar as "absent".

REQUIREMENTS FOR GRADUATION6.21 Minimum Requirements

The following requirements are based on Florida State Board of Education Regulations, Section 6A-1.95 and State Department of Education Accreditation Standards, Section 9.923.

- (1) A minimum of twenty (20) credits shall be earned in grades 9-12. No student is permitted to graduate in less than three (3) school years in grades 10-12 except as provided in the accelerated graduation program or such other program which may be provided by the School Board. A student shall earn a minimum of fifteen (15) credits in grades 10-12 except as provided in Board approved programs.
- (2) Every student shall earn, in grades 10-12, the indicated credits in the following subject areas:

Language Arts	2 credits
Mathematics	1 credit
Science	1 credit
Social Studies	2 credit

UNLESS three (3) full years of social studies have been completed in grades 7-9, in which case one (1) credit is required.

One (1) credit in American History, or American History and Government, is required. The thirty (30) hour course in Americanism versus Communism shall be taught as a unit in American History.

Physical Education	1 credit
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Any student who files a signed statement from a licensed, practicing physician certifying that participation in physical education will be physically harmful to him will be permitted to substitute one (1) credit in any other subject, grades 10-12 toward graduation.

- (3) Every student in grade nine shall earn a minimum of four (4) credits to be classified as a tenth grader for the ensuing school year. There shall be no substitution for the following requirements for every student:

Language Arts	1 credit
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Mathematics	1 credit
Physical Education	1 credit (unless exempted for medical reasons)
Science Social Studies	1 credit
Home Economics Agriculture, or Foreign Language	

Nine grade requirements shall become effective at the beginning of the 1974 school year.

- (4) Transfer of credits earned at another accredited school shall be accepted at face value upon receipt of an official transcript. However, the number of credits transferred shall not exceed the number which may be earned under Florida accreditation standards in a comparable period of time. One (1) year's high school work satisfactorily completed in another state shall count as the equivalent of five (5) credits in the 10th and 11th grades. Under no circumstances shall the basic requirements of item two (2) above be waived.

Work or credit earned from a non-accredited school will be accepted toward graduation upon validation. Validation of credit shall be made by the student's successful completion of an Osceola County teacher-made test of the subject to be validated or by his successful completion of a standardized test in the subject.

- (5) No student shall be permitted to engage in the final graduation exercises until all graduation requirements have been met in full.
- (6) Amendments to the requirements and procedures for graduation may be added by the School Board at any time upon recommendation of the Superintendent.

6.22 Accelerated Graduation

Students who meet the conditions of an early admission and advanced studies program may be graduated in less than three (3) years in grades 10-12. Such programs shall meet the following conditions:

- (1) Approval of the School Board.
- (2) Entry into the program shall be at the beginning of the final year of high school.
- (3) Student is accepted by an accredited college after completion of two (2) full senior high school years and a minimum of ten (10) credits earned above grade 9.
- (4) The student may be excused from attendance for the third senior high school year.
- (5) The student may be awarded a diploma of graduation with his regular class or at a time convenient to the principal based on the following:
  - (a) Student has completed two (2) college semesters or equivalent with a normal class load and maintained at least a C average or equivalent.
  - (b) The student's cumulative folder shall show adequate notations covering the work accomplished while in college.
  - (c) A course in Americanism versus Communism must be taken as prescribed by Florida Statutes.

6.23 Junior College Course Credits

Any senior enrolled in courses at Valencia Junior College may re-enter Osceola High School or St. Cloud High School as a full time student at the end of the semester.

Any grade received in courses from Valencia Junior College except failure grades, will be accepted toward graduation requirements from Osceola County Schools.

Seniors, in order to be given credit for full time attendance, must be enrolled in fifteen (15) semester hours with each high school course being considered as equivalent of three (3) semester hours.

Any senior needing three (3) or fewer credits for graduation will be given permission to enroll in three (3) courses at Osceola High School or St. Cloud High School and graduate with his/her class.

6.24 Job Entry Studies Program

Graduation from high school under job entry studies program - -

Schools may accept the following procedure, as listed in the requirements for graduation of students:

- (1) Approval by the School Board of the individual student plan and the occupational goal prior to entry into the program.
- (2) The student successfully meets the following job entry criteria:
  - (a) He is 16 years of age or older.
  - (b) He has completed two (2) full school years of the requirements as stated in 9.923 (4) and a minimum of ten (10) credits earned above grade nine, including at least one (1) credit in a vocational course identified occupational in the Accreditor No. 3 or demonstrated job proficiency.
  - (c) He is a party to a written cooperative agreement between himself, the parent or guardian, the designated teacher-coordinator who represents the school, and the employer, stipulating that:
    1. He shall receive one (1) credit toward graduation for each 288 hours of satisfactorily work on the job.
    2. He may substitute one (1) hour of formal education directly related to the job for two (2) hours of work on the job.  
SUBSTITUTIONS TO BE -
    3. He may resume his formal education at any time the cooperative agreement is cancelled by any of the parties thereto.
- (3) The student may be awarded a diploma of graduation with his regular class or at a later time convenient to the principal based on the following:
  - (a) The student has completed the credit required for graduation through work on the job, direct job related education or regular high school courses or an approved combination. A course(s) in AVC must be taken as prescribed by Florida Statutes.

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- (b) The student's permanent record will clearly reflect the credits earned through those earned by regular high school attendance.

Students who meet the conditions of the job entry studies program may be graduated with less than three (3) years of attendance in grades 10-12 and also by earning less than fifteen (15) units of credit.

6.3 RECORDS AND REPORTING

6.31 Grading and Reporting

There shall be a uniform district wide plan for grading and reporting pupil progress in the elementary schools of Osceola County.

Middle schools shall have a uniform district wide grading and reporting system.

High schools shall have a uniform district wide plan for grading and reporting pupil progress.



6.32 Student Records

Teachers and principals shall maintain adequate and complete records of the progress made by each student. A cumulative record, devised by the State Department of Education shall be started for each child upon entrance to school and maintained until graduation or withdrawal from school. Such records shall be transferred within the district with the student as he or she transfers from one school to another. All records should be factual in nature, rather than statement of opinion or interpretation.

Cumulative records must be available for inspection by parents, guardians, and other duly authorized individuals.

When a student transfers to another school within the state, or out of state, the principal, upon written request of the principal of the receiving school, shall transfer the student's cumulative record or a copy thereof. A complete copy of the student's academic record shall be kept in the schools permanent files whenever the student's record is transferred.

The transfer of the student's record may be delayed until the student has paid for lost or damaged library and textbooks. Where extenuating conditions exist or where a severe injustice may be inflicted upon the child the principal may transfer the record without collection of the amount assessed for lost or damaged library or textbooks.

WEARING APPAREL

The school, as a center of learning, provides for the development of habits and attitude conducive to acceptable practices of the school community, including good manners, appropriate wearing apparel and good grooming.

Kindergarten through Grade 5

Girls MAY wear: Bermuda shorts with blouses or tee shirts, slacks with blouses or tee shirts, dress or skirt and blouse, culottes with blouses or tee shirts, skirts with blouses or sweaters. In addition, during cool weather girls may wear slacks, jeans, or leotards under dresses or skirts.

Girls MAY NOT wear: Short shorts or playsuits.

Boys MAY wear: Bermuda shorts, slacks, jeans, dress shirts, tee shirts or sport shirts.

