

August 2005

TO: All Holders of the Policy Manual of the Pinellas County School Board

FROM: Allen Mortimer
Director of Planning and Policy

SUBJECT: **SUPPLEMENT NO. 33 TO THE POLICY MANUAL OF JUNE 30, 1998**

Please update your Policy Manual as follows:

REMOVE PAGE(S)

4-43 thru 4-44
5-31 thru 5-32a
6-13 thru 6-14
7-11 thru 7-12b

INSERT PAGE(S)

4-43 thru 4-44
5-31 thru 5-32b
6-13 thru 6-14
7-11 thru 7-12c

4.06 FIELD TRIPS AND ACTIVITIES

This revision shows the changes to the Athletic Policy and Guidebook.

**5.09 REGULAR PROGRAM CORE CURRICULUM/PROMOTION/RETENTION/
ACCELERATION--MIDDLE SCHOOL**

This change addresses middle school enrollment in Florida Virtual School and lists the middle school courses offering high school credit.

6.15 STUDENT ASSIGNMENT TO SCHOOLS (ATTENDANCE DISTRICTS)

This revision is to update the Choice Plan policy.

**7.101 OUTSIDE SUPPORT ORGANIZATIONS and 7.102 PTA (Parent/Teacher
Association)/PTSA (Parent/Teacher/Student Association)**

This amendment is to remove reference to PTA and PTSA organizations from policy 7.101 OUTSIDE SUPPORT ORGANIZATIONS and add the new policy 7.102 PTA (Parent/Teacher Association)/PTSA (Parent/Teacher/Student Association).

*SR 01-329

(b) All school functions and related activities must be approved by the principal. The principal is responsible for insuring adequate supervision at the activity. School staff will be present, but the 1 to 10 ratio of chaperones to students will not be provided.

(c) For an activity, the field trip forms referred to in paragraph (2)(b) are not required.

(7) HIGH SCHOOL ATHLETIC PROVISIONS

(a) Admission fees for all athletic activities shall be as prescribed by the athletic conference in which the school holds memberships.

(b) At all interscholastic athletic events, faculty members of participating schools shall be provided free admission.

(c) All interscholastic practice activities shall be conducted after school. Practice sessions shall not interfere with or take the place of the regular class schedule of the athletes.

(d) Transportation will be provided for students as determined by the principal with approval of the Director of Pre K-12 Extracurricular Student Activities. If school officials arrange transportation, provisions (3)(i) and (j) of this policy shall apply. If the school does not provide transportation it shall be the responsibility of the student athletes to provide their own transportation.

(e) Athletic competitions are subject to regular field trip guidelines as outlined in this policy. The field trip forms referred to in paragraphs (2)(b) and (3)(s) are not required for FHSAA athletic competitions. In lieu of the "Field Trip Permission" form, the High School Activities Participation Form signed by the parent or guardian must be on file before a student may participate in FHSAA athletic competitions.

(8) OUT-OF-STATE ATHLETIC TEAM/CHEERLEADING SQUAD TRAVEL: The following shall apply to athletic teams and cheerleading squads traveling out-of-state or to national competitions:

(a) Students who are members of, or who are attached to, the team or squad shall not miss more than one school day.

(b) Neither the principal's discretionary budget nor the centralized athletics' budget may be used to fund the out-of-state travel.

(c) Only varsity athletic teams and varsity cheerleading squads may travel out-of-state.

(d) All cheerleading squads qualifying for national competition will be allowed to compete on a national level in competition approved by the Director of Pre K-12 Extracurricular Student Activities and will be exempt from item (a) above.

(9) Athletic Policy and Guidebook

(a) The Athletic Policy and Guidebook Revised Edition 2005 as amended August 2, 2005 provides additional policies pertaining to athletics and is incorporated herein as a rule.

Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.

