

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

817 Bill Beck Boulevard • Kissimmee • Florida 34744-4492
Phone: 407-870-4600 • Fax: 407-870-4010 • www.osceolaschools.net

SCHOOL BOARD MEMBERS

District 1 – Teresa “Terry” Castillo – Vice Chair
407-577-5022
District 2 – Bethzaida Garcia
689-318-7667
District 3 – Anthony Cook
689-318-7690
District 4 – Heather Kahoun - Chair
689-241-7822
District 5 – Paula Bronson
689-318-7674



Superintendent of Schools
Dr. Mark Shanoff

Identification and Notification of Equity Coordinators

The School District of Osceola County, Florida, does not discriminate in admission or access to, or treatment of employment in its programs and activities, on the basis of age, color, disability, ethnic or national origin, gender, gender identification, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, sex, sexual orientation, social and family background, or any other basis prohibited by law in its educational programs, services, or activities, or in its hiring or employment practices. The School District also provides equal access to its facilities to the Boys Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. As required by Rule 6A-18.910 (1) (G), FAC: Title IX 106.8 (1); Section 504:104.8 (a); ADA: 35.10007 (a); and Age Discrimination Act 110.25 (b) the following individuals are Equity Coordinators:

Equity Coordinator

Sadaris R. Cheatham,
Employee Relations Manager
Human Resource Office
799 Bill Beck Boulevard
Kissimmee, FL 34744
407-870-4800
Sadaris.Cheatham@osceolaschools.net

Title IX Coordinator

Dr. Rhonda McMahan,
Director of Student Services
Student Services Department
1200 Vermont Avenue
St. Cloud, FL 34769
407-870-4897
Rhonda.McMahan@osceolaschools.net

Title IX Coordinator

Yonney Vera,
School Relations Specialist
Student Services Department
1200 Vermont Avenue
St. Cloud, FL 34769
407-870-4897
Yonney.Vera@osceolaschools.net

Section 504- Coordinator

Cara Walls,
Supervisor of Psychological Services
Student Services Department
1200 Vermont Avenue
St. Cloud, FL 34769
407-870-4897
Cara.Walls@osceolaschools.net

ADA and Age Discrimination Coordinator

Dr. Karyle Green,
Chief Human Resource Officer
Human Resource Office
799 Bill Beck Boulevard
Kissimmee, FL 34744
407-870-4800
Karyle.Green@osceolaschools.net

Athletic Coordinator

Ryan Adams,
Coordinator of Athletics, Drivers Education & Physical
Education
High School Curriculum & Development
817 Bill Beck Boulevard
Kissimmee, FL 34744
407-933-3953
Ryan.Adams@osceolaschools.net

Student Achievement – Our Number One Priority

Districtwide Accreditation by the Cognia Global Accreditation Commission
An Equal Opportunity Agency

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Nondiscrimination Statement

The School District of Osceola County offers career and technical programs, including career academies wherein students may earn industry certification. The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation, or genetic information (and other protected classes included in the district's nondiscrimination policies). The District also provides equal access to its facilities to the Boys Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

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

Cara Walls,
Supervisor of Psychological Services
Student Services Department
1200 Vermont, Avenue
St. Cloud, FL 34769
(407) 870-4897
Cara.Walls@osceolaschools.net

Aviso de No Discriminación

El Distrito Escolar del Condado de Osceola ofrece programas técnicos, incluyendo academias de carrera en donde los estudiantes pueden ganar una certificación industrial y de carrera. El Distrito prohíbe la discriminación en los términos y condiciones de empleo y acceso a programas educativos y actividades y prohíbe el acoso de cualquier persona o grupo basándose en raza, color, origen nacional, religión, sexo, edad, discapacidad, estado civil, orientación sexual o información genética (y de otras clases protegidas e incluidas en las políticas de no discriminación del distrito). El Distrito también brinda igualdad de acceso a sus instalaciones a los Boys Scouts y otros grupos juveniles patrióticos, como lo exige la Ley de igualdad de Acceso de los Boy Scouts of America.

Falta de conocimientos del idioma inglés no será una barrera para la admisión y participación. El Distrito puede evaluar la capacidad de cada alumno en beneficio de los programas específicos a través de evaluaciones y asesoramiento y, si es necesario, proporcionara servicios o referencias para mejor preparar a los estudiantes para el éxito de participación.

Preguntas, quejas o peticiones de información adicional con respecto a la discriminación o acoso pueden enviarse a

Cara Walls,
Supervisor of Psychological Services
Student Services Department
1200 Vermont, Avenue
St. Cloud, FL 34769
(407) 870-4897
Cara.Walls@osceolaschools.net

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT

2.70*+

I. General Provisions

- A. To the extent the definitions included in this rule, such as the definitions for discrimination and harassment, are more broad than prevailing federal and state law, the application of this rule is not intended to create a private right of action against the School Board if the then prevailing federal and state law do not extend liability to the School Board.
- B. The application of this rule to vendors and volunteers is not intended to create a private right of action against the School Board to the extent the then prevailing federal and state law do not extend liability for actions by non-employees.
- C. If a legally sufficient complaint for harassment or discrimination is filed per this rule, the School District will take prompt remedial action against a party, including a volunteer or vendor. This rule is an operating guideline and the School Board reserves all legal defenses available to it in the event an action is filed.
- D. No person has a private action for damages against the School Board for discrimination/ harassment allegedly committed by an employee(s) (including managers) of the School District without first exhausting the complaint procedure in this rule thereby giving the School District an opportunity to first investigate and take appropriate remedial action. See *Faragher v. City of Boca Raton*, 118 S.Ct. 2275 (1998) and *Burlington Indus., Inc. v. Ellerth*, 118 S.Ct. 2257 (1998).

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

II. Policy Against Discrimination

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

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

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

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

IV. Definition of Sexual Harassment

- A. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:
 - 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
 - 2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
 - 3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.
 - 4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.
- B. Types of conduct which are prohibited in the School District and which may constitute sexual harassment include, but are not limited to:
 - 1. Graphic verbal comments about an individual's body or appearance.
 - 2. Sexual jokes, notes, stories, drawings, pictures, or gestures.
 - 3. Sexual slurs, leering, threats, abusive words, derogatory comments, or sexually degrading descriptions.
 - 4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
 - 5. Spreading sexual rumors.
 - 6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

7. Cornering or blocking normal movements.
8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

V. Definition of Other Forms of Prohibited Harassment

- A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, genetic information, sexual orientation, gender identity, pregnancy, or any other characteristic protected by law and that:
 1. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;
 2. Has the purpose or effect of interfering with an individual's work or academic performance; or
 3. Otherwise, adversely affects an individual's employment or academic performance.
- B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:
 1. Epithets, slurs or negative stereotyping;
 2. Threatening, intimidating or hostile acts, such as stalking; or
 3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school or School District office premises or circulated in the workplace or academic environment.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

VI. Retaliation Prohibited

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

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

A. Procedures for Filing Complaints

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

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

B. Procedures for Processing Complaints

1. Complaints filed against persons other than the Superintendent or member of the School Board:
 - a. Upon receipt of the written complaint by the School District EEO Officer, the School District EEO Officer shall appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the School District EEO Officer as to whether there is reasonable cause to believe a violation of the School District's antidiscrimination policy has occurred. Copies of documents, evidence and witnesses' statements which were considered in the investigation must be sent to the EEO Officer along with the summary and recommendation.
 - b. If the complaint is against the EEO Officer, the School Board Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section VI.B.1.a.
 - c. The investigation, summary, relevant documents, witnesses' statements, and recommendation should be completed and forwarded to the EEO Officer within thirty (30) days, or to the School Board Attorney within thirty (30) days, if the complaint is against the EEO Officer. The EEO Officer, or School Board Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- d. If the EEO Officer or School Board Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. The EEO Officer or School Board Attorney shall then forward the investigatory file, reasonable cause determination, and all related documents and evidence, to the Superintendent.
- e. If the EEO Officer or School Board Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days notice of the finding of no reasonable cause to the complainant and accused.
- f. The complainant may request a no reasonable cause finding by the EEO Officer or School Board Attorney be reviewed by the Superintendent within ten (10) days of receipt of the no reasonable cause notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the Superintendent and EEO Officer/ School Board Attorney to present his or her position. The Superintendent and EEO Officer/ School Board Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The Superintendent shall within ten (10) days of the conference make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.
- g. If review by the Superintendent is not timely requested, the EEO Officer or School Board Attorney's determination of no reasonable cause shall be final.
- h. The accused may request a reasonable cause finding by the EEO Officer or School Board Attorney be reviewed by the Superintendent within ten (10) days of receipt of the reasonable cause notice. The accused shall provide a written statement detailing facts in support of his or her disagreement with the determination. The accused will also be given an opportunity to meet with the Superintendent and EEO Officer/ School Board Attorney to present his or her position. The Superintendent and EEO Officer/ School Board Attorney shall

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The Superintendent shall within ten (10) days of the conference make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.

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

2. Complaints against School Board Members or against the Superintendent

- a. Complaints against School Board Members or the Superintendent shall be filed with the School Board Attorney. The School Board Attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protected status.
- b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

to the School Board Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.

- c. If reasonable cause is recommended by the investigator against a School Board Member or the Superintendent, if the Superintendent is an elected official, the recommendation shall within twenty (20) days be forwarded to the Governor's office to determine if there is evidence that a misfeasance or malfeasance of office occurred. The Governor's office will be responsible for taking any necessary action in accordance with applicable law with reference to an elected official.
- d. If reasonable cause is recommended by the investigator against the Superintendent, and the Superintendent is assigned by the School Board, the School Board shall receive and make the final determination.
- e. A finding of no reasonable cause by the outside investigator, which is reviewed and confirmed by the School Board Attorney, shall be final. In compliance with Florida Statutes, the investigation file shall become public record and the Superintendent or School Board Member shall answer to their constituency.

C. Penalties for Confirmed Discrimination or Harassment

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

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

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

STATUTORY AUTHORITY: 120.54, 1001.41, 1001.43, 1012.23, F.S.