Grades 6 through 12

Students MUST wear: Shirts or blouses  
Pants or dresses  
Shoes

Clothing shall not be disruptive. This shall be determined by the school administration.

Students MAY wear: Shorts with no split seams. Only up to mid-thigh. Shirrtails outside clothing, buttoned. Headbands.

Students MAY NOT wear: See-through clothing, arm-bands, mid-riffs, bathing suits, tank tops, smocks, short shorts.

Hair, natural sideburns, beards and moustaches may be worn at any length.

For health reasons, hair must be kept clean.

Continued violation of this dress code may result in suspension of from one (1) to three (3) days. This suspension shall be brought to the attention of the School Board.

INSTRUCTION IN AMERICAN CITIZENSHIPConditions for Instruction

1. Students should receive instruction in the principles of democracy, how to preserve and to advance democracy, and how they may contribute to the general welfare of the American way of life.
2. Political parties being an integral part of the American system of government, it is fitting that pupils be given opportunity to know and understand, through study and classroom discussion the origins, development and concepts of such parties, the methods of selection of candidates for public office, and the machinery by which they are elected.
3. Teachers conducting classroom discussions relating to the democratic process have a serious responsibility for the exercise of sound discretion with respect to:
  - (a) selection of subjects for discussion.
  - (b) the nature and scope of the discussion.
4. The following minimum standards are to be observed:
  - (a) The program should be instructional in nature.
  - (b) The planned objectives of the program should be pursued consistently.
  - (c) The objective is honest inquiry, not framed issues to manipulate the students into accepting a predetermined position.
  - (d) Discussion of personalities or personal characteristics of candidates should be avoided.
  - (e) Idealisms or political philosophies which are contrary to the democratic process should be discussed with the greatest caution to avoid the impression that such forms of government are, in any way, preferable to the American democratic process.

## DRIVER TRAINING

### General Regulations

The driver training automobile, loaned to the school by an automobile dealer shall not be used other than for the purposes of the actual driving program, except to transport the car between the school and the place of storage.

It shall be the responsibility of the driver training instructor to see that keys are removed from the driver training automobile at all times when not in use.

The School Board of Osceola County carries liability insurance with respect to the Driver Training automobile. When the automobile is operated in the heavily-congested areas, the driver should be aware of responsibility in case of accident. Standard accident report forms should be available in the automobile at all times.

In case of accident, the driver shall:

- (a) Call the City Police Department, the Sheriff's Department or the Highway Patrol, whichever seems advisable under the circumstances. Also call the Principal of the school.
- (b) Complete accident report form in the presence of official in charge at the scene of the accident.

Approval for new programs must be obtained from the Superintendent after the details have been approved by the Deputy Superintendent. Planning for a new program should begin several months prior to the opening of school.

The principal shall make provisions for funds sufficient for the operation of the automobile and for the purchase of instructional supplies. The amount of the fund is to be determined by consultation with the director of budget.

A form of agreement between the automobile dealer and the School Board of Osceola County regarding the loan and use of the automobile in the program, shall incorporate the respective responsibilities of each party.

All teachers assigned to the Driver Education Program must be certified in accordance with the State Department Regulations. The program of study shall comply with one of the recommended plans set forth by the State Department of Education. The selection of the plan must be made prior to the beginning of the school year, and must be approved by the Superintendent.

Any student who has attained the age of 15 years and who has completed the eighth grade, upon the approval of the principal, shall be eligible to enroll in the Driver Education course.

All students enrolled in the Driver Education Program shall assume the responsibility of obtaining a "Drivers Learners Permit". Students completing the course should be given such assistance as the instructor may see fit toward obtaining a Florida Driver's License.

STUDENT TRANSPORTATIONResponsibilities of Transported Pupils

The responsibilities of pupils transported at public expense shall be as follows:

## (1) Relationship to Driver -

- (a) To occupy seat assigned by driver and to refrain at all times from moving around while the bus is in motion.
- (b) To observe classroom conduct (except for ordinary conversation) while getting on and off the bus and while riding bus.
- (c) To obey driver cheerfully, and to report to school principal when instructed to do so by driver.
- (d) To cooperate at all times with school bus patrols and to assist patrols willingly.
- (e) To warn driver of approaching danger if there is reason to believe driver is not aware of the danger.
- (f) To be at the place designated both morning and evening ready to board bus at time shown on schedule in bus.

## (2) Personal Safety -

- (a) To walk on the left facing traffic to the bus stop and stay off roadway at all times while waiting for the bus.
- (b) To wait until bus has come to a stop before attempting to get on or off.
- (c) To enter or leave bus only at front door after bus has come to a stop, except in case of emergency.
- (d) To cross highway, if necessary after leaving bus, as follows: (1) make certain bus is stopped; (2) upon alighting from bus, stand at side of road within sight and hearing of driver and wait for signal to cross the road or to the park strip; (3) upon signal from driver, look both ways and proceed across road or to the park strip in front of bus.
- (e) To keep head and hands inside bus windows at all times except in case of emergency egress.

MONEY-RAISING DRIVES6.81 Student Participation

Money-raising drives, such as March of Dimes, Red Cross, Tuberculosis or United Fund, shall not be conducted among students by or in Osceola County Schools.

Student organizations shall not participate in money-raising activities of any kind conducted on Sunday.

Elementary and junior high solicitation of advertising from the public shall be limited to the support of one publication.

Senior High school solicitation of advertising from the public shall be limited to the support of three publications, e.g., newspapers, football programs and yearbooks, etc.

Solicitation of any other advertising by members of the elementary and secondary schools shall be limited to solicitation from members of the sponsoring group only and must have prior approval from the principals and the Superintendent.

The sale of commercial items by students on a door-to-door basis, under the supervision of the school, will be limited to one project per year per school and must be approved by the Superintendent. Any deviation from this policy must have prior approval of the Superintendent and the School Board.

School buildings shall not be used, during regular school hours, for profit-making shows or entertainment sponsored or produced by a person, group or organization outside of the school system.

6.82 Vending Machine Operation

Vending machines which are not owned and fully controlled by the public school system shall not be installed or operated on school property without specific authorization by the School Board.

No vending machine of any kind shall be installed at a location on school property where it will be accessible to students, without specific authorization by the School Board.



6.83 Sale of School Supplies

Sale of school supplies within a school is not consistent with the purpose and function of the public school system. Therefore, the practice may exist only in the following situations:

- (a) Where a principal determines that the continuation of such sales is advantageous for the convenience of the students and is consistent with organizational policies for efficient operation.
- (b) Sale of school supplies shall be restricted to common, essential supplies required by students in their regular school studies. With the exception of special materials (supplementary text-workbooks, locks, and school insignias; items not ordinarily stocked in local retail stores), no item sold shall exceed a retail price of seventy-five (.75) cents.

## SOCIAL FUNCTIONS

### Picnics and Parties

All social functions sponsored by a school shall be properly chaperoned by the school faculty. Parents should be invited to assist with chaperoning. In the case of swimming parties, a qualified lifeguard shall be on duty.

It is recognized that school parties can have educational value. Such activities should be limited, however, to special occasions such as Christmas and Easter. Elementary classroom activities should be limited to the school area and restricted to certain hours near the close of the school day and should be uniform in a given building. Florida school law does not define a school picnic as an instructional day activity.

Not more than three class parties shall be held in Elementary classrooms during the school year. Plans for additional parties must be cleared with the principal. In any case, the loss of class instruction time shall be held to a minimum.