Laws Implemented:

History: New 7/12/50; Amended 7/13/55, 5/22/57, 7/22/59, 7/12/61, 2/27/74; Revised 12/18/74; Amended 5/10/78, 10/28/81, 3/24/98, 6/30/98, 9/22/98, 10/12/99, 7/25/00, 2/13/01, 7/31/01, 9/24/02, 7/29/03, 7/27/04, 8/2/05

Note: Former 6Gx52-8.10 (changed 6/30/98)

4.07 TEACHER CHAPERONES FOR COMBINED SCHOOL FUNCTIONS

- (1) All students attending combined school functions shall be accounted for on the TDE form submitted by the teacher-chaperone, and the form shall indicate that sufficient teacher chaperones shall be provided for the students, consistent with the following requirements.
- (2) It shall be permissible for students of various Pinellas County schools to be combined on one teacher's TDE form for school sponsored events, provided that it is clearly understood that such students are the responsibility of the teacher whose name appears on the TDE form.
- (3) The ratio of students to assigned chaperones shall not exceed the Florida Activities Association recommendation of ten (10) students to one (1) chaperone.
- (4) The teacher who is responsible for arranging participation in the function shall schedule a meeting of all students who plan to participate in the function; parents shall also be invited. When students are to be chaperoned by a teacher from a school other than a school to which they are assigned, the student and the teacher arranging the function shall meet with the teacher chaperone in order to become acquainted and familiar with the policies and procedures that will be enforced in regard to the function; parents of such students shall also be invited to the meeting.

Statutory Authority: 230.03(2), 230.22, 230.23, 230.23005 F.S.

Laws Implemented: 230.22 F.S.

History: New 10/23/85, Amended 8/8/90,6/30/98

Note: Former 6Gx52-8.11 (changed 6/30/98)

4.08 FOREIGN EXCHANGE STUDENTS

- (1) Any organization intending to sponsor an exchange student(s) with a J-1 visa shall register with the Office of World Languages, providing such information as may be deemed by the office to be appropriate for the efficient and orderly management of such a program for all concerned.
- (2) Not more than eight (8) foreign exchange students shall be admitted to any one Pinellas County high school in an academic school year.
- (3) Not more than five (5) foreign exchange students from any one organization or agency may be placed in any one school.
- (4) Foreign exchange students are admitted for a full academic year only. No foreign exchange student shall be admitted to Pinellas County Schools following the tenth day of the first semester or at anytime during the second semester of any school year.
- (5) Foreign exchange students are not eligible to attend summer school.

(6) Eligibility:

(a) Only students who are being sponsored by a service club or a non-profit organization/institution approved by the Council on Standards for International Educational Travel will be considered for placement in a Pinellas County high school under the foreign exchange program.

(b) Each such student must be at least fifteen (15) years of age and not more than nineteen (19) years of age on the date of enrollment in the program.

9. The decision to accelerate promotion of a student shall be made by the principal and staff.

10. Academic Improvement Plan: Each student must participate in the statewide assessment tests. Each student who does not meet specific levels of performance for each grade level, or who does not meet specific levels of performance on statewide assessments, must be provided with an Academic Improvement Plan (AIP). The school in which the student is enrolled must develop, in consultation with the student's parent, and must implement an AIP designed to assist the student in meeting state and district expectations for proficiency. Schools shall monitor the student's progress. Upon subsequent evaluation, if the deficiency has not been remediated in accordance with the AIP, the student may be retained. Each student who does not meet the minimum performance expectations for the statewide assessment testing program must continue to be provided with remedial or supplemental instruction until the expectations are met or the student graduates from high school. For a student for whom a personalized middle school success plan is required pursuant to s.1003.415 FS, a Personalized Middle School Success Plan (PMSSP) must be incorporated in the student's Academic Improvement Plan. The requirements of the PMSSP will be embedded in the AIP so that all required components of both are addressed. Beginning with the 2002-2003 school year, if the student has been identified as having a deficiency in reading, the AIP will identify:

- the student's specific areas of deficiency in phonemic awareness, phonics, fluency, comprehension, and vocabulary
- the desired levels of performance in these areas
- the instructional and support services to be provided to meet the desired levels of performance

(d) Promotion from Regular Middle Schools to High School

1. Promotion of middle school students is based upon their achieving minimum standards as identified in program objectives and earning the required number of units of credit. In cases in which minimum standards have not been met, the decision to promote a student to the next grade will be made by the school's principal and staff, based upon supporting data concerning classroom performance, reassessment results, and past educational history. This decision will be made by the middle school principal and staff in consultation with the receiving high school principal.