LAW(S) IMPLEMENTED: 112.51, 119.07, 760.01 *et seq.*,
1000.05, 1000.21, 1001.43, 1012.22, F.S.
34 CFR 99, 34 CFR 108, 34 CFR 200.43(c), P.L. 110-233

STATE BOARD OF EDUCATION RULE(S): 6A-19.001 *et seq.*

HISTORY: **REVISION(S):** 12/06/05, 02/06/07, 02/05/08, 10/21/08,
06/05/12, 04/21/15, 12/15/15
FORMERLY: 1.14, 1.22

817 Bill Beck Boulevard, Kissimmee, FL 34744-4495

All complainants should submit this form to the Equity Coordinator, Human Resources Department.

1. Name of Person Filing Complaint: _____
Home Address: _____ City: _____
State: _____ Zip: _____ Phone Number: _____
2. What do you believe was the reason for the discriminatory or harassing treatment? (Check one or more)
☐ Race or Color ☐ Sex ☐ Age ☐ Disability ☐ Religion ☐ Marital Status ☐ National/Ethnic Origin
☐ Political ☐ Genetic Information ☐ Sexual Orientation ☐ Gender Identification ☐ Pregnancy
3. Are you one of the following: (Check one and provide information)
☐ Applicant for Employment
Where: _____ Position applying for: _____
School or Department
☐ Enrolled Student -or- ☐ Applicant for Admission
Where: _____ Grade: _____ Class time: _____
School & Class/Subject
☐ Employee Where: _____ Position: _____
School or Department
4. Name of person(s) who allegedly committed act of discrimination or harassment: _____
Date of alleged discrimination or harassment: _____
5. Have you filed this complaint with any other agency? ☐ Yes ☐ No
If yes, name of agency: _____ Date filed: _____
6. Explain the incident/act that occurred and why you believe it was discriminatory or harassing. If the complaint involves a School District policy, provide policy number and explain how and why you believe it is discriminatory. Provide a short statement in your own words. If needed, you may write on the back of this page, please date and include your signature.

I swear and affirm that the above complaint is my true statement to the best of my knowledge and belief.

Signature of Person Filing Complaint

Date

An Equal Opportunity Agency

FC-120-2187 (Rev. 06/29/17)

Complaint Form

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EMPLOYEE HANDBOOK

(formerly Faculty Handbook)

2024 - 2025

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

STATEMENT OF NON-DISCRIMINATION

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

Retaliation against an employee for engaging in a protected activity is prohibited.

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

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

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

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

➤ **[Notice of Equity Coordinators and Non-Discrimination Policies](#)**

Principles of Professional Conduct for the Education Profession in Florida

Florida Education Standards Commission

Professionalism through Integrity

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

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

• **[Ethics Complaint Report Form](#)**

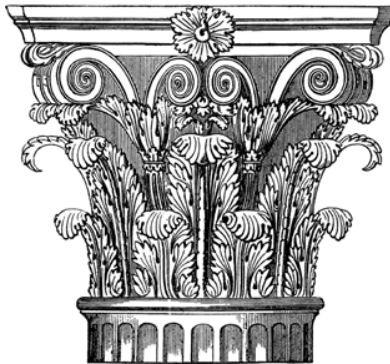
- <https://app.smartsheet.com/b/form/126a3601c5f14b37ae4e00ad50a9d58f>

• **[Harassment/ Discrimination Complaint Report Form](#)**

- <https://app.smartsheet.com/b/form/7d0660a561bb4b179683d16239f7d674>



Employee Orientation Companion Guide



Prepared by:

John Boyd, M.Ed.

Executive Director of Government and Labor Relations / Chief Negotiator

Past President, Florida Educational Negotiators

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LinkedIn: <https://www.linkedin.com/in/johnaboyd/>

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

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

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

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

Prepared by: John Boyd, Executive Director of Government and Labor Relations, Department of Human Resources

Revised: February 20, 2025

Page 1 of 68

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Table of Contents

Purpose of the SDOC Employee Orientation Annual Requirement	5
Video Link: https://youtu.be/Bb2EAuDIqpk	5
Annual Reminders	5
Video Link: https://youtu.be/Bb2EAuDIqpk	5
What's New for the Current School Year?	6
Welcome from the Superintendent.....	8
Video Link – TBA	8
Welcome from the Superintendent Resources	8
I. Fundamental Policies	9
School Board Rules.....	10
Video Link: https://youtu.be/q5RfhjNdzQM	10
School Board Rules Resources	10
Faculty Handbook.....	12
Video Link: https://youtu.be/rvPGdXRI7Wo	12
Faculty Handbook Resources	12
Professional Ethics	13
Video Link: https://youtu.be/MSyUK_rGbhc	13
Professional Ethics Resources	16
Civility.....	17
Video Link: https://youtu.be/RgwKnOsDW1l	17
Civility Resources	18
Customer Service	19
Video Link: https://youtu.be/KK1SNO0Jsww	19
Customer Service Resources	19
Parents' Bill of Rights	20
Video Link: https://youtu.be/07SNNwFz1UY	20
Parents' Bill of Rights Resources	23
Teachers' Bill of Rights	24
Video Link: https://youtu.be/hENVvuNTdFE	24
Teachers' Bill of Rights Resources	27
Curriculum and Instruction Expectations	28
Video Link: https://youtu.be/ATxLKuVafSE	28
Curriculum and Instruction Expectations Resources	31
Employee Attendance Expectations	32
Video Link: https://youtu.be/QSI6rajIZ1A	32
Employee Attendance Expectations Resources	33
Political Activities of Employees	34
Video Link: https://youtu.be/kFNi-sZ13Hs	34
Political Activities of Employees Resources	35
II. Prohibiting Discrimination and Bullying	36
Prohibiting Discrimination	37
Video Link: https://youtu.be/GQ_VYM2H8Nk	37
Prohibiting Discrimination Resources	38
Prohibiting Bullying.....	39

Video Link: https://youtu.be/imSqjKxUbl4	39
Prohibiting Bullying Resources	40
III. Reporting Child Abuse, Abandonment, or Neglect	41
Reporting Child Abuse, Abandonment, or Neglect	42
Video Link: https://youtu.be/PziBuFaul9Q	42
Reporting Child Abuse, Neglect, or Abandonment Resources	43
IV. Technology Policies	44
Technology Awareness and Security Training (TAST)	45
Video Link: https://youtu.be/m0Yh7fBn1SQ	45
Technology Awareness and Security Training (TAST) Resources	47
V. ChildFind	48
ChildFind.....	49
Video Link: https://youtu.be/DwX-ibySGBY	49
ChildFind Resources.....	50
VI. Health-Related Policies	51
Bloodborne Pathogens	52
Video Link: https://youtu.be/9eTet8M8-AM	52
Bloodborne Pathogens Resources.....	53
Right to Know	54
Video Link: https://youtu.be/GbZ6ZiLsv4k	54
Right to Know Resources	54
VII. Employee Evaluation Procedures.....	55
Employee Evaluation Procedures	56
Video Link: https://youtu.be/dwtpFq8SHiA	56
Evaluation Resources	57
Test Security Agreement.....	58
Video Link: https://youtu.be/W7ZdlpxHyQY	58
VIII. Policy Acknowledgment Page	59
Video Link: https://youtu.be/j3cgdKoVZjg	59
Essential Laws and Osceola County School Board Policies.....	61
Osceola County School Board Rules	61
State Board of Education Rules	62
Florida Statutes.....	62
United States Regulations.....	63
Safety and Security Training Requirements	64
Youth Mental Health Awareness Training (YMHA) Requirement	64
Payroll Information	65
Employee Benefits Information	65
Florida Educators' Professional Liability Insurance Program.....	66
Alcohol and Drug-Free Workplace Notice.....	67
Non-Discrimination Notice	68

Purpose of the SDOC Employee Orientation Annual Requirement

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

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

Annual Reminders

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

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

What's New for the Current School Year?

1. The existing sections on **Professional Ethics**, **Parents Bill of Rights** and **Curriculum and Instruction**, have been **revised** to include specific information on **new state requirements** for employees within:

Osceola County School Board Rules

- [Osceola County School Board Rule 3.40 – Safe and Secure Schools](#)

State Board of Education Rules

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

Florida Statutes

- [Section 1006.07 – District school board duties relating to student discipline and school safety, Florida Statutes](#)

2. The existing section on **Technology Awareness and Security Training (TAST)** has been **revised** to include specific information on **new state requirements** for employees within:

- **Appropriate Communications with Students**
- **Student Internet Safety**

Osceola County School District Procedures

- [Employee Technology Awareness and Security Handbook](#)
- [Student Internet and Network Use Procedures](#)
- [Student Internet Safety Plan](#)
- [Student Internet Safety Procedures](#)
- [Student Internet Safety Procedures PowerPoint](#)

Osceola County School Board Rules

- [8.602 – Internet Safety](#)
- [8.603 – Artificial Intelligence Acceptable Use](#)
- [8.64 Operation of Unmanned Aerial Vehicles \(Drones\)](#)

3. The **Non-Discrimination Notice** section has been **revised** to include specific information on formal complaint processes for employees.

Beginning the 2024-25 school year, ethics complaints and harassment/ discrimination complaints shall be reported using the School District's electronic report forms at the appropriate links below:

- [Ethics Complaint Report Form](#)
 - <https://app.smartsheet.com/b/form/126a3601c5f14b37ae4e00ad50a9d58f>
- [Harassment/ Discrimination Complaint Report Form](#)
 - <https://app.smartsheet.com/b/form/7d0660a561bb4b179683d16239f7d674>

4. The **new section** on **Alcohol and Drug-Free Workplace Notice** has been **added** to include specific information on the School District's expectations for an alcohol and drug-free workplace.