Other classes and organizations shall hold picnics outside school hours.

Principals shall make provisions for supervision and safety for all pupils on outings. Particular attention to safety should be given to an outing in which swimming is involved.

School parties and picnics will not be conducted during the closing days of the school session. It is expected that these days be devoted to testing and evaluating.

6.91 Student Activities

A. Principals of the high schools within the county who qualify are authorized to secure and maintain continuous membership in the Florida High School Activities Association, Inc., a non-profit corporation, for the benefit of their respective high schools and to abide by the rules and regulations promulgated in the past and to be promulgated in the future by them and other Florida high school principals.

B. Athletic Events: Varsity football games should be scheduled for Friday or Saturday nights unless the day following is a holiday. Exceptions may be made for games postponed due to weather or other emergencies.

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

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

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

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

School bus insurance coverage covers school activities and programs as a part of the curricular program. If the function is considered educational insurance coverage would apply. Where insurance is questionable, the trip should be cleared with the carrier.

Band instructors may be permitted to give private lessons to their individual students who exhibit special ability providing such instruction does not conflict with the assigned responsibilities as an employee of the School Board of Osceola County.

Public school facilities may NOT be used for such instruction.

- D. Eligibility for athletic participation is determined by the Florida High School Activities Association. Cheerleaders follow the same eligibility rules. All students must have the approval of the school administration.
- E. The beginning date for football practice shall be as determined by the Florida High School Activities Association. Procedure for students beginning after the first practice session shall be determined by the coach and administration of each school. Students shall be made aware of these dates and procedures.
- F. Whenever a sport ends, a student may go out for another sport without penalty.
- G. When two or more sports are in progress at the same time, and a student desires to drop one sport and go to another, he must have the approval

of each coach concerned.

When a student is dismissed from a sport for disciplinary reasons, or drops out of a sport without the approval of the coach, the student may not participate in another sport until the end of the season for the sport in which he was participating. (This may be waived by the approval of both coaches and the administration).

- H. A school calendar shall be maintained on which all rehearsals, practices, and activities shall be recorded. All activities shall be scheduled on non-conflicting dates when possible. If a schedule conflict arises which cannot be rescheduled, the sponsors of the activities shall meet and resolve performance conflicts. In the event of a performance conflict, the student will be free to choose without penalty.
- I. When there is a conflict for a student to be in a band activity and an athletic activity, the student will determine the activity he participates in. Scholastic grades in band and chorus shall be derived from the student's classroom performance only.
- J. Cooperation between all sponsors of extra-curricular activities and the strict adherence to the activities calendar will prevent most conflicts from arising.
- K. All school policies pertaining to activities, sponsors, and participants shall be filed in the Superintendent's office.

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MISCELLANEOUS

6.101 Exceptional Child

Enrollment of students to the Exceptional Child program shall follow established rules as set forth in the Exceptional Child Handbook approved by the Board.

6.102 Student Illnesses – Doctor's Recommendation

Any student observed as having seizures, including epileptic seizures, emotional problems, and other illnesses resulting in the student becoming incoherent, spastic and/or unconscious, not be permitted to continue in regular school until a written statement from a doctor is received by the school stating that re-admittance to regular classes is recommended and with any recommendations to the school as to what should be done in case the student has another occurrence.

6.103 Leaving School Grounds

A principal shall not permit a pupil to leave in the custody of a person other than the child's parent, or legal guardian, unless that person has verified authorization of one of the parents or legal guardian.

Pupils shall be required to remain on the school grounds from morning bell until dismissal bell in the afternoon. Only authorized excuses from the principal or someone assigned by the principal will be excused for being off the campus, except as provided below.

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

Teachers shall be assigned to supervise pupils on the school grounds before and after school. Principals are responsible for seeing that all activities are properly supervised and that all precautions are taken by teachers and pupils. A seriously injured student should either be taken home or to the doctor of his choice as quickly as possible. The parents of the child should be notified immediately. In case of a serious accident, the county Superintendent should be notified as to the nature of the accident and steps taken in relation to the child and his parents. However, no action should be taken by word or act by the principal or any other official or employee which would tend to incur any liability on the part of the school.

There shall be a teacher responsible for supervising pupils as they



load and unload on buses. The person should be charged with doing more than merely being present. He should be on the alert for any safety hazard and should require orderly procedure on the part of the pupils

Senior's Open Lunch:

Members of the Senior class who comply with the following guidelines may be granted an open lunch period:

- (a) Provide the school with a notarized permission slip drafted by the school administration and signed by the parent relieving the school of responsibility.
- (b) Open lunch privilege may be revoked either singularly or for the entire group for abuse of the privilege.
- (c) Seniors who exercise this privilege will not be a party to transporting students who are not eligible to be off the school premises.

6.104 Gambling

Gambling of any kind, including raffles, games of chance such as bingo, etc., by any person or group using school facilities, is prohibited.

Organized school groups shall not sponsor or engage in any form of games of chance.

6.105 Pupil Insurance

**Contracts:** Policies affording insurance coverage with respect to injuries sustained by students as result of accidents, are private contracts between the insurance company and the respective parents. The School Board has no obligation for placing the insurance, collection and delivery of insurance premiums, or enforcement of the terms of the policy.

**Solicitation:** Insurance companies which have obtained the permission of the Superintendent, may deliver to the schools prior to the first day of the school year, for delivery by students to their parents, all material needed for the sale of policies and the collection of premiums.

**Football Insurance:** Before any public school student is permitted to participate in football practice or contests, as a school activity, written proof that accident insurance protection has been provided for such a student shall be furnished to the Superintendent.

6.106 Public Visitation

An individual or group desiring to tour a school shall receive permission from the Superintendent and/or the school principal.

Members of the public wishing to contact teachers or pupils during the school day must receive permission to do so from the principal.

Loitering on school premises during school hours, by individuals not associated with the school, shall not be tolerated. When it occurs, the police or sheriff's department should be notified.

6.107 School Pictures

The practice of taking school pictures shall be continued where desirable; this decision and decisions as to how best to organize this program shall be left to the discretion of the individual principals.

In all cases, notices should be sent to the parents prior to the time of picture-taking appointments, and parents' approval should be considered but not necessarily required.

Time involving school personnel should be kept at a minimum.

To prevent the exchange of pictures before parents have had opportunity to consider their purchases, the pictures should be placed in sealed envelopes for delivery to the parents by pupils.

By message on the envelope, or by other written notices, parents should be clearly informed that the purchase of pictures is optional and in no way compulsory. In no case should any pressure be brought upon the students or parents to purchase pictures.

6.108 Work Permits

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

6.109 Vandalism and Robberies

Destruction of or damage to school property, due to robbery or vandalism, shall be reported immediately to the police or sheriff's department, and to the Superintendent. The immediate area of the loss of damage should be kept clear of personnel, and nothing should be moved or touched until the police or deputy sheriffs have made an investigation.

A full and complete report of loss or damage shall be made to the Superintendent as soon as possible following the investigation.

Any student who is found guilty of damaging, defacing, taking or destroying school property, either during school hours or at any time, shall be required to repay the cost of repairing the damage done, and may be subject to a penalty of suspension from school for a period of up to ten (10) days up to permanent expulsion from school in the discretion of the Principal and the School Board of Osceola County.