2. Promotion from a regular middle school to a high school is contingent upon the student's passing not fewer than twelve (12) basic units and three (3) of the additional requirements in paragraph (1)(a) and related arts units, for a total of fifteen (15) units. Students attending a school using a 4x4 schedule must pass twelve (12) basic units and six (6) of the additional requirements.

3. The promotion of a student from a regular middle school to high school is also based upon successful completion of the Sunshine State Standards and Pinellas County Schools Student Expectations. The standards and expectations are embedded in the middle school curriculum. Students who pass the required units will be considered to have demonstrated adequate progress for promotion to ninth grade.

4. No students may be assigned to a grade level based solely on age or other factors that constitute social promotion.

(e) Enrollment in Florida Virtual School: With the approval of the principal (or designee) a middle school student who is enrolled in six units (4 units in a 4x4 school) of courses that meet promotion criteria may also enroll in a Florida Virtual School course as a seventh course per year (or fifth course in a 4x4 school.)

1. The course must fulfill an educationally valid purpose and be an appropriate course placement based on the student's academic history, grade level, and age. The assistant principal will collaborate with the guidance counselor and teacher(s) to decide if placement in a virtual course is appropriate. A parent may appeal the staff decision to the principal who will make the final decision on placement.

2. The course must be listed as a regular program course in the Pinellas County Schools Middle School Uniform Course Code Directory.

3. The student must meet the recommended prerequisites.

4. Students who have successfully taken one virtual course in addition to a full schedule of courses may enroll in two virtual courses the following year. Students may not be granted more than eight (8) units during a school calendar year (or 10 in a 4x4 school).

5. Middle schools may build Florida Virtual School courses into their master schedules during the school day.

(f) Middle School Courses Offering High School Credit: The decision to enroll a student in a course that offers high school credit in middle school shall be made by the principal and staff based on the student meeting the placement standards for the course and by the student making a plan with the guidance counselor and parent for a sequence of courses that would allow the student to earn college credit while in high school through Advanced Placement course(s) or dual credit course(s). The high school credit can be awarded only upon successful completion of all course requirements including performance assessments for specific courses. Middle school courses that offer high school credit are:

1. Physical Science Honors

2. Algebra I Honors

3. Geometry Honors

4. M/J Mathematics 3 Advanced—Algebra Option (Algebra I credit)

5. M/J Advanced Spanish, French, or German (Spanish, French, or German I credit) Only one high school credit may be earned in a world language in middle school. Students will be placed in the appropriate level of the language in high school based on assessment results.

6. Computer Programming Basic I (offered through Florida Virtual School only)

7. Business Systems Technology (offered through Florida Virtual School only)

Note: Grades for courses that offer high school credit in middle school will be used to calculate high school class rank and grade point average.

(5) Magnet Requirements: Students who intend to apply for admission to the IB or CAT magnet program for ninth grade must complete the prerequisite courses by the last day of the regular school year of their eighth grade year to be eligible. The prerequisite course for CAT is successful completion of Algebra I Honors. The prerequisite courses for IB are successful completion of Algebra I Honors and a minimum of one full year of foreign language.

Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.

Laws Implemented: 1003.415, 1008.25 F.S.

History: New 8/10/77; Amended 12/14/77, 8/23/78,12/20/78,1/31/79,12/12/79, 1/16/80, 3/11/81, 11/11/81, 8/11/82, 9/11/85, 9/24/86, 9/9/87, 9/27/89,10/25/89, 4/14/90 (Emergency), 6/13/90, 8/8/90,11/14/90 (Emergency), 12/12/90, 3/25/92 (Emergency), 5/27/92, 8/9/94, 6/30/98, 8/15/00, 1/16/01, 6/17/03, 7/29/03, 12/9/03, 11/9/04, 2/22/05, 8/2/05

Note: Former 6Gx52-8.29 (changed 6/30/98)

5.091 MIDDLE SCHOOL MAGNET AND FUNDAMENTAL SCHOOL PROGRAMS

(1) Students attending a magnet or fundamental school program must be enrolled full time in the program host school.

(2) Students who enter a magnet or fundamental school program are expected to remain in that program for that school year. Students who voluntarily withdraw or who no longer meet eligibility requirements must visit a Family Education and Information Center for a school assignment. The student may not enter any other magnet or fundamental school program for the remainder of that school year.