5. The existing notice section on *Safety and Security Training Requirements* has been revised to include specific information on **new state requirements for all employees:**

- *Active Assailant*
- *Recognition of Concerning Behaviors or Threats*
- *Reporting of Threats*
- *Threat Management*

The following training is suggested, but not required, for all employees:

- *Family Reunification*

6. The existing section on *Essential Laws and Osceola County School Board Policies* has been revised to include:

Osceola County School Board Rules

- [8.602 – Internet Safety](#)
- [8.603 – Artificial Intelligence Acceptable Use](#)
- [8.64 Operation of Unmanned Aerial Vehicles \(Drones\)](#)

State Board of Education Rules

- [6A-1.0018 – School Safety Requirements and Monitoring](#)
- [6A-1.0019 – Threat Management](#)

Welcome from the Superintendent

Video Link – <https://bit.ly/2024Preplanning>

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

Welcome from the Superintendent Resources

The School District of Osceola County Digital Connections

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

I. Fundamental Policies

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

Part I includes the following five (5) sections:

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

School Board Rules

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

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

School Board Rules Resources

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

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

Faculty Handbook

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

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

Faculty Handbook Resources

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

Professional Ethics

Video Link: https://youtu.be/MSyUK_rGbhc

- This section outlines the School District's expectations for all employees regarding professional ethics.
- An effective educational program requires the services of employees who reflect:
 - integrity,
 - high expectations, and
 - human understanding.
- All School District employees shall be expected to maintain and promote these qualities.
- *Section 1001.42, Florida Statutes*, requires that all instructional and administrative personnel must be trained on ethics.
- The School Board shall also expect administrative, instructional, and support staff members to adhere to [State Board of Education Rule 6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#).
- *The Principles of Professional Conduct for the Education Profession in Florida* are the foundation for all School District and worksite operations.
- Recent revisions to [State Board of Education Rule 6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#) include:
 - *Obligation to the student requires that the individual:*
 - Shall not intentionally provide classroom instruction to students in:
 - ✓ **Pre-Kindergarten through Grade 8 on sexual orientation or gender identity, except when required by Sections 1003.42(2)(n)3. and 1003.46, F.S.; and in**
 - ✓ **Grades 9 through 12 on sexual orientation or gender identity unless such instruction is either expressly required by state academic standards as adopted in Rule 6A-1.09401, F.A.C., or is part of a reproductive health course or health lesson for which a student's parent has the option to have his or her student not attend; and**
 - Shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in Section 39.01, F.S.; and
 - Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination. Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in Section 1000.05(4)(a), Florida Statutes [which states]:

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

- 1. Members of one race, color, national origin, or sex are morally superior to members of another race, color, national origin, or sex.*
 - 2. A person, by virtue of his or her race, color, national origin, or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.*
 - 3. A person's moral character or status as either privileged or oppressed is necessarily determined by his or her race, color, national origin, or sex.*
 - 4. Members of one race, color, national origin, or sex cannot and should not attempt to treat others without respect to race, color, national origin, or sex.*
 - 5. A person, by virtue of his or her race, color, national origin, or sex, bears responsibility for, or should be discriminated against or receive adverse treatment because of, actions committed in the past by other members of the same race, color, national origin, or sex.*
 - 6. A person, by virtue of his or her race, color, national origin, or sex, should be discriminated against or receive adverse treatment to achieve diversity, equity, or inclusion.*
 - 7. A person, by virtue of his or her race, color, sex, or national origin, bears personal responsibility for and must feel guilt, anguish, or other forms of psychological distress because of actions, in which the person played no part, committed in the past by other members of the same race, color, national origin, or sex.*
 - 8. Such virtues as merit, excellence, hard work, fairness, neutrality, objectivity, and racial colorblindness are racist or sexist, or were created by members of a particular race, color, national origin, or sex to oppress members of another race, color, national origin, or sex.*
- *Shall not violate Section 553.865(9)(b), F.S., which relates to entering restrooms and changing facilities designated for different sexes on the premises of an educational institution.*
 - *Shall not violate Section 1000.071, F.S., which relates to the use of personal titles and pronouns in educational institutions.*
 - *The school principal shall not prevent, direct school personnel to prevent, or allow school personnel to prevent students from accessing any material used in a classroom, made available in a school or classroom library, or included on a reading list unless:*
 - *the school principal or his or her designee has reviewed the material and determines it violates the prohibitions in Section 1006.28(2)(a)2., F.S.;*
 - *the material is unavailable to students based upon school board policies adopted to implement Section 1006.28(2)(d), F.S.; or*
 - *it was determined under the School District's objection process adopted to implement Section 1006.28(2)(a)2., F.S., that the material violated one of the prohibitions in that section.*

- **Osceola County School Board Rule 6.12 – Nepotism** requires that the School Board shall not employ two (2) or more close relatives or family members where one (1) individual is the immediate supervisor of another relative or family member. Such close relatives or family members are defined as: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.
- Pursuant to **Section 1006.07 – District school board duties relating to student discipline and school safety, Florida Statutes**, and **Osceola County School Board Rule 3.40 – Safe and Secure Schools, school entrance and classroom doors shall be closed and locked at all times when students are present on campus**. To clarify, employees shall not prop doors open or leave doors unlocked while students are present.
- Alleged violations of professional ethics, including, but not limited to, *State Board of Education Rule 6A10.081 Principles of Professional Conduct for the Education Profession in Florida* and *Osceola County School Board Rule 6.12 – Nepotism*, shall be reported to the employee's site administrator/ supervisor **and** the Chief Human Resources Officer for review and determination of an investigation.
- Depending on the circumstances of the allegations, the investigation may be handled at the worksite by the administrator/ supervisor, or the matter may be assigned to School District investigation through the Department of Human Resources.
- Employees are required to review and comply with the document entitled *State Board of Education Rule 6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida* and the resources linked to the *Professional Ethics Resources* section of the *Employee Orientation Companion Guide*.
- **Violations of this policy may result in employee discipline up to and including termination. In addition, certified educators may receive sanctions against the educator's state-issued certificate.**
- The "Resources" subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

Professional Ethics Resources

Essential Resources

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

Osceola County School Board Rules

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

State Board of Education Rules

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

Florida Statutes

- [Chapter 119 – Public Records](#)
- [Chapter 286 – Public Business – Miscellaneous Provisions](#)
- [Chapter 1014 – Parents' Bill of Rights](#)
- [Section 1001.42 – Powers and duties of district school board](#)
- [Section 1003.41 – State Academic Standards](#)
- [Section 1006.07 – District school board duties relating to student discipline and school safety](#)

Florida Commission on Ethics Resources

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

Florida Government in the Sunshine Law Resources

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

Civility

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

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

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

Civility Resources

Osceola County School Board Rules

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

State Board of Education Rules

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

Customer Service

Video Link: <https://youtu.be/KK1SNO0Jswv>

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

Customer Service Resources

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

Parents' Bill of Rights

Video Link: <https://youtu.be/07SNNwFz1UY>

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

- enroll the parent's eligible minor child in gifted or special education programs; and
- opt out of any School District-level data collection relating to the parent's minor child not required by law.
- Recent revisions to [State Board of Education Rule 6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#) include:

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

- Shall not intentionally provide classroom instruction to students in:

- ✓ **Pre-Kindergarten through Grade 8 on sexual orientation or gender identity, except when required by Sections 1003.42(2)(n)3. and 1003.46, F.S.; and in**

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

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

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

1. *Members of one race, color, national origin, or sex are morally superior to members of another race, color, national origin, or sex.*
2. *A person, by virtue of his or her race, color, national origin, or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.*
3. *A person's moral character or status as either privileged or oppressed is necessarily determined by his or her race, color, national origin, or sex.*
4. *Members of one race, color, national origin, or sex cannot and should not attempt to treat others without respect to race, color, national origin, or sex.*

5. *A person, by virtue of his or her race, color, national origin, or sex, bears responsibility for, or should be discriminated against or receive adverse treatment because of, actions committed in the past by other members of the same race, color, national origin, or sex.*
 6. *A person, by virtue of his or her race, color, national origin, or sex, should be discriminated against or receive adverse treatment to achieve diversity, equity, or inclusion.*
 7. *A person, by virtue of his or her race, color, sex, or national origin, bears personal responsibility for and must feel guilt, anguish, or other forms of psychological distress because of actions, in which the person played no part, committed in the past by other members of the same race, color, national origin, or sex.*
 8. *Such virtues as merit, excellence, hard work, fairness, neutrality, objectivity, and racial colorblindness are racist or sexist, or were created by members of a particular race, color, national origin, or sex to oppress members of another race, color, national origin, or sex.*
- *Shall not violate Section 553.865(9)(b), F.S., which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.*
 - *Shall not violate Section 1000.071, F.S., which relates to the use of personal titles and pronouns in educational institutions.*
 - *The school principal shall not prevent, direct school personnel to prevent, or allow school personnel to prevent students from accessing any material used in a classroom, made available in a school or classroom library, or included on a reading list unless:*
 - *the school principal or his or her designee has reviewed the material and determines it violates the prohibitions in Section 1006.28(2)(a)2., F.S.;*
 - *the material is unavailable to students based upon school board policies adopted to implement Section 1006.28(2)(d), F.S.; or*
 - *it was determined under the School District's objection process adopted to implement Section 1006.28(2)(a)2., F.S., that the material violated one of the prohibitions in that section.*
- If a Florida school district or its employees do not comply with these state laws, a parent may:
 - bring legal action against the School District to obtain declaratory judgment; and
 - receive monetary awards of injunctive relief, damages, reasonable attorney fees, and court costs.
 - Alleged violations of this policy shall be reported to the employee's site administrator/ supervisor for review and determination of an investigation.
 - Depending upon the circumstances of the allegations, the investigation may be handled at the worksite by the administrator/ supervisor, or the matter may be assigned to School District investigation through the Department of Human Resources.
 - **Violations of this policy may result in employee discipline up to and including termination. In addition, certified educators may receive sanctions against the educator's state-issued certificate.**

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

Parents’ Bill of Rights Resources

Essential Resources

- [Parents’ Bill of Rights Resources](#)
- [Ethics Complaint Report Form](#)
- [Harassment/ Discrimination Complaint Report Form](#)

Osceola County School Board Rules

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

State Board of Education Rules

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

Florida Statutes

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

Teachers' Bill of Rights

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

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

1. Rights of employment include that the teacher:

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

2. Right to continuing education includes that the teacher:

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

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

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

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

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

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

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

Teachers' Bill of Rights Resources

Essential Resources

- [SDOC Professional Ethics](#)
- [Reporting Misconduct and Abuse](#)
- [Ethics in Education Act Resources](#)
- [Required Instruction Resources](#)
- [Individual Freedom Act Resources](#)
- [Ethics Complaint Report Form](#)
- [Harassment/ Discrimination Complaint Report Form](#)