## 7.0 OFFICIAL SCHOOL BOARD POSITION ON DISCIPLINE

### 7.1 PHILOSOPHY

### 7.2 GENERAL POINTS OF EMPHASIS

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- 7.22 Classroom Management
- 7.23 Records
- 7.24 Authority of Classroom Teachers
- 7.25 Authority of School Bus Drivers
- 7.26 Authority of School Administration

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- 7.31 Cheating
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- 7.39 Skipping and Excessive Absences
- 7.310 Theft and Pilfering
- 7.311 Extortion
- 7.312 Profanity
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- 7.314 Arson
- 7.315 Disturbing Teachers, Board Members, Employees of School System and/or Their Homes, and Insulting in Public



7.0 OFFICIAL SCHOOL BOARD POSITION ON DISCIPLINE - CONTINUED

7.316 Involvement

7.317 Legal

7.4 BOARD POLICY ON CORPORAL PUNISHMENT

7.5 BOARD POLICY ON SUSPENSION AND EXPULSION

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## 7.0 OFFICIAL SCHOOL BOARD POSITION ON DISCIPLINE

### 7.1 PHILOSOPHY

The development of self-discipline and self-direction is an educational goal toward which disciplinary procedures can contribute its forces. Discipline is conceived of as providing experiences and establishing procedures which make the students responsible for keeping themselves in order. Punishment and/or disciplinary action is the corrective measure used when a breach of discipline has occurred.

The key to both student and teacher morale lies in how successfully the policies on discipline are applied and how this is reflected in classroom order. Educators, students, and parents must feel that whatever policies are followed are not only uniform for all but are fair and just. Disciplinary action or punishment, where imposed, should be as rational, non-arbitrary, and judicious as possible. It should encourage free discussion and setting of standards through participation of students. The dignity and worth of the individual should always be respected and because of this, disciplinary action or punishment should be as free from harsh, abusive and vindictive forms of punishment as possible. Also, the student should never be subjected to sarcasem, public ridicule or intimidation. Disciplinary action cannot be effective if its purpose is merely to demonstrate the superior authority of the teacher or administrator. The best results will be derived from cordial and realistic teacher-pupil relationships which are reinforced by firm and just policies of the administration at all levels.

## 7.2 GENERAL POINTS OF EMPHASIS

### 7.21 Staff Responsibility

Employees of the Osceola School System should make a concerted effort to prevent and/or correct common discipline problems found in schools. All people involved with the handling of discipline should take a firm stand and insist that all students behave in such a manner that the school is a place conducive to good education for all individuals.

These policies are not made with the intention of creating coercive or punitive powers; but simply to help restore discipline to the classroom to allow instructional improvement. The use of these disciplinary measures would relate to only a small percentage of the total student population, but would benefit the entire educational system.

## 7.22 Classroom Management

The teacher is the essential element in proper discipline within the schools. There are certain aspects of classroom management which must be left to the discretion and good judgement of the individual teacher, especially in the instances regarding talking, movement of students in the room, and other activities which might be perfectly acceptable in one classroom situation and inappropriate in another. Offenses such as occasional tardiness, gum chewing, passing notes, throwing objects and so forth must be, insofar as possible, handled at the teacher level. Those things which are against classroom policy must be made clear from the very beginning of the year, reiterated from time to time, and enforced continuously. Only in cases of chronic disobedience to these rules should the individual be referred to an administrator. Before any referral is made, the teacher should first use whatever corrective measures or punishments available, including the contact of parents or guardians. The teacher should immediately inform the administrator of any contact with parents which might require his involvement in the situation.

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7.23 Records

Disciplinary records should be maintained separate from an individual's permanent records in a place designated by the building administrator.

Letters of expulsion shall be filed in the individual's cumulative folder.

All items relative to discipline shall require the approval of the principal before they are filed in the permanent records.

## 7.24 Authority of Classroom Teachers

- (1) Directive guidance.
- (2) Parent conference.
- (3) Detention (before or after school).
- (4) Corporal Punishment -

One of the most effective and proved methods of "on the spot" correction of minor discipline problems in the classroom is the administering of corporal punishment. The classroom teacher is authorized to administer corporal punishment in accordance with Board policy.

- (5) Removal from Class -

When a discipline problem reaches the point where it is disrupting the entire class and destroying the learning process, the student or students involved should be removed from the class, upon approval of the administration, so that order may be restored and teaching resumed. Parents should be notified that the student is temporarily removed from the class until the school has the assurance of the child and his parents that his behavior will improve. During this period the student will attend all classes except the one concerned with the disciplinary problem. This class period will be spend in a well supervised study room within the school and should not exceed five (5) days.

7.25 Authority of School Bus Drivers (F.S. 232.28)

The principal shall delegate to the school bus driver such authority as may be necessary for the control of pupils being transported to and from school, or school functions, at public expense.

Any pupil who persists in disorderly conduct on a school bus shall be reported to the principal by the driver of the bus and may be suspended by the principal of the school he attends from being transported to and from school and school functions, at public expense.

The school bus driver shall preserve order and good behavior on the part of all pupils being transported but he shall not suspend the transportation of or give physical punishment to any pupil, or put any pupil off the bus at other than the regular stop for that pupil, except by order of the parent or the principal in charge of the school the pupil attends; provided, that should an emergency develop due to the conduct of pupils on the bus, the bus driver may take such steps as are reasonable necessary to protect the pupils on his bus.

7.26 Authority of School Administration

- (1) Counseling.
- (2) Parent Conference.
- (3) Detention.
- (4) The authority to administer corporal punishment in accordance with Board policy.
- (5) The authority to suspend a student from any or all classes, and assign the student to a well supervised study room within the school. "In-school suspension" should be limited to ten (10) days for any one infraction or instance of misbehavior.
- (6) Suspension from School -  
(Every effort should be made to contact parents, and inform them of the problem BEFORE student is suspended).
- (7) Recommendation for Expulsion -  
Expulsion should be resorted to only in extreme cases when all other efforts toward correction have been exhausted. It would only be necessary to use this corrective measure when the student is chronically unruly, a menace to the welfare of other pupils, a menace to the safety of pupils and teachers, or intentional or malicious destruction of school property.



### 7.3 BOARD POLICY ON OFFENSES

#### 7.31 Cheating

Cheating is an offense which should be handled by the teacher in whatever manner in his judgment will best serve the interest and development of the student. In such cases the parents and guidance counselor and administration should be informed of the circumstances.

7.32 Behavior

Overt actions by students which show disrespect for any school personnel, intimidation, fighting or violent antagonism toward classmates, or general misconduct which disrupts the learning situation are not to be tolerated. If the situation cannot be handled by the teacher, it should be referred to an administrator. Definite action should be taken.

7.33 Dangerous or Disruptive Items

Any item being used by a student which disrupts the class, detracts from his attention to the class, defaces school property or in any way endangers the safety of that or any other student may be taken by the teacher, and teachers should not throw the items away. They should turn them over to the administrator if the incident warrants disciplinary action, or hold them until such time as the teacher can talk to the student about the situation. Students who refuse to cooperate should then be turned over to the appropriate administrator for punishment for disobedience. Students are not to carry any object used as a weapon that is usually considered to be a weapon. (Example: knives, etc.) Where the administrator believes that the intent of the individual was to harm another person, the punishment may be suspension until such time as the School Board can rule on a request for expulsion of the individual.

7.34 Willful Disobedience

All students will at all times show the proper respect toward faculty members. Appropriate disciplinary action should be taken when any student willfully disobeys a faculty member. Punishment will depend upon the degree and intent of the disobedience.