(3) The Procedures for Fundamental Schools and Magnet Programs Handbook as referenced in policy 4.32 FUNDAMENTAL SCHOOL AND MAGNET PROGRAMS contains additional requirements applicable to middle school programs.

Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.

Laws Implemented:

History: New 1/12/99; Amended 1/16/01, 12/9/03

5.10 REPORTING STUDENT PROGRESS--MIDDLE SCHOOL

(1) Progress reports: The progress report provides a grade for the student's academic performance in each class or course, the student's conduct and the student's attendance. Student evaluations shall be reported to parents as a formal Student Progress Report at six (6) week intervals in middle schools using the six period day schedule. In middle schools using a 4x4 schedule, the formal Student Progress report will be reported to parents at nine (9) week intervals. Each progress report shall contain information regarding a student's performance or non-performance at grade level, behavior and attendance. The final progress report shall contain information regarding a student's promotion or non-promotion.

(a) Interim Progress reports: Interim conferences or written progress reports or both are recommended for those students having such need of them. Some schools choose to distribute interim progress reports to all students. Interim progress reports must be given to students whose performance indicates that a D or F grade for the grading period is likely. Interim progress reports are to be issued near the midpoint of the grading period.

(b) Alternate Progress reports: No changes shall be made in the form of the progress report without the express approval of the Superintendent.

(c) **Exceptional Students:** Exceptional students with disabilities must receive progress reports indicating progress towards Individual Education Plan (IEP) goals and the likelihood they will accomplish the goals during the period covered by the IEP, in addition to the

general education progress report each time the general education progress report is provided.

The IEP of each student with a disability specifies the student's curriculum:

1. Grade level expectations, without accommodations.

2. Grade level expectations, with accommodations: Accommodations cannot change the student expectations. They specify changes in instructional strategies that are required as a result of a student's disability and may address methods and materials for instruction, assignments and classroom assessments, learning environment, time demands and scheduling, or special communication styles.

3. Below grade level curriculum: A student is below grade level curriculum if the student's instructional level in reading, writing, or mathematics is two or more years below grade level. The student's IEP and progress reports specify instructional levels and progress is reported based on specified instructional levels.

4. Sunshine State Standards for Special Diploma (SSSSD): If a student is involved in a functional life skills curriculum, progress is reported based on the SSSSD at the independent, supported, or participating level, as selected by the student's IEP team.

(2) Academic and Conduct Grades Separate: In arriving at the academic grades of all students, teachers are expected to carefully distinguish between the academic grade and the student's conduct. All progress reports shall provide some form of evaluation concerning the student's conduct or deportment. In no case shall the student receive an academic grade which is contingent upon his conduct, except as provided in policy 4.01 (7) 1. Code of Student Conduct.

(3) Grading Scale: The grading system and interpretation of letter grades used in middle and high school shall be as follows:

A = 4 grade points (90%-100%) (outstanding progress)

B = 3 grade points (80%-89%) (above average progress)

C = 2 grade points (70%-79%) (average progress)

D = 1 grade point (60%-69%) (lowest acceptable progress)

F = 0 grade points (0-59%) (failure)

I = 0 grade points (Incomplete)

staff at, or any person affiliated with, that school; or has a team roster comprised of a majority of students who attend that school. Membership by a student on such a team followed by his/her transfer to that school shall be considered prima facia evidence of recruiting.

(7) High schools under the jurisdiction of the School Board of Pinellas County are members of the Florida High School Activities Association and must comply with association rules to maintain membership. Nothing in this policy shall be construed as interference with the judgment of the officers of the association concerning the rules of the association on eligibility, nor shall this be construed as a directive to any principal to sign any form as a prerequisite to eligibility for any student.

(8) The Superintendent (or designee) may assign a student to any school or educational program if it is deemed in the best interest of that student or the school district. Such assignment shall not conflict with I.D.E.A. requirements.

(9) The Choice Plan (Student Assignment Plan) October 24, 2000, as amended October 22, 2002, February 11, 2003, May 27, 2003, September 23, 2003, December 9, 2003 and August 2, 2005 is hereby adopted by the School Board as a rule and is incorporated in this policy manual by reference and made a part hereof. It is effective upon adoption for implementing the Choice Plan that begins with the 2003-2004 school year. The Choice Plan document can be accessed at the Pinellas County Schools website (<http://www.pinellas.k12.fl.us>)

Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.