Osceola County School Board Rules

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

State Board of Education Rules

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

Florida Statutes

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

Curriculum and Instruction Expectations

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

- This section outlines the School District's expectations for all employees regarding curriculum and instruction that employees provide for Osceola County parents and students.
- It is the responsibility of every School District employee to read, understand, and comply with our School District's policies and procedures for curriculum and instruction, including, but not limited to, the document [SDOC Guidance for the Instruction of Sensitive Factual Content](#).
- **State Board of Education Rule 6A-1.094124 – Required Instruction Planning and Reporting, Florida Administrative Code (FAC)** [as amended June 10, 2021; excerpt] states:
 - (3) *As provided in Section 1003.42(2), F.S., members of instructional staff in public schools must teach the required instruction topics efficiently and faithfully, using materials that meet the highest standards of professionalism and historical accuracy.*
 - (a) *Efficient and faithful teaching of the required topics must be consistent with the state academic standards and the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards.*
 - (b) *Instruction on the required topics must be factual and objective, and may not suppress or distort significant historical events, such as the Holocaust, slavery, the Civil War and Reconstruction, the civil rights movement and the contributions of women, African American and Hispanic people to our country, as already provided in Section 1003.42(2), F.S. Examples of theories that distort historical events and are inconsistent with State Board approved standards include the denial or minimization of the Holocaust, and the teaching of Critical Race Theory, meaning the theory that racism is not merely the product of prejudice, but that racism is embedded in American society and its legal systems in order to uphold the supremacy of white persons. Instruction may not utilize material from the 1619 Project and may not define American history as something other than the creation of a new nation based largely on universal principles stated in the Declaration of Independence. Instruction must include the U.S. Constitution, the Bill of Rights, and subsequent amendments.*
 - (c) *Efficient and faithful teaching further means that any discussion is appropriate for the age and maturity level of the students, and teachers serve as facilitators for student discussion and do not share their personal views or attempt to indoctrinate or persuade students to a particular point of view that is inconsistent with the state academic standards and the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards.*
- Recent revisions to [State Board of Education Rule 6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#) include:
 - *Obligation to the student requires that the individual:*
 - Shall not intentionally provide classroom instruction to students in:
 - ✓ **Pre-Kindergarten through Grade 8 on sexual orientation or gender identity, except when required by Sections 1003.42(2)(n)3. and 1003.46, F.S.; and in**
 - ✓ **Grades 9 through 12 on sexual orientation or gender identity unless such instruction is either expressly required by state academic standards as adopted in Rule 6A-1.09401, F.A.C., or is part**

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

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

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

- 1. Members of one race, color, national origin, or sex are morally superior to members of another race, color, national origin, or sex.*
 - 2. A person, by virtue of his or her race, color, national origin, or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.*
 - 3. A person's moral character or status as either privileged or oppressed is necessarily determined by his or her race, color, national origin, or sex.*
 - 4. Members of one race, color, national origin, or sex cannot and should not attempt to treat others without respect to race, color, national origin, or sex.*
 - 5. A person, by virtue of his or her race, color, national origin, or sex, bears responsibility for, or should be discriminated against or receive adverse treatment because of, actions committed in the past by other members of the same race, color, national origin, or sex.*
 - 6. A person, by virtue of his or her race, color, national origin, or sex, should be discriminated against or receive adverse treatment to achieve diversity, equity, or inclusion.*
 - 7. A person, by virtue of his or her race, color, sex, or national origin, bears personal responsibility for and must feel guilt, anguish, or other forms of psychological distress because of actions, in which the person played no part, committed in the past by other members of the same race, color, national origin, or sex.*
 - 8. Such virtues as merit, excellence, hard work, fairness, neutrality, objectivity, and racial colorblindness are racist or sexist, or were created by members of a particular race, color, national origin, or sex to oppress members of another race, color, national origin, or sex.*
- *Shall not violate Section 553.865(9)(b), F.S., which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.*

- Shall not violate Section 1000.071, F.S., which relates to the use of personal titles and pronouns in educational institutions.
- The school principal shall not prevent, direct school personnel to prevent, or allow school personnel to prevent students from accessing any material used in a classroom, made available in a school or classroom library, or included on a reading list unless:
 - the school principal or his or her designee has reviewed the material and determines it violates the prohibitions in Section 1006.28(2)(a)2., F.S.;
 - the material is unavailable to students based upon school board policies adopted to implement Section 1006.28(2)(d), F.S.; or
 - it was determined under the School District's objection process adopted to implement Section 1006.28(2)(a)2., F.S., that the material violated one of the prohibitions in that section.
- Alleged violations of this policy shall be reported to the employee's site administrator/ supervisor for review and determination of an investigation.
- Depending upon the circumstances of the allegations, the investigation may be handled at the worksite by the administrator/ supervisor, or the matter may be assigned to School District investigation through the Department of Human Resources.
- **Violations of this policy may result in employee discipline up to and including termination. In addition, certified educators may receive sanctions against the educator's state-issued certificate.**
- The "Resources" subsection includes quick links to specific tools that provide immediate support and deeper understanding for employees related to this *Employee Orientation* topic.

Curriculum and Instruction Expectations Resources

Essential Resources

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

Osceola County School Board Rules

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

State Board of Education Rules

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

Florida Statutes

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

Employee Attendance Expectations

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

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

Employee Attendance Expectations Resources

Essential Resources

- [SDOC Employee Attendance Expectations](#)

Osceola County School Board Rules

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

State Board of Education Rules

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

Political Activities of Employees

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

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

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

Political Activities of Employees Resources

Essential Resources

- [SDOC Employees, Political Activities, and the Law](#)
- [Ethics Complaint Report Form](#)
- [Harassment/ Discrimination Complaint Report Form](#)

Osceola County School Board Rules

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

State Board of Education Rules

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

Florida Statutes

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

II. Prohibiting Discrimination and Bullying

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

Part II includes the following two (2) sections:

- Prohibiting Discrimination
- Prohibiting Bullying

Prohibiting Discrimination

Video Link: https://youtu.be/GQ_VYM2H8Nk

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

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

Osceola County School Board Rule 2.70 – Prohibiting Discrimination, Including Sexual and Other Forms of Harassment states:

No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, genetic information, sexual orientation, gender identity, or pregnancy be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law. ...

The board's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer, or visitor. The Board will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers, or agents.

...

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

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

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

Prohibiting Discrimination Resources

Essential Resources

- [Harassment/ Discrimination Complaint Report Form](#)

Osceola County School Board Rules

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

State Board of Education Rules

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

Prohibiting Bullying

Video Link: <https://youtu.be/imSqjKxUbI4>

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

"It is the policy of the Osceola County School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind, including, but not limited to cyberbullying."

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

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

Prohibiting Bullying Resources

Essential Resources

- [Harassment/ Discrimination Complaint Report Form](#)

Osceola County School Board Rules

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

State Board of Education Rules

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

Websites

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

III. Reporting Child Abuse, Abandonment, or Neglect

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

Part III includes the following section:

- Reporting Child Abuse, Abandonment, or Neglect

Reporting Child Abuse, Abandonment, or Neglect

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

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

Reporting Child Abuse, Neglect, or Abandonment Resources

Osceola County School Board Rules

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

State Board of Education Rules

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

Florida Statutes

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

IV. Technology Policies

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

Part IV includes the following section:

- Technology Awareness and Security Training (TAST)

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

Technology Awareness and Security Training (TAST)

Video Link: <https://youtu.be/m0Yh7fBn1SQ>

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

- **Software**

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

- **Technology Purchases**

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

- **Using Technology with Students**

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

- **Websites**

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

- **Communications with Students**

- Employees shall communicate with individual students only with prior parental consent.
- Employees shall only use School District-approved communications technology, hardware, and software applications to send communications to students that shall be archived in order to comply with state law.
- Employees shall not use personal cellular telephones or any other personal communication devices or related technology to communicate with students in any way, including but not limited to, texting and instant messaging.

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

Technology Awareness and Security Training (TAST) Resources

Osceola County School District Procedures

- [Employee Technology Awareness and Security Handbook](#)
- [Guidelines for the Use of Social Networking Websites and/ or Blogs](#)
- [Student Internet and Network Use Procedures](#)
- [Student Internet Safety Plan](#)
- [Student Internet Safety Procedures](#)
- [Student Internet Safety Procedures PowerPoint](#)

Osceola County School Board Rules

- [3.50 – Public Information and Inspection of Records](#)
- [3.52 – Copyrighted Materials](#)
- [5.70 – Student Records](#)
- [6.27 – Professional Ethics](#)
- [6.29 – Reporting of Misconduct](#)
- [6.30 – Violation of Local, State, or Federal Laws](#)
- [6.31 – Records and Reports](#)
- [6.321 – Employee Use of Cellular Telephones](#)
- [8.60 – Network Acceptable Use](#)
- [8.601 – Social Media](#)
- [8.602 – Internet Safety](#)
- [8.603 – Artificial Intelligence Acceptable Use](#)
- [8.64 – Operation of Unmanned Aerial Vehicles \(Drones\)](#)

State Board of Education Rules

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

Florida Statutes

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

V. ChildFind

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

Part V includes the following section:

- ChildFind

ChildFind

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

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

ChildFind Resources

Essential Resources

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

VI. Health-Related Policies

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

Part VI includes the following two (2) sections:

- Bloodborne Pathogens
- Right to Know

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

Bloodborne Pathogens

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

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

Bloodborne Pathogens Resources

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

Right to Know

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

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

Right to Know Resources

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

VII. Employee Evaluation Procedures

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

Part VI includes the following section:

- Employee Evaluation Procedures
- Test Security Agreement

Employee Evaluation Procedures

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

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

Evaluation Resources

Osceola County School District Procedures

- [Employee Evaluation Systems Handbooks](#)

Osceola County School Board Rules

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

State Board of Education Rules

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

Florida Statutes

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

Test Security Agreement

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

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

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

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

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

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

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

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

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

I understand that I must:

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

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

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

VIII. Policy Acknowledgment Page

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

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

I hereby acknowledge the following statements:

1. The School District employee orientation program and its components:
 - reflect a summary of information within School Board policies, School District procedures, and applicable state and federal laws and regulations;
 - serve as a notice of the obligations and privileges as an employee of the School District of Osceola County, Florida;
 - are not an employment contract and do not grant an employee any contractual rights, promissory terms or conditions of employment, or property interest related to employment; and
 - intend to comply with applicable collective bargaining agreement(s); therefore, any actual or perceived conflict shall be resolved in favor of the terms and conditions written within the applicable collective bargaining agreement(s).
2. The Osceola County School Board reserves the right to alter, modify, amend, or terminate these policies, procedures, and benefits in content or application as it deems appropriate, subject to applicable law(s) and collective bargaining agreements; and these changes may be implemented even if they have not been communicated, reprinted, or substituted in this employee orientation program or its components.
3. I am responsible for reading, understanding, and complying with the School Board policies and School District procedures that apply to my job assignment, and I understand that current digital copies are available on the School District web site at:
 - [Osceola County School Board Rules](#)
4. I have read and understand the Osceola County School Board's policies that were a component of the School District's employee orientation program, including, but not limited to, the following components:

<ul style="list-style-type: none">○ School Board Rules○ Faculty Handbook○ Professional Ethics○ Civility○ Customer Service○ Parents' Bill of Rights○ Teachers' Bill of Rights○ Curriculum and Instruction Expectations○ Employee Attendance Expectations○ Political Activities of Employees	<ul style="list-style-type: none">○ Prohibiting Discrimination○ Reporting Child Abuse, Neglect, or Abandonment○ Prohibiting Bullying○ Technology Awareness and Security Training (TAST)○ ChildFind○ Bloodborne Pathogens○ Right to Know○ Evaluation Procedures
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5. I have read and understand *School Board Rule 6.30 – Violation of Local, State, and/ or Federal Laws*, which outlines the employee's duty to self-report any arrests and/ or conviction; and I understand that I shall self-report to my immediate supervisor and to the Superintendent's office within forty-eight (48) hours:
 - Any arrests or charges involving the abuse of a child or the sale and/ or possession of a controlled substance or any disqualifying offense;
 - Any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or Nolo Contendere for any criminal offense, including Driving Under the Influence (DUI) or any resulting suspension, revocation, or restriction other than a minor traffic violation; or
 - Any employee in violation of the reporting requirements of *School Board Rule 6.30 – Violation of Local, State, and/ or Federal Laws* may be subject to disciplinary action by the Superintendent or School Board up to or including dismissal.
6. I understand that omission of this acknowledgment or any part of this acknowledgment [e.g., Part 1, (Items 1 through 4); and Part 2 (Items 5 through 8)] shall not relieve any employee from the requirement to comply with the information shared in the School District employee orientation program and its components, School Board policies, and/ or School District procedures.
7. I understand that my selection of the submission button below is my electronic signature for this acknowledgment.
8. I understand that my electronic signature is my acknowledgment and receipt of notice of Osceola County School Board's policies and the School District's procedures that apply to my job and does not constitute my agreement with them.

Essential Laws and Osceola County School Board Policies

Osceola County School Board Rules

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

- [7.78 – Gifts](#)
- [8.60 – Network Acceptable Use](#)
- [8.601 – Social Media](#)
- [8.602 – Internet Safety](#)
- [8.603 – Artificial Intelligence Acceptable Use](#)
- [8.64 Operation of Unmanned Aerial Vehicles \(Drones\)](#)
- [9.30 – Community Use of Facilities](#)
- [9.40 – Advertising and Commercial Activities](#)
- [9.50 – Distribution of Literature and Materials to Students](#)
- [9.63 – Civility and Orderly Conduct among School District Employees, Parents, and the Public](#)

State Board of Education Rules

- [6A-1.0018 – School Safety Requirements and Monitoring](#)
- [6A-1.0019 – Threat Management](#)
- [6A-1.094124 – Required Instruction Planning and Reporting](#)
- [6A-1.09422 – Statewide, Standardized Assessment Program Requirements](#)
- [6A-1.0955 – Education Records](#)
- [6A-5.030 – District Instructional Personnel and School Administrator Evaluation Systems](#)
- [6A-5.0411 – Calculations of Student Learning Growth for Use in School Personnel Evaluations](#)
- [6A-5.056 – Criteria for Suspension and Dismissal](#)
- [6A-5.065 – The Educator Accomplished Practices](#)
- [6A-7.0713 – Elementary School Website Listing of Library Materials and Reading Lists](#)
- [6A-7.0714 – Library and Instructional Materials Objection Report](#)
- [6A-7.0715 – Certifications and Plans for Instructional Materials and Library Media](#)
- [6A-10.042 – Test Administration and Security](#)
- [6A-10.081 – Principles of Professional Conduct for the Education Profession in Florida](#)
- [6A-10.083 – Standards Relating to Gross Immorality and Acts of Moral Turpitude](#)

Florida Statutes

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

- [Section 1008.24 – Test administration and security; public records exemption](#)
- [Section 1012.01 – Definitions](#)
- [Section 1012.34 – Personnel evaluation procedures and criteria](#)

United States Regulations

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

Safety and Security Training Requirements

In addition to our SDOC Employee Orientation annual requirement, Florida law requires all SDOC employees to complete annual safety and security trainings each school year [e.g., Section 1006.07 – District school board duties relating to student discipline and school safety, Florida Statutes; State Board of Education Rule 6A-1.0018 – School Safety Requirements and Monitoring, Florida Administrative Code (FAC); and State Board of Education Rule 6A-1.0019 – Threat Management, Florida Administrative Code (FAC)], but not limited to:

- **Active Assailant**
- **Recognition of Concerning Behaviors or Threats**
- **Reporting of Threats**

The following training is *suggested*, but not required, for all employees:

- **Family Reunification**

Depending upon the SDOC employee's assigned position and/ or role, the employee may also be required to complete **additional specific safety trainings**, including, but not limited to:

- **Threat Management**

Per Section 1003.42 – Required Instruction, Florida Statutes, and State Board of Education Rule 6A-1.0019 – Threat Management Florida Administrative Code (FAC), instructional employees shall imbed student safety training within the required lessons that address life skills/ resiliency each quarter.

SDOC employees may access the required trainings at:

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

Youth Mental Health Awareness Training (YMHAT) Requirement

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

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

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

Payroll Information

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

- ✓ **Payroll Calendars**
- ✓ **Payroll Reference Tools**
 - *How to Read Your Paystub*
 - *Deductions Processed through Payroll*
- ✓ **Forms**
- ✓ **Kronos Information**
- ✓ **Miscellaneous Information**

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

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

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

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

Employee Benefits Information

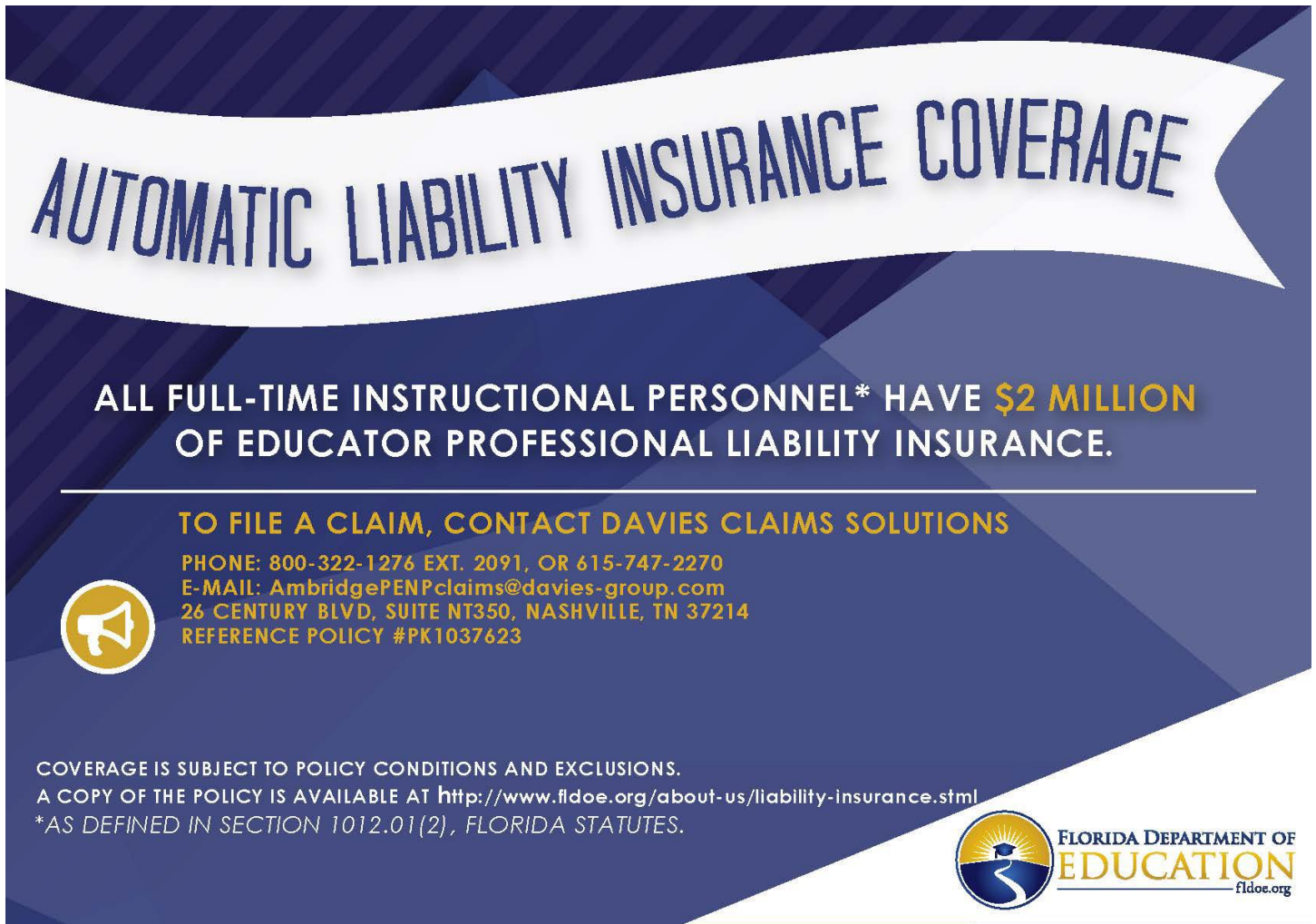
The [SDOC Risk and Benefits Management Department](#) webpage on the SDOC public website is your source for information on:

- ✓ **Employee Benefits;**
- ✓ **Workers' Compensation;**
- ✓ **Employee Wellness;**
- ✓ **Family Medical Leave Act (FMLA); and**
- ✓ **Tax Sheltered Annuities and Property/Casualty Insurance**

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

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


Florida Educators' Professional Liability Insurance Program




AUTOMATIC LIABILITY INSURANCE COVERAGE

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

TO FILE A CLAIM, CONTACT DAVIES CLAIMS SOLUTIONS

 PHONE: 800-322-1276 EXT. 2091, OR 615-747-2270
E-MAIL: AmbridgePENPclaims@davies-group.com
26 CENTURY BLVD, SUITE NT350, NASHVILLE, TN 37214
REFERENCE POLICY #PK1037623

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



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

- **[Florida Educators' Professional Liability Insurance Program Website](https://www.fldoe.org/about-us/liability-insurance.shtml)**

- <https://www.fldoe.org/about-us/liability-insurance.shtml>

Alcohol and Drug-Free Workplace Notice

The School District of Osceola County, Florida, maintains an alcohol and drug-free workplace per [Osceola County School Board Rule 6.33 – Alcohol and Drug-Free Workplace](#).