7.35 Student Dress

Instances where students deliberately defy the dress code established by the Osceola County School Board should be treated the same as willful disobedience. This is particularly important after the student has been warned on his first offense and then violates the rules again.

7.36 Public Affection

Public affection is in poor taste and students shall refrain from kissing, embracing, and similar gestures on school property. Students who continue public affection, after warning by a teacher, may be referred to the appropriate administrator for disciplinary action.

7.37 Intoxicants

Students having possession of or under the influence of intoxicating beverages and/or hallucinogenic drugs or combinations of drugs having hallucinatory effects, marijuana, under the influence of glue or other drugs or combinations of drugs or materials expressly prohibited by federal, state, or local laws at any school function or on school property may be suspended and may be recommended for expulsion.

Parents will be notified before any final action is taken. If there is a violation of law involved, legal authorities should be informed.

Any pupil enrolled as a student who is formally charged with a felony by a proper prosecuting attorney for the unlawful possession or sale of any narcotic drug, central nervous system stimulant, hallucinogenic drug or barbiturate, as identified or defined in either chapter 398 or chapter 404, shall, following an administrative hearing upon notice to the parents or parent or guardian of said pupil provided by the principal of the school pursuant to rules promulgated by the state board of education, if such suspension is recommended, be suspended from all classes of instruction until the determination of his guilt by a court of competent jurisdiction. If adjudicated guilty of a felony, the pupil shall be automatically expelled. Any pupil subject to discipline or expulsion for unlawful possession or use of any narcotic drug, central nervous system stimulant, hallucinogenic drug, or barbiturate, as identified or defined in either chapter 398 or 404, may be entitled to a waiver of the discipline or expulsion if he divulges information leading to the arrest

and conviction of the person who supplied such drug, stimulant, or barbiturate to him, or if he voluntarily discloses his unlawful possession of such drug, stimulant, or barbiturate prior to his arrest. Provided, any information divulged which leads to such arrest and conviction shall not be admissible in evidence against the public divulging such information in a subsequent criminal trial.

(F. S. 232.26(2))



7.38 Smoking

Smoking will not be allowed in the Osceola County School buildings except in areas designated by the Administrator; such as the Teachers' Lounge.

This Policy is in compliance with State Regulations relating to smoking in public buildings.

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7.38 Approved by The Osceola County School Board - Sept. 10, 1974

*new* ✓

*Copy to* OCT 1 1974

7.38 Smoking

Students are prohibited from smoking or having tobacco in any form in their possession while under school jurisdiction.

*old* X

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7.39 Skipping and Excessive Absences

Any student who fails to attend class and has no legal excuse for his absence should be referred to the appropriate administrator for punishment. Every effort should be made for the student to make up the time and work missed in after-school detention. Parents should be notified. Suspension should be used only after all other means of punishment have failed.

Other disciplinary action should be taken in cases of chronic truancy.

Each school should establish procedures to insure good attendance in each six (6) weeks' period, however, a student who misses a maximum number of thirty (30) days within a semester will not receive credit for the course except as follows:

- (1) If medical evidence is presented to the building administrator in writing justifying a specific number of days of absence.
- (2) Absences for approved school activities are not to be counted in the total of thirty (30) days.
- (3) All educational requirements for the course must be met before credit is assigned.

7.310 Theft and Pilfering

Any student identified as being involved in the act of stealing or in possession of stolen property may be suspended from school. Parents or guardians should be required to come for a conference with school officials. The incident should be reported to the proper authorities. Efforts should be made to secure reimbursement or replacement of the money or items taken.

7.311 Extortion

Any student who threatens or otherwise blackmails another student, for the payment of money of any sum or any other consideration may be suspended from school, and parents or guardians shall come for a conference with school officials. Efforts should be made to secure reimbursement.

7.312 Profanity

Profanity should be interpreted as any profane, vulgar, or unnecessarily crude utterance or gesture. It should not matter for disciplinary purposes whether it is directed toward the teacher, classmates, or merely done overtly. Such instances should be handled by the teacher if possible, and reported to the appropriate administrator.

7.313 Vandalism

Any deliberate abuse of school or private property will be considered vandalism. Cases of vandalism by students will be reported to the appropriate administrator as soon as possible. Action, regardless of the value of the damage, should result in:

- (1) Parents or guardians coming to the school for a conference with school officials and arrangements made for restitution for damage.
- (2) A report submitted to the proper authorities.

7.314 Arson

Any student who deliberately sets fire to deliberately damage property shall be suspended from school until parents or guardians can be contacted for a conference with school officials and make arrangements for restitution for damages. Incidents of this type should be reported to the appropriate fire department.



7.315 Disturbing Teachers, Board Members, Employees of School System  
and/or Their Homes, and Insulting in Public

The principal shall have the authority to suspend, or to recommend  
for expulsion, any student for the following reasons:

- (1) Disturbing or attacking the home of a teacher, School Board Member, or any employee of the district school system; and/or
- (2) Insulting the dignity of any of the above-mentioned persons in a public place.

7.316 Involvement

Teachers shall correct discipline problems anywhere on campus.

7.317 Legal

None of the foregoing shall be construed in such a manner as to violate any state law.

#### 7.4 BOARD POLICY ON CORPORAL PUNISHMENT

Authority of teacher - - Each teacher or other member of the staff of any school shall assume such authority for the control of pupils as may be assigned to him by the principal and shall keep good order in the classroom and in other places in which he is assigned to be in charge of pupils, but he shall not inflict corporal punishment before consulting the principal or teacher in charge of the school, and in no case shall such punishment be degrading or unduly severe in its nature. Under no circumstances may a teacher (except of a one-teacher school) suspend a pupil from school or class. (Florida Statutes 232.27)

- (a) Teachers will first use whatever means are available to prevent or correct misbehavior of students. If these techniques of indirect guidance fail to solve the problem and the student continues to be a disturbance to the class, the principal, or the classroom teacher with the permission of the principal, may use corporal punishment.
- (b) Any student will be exempted from corporal punishment upon written request in person to the building administrator or representative from the parents or guardians prior to the time a problem arises. This request is to be made yearly. When a parent exercises an exemption from corporal punishment, the parent agrees to have the student removed from school until the problem is solved. Parents who have requested exemption from corporal punishment have the right to change this decision

by a conference with the administrator and a statement in writing.

- (c) Any student who is exempt from corporal punishment due to medical reasons or parental request will be suspended, or recommended for expulsion in lieu of corporal punishment.
- (d) It is important that teachers understand that the principal has the prerogative to refuse the use of corporal punishment if in his judgement it is not merited or if he knows of circumstances which would make such punishment unwise.
- (e) Corporal punishment is limited to use of the open hand, ruler, or paddle as approved by the principal.
- (f) Corporal punishment should be limited to the student's buttocks.
- (g) Corporal punishment shall be administered in the presence of at least one adult witness.
- (h) All of the above shall be effected in such a manner as to comply with Florida Statutes 232.27-26; 231.09(3).

## 7.5 BOARD POLICY ON SUSPENSION AND EXPULSION

As provided by Florida Statutes, Section 232.27, and regulations of the School Board of Osceola County, in no case may a teacher suspend a pupil from school or class, nor may a bus driver suspend a pupil from riding a bus.