Laws Implemented: 230.23(4) F.S.

History: New 5/13/87; Amended 7/26/89, 8/8/90 (Emergency), 9/12/90, 2/13/91, 6/24/92, 1/10/95, 1/28/97, 7/29/97, 6/30/98, 10/22/02, 2/11/03, 5/27/03 (Emergency), 12/9/03, 8/2/05

Note: Former 6Gx52-2.29 (changed 6/30/98)

6.16 RELIGIOUS HOLIDAY EXEMPTIONS

(1) In order to prevent a conflict between participation in religious observances and participation in public school attendance in grades kindergarten through 12, a student shall be exempt from attendance for a day or days, or for a period of time on a day, designated by the School Board as a religious holiday.

(2) The School Board shall approve a list of religious holidays on which student absence from school shall be allowed when the annual school calendar is adopted. The Superintendent (or designee) is authorized to add religious holidays to the list when presented with documentation establishing the existence of a legitimate religious holiday.

(3) The parent or guardian of a student who is to be absent on such a religious holiday shall provide to the principal or a designated school administrator, at least three (3) days prior to the absence, a signed notice of the student's intent to be absent. The notice shall contain the name and address of the student to be absent and the date and/or time of the absence.

(4) The principal and teachers at each school shall plan examination, study, and assignments so that no undue hardship is imposed upon the student exempted from attendance to observe a religious holiday. No testing of any kind or major reviews shall take place on a religious holiday recognized by the School Board.

(5) A student shall have the opportunity to make up any examination, study, or assignment which has been missed because of absence for observance of a religious holiday or because the tenets of the student's religion forbid secular activity at such time.

(6) The principals and teachers at each school shall be responsible for making available to the student so exempted the examination, study, or assignment which has been missed and no special fees shall be charged for such opportunity.

Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.

Laws Implemented: 1003.21 F.S.

History: New 8/10/88 (Emergency); Amended 9/14/88, 6/30/98, 2/10/04

Note: Former 6Gx52-2.30 (changed 6/30/98)

6.17 PHOTOGRAPHS OF STUDENTS

(1) The sale of student pictures shall be conducted in a school only as a service to the school and community and not as a project primarily to raise funds for the school. Any extension of photographic sales to include such items as key-ring photos, memory books, senior class pictures, and novelties is specifically prohibited. See policy 6.18 for instructions on purchase of these items.

(2) The authority to accept and reject bids for the purchase of student pictures (not senior class pictures) is reserved to the school principal or director of purchasing for the district. If the bid which the school selects exceeds the competitive bid threshold listed in School Board policy 7.15 (2) (a), the bid must be submitted to the School Board for approval by the school's Area Superintendent before a contract may be issued.

(3) Guidelines apply to all schools (grades K-12) and exceptional student education centers, excluding senior class pictures.

(4) Picture contracts are to be made on an annual basis and may be canceled at any time during the school year if the quality, performance or any other conditions are unsatisfactory.

(5) Written bids shall be requested from three (3) or more sources on a standard four (4) unit package of any mix. A unit is one piece of photo print paper, 5" x 7" color. The school may select the combination of units it desires. All students in each school shall receive the same combination. In addition to the standard package, the dealer may offer additional options to the standard package at additional cost. A single sheet purchase may be made, at the discretion of the principal. If the school principal wishes to have group pictures taken, this requirement must be either be part of the individual student picture bid or a separate bid must be solicited.

(6) A maximum charge of eight dollars (\$8.00) for the standard package (4 units of 5" x 7" color) has been established by the Board.

(7) The contract shall be awarded on the basis of the best quality product, best service, and the packet cost. Award of the bid shall be made on the basis of the lowest responsive and responsible bid. All bids, no bids, and justifications for selection of a vendor shall be kept on file in the respective school for audit purposes. The principal shall be solely responsible for selecting the best package offered.

(8) Dealers shall be required to submit adequate sample pictures for evaluation purposes. Dealers may also be called upon to discuss methods, terms and conditions surrounding their proposals.

(9) The successful dealer shall now have or establish an office or studio in Pinellas County, Florida, to provide for direct contact with schools. The dealer shall also secure all necessary permits and licenses.