If an employee believes they have a substance abuse problem, the School District offers the Employee Assistance Program (EAP). To qualify for the School District's Employee Assistance Program (EAP), the request from the employee must precede any action that would require drug testing which results in a positive test result (i.e., reasonable suspicion, random testing, post-accident testing).

Current employees who are required to drug test must not receive a positive result for any drug prohibited by the federal government. The federal list of prohibited drugs may be more restrictive than the Schedule of Controlled Substances prohibited by the State of Florida.

Employees should be aware of the following:

➤ Drugs are defined as any article intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease, which means including, but not limited to, the following:

- ✓ alcohol, including distilled spirits, wine, malt beverages, and intoxicating liquors;
- ✓ amphetamines;
- ✓ cannabinoids;

- A positive test result could occur from the use of any and all products containing Delta-9-tetrahydrocannabinol (THC), including, but not limited to, cannabidiol (CBD) oil, lotions, gummies, and all other forms of medical marijuana which exist now or may exist in the future.
- Over the counter cannabidiol (CBD) oils and lotions are not regulated and may contain Delta-9-tetrahydrocannabinol (THC) which could result in a positive test result. The origin of THC resulting in a positive test cannot be determined.

- ✓ cocaine;
- ✓ phencyclidine (PCP);
- ✓ hallucinogen;
- ✓ methaqualone;
- ✓ opiates;
- ✓ barbiturates;
- ✓ benzodiazepines;
- ✓ synthetic narcotics;
- ✓ designer drugs; or
- ✓ a metabolite of any of the substances listed herein or any other substances defined in Schedules I through V of the United States Controlled Substances Act.

➤ **Currently, any employee who tests positive for prohibited drugs per federal guidelines shall be recommended to the School Board for termination.**

Related School Board Rules

- [2.90 – Tobacco-Free and Smoking-Free Environment](#)
- [2.95 – Wellness Program](#)
- [6.27 – Professional Ethics](#)
- [6.33 – Alcohol and Drug-Free Workplace](#)

Non-Discrimination Notice

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

Retaliation against an employee for engaging in a protected activity is prohibited.

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

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

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

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

➤ **[Notice of Equity Coordinators and Non-Discrimination Policies](#)**

Principles of Professional Conduct for the Education Profession in Florida

Florida Education Standards Commission

Professionalism through Integrity

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

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

- **[Ethics Complaint Report Form](#)**

- <https://app.smartsheet.com/b/form/126a3601c5f14b37ae4e00ad50a9d58f>

- **[Harassment/ Discrimination Complaint Report Form](#)**

- <https://app.smartsheet.com/b/form/7d0660a561bb4b179683d16239f7d674>

CHAPTER 6.00 – HUMAN RESOURCES

GRIEVANCE PROCEDURE FOR PERSONNEL

6.35*+

This grievance procedure shall apply to any problem dealing with the treatment of personnel due to the alleged violation of existing School Board rules or policies, except discrimination, and harassment which are included to policy 2.70. Whenever an employee feels that he has a grievance, every effort shall be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, the more formal procedures stated herein will be followed in an effort to resolve grievances and preserve good morale. No grievance shall be processed anonymously.

I. Definitions

Grievance - Any claim by an employee or group of employees that there has been a violation, misinterpretation or misapplication of a School Board rule or policy, except Policy 2.70. The term grievance as used in this section and for the purposes of the procedures set forth herein, shall not apply to any matters or procedures covered by the terms of any contract entered into pursuant to Chapter 447, Florida Statutes.

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

Grievant – Any person or group of persons who initiated a grievance unable to be resolved in an informal manner.

Superintendent – The Superintendent, as duly holding office in Osceola County.

School Board – The School Board of Osceola County, Florida

Administrative Channel – The normal chain of command of administrative responsibility of the Osceola District Schools.

Days – Actual working days.

Rights – The rights of employees to

- A. Call upon any representative to aid and assist in any level of the grievance procedure.
- B. Request and receive for his representative a copy of all information pertaining to the grievance.
- C. Have all documents, communications and records dealing with the processing of the grievance kept separate from the assessment file of the participants.

CHAPTER 6.00 – HUMAN RESOURCES

- D. No reprisals of any kind shall be taken against any participant in the grievance procedures by reason of such participation.
- E. Sample forms shall be made available to all persons by the Superintendent.
- F. The number of days of each level shall be considered a maximum except when extended in writing by mutual consent.
- G. If an individual does not file a grievance within ten (10) days after becoming aware of the act or condition on which the grievance is based, or after a reasonable person under similar circumstances should have become aware of such act or condition, then the grievance shall be considered to have been waived.
- H. Failure of the grievant to appeal the grievance to the next level within five (5) days shall be deemed to be acceptance of the decisions rendered at that level.
- I. The grievant and his representative shall have the right to be present at any and all levels.
- J. No employees, including probationary or substitute employee (OPS), may use the grievance procedure in any way to appeal discharge or a decision by the Superintendent not to renew his contract.
- K. Failure at any step of this procedure to communicate the decision on a grievance within the specified time shall permit the grievant to appeal at the next step of this procedure.

II. Procedure for Resolving Grievances

For individual grievances, the following procedures shall apply in the order specified below:

Level 1 – The grievant shall discuss the grievance with the principal or worksite supervisor for the purpose of resolving the grievance. If satisfactory results are not obtained within five (5) days, then

Level 2 – The grievant may file the grievance by submitting a written “Statement of Grievance” on a form (FC-120-183) provided by the School Board with the Assistant Superintendent of Personnel and Administrative Services, and a copy to any representative of his choice. It shall include the name of the employee involved, the facts giving rise to the grievance, the identity

CHAPTER 6.00 – HUMAN RESOURCES

by appropriate reference of all rules or policies alleged to be violated, the contention of the employee with respect to those provisions, and the specific relief requested. The Assistant Superintendent of Personnel and Administrative Services shall respond in writing within five (5) days. Copies shall be sent to any representative designated by the grievant.

Level 3 – If the grievant is not satisfied with the disposition of the grievance at level two (2) or if no decision has been rendered in writing within five (5) days the grievant may forward the written grievance form directly to the Superintendent, with copies to the person who caused the grievance and any other representative of his choice.

The Superintendent shall, within ten (10) days file his reply in writing to the grievance with copies to the person who caused the grievance and the grievant's representative.

If satisfactory results are not obtained at this level, then:

Level 4 – The grievant or his representative may forward the written grievance form within five (5) days directly to the School Board with copies to all concerned. Within fifteen (15) days after receipt of the grievance, the School Board chairperson shall call a meeting for the purpose of resolving the grievance. The School Board, at the discretion of the chairperson, may appoint an independent committee of its choosing to investigate the grievance. With twenty (20) days after the above meeting, the Board shall communicate its decision in writing and state its reason in writing, if requested to the grievant.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

**447.401, 1001.43, 1001.49,
1012.22, 1012.27, F.S.**

HISTORY:

FORMERLY: 3.15

**INSTRUCTIONAL EMPLOYEES
CONTRACT
BETWEEN
THE SCHOOL BOARD OF OSCEOLA COUNTY, FLORIDA (OCSB)
AND
THE OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA)**



July 01, 2024, through June 30, 2025

**Tentative Agreement, July 26, 2024
Ratified by OCEA, August 05, 2024
Ratified by OCSB, August 13, 2024**

Effective July 01, 2024, until June 30, 2025

**Dr. Mark Shanoff,
Superintendent**

**Janet Moody,
OCEA President**

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ARTICLE VIII: GRIEVANCE PROCEDURE

- 8.01 Both parties encourage teachers and administrators to arrive at a satisfactory resolution in accordance with 4.01 of this agreement of any grievance on an informal basis directly with each other. When resolution cannot be reached, the parties may resort to the more formal procedures stated herein in an effort to resolve the grievance and preserve good morale.
- 8.02 Definitions
- 8.02-1 Grievance — Any claim by a teacher or a group of teachers that there has been a violation, misinterpretation, or misapplication of a provision of this Agreement.
- 8.02-2 Grievant -- Any teacher or group of teachers, as defined in the teacher unit description set forth in the PERC certification, filing a grievance, and the Association with the right to file grievances limited to class actions and Association rights of representation as provided in this Contract.
- 8.02-3 Superintendent -- The Superintendent of the Osceola County School System
- 8.02-4 Administrative Channel --
- (1) Principal or other supervisor
 - (2) Director of Human Resources and Employee Relations
 - (3) Superintendent or Designee
- 8.02-5 Days -- Actual working days
- 8.02-6 Representative -- The Association, any person, or legal counsel designated by the grievant
- 8.02-7 Written Grievance – a statement which appraises the Board representative of the nature of the grievance which contains at least: (1) a reasonable description of the grievance and the facts upon which it is based; (2) the specific Articles and clauses claimed to have been violated; (3) the date or dates upon which the alleged violation took place; (4) the remedy or correction requested; and (5) the signature of the grieving party or their representative.