With discretion, the principal may suspend a pupil from school and/or from riding the bus for a period not exceeding ten (10) days, for willful disobedience, for open defiance of authority of a member of his staff, for use of profane or obscene language, for other serious misconduct, and for repeated misconduct of a less serious nature; provided that in any case of suspension due notice with reasons for the action must be given by telephone, if possible, and confirmed immediately in writing to the pupil's parents and the Superintendent. Semester and six (6) weeks' tests may be made up.

Expulsion from school shall be authorized only by the School Board.

Should a principal request expulsion from school of a student, a written request should be sent to the Superintendent, who in turn should notify the parent or guardian in writing of the date, time and place of the Board meeting when the expulsion will be considered. Seven (7) days' notice should be given the parents.

## 8.0 SCHOOL FOOD SERVICE

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## 8.0 SCHOOL FOOD SERVICE CONTINUED

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## 8.0 SCHOOL FOOD SERVICE

### 8.1 BASIC BELIEFS AND AIMS OF THE SCHOOL FOOD SERVICE PROGRAM

School food service is a center for the teaching of proper food selection and good health habits, for the vocational training of some students, and for the social training of all. School food service also presents an opportunity for correlating classroom teaching with children's interests and experiences centering around foods. It can also serve as a bridge to project nutrition education into the home and community.

School food service is operated under the supervision of the County School Board. All schools in the county participate in the National School Lunch Program and follow county policies and procedures for operating. The program is for the benefit of the child and is operated on a non-profit basis.

The school food service program is one of the essential services in the present day school. An alert mind and a strong body constitute the combination most desired and most valuable for effective education. Optimum mental alertness and bodily strength is possible only when the child is provided with the right kinds of food. The child who is well nourished has an increased endurance and resistance to disease, which enables him to better apply himself to work and play.

The facilities for school food service shall be adequate for efficient operation and sound sanitary and safety practices.

Adequate supervision shall be provided by the County School Board to help food service departments operate efficiently and effectively.

In-service training courses should be provided for and participated in by all school food service personnel.

All school food service personnel should have the ability to perform the services they are to render in the program.

Foods and beverages available in the schools should be only those which contribute to the nutritional needs of the child and to the development of desirable food habits.

The school lunch, in addition to providing at least one-third ( $1/3$ ) of the child's nutritive requirements of the day, should be attractive and appetizing.

The food service program of the school should make it possible for every child to have an adequate lunch and sufficient time in which to eat it.

The school has the responsibility of providing a good school lunch environment and of guiding its pupils in the development of desirable food habits.

The school lunch period should contribute to the social education of the child by providing him with an opportunity to practice good citizenship and to develop spiritual values of generosity, gratitude, fellowship and responsibility.

School food service should give a complete picture of the service rendered.

Adequate records must be maintained to protect personnel and eliminate waste.

Each school must continuously evaluate its program in the light of pupil need.

All citizens need to understand the importance of school food service to child

health and education and be encouraged to visit and evaluate the school food service program.

The same beliefs, policies, and standards pertaining to food service which apply to regular day, should apply to other extended school food service programs.

## 8.2 RESPONSIBILITIES

### 8.21 County School Board

- (1) Provide facilities and materials in all departments.
- (2) Secure and make bid awards for purchase of dairy and bakery products, non-food supplies, including detergents.
- (3) Assure that all foods purchased will conform to the Federal Food, Drug and Cosmetic Act, the Meat Inspection Act, and any regulations of the State of Florida relating to the specific item being purchased.
- (4) Provide an adequate supervisory staff at county level for the administration of the program and adequate clerical and secretarial help for the centralized system.
- (5) Provide each school food service manager upon recommendation of the principal with a written notice of appointment for a specified period of service.
- (6) Provide for a uniform salary schedule for all employees based on academic achievement, special college food service courses, experience, and for managers, an increment based on the annual average of daily meals served.
- (7) Establish a uniform record keeping system for the centralization program and supply record forms to the schools.
- (8) Submit to the State Department of Education all required reports, requested information, agreements and applications for Federal reimbursement and commodities.

- (9) Provide for yearly audits of all records at the schools and the central office, as required by law and state board regulations relating to internal funds.
- (10) Develop and put into effect written policies and regulations.
- (11) Provide in-service training for personnel and require participation therein.
- (12) Maintain adequate personnel records which will provide data for salary computations and verification of service record. Determine that all school food service personnel participate in the proper retirement system as required by law.
- (13) Assure a nutritionally adequate and non-profit school food service program by providing sufficient funds to meet at least all costs over and above regularly recurring operating costs and direct expenses not met by school lunch operating funds.
- (14) Prohibit the operation of any public lunch program under a fee, concession, or contract agreement with a food service management company, or under a similar agreement.
- (15) Make facilities and materials available during disaster or emergencies in schools designated as disaster centers.
- (16) Provide workman's compensation insurance, protective insurance of the proper type on the physical plant and equipment, and bonds for personnel responsible for school food service funds as required by law.

8.22 Responsibilities of the School Food Service Supervisor

The Supervisor of School Food Service will work under the authority delegated by the Superintendent and will be responsible for administering school food and nutrition programs which will meet the obligations assumed by the Osceola County School Board and Superintendent. These responsibilities and duties shall include:

- (1) Organization, promotion and program development.
- (2) Food supply, preparation and service.
- (3) Personnel
- (4) Plant (space, facilities and equipment).
- (5) Management
- (6) Educational opportunities.

## 8.23 Responsibilities of the Principals

Principals will cooperate with the Supervisor of School Food Service in administering and operating an adequate school food service program in compliance with Federal and State laws, State Board regulations and the County School Board of Osceola County policies and regulations. These responsibilities include:

- (1) Delegating responsibility to his teachers and school food service manager for specific categories of the program, but the responsibility remains his.
- (2) Promoting the nutritional and educational aspects of the program to students, faculty and parents.
- (3) Informing the school food service staff and faculty of the local school policy regarding discipline. All matters of discipline shall be handled by the principal or members of the faculty assigned this duty.
- (4) Identifying pupils unable to pay for lunch and supplying a free or reduced price to such pupils when warranted.
- (5) Selecting and approving the manager upon recommendation of School Food Service Supervisor and approving workers recommended by the Supervisor and Manager.
- (6) Understanding the regulations governing federally reimbursed school food service programs and State Board and County policies pertaining to the program.
- (7) Providing the manager with a school calendar listing all school holidays and activities which affect participation, and notifying the manager

immediately of any emergency situation involving school lunch participation.

- (8) Informing the faculty in regard to procedures for packed lunches. It is necessary for school food service managers to be informed at least one (1) week in advance of the need for packed lunches, with time of departure and number of lunches to be prepared.
- (9) Reporting accidents to the county office.



#### 8.24 Responsibilities of the School Food Service Managers

The School Food Service manager is under the administrative supervision of the principal and technical supervision of the Supervisor of Food Service.

The manager shall be responsible for the efficient and satisfactory operation of the department, following procedures and regulations of the County Food and Nutrition Service program. Specific duties include:

- (1) Cooperating with the county supervisor, principal and faculty in furthering the school food service program as an educational asset in the school program.
- (2) Cooperating in selecting qualified food service employees.
- (3) Establishing duties and work schedules for all employees and giving on-the-job training to personnel in order to develop maximum efficiency and safety. Schedules should be posted.
- (4) Instructing personnel regarding county school food service policies and practices of the school.
- (5) Exhibiting high standards of correct grooming and work habits.
- (6) Supervising and instructing employees in the correct use and maintenance of equipment.
- (7) Planning Type A menus and checking for nutritional adequacy.
- (8) Preparing market orders from the menu calculations and making purchases in accordance with county purchasing policies and procedures.
- (9) Checking purchases on delivery for prices, weight, quantity and condi-

tion and adherence to specifications.

- (10) Supervising proper storage and efficient use of food and supplies.
- (11) Keeping all necessary records and reports as required by the County Office.
- (12) Reporting accidents to the principal immediately and helping prepare necessary forms to be sent to the County Office.
- (13) Encouraging participation in local, state and national school food service associations.
- (14) Attending scheduled managers meetings and participating in in-service training programs.
- (15) Keeping an up-to-date file of standardized recipes calculated for the school's need and instructing personnel in using recipes and proper portion control.
- (16) Instructing and assisting in the preparation of appetizing and attractive food and efficient line service.
- (17) Checking left-overs and making adjustments for their use. Maintaining records of amounts served.
- (18) Maintaining high standards of sanitation in compliance with County Board of Health regulations.
- (19) Checking the kitchen and dining room at the end of each day.

## 8.25 Responsibilities of the Assistant School Food Service Manager

The assistant school food service manager shall work under the direct supervision of the manager and shall be assigned duties to give her experience in all areas of management. These include:

- (1) Preparation of food.
- (2) Serving of food.
- (3) Proper care and use of equipment.
- (4) Food calculation, market orders, work schedules.
- (5) Planning use of left-overs.
- (6) Inventories - purchased food and commodities.
- (7) Maintaining necessary records.
- (8) Purchasing food, receiving and storing food and supplies.
- (9) Attending managers meetings.
- (10) Having full responsibility in the absence of the Manager.
- (11) Filling in at another lunchroom in the absence of the Manager.

## 8.26 Responsibilities of the School Food Service Personnel

All other school food service personnel are directly responsible to the manager for performance of assigned duties. The major responsibilities include:

- (1) Report on time for work and work the number of hours being paid.
- (2) Follow manager's instructions.
- (3) Be able to read and follow recipes.
- (4) Follow work schedules.
- (5) Observe safety rules.
- (6) Guard against waste.
- (7) Take proper care of equipment.
- (8) Maintain membership in professional organizations and attend meetings.
- (9) Participate in school activities related to School Lunch program.
- (10) Cooperate with faculty, students, manager and other employees.
- (11) Practice desirable work and health habits.
- (12) Cooperate fully with suggestions and directions of the supervisor of school food service, the principal and the manager.

### 8.3

### PERSONNEL

#### 8.31 Applications and Appointments

Persons desiring employment with school food service should file applications at the office of the Supervisor of School Food Service or with the managers at the schools. All new employees will be hired on a trial basis of one (1) day period. At the end of the period, the Supervisor and manager will recommend to the principal the appointment of the employee on a regular basis.

The Supervisor of School Food Service will present a list of qualified applicants for managerial position to the principal for his approval and in turn the principal will submit his choice to the Superintendent and the School Board.

## 8.32 Qualifications for Employment

### 8.321 Qualifications of Managers and Assistant Managers

Managers of School Food Service departments must be high school graduates or equivalent. All managers should have three (3) years experience in food service prior to initial employment. All managers should have at least three (3) state-approved training courses prior to initial employment. Managers should show leadership ability.

8.322 Qualifications of School Food Service Employees

At least an eighth (8th) grade education, or pass Equivalency Test.

Ability to follow accurately written instructions, recipes and work schedules.

All employees should be of normal weight for age and body build, be physically able to meet requirements for job, and hold a valid health card.

All employees should be of good moral character, industrious, well-groomed, reliable, trustworthy, alert, congenial, loyal and have a pleasant attitude toward the children, faculty and other workers, and observe graciously the rules of the school.

### 8.323 Student Employees

Student labor in the elementary schools is not recommended, but they may be used in the School Food Service Department when such employment is with consent of parents, teacher and principal. All regulations of child labor laws must be strictly followed. Students are NOT allowed to be around or to operate power equipment such as dishwashers or to be in the area of such machinery or near stoves and hot food. Students shall not be required to work as a condition to receive free or reduced price meals. Students may wipe tables, hand out milk, assist with spills, etc. All personal health and hygiene standards required of adult workers are to be observed by students helpers. As compensation for their services, student employees may be given a lunch for their work.



Procedures

School Food Service managers are employed for 190 days. All other full time and regular part-time employees are employed for 180 days, plus additional time to open and close the department, at the discretion of the manager. No employee is paid for holidays.

School Food Service personnel may be employed for a maximum of seven (7) hours daily. The particular number of hours worked by employees shall be established by the manager. Assistant managers may work seven and a half (7-1/2) hours daily. Managers are hired to complete the responsibilities of the job. They are expected to work eight (8) hours daily. All full-time employees shall be on the job seven and a half (7-1/2) hours with thirty (30) minutes for lunch and a ten (10) minute coffee break. Doctor appointments, etc., should be scheduled for after working hours whenever possible. When time is taken off for doctor appointments, arrangements should be made with the manager to make up the time missed.

The manager is responsible for having the new employees complete necessary forms and getting them to the County Office.

All School Food Service salaries will be paid in ten (10) installments according to the current salary schedule.

Managers shall be given a written notice of reappointment from the County Office with the approval of the principal.

Dismissal for cause may be made at any time by the manager after consulting with the principal. Just and sufficient cause for immediate discharge includes

incompetence, excessive absence, disorderly conduct, consuming intoxicants or drugs on school property, failure to comply with the policy.

8.34 Professional Organizations

All school food service employees should be active members and attend all meetings of the Osceola County School Food Service Association.

Employees are urged to participate in the State and American School Food Service Associations. Managers are encouraged to belong to all three (3).

8.35 Personal Health and Hygiene Requirements

All personnel shall comply with the provisions of the Florida Sanitary Code.

All employees shall have a valid Food Handler's card. The cards are to be posted on the bulletin board in each department.

All employees shall have a tuberculin skin test or chest x-ray each year.

Employees shall not smoke or use tobacco, alcohol or narcotics in any form while preparing or serving food or handling utensils or equipment. Smoking is permissible only in areas designated by the principal. Gum chewing is not permitted while food is being prepared or served.

An employee who has a cold or sore throat should not engage in the preparation of foods since she might carry communicable germs.

An employee should practice personal cleanliness. See the County School Food Service Handbook for guidelines.

8.36 Work Habits and Work Schedules

Employees should maintain good working habits and follow work schedules as described in the School Food Service Handbook.

## 8.4 OPERATING POLICIES

### 8.41 Equipment

The County School Board shall furnish and equip new departments and provide additional equipment for expansion and pay all utility costs, installation and operation.

Expendable: Expendable equipment will be replaced during the school year by the School Food Service Department from regular operating funds when feasible. A list of supply items needed the following year will be turned in annually on the date set by the Supervisor. These items from different schools shall be combined for purchasing from county funds, if available.

Non-Expendable: Non-expendable equipment items will be replaced by the County School Board and be purchased according to specifications developed by the Supervisor of School Food Service. Such purchases shall be made in accordance with county regulations.

Routine repairs shall be made in writing by the manager and approved by the principal. The County School Board provides funds for maintenance of equipment. Managers shall notify the County Food Service Supervisor regarding necessary repairs.