8.03 The Rights of Teachers

- 8.03-1 Teachers shall have the right to call upon any representative(s) to aid and assist in any level(s) of the grievance procedure. The grievant, the grievant's representative, and the Association shall have the right to be present at all levels.
- 8.03-2 Teachers shall have the right to have all documents, communications, and records dealing with the processing of the grievance kept separately from the personnel file of the grievant.
- 8.03-3 No reprisals of any kind shall be taken against any participant in the grievance procedure due to such participation.
- 8.03-4 The number of days of each level shall be considered a maximum except when extended in writing by mutual consent.
- 8.03-5 If the grievant does not file a grievance within fifteen (15) days after the act or condition on which the grievance is based, is known or should have known, the right to grieve such act or condition shall be considered waived.
- 8.03-6 Failure of the grievant to appeal a decision to the next level of the grievance procedure within five (5) days of receipt of the decision shall be deemed to be acceptance of the decision rendered at that level.
- 8.03-7 Failure at any step in this grievance procedure to communicate the decision on a grievance within the specified time period shall permit the grievant to appeal to the next level in this procedure.
- 8.03-8 All meetings or conferences at Level I of the grievance procedure may be held during the regular teacher workday at a time mutually agreed upon by the parties. All meetings at and after Level II of the grievance procedure shall be held after the regular teacher workday, unless by mutual agreement of the parties, the meetings can be scheduled during the teacher workday.
- 8.03-9 Nothing in this grievance procedure shall be interpreted as to limit or waive any rights or privileges granted to teachers or the Association by Florida Statutes.
- 8.03-10 Association representatives will be entitled to inspect non-confidential data relevant to a grievance, and may request and receive copies thereof without charge up to a maximum of a total of ten (10) copies per grievance. Additional copies will be provided at cost.

8.04 Procedure for Resolving Grievances:

8.04-1 Level I - The grievant will discuss the grievance with the principal or other supervisor except that Association or class action grievances may be filed directly with the Superintendent. In the discussion, the employee shall advise the administrator of the particular section(s) of the Contract the employee believes was (were) violated, and how they allegedly were violated. The administrator shall verbally respond to the grievant within five workdays of the meeting, and include an explanation as to why the administrator believes the contract was not violated.
(08/17/05)

8.04-2 Level II - If the grievant is not satisfied with the verbal disposition of the grievance at Level I, or if no decision has been rendered within five (5) days, then the grievant may file a written "Statement of Grievance" on a form provided by the Superintendent and available at each school, with the Director of Human Resources and Employee Relations. See Appendix F for grievance form.
(08/17/05)

8.04-3 Level III - If the grievant is not satisfied with the disposition of the grievance at Level II, or if no decision has been rendered in writing within five (5) days, then the grievant may file a written "Statement of Grievance" with the Superintendent. The Superintendent may at the Superintendent's discretion have the Superintendent's designee review and render a decision.

8.04-4 If the grievance is not settled at Level III or no decision is received in writing within ten (10) days, it may be submitted for arbitration by the Association within twenty (20) days.

When an arbitration hearing is held, participating teachers shall be given released time to attend the hearing.

8.04-5 The Federal Mediation and Conciliation Service (FMCS) will be requested to submit a panel of five (5) arbitrators from which the parties shall mutually select the arbitrator. If the arbitrator is unable to serve or the parties mutually agree that no person on the panel is suitable, the Federal Mediation and Conciliation Service (FMCS) shall appoint the arbitrator.

8.04-6 Both parties agree to abide by the Voluntary Rules of the Federal Mediation and Conciliation Service (FMCS).

8.04-7 The arbitrator shall not have the power to add to, subtract from, modify, or alter the terms of this Contract.

8.04-8 The parties shall share equally the arbitrator's fees and expenses.

8.04-9 The decision of the arbitrator shall be final and binding as set forth in Florida Statutes Chapter 447.

APPENDIX F: Grievance Form

Osceola County Education Association
School Board of Osceola County, Florida

Grievance # _____

Name: _____ School District Employee ID #: _____

Supervisor: _____ Work Location: _____

Date: _____

Applicable Contract Provisions: _____

Date Grievance Occurred: _____

Description:

Relief Sought:

Signature of Grievant: _____ Date: _____

LEVEL I Grievant and Supervisor met to discuss issue and attempt to resolve.

Date of Meeting: _____

LEVEL II Response by Chief Human Resources Officer

Date Received: _____

GRANTED

DENIED

Response by the Chief Human Resources Officer:

Signature: _____ Date: _____
Chief Human Resources Officer

FC-700-245

Grievance # _____

Name: _____ SS#: _____

LEVEL III Response by Superintendent or Designee

Date Received: _____

GRANTED

DENIED

Response by Superintendent:

Signature: _____ Date: _____
Superintendent

LEVEL IV Submit to Arbitration

Date Submitted: _____

Award of the Arbitrator: _____

SEE ATTACHMENTS

Non-Discrimination Notice

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

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

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

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

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

Principles of Professional Conduct for the Education Profession in Florida

Florida Education Standards Commission

Professionalism through Integrity

Available on-line at the following website:

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

EDUCATION STAFF PROFESSIONALS (ESP)
CONTRACT
BETWEEN
THE SCHOOL BOARD OF OSCEOLA COUNTY, FLORIDA (OCSB)
AND
THE OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA)



July 01, 2024, through June 30, 2025

Tentative Agreement, May 23, 2024
Ratified by OCEA, August 08, 2024
Ratified by OCSB, August 13, 2024
Effective July 01, 2024

Dr. Mark Shanoff,
Superintendent

Janet Moody,
OCEA President

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APPENDIX A: GRIEVANCE FORM

Osceola County Education Association
School Board of Osceola County, Florida

Grievance # _____

Name: _____ SS#: _____

Supervisor: _____ Work Location: _____

Date: _____

Applicable Contract Provisions: _____

Date Grievance Occurred: _____

Description:

Relief Sought:

Signature of Grievant: _____ Date: _____

LEVEL I Grievant and Supervisor met to discuss issue and attempt to resolve.

Date of Meeting: _____

LEVEL II Response by Chief Human Resources Officer

Date Received: _____

GRANTED

DENIED

Response by the Chief Human Resources Officer:

Signature: _____ Date: _____
Chief Human Resources Officer

FC-700-245

Grievance # _____

Name: _____ SS#: _____

LEVEL III Response by Superintendent or Designee

Date Received: _____

GRANTED

DENIED

Response by Superintendent:

Signature: _____ Date: _____
Superintendent

LEVEL IV Submit to Arbitration

Date Submitted: _____

Award of the Arbitrator: _____

SEE ATTACHMENTS

NON-DISCRIMINATION NOTICE

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

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

PRINCIPLES OF PROFESSIONAL CONDUCT FOR THE EDUCATION PROFESSION IN FLORIDA

Florida Education Standards Commission

Professionalism Through Integrity

Available on-line at the following website: <http://www.fldoe.org/teaching/professional-practices/code-of-ethics-principles-of-professio.stml>

CONTRACT

BETWEEN

THE SCHOOL BOARD OF OSCEOLA COUNTY, FLORIDA

AND

TEAMSTERS LOCAL NO. 385

2024-2025



2024-2025 Edition

Ratified by Teamsters Local 385, July 9, 2024

Approved by SDOC, August 13, 2024

Dr. Mark Shanoff
Superintendent

ARTICLE 14

GRIEVANCE/ARBITRATION

Section 1 - Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems, which may arise affecting the welfare or working conditions of employees.

Section 2 - Definition of Grievance

A grievance within the meaning of this Agreement shall consist of an allegation that there has been a misapplication or misinterpretation of any of the provisions of this Agreement.

Section 3 - Representation

- A. All bargaining unit employees shall have the right of Union representation at each step of the grievance procedure, if they desire and the Union agrees. If a bargaining unit employee desires Union representation, and the Union agrees to represent the grievant, no grievant will be required to discuss any grievance if a designated Union representative is not present.
- B. The Union shall provide the Board a list of stewards and representatives who shall serve as representatives of an employee grievant when he or she desires representation, and the Union agrees to represent the grievant. The Board shall have no obligation to deal with individuals identifying themselves as stewards or representatives who are not on the list submitted by the Union. The Union shall notify the Board of changes in a timely manner.
- C. Nothing in this Agreement shall be construed to prevent any bargaining unit employee from presenting, at any time, his or her own grievance in person or by legal counsel to the responsible supervising administrator which alleges violation of a specific article and section of this Agreement. Such grievances may be adjusted without the intervention of the Union, but no adjustment will be made that is inconsistent with the terms of this Agreement and must be presented as outlined in Florida Statutes. Prior to the presentation of such grievance, the employee shall furnish the Superintendent or designee with a written statement from the Union indicating that the Union will not represent the employee. An employee must exhaust the entire negotiated grievance procedure, including arbitration, before initiating an appeal to the School Board. When presenting his or her own grievance and notwithstanding any other terms and conditions set forth in this Agreement, the employee shall bear the full costs of all expenses, including but not limited to, time lost from work, expense of his or her own counsel, fees for the preparation and presentation of documents and fees, services or other costs of an arbitrator, costs of transcripts, fees charged for the use of meeting/hearing room(s) or other facility, or any other appeal. The union shall be given reasonable opportunity to be present at any meeting called for the resolution of such grievances.
- D. When attending meetings called at any step of the grievance procedure during working hours, the steward shall notify his or her manager of the time that such meeting will begin and shall report back to work immediately after the end of the meeting. While attending such meetings during work time, the steward shall suffer no loss of pay and shall not be required to use accumulated leave. The steward shall not be compensated for attending such meetings outside of his or her regular work time.

Section 4 - Effect of Time Limits

The failure of the grievant and/or the Union to file the grievance or proceed from one step of the grievance procedure to the next step within the time limits set forth herein shall be deemed to be a waiver of the grievance and shall constitute a waiver of all future appeals concerning the particular grievance.

1. The failure on the part of any Board representative to render a decision on the grievance within the time limits set forth in this Agreement shall operate as a denial of the grievance and entitle the employee to proceed to the next step.
2. All time limits may be extended by mutual written agreement. The term day or workdays for purposes of this Article shall be defined as Monday through Friday, exclusive of recognized holidays. The parties agree it is important that grievances be processed as rapidly as possible. The number of days indicated at each level is to be considered the maximum and every effort shall be made to expedite the process before the deadlines are reached. The day following the day the grievant knew or should have known of the occurrence on which a grievance is based shall be counted as the first day for purposes of filing a grievance.