Equipment maintenance record cards are to be kept on all major pieces of equipment. These cards must be kept up to date at all times by the School Food Service manager.

Annual equipment inventories are required. At the end of each school year, inventories of expendable and non-expendable equipment must be

brought up to date.

No school food service equipment is to be taken from the premises. Borrowing for school-related use such as barbecues, PTA affairs, is possible if permission is obtained in writing from the principal before the equipment is to be used. An inventory must be made by the manager of borrowed equipment and signed by the borrower. If it is not returned, it must be replaced.

8.42 Commodities

Commodities may not be sold, traded, taken home or otherwise utilized except in plate lunch programs. They shall not be used for PTA refreshments, special meals, school benefit dinners or similar affairs. Accurate records must be maintained on commodities in school storerooms.

Section 32 and section 46 commodities may be used by home economics teachers for laboratory instruction. The home economics teacher should give the commodities requisition form to the school food service manager ten (10) days in advance. A copy of the requisition should be sent to the Supervisor of School Food Service. (Refer to current Florida School Food Service Program Requirements for latest requirements of the USDA Commodity Program).



8.43 Lunch Pricing

8.431 Sale Prices

Sale prices for school lunches and special milk through the school food service program are established by the School Board. It may become necessary to change these prices due to food price fluctuations and commodities available. All of the food service departments in the county participate in the National School Lunch Program and serve Type A lunches priced as a unit and special milk. The Type A lunch furnishes the child approximately one-third ( $1/3$ ) of his daily nutritional needs.

8.432 Economic Needy Lunches

Economic needy lunches are defined as those granted to children who cannot bring a lunch from home or cannot pay the total cost of a lunch at school. These pupils should be supplied a lunch without cost or at a reduced price.

The principal of the school has the final responsibility of placing students on economic needy lunch.

The current income eligibility scale or recommendation of a key person such as the pupil's teacher, counselor, school food service manager or personnel of the Welfare Department shall assist the principal in determination of need. A file of all economic needy lunch applications should be maintained in the principal's office and should be reviewed periodically to determine if the need is still present. All applications should be kept on file for three (3) years.

8.433 Left-Over Foods

Left-over foods (purchased and commodities) are not to be taken from the school food service department, but should be stored for future use. Left-over food having no keeping quality should be served as "seconds" to children or scrapped. Careful planning shall be practiced at all times to minimize over-production.

§. 434 Sale of Additional Foods

Only those foods or drinks which meet the nutritional needs of the pupils shall be sold during the regular school day. Permissible items include the following: whole milk, full-strength fruit and vegetable juices, fresh fruits and full-strength citrus juice freezes. Ice cream and milk shakes are permissible in grades 7 through 12. Hours these items are sold shall be such that they do not interfere with the school lunch program.

Extra milk may be sold to students or adults.

8.435 Adult Lunches

No adult meals are given free. All adults shall pay for meals and the only exceptions are the school food service personnel. Adults in the school on official business at lunch time are permitted to eat in the school food service department. Relatives of school food service personnel are not permitted to be regular customers in the cafeteria. Every guest or his host shall pay for meals eaten in the lunchroom. Adult lunches include one (1) beverage: tea, coffee, OR milk.

Parents may make occasional visits to the school food service program. This privilege may be exercised by having parents visit on special days, or as individuals, to become acquainted with the program. The principal shall see that this privilege is not abused as the school food service program is a non-profit organization and is not in competition with commercial establishments.

Adults may buy ala carte items at the current adopted prices.

8.44 Procedures

8.441 Discipline

Discipline in the dining room or cafeteria is to be handled in the manner that the principal shall set forth. School food service employees are not responsible for discipline.

8.442 Keys

School personnel authorized to hold keys to the department are the principal and school food service manager. At any time there is a need for a school person other than those authorized to hold the key, the key shall be checked out in writing to the person by the principal.

Keys to any part or facility of school food service department shall not be given to any non-school person not employed by the Board. This includes delivery men, except when authorized by the Superintendent.

8.443 Unauthorized Personnel in the Food Preparation Areas

The principal is responsible for the control of unauthorized people in food preparation areas. There are strict controls on this by child labor laws, the Florida Sanitary Code, and the County Policy, which limits those in the food preparation area to: the school food service staff, the principal, and school personnel on official business.

Teachers are to be served from the serving lines. They should not come into the kitchen for special service.

Relatives of school food service employees shall not be granted privileges denied other children and adults.



8.444 Noon Hour

Scheduling a lunch period as part of the regular school day is a responsibility of the principal.

Basic considerations in scheduling the lunch period are: that it fits smoothly into the school day pattern, that the length is adequate for service and eating (minimum 25-30 minutes), that the number scheduled for one (1) time can be comfortably accommodated in the dining area.

8.5

CUSTODIAL DUTIES RELATING TO SCHOOL FOOD SERVICE

The school food service department is a part of the school plant. Its use and care is the concern of the principal as is every other part of the school plant.

The principal shall assign regular cleaning duties for the school food service department at the beginning of each year to the custodian. He shall inform the school food service manager and the custodian of these duties and the schedules.

Normally these duties would include:

- (1) Cleaning the dining room floors weekly and waxing as needed.  
(Kitchen floors are cleaned by school food service personnel)
- (2) Cleaning windows in the kitchen and dining room.
- (3) Cleaning fans, hoods and any equipment that requires use of high ladders.
- (4) Heavy lifting in storage of food.

8.6 Sanitation and Safety

School food service programs should meet the same state and local sanitary standards required of any food handling establishment.

The Osceola County Health Department makes a routine inspection of each department. EACH MANAGER MUST READ AND APPLY BULLETIN 33-F, REVISED 1965, SCHOOL LUNCH SANITATION AND SAFETY.

8.7 Purchasing

Complying with State Board regulations, Osceola County awards the following items on bid for one school year:

- (1) Milk
- (2) Bakery products.
- (3) Paper Goods
- (4) Detergents

The Supervisor of School Food Service will notify the managers as to the successful bidders and procedures in purchasing.

## 8.8 Extra Curricular Use of School Food Service Departments

Any organization desiring to use the school lunch department must make arrangements through the principal and manager. Notice of the use should be made well in advance of the function.

The school lunch manager or someone appointed by her from her staff must be present at any time the kitchen facilities are used.

The manager or worker shall be paid by the organization sponsoring the special meal at the hourly rate of one and one-half (1-1/2) times their regular hourly rate.

Departments, when used by school groups, MUST be left in the condition in which they were found. The sponsor or teacher in charge will be responsible for all damages done and any replacements which have to be made.

School food service managers are expected to cooperate with Red Cross and Civil Defense in case of emergencies. Inventories should be kept and all food replaced by the organization(s). A record must be kept of all commodities used for such emergencies. When school food service kitchens are used for emergencies they should be left in the same condition as they are found and all damages repaired.

8.9 FINANCE

School food service finance is governed by State Board Regulations. It is the responsibility of the Food Service Supervisor to see that each school operates in accordance with these regulations.

Annual audits by a C.P.A. designated by the County School Board are required by State Department regulations and copies shall be sent to the State Food and Nutrition Services and Finance Office of the State.

The approved money-collecting system is cashiering through the line. If a borrowing system is used, it is the responsibility of the principal. Checks shall NOT be accepted by the cashiers. Managers and cashiers shall make daily deposits. No monies shall be left in the department over night.

Any loss of records, cash or goods stolen must be reported immediately to the principal and County Office.