Section 5 - Grievance Procedure

- A. Any grievance arising under this Agreement, whether pursued independently or with union representation, shall be processed through the grievance procedures as outlined herein until resolution is reached or the grievance is waived. A grievance may be withdrawn at any level. By mutual written consent, the parties may agree to bypass any step in this procedure.
- B. At any meeting called at any step of the grievance procedure, the grievant shall be entitled to the presence of a steward and/or a representative; provided, however, that the inability of a particular steward or representative to attend a meeting that was mutually agreed upon within the time frames for the Board representative to respond to a grievance shall not be grounds for the meeting to be postponed beyond five (5) working days from when the meeting was initially set. All meetings at any level of the grievance procedure will be held during a time that will not interfere with the employee's duties and responsibilities. In the event a meeting is required by management, outside of normal working hours, the employee shall not be compensated for time spent in such meeting.
- C. In the event that an employee believes there is a basis for a grievance, the grievant shall first meet informally with his or her immediate supervisor. The purpose of this meeting shall be to provide an opportunity for both parties, the grievant and the supervisor, to discuss the situation, share all pertinent information, and to attempt to reach resolution of the situation. A Union Representative shall have the right to be present at this discussion, at the employee's request. Any adjustment reached in the informal discussion must be consistent with the terms of this Agreement unless approved by the Union and the Superintendent and committed to writing by both entities.

- D. If the informal discussion fails to bring about resolution of the matter, the employee may file a formal written grievance pursuant to the steps set forth below. (Attached as Appendix D)

Step I

In order to be deemed timely, a written grievance must be delivered in person or by certified mail, return receipt requested, to the grievant Supervising Administrator with ten (10) days after the grievant knew or should have known of the occurrence on which the grievance is based. The failure of any employee to meet this time limit shall render the grievance moot, and the Board shall have no obligation thereafter to process the grievance through the steps of the grievance procedure, including arbitration.

All written grievances must be presented on the official Union grievance form, attached to this Agreement as Appendix D.

The Supervising Administrator shall meet with the employee and the Union representative(s) within five (5) days after receiving the written grievance.

Step II

The Supervising Administrator shall have seven (7) days from the Step I meeting to render a written response. The response shall contain a reasonably complete explanation for the grievance being granted or denied.

Step III

If the aggrieved employee is not satisfied with the response of the Supervising Administrator, he or she may appeal the response in writing to the Director of Human Resources, in person or by certified mail, return receipt requested, within seven (7) days after receipt of the written decision of the Supervising Administrator.

The Director of Human Resources shall have a meeting with employee and the Union representative(s) to discuss the grievance within seven (7) days after receiving the written grievance.

The Director of Human Resources shall have seven (7) days from the Step II meeting to render a written decision in response to the grievance. The Director of Human Resources shall be required to explain his or her reasons for granting or denying the grievance only if it differs from the decision of the Supervising Administrator.

Step IV

If the aggrieved employee is not satisfied with the response of the Director of Human Resources, he or she may appeal the response in writing to the Superintendent, either in person or by certified mail, return receipt requested, within seven (7) working days after receipt of the written decision of the Director of Human Resources.

The Superintendent or his/her designee shall have a meeting with the employee and the Union representative(s) to discuss the grievance within seven (7) days after receiving the grievance.

The Superintendent or his/her designee shall have ten (10) days from the Step III meeting to render a written decision in response to the grievance. The Superintendent or his/her designee shall only be required to explain his/her reasons for granting or denying the grievance if it differs from the decision of the Supervising Administrator or the Director of Human Resources.

Step V

Within fifteen (15) days after receipt of the previous decision the Union may invoke arbitration by filing a request for arbitration with the Federal Mediation and Conciliation Service (FMCS) and by delivering a copy of the request to the Superintendent in person or via certified mail, return receipt requested. The party filing for arbitration shall be responsible for all filing fees or other costs of securing the arbitration panel from FMCS.

FMCS shall furnish a panel of seven (7) names. Within seven (7) days of receipt of the panel from FMCS, either party shall have the right to reject the first list provided before the striking out of names occurs. Upon rejection of the first list, either party may request a second panel of seven (7) names from FMCS. Each party is limited to one (1) list rejection. No more than (2) panels may be rejected by the parties per arbitration. Within seven (7) days of receipt of the final list from the FMCS, the parties shall select an arbitrator from the list by alternately striking three (3) names each, thus leaving the seventh who shall be the impartial arbitrator. The party requesting the list shall have the first strike.

Once selected, the arbitrator shall proceed as soon as practicable to hold a hearing and render a decision regarding the grievance. No later than twenty (20) days prior to the hearing, each party shall submit to each other all documents that they intend on introducing into evidence at the hearing. Any documents not provided at this stage in the proceedings cannot be considered by the arbitrator absent mutual consent of the parties. The lone exception to this rule is where a party seeks to introduce newly discovered evidence which by due diligence could not have been discovered in time for making the initial submission to the arbitrator. In this instance, the party seeking to introduce evidence to the arbitrator not previously disclosed must demonstrate that the evidence is material to the outcome of the case and that it could not have been discovered prior to the initial disclosure by an exercise of due diligence. The question of whether due diligence was exercised shall be determined by the arbitrator.

It shall be the function of the arbitrator, and he or she shall be empowered, except as his powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of this Agreement. The arbitrator shall have no power to change any policy, or rule of the Board, nor to substitute his or her judgment for that of the Board as to the reasonableness of such policy or rule. The arbitrator shall not have the authority to add to, subtract from, disregard, alter or modify any of the terms of this Agreement. If either party disputes the arbitrator of any grievance under the terms of this Agreement, the arbitrator shall be presented with and decide that issue at the outset of the hearing and shall decide if the grievance is arbitrator, subject to judicial review in accordance with law. The arbitrator may hear more than one (1) grievance at a time by mutual consent of the parties. The arbitrator shall have no authority to consider or rule upon any matter, which is not a grievance as defined in this Agreement. The discipline, suspension or termination of an employee who has been employed less than the full probationary period (first ninety calendar days for purposes of this Article) shall not be made the subject of a grievance.

In all disciplinary cases at arbitration, the Board shall have the burden of proof by a preponderance of the evidence. In all non-disciplinary cases at arbitration, the grievant and/or Union shall have the burden of proof by a preponderance of the evidence. The hearing shall be conducted in accordance with the rules of the Federal Mediation and Conciliation Service.

The arbitrator may not issue declaratory or advisory opinions and shall confine him or herself exclusively to the question, which is presented. The arbitrator shall issue a final and binding decision and award, subject only to appeal pursuant to applicable provisions of the law. The arbitrator's decision will be in writing and will set forth findings of fact, reasoning and conclusions on the issues submitted.

Section 6 - Other Provisions

- A. Each party shall bear the expense of its own witnesses and its own representatives. The parties shall equally bear the expense of the impartial arbitrator. Any party requesting a copy of the transcript of such arbitrator shall bear the cost of same. The Union shall not be responsible for costs of the arbitrator or the arbitration process if the Union does not desire to carry a specific grievance to arbitration. In such case, the grievant(s) may proceed to arbitration independently, provided that the costs thereof are assumed by the grievant(s). The Union, however, shall be entitled to be present during the arbitration hearing. The Union shall not be bound by any decision of any arbitrator in any case that they do not participate in.
- B. All bargaining unit employees shall have the right to meet with a Union representative during regular work hours with pay for a period of time not to exceed one (1) hour where in the opinion of the grievant immediate supervisor such access would not interfere with the duties or responsibilities of the grievant and where the Union is investigating the facts to file or pursue a grievance. Upon entering District property, Union representatives shall comply with the sign-in/sign-out procedures of the Board.
- C. In dealing with the processing of grievances, Union representatives shall be granted reasonable access to classified personnel during the working day where in the opinion of the grievant immediate supervisor such access will not interfere with the duties or responsibilities of the persons involved.
- D. No reprisals shall be invoked against any party or parties for processing a grievance or participating in any way in the grievance procedure.
- E. Documents of any kind or form pertaining to the initiating, processing or settlement of any grievance shall be placed in a separate file established solely for this purpose. Said separate file shall be accessible to the Union and to the grievant(s) and to the public to the extent required by law.

Section 7- Back Pay

Back pay, if any, shall be determined by the arbitrator; provided, however, that the arbitrator must take into consideration such factors as unemployment compensation or earnings after suspension or termination by the Board; provided, however, that amount of back pay awarded shall not be reduced by the compensation earned by the grievant from the grievant "normal" second job during the period of time he or she was on suspension or discharge.

Section 8 - Class Action Grievances

The Union has the right to file a class action grievance on behalf of two or more bargaining unit employees of the same class. All class action grievances must be filed on the Union class action grievance form attached as Appendix D. In order to constitute a class action grievance, the employees involved must all have common duties, functions and responsibilities, or all must have the same grounds for the grievance. A class action cannot be instituted where disciplinary action is involved.

APPENDIX D
GRIEVANCE FORM

**TEAMSTERS LOCAL 385
GRIEVANCE FORM**

Social Security No _____ Date Grievance Occurred _____, 20____
Name _____ Date Grievance Filed _____, 20____
Address _____
City _____ State _____ Zip _____
Phone # _____
Job Classification _____ Worksite location: _____

IMPORTANT: Give particulars in detail, including all dates, times, and places so that your grievance may be presented intelligently. It is the responsibility of the member filing this grievance to issue the proper copies to all parties in a timely manner, as per your contract.

PLEASE PRINT: Articles(s) Violated:

Remedy Sought:

By presenting this grievance, the employee grants to the Union complete authority to present, negotiate and bargain regarding this grievance and agrees to be bound by such disposition of the grievance as may be made or agreed to by the Union or its designated Representatives.

Employee's Signature: _____ Date: _____

Steward's Signature: _____ Date: _____

Step I - Supervising Administrator's Signature: _____

Date received: _____ Meeting Date: _____

Response: _____

Step II - Chief Human Resources Officer Signature: _____ Date received: _____

Meeting Date: _____ Granted _____ Denied _____

Response: _____ Date faxed to Union: _____, 20____

Step III - Superintendent/Designee's Signature: _____ Date received: _____

Meeting Date: _____ Granted _____ Denied _____

Response: _____ Date faxed to Union: _____, 20____