(10) As part of the contract, the dealer shall agree to provide a minimum of twenty-five percent (25%) commission on the gross sales, exclusive of state sales tax, on all pictures sold by the school. The commission fee (25%) shall be made payable to the school not more than thirty (30) days) after completion of the annual contract.

7.09 CERTIFICATION OF PROJECT COMPLIANCE WITH PUBLIC EDUCATION & CAPITAL OUTLAY (PECO) REQUIREMENTS

The Superintendent is responsible for certifying to the Florida Department of Education a project's compliance with the requirements for expenditure of PECO funds prior to release of those funds.

(1) Upon request for release of PECO funds for planning purposes, certification must be made to the Department of Education that the need and location of the facility is in compliance with Board-approved survey recommendations and that the project meets the definition of a PECO project and the limiting criteria for expenditures of PECO funding.

(2) Upon request for release of construction funds, certification must be made to the Department of Education that the need and location of the facility is in compliance with Board-approved survey recommendations, that the project meets the definition of a PECO project and the limiting criteria for expenditures of PECO funding, and that the construction documents meet the requirements of the State Uniform Building Code for Public Educational Facilities Construction or other applicable codes as authorized in Chapter 235, F.S.

Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.

History: New 1/10/96

Cross References: See also policy 6.05.

Note: Formerly (portion) 6Gx52-2.175 (changed 6/30/98)

7.10 SCHOOL INTERNAL FUNDS - PRINCIPLES

(1) The school principal has responsibility for all school-related activities involving members of the school's student body. It is, therefore, the responsibility of the principal to monitor the impact of support groups and individual members of such groups to ensure positive outcomes for all students

(2) The school principal or director is responsible for administration and control of the internal funds of the school or center. In accordance therewith, the principal or director:

(a) shall follow the rules governing the receipt and disbursement of internal funds and the accounting for property, as set forth in the district's Auditing & Property Records Department Procedures Handbook (see (7) below); and,

(b) shall provide for an annual audit of internal funds, in accordance with State Board Rule 6A-1.087, FAC.

(3) All field trips, or travel by school students or personnel in connection with the performance of the staff's duties or competitive type events are considered to be school sponsored, and must be funded through the school's internal funds unless accounted for in the district level accounting system. If an outside support group is funding the project, this contribution should be made through donations to the school.

(4) All funds handled by school board employees during normal working hours and any school activities shall be included in and become part of the internal funds of the school unless accounted for in the district level accounting system. Refer to Red Book, Chapter Seven, Section III, 4.3 Cooperative Activities regarding joint activities between the school and Outside Support Organizations regarding the policy for sharing of event proceeds.

(5) All organizations of the school and those operating in the name of the school, which obtain funds from the public, shall be accountable to the School Board for receipt and expenditure of such funds. The financial transactions of school organizations shall be accounted for in the school internal funds. Outside Support Organizations shall be accounted for as provided in Policy 7.101.

(6) Collecting and expending school internal funds shall be in accordance with the Florida Constitution and applicable state statutes, State Board of Education rules (particularly Chapter 7, School Internal Funds, of the Financial and Program Cost Accounting and Reporting for Florida Schools, or “Redbook”), and School Board policies and procedures. Sound business practices should be observed in all transactions.

(7) Procedures for handling, administering and reporting school internal funds shall be set forth in the district’s Auditing & Property Records Department Procedures Handbook, as amended November 13, 2001 which is hereby incorporated by reference and made a part hereof.

Statutory Authority: Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.; 6A-1.85 SBE Rules.

History: New 6/30/98, Amended 2/27/01, 9/25/01, 11/13/01

Supporting Document(s): Auditing & Property Records Department Procedures Handbook for the Pinellas County Schools;

Financial and Program Cost Accounting and Reporting for Florida Schools (“Redbook”)

7.101 OUTSIDE SUPPORT ORGANIZATIONS

(See also 7.102 PTA (Parent/Teacher Association)/PTSA (Parent/Teacher/Student Association))

(1) The School Board encourages people to form Outside Support Organizations (OSO). These organizations support individual schools or activities at a school. Examples of such organizations include the PTO and booster clubs.

(2) The School Board authorizes principals to give written permission to OSOs to use the name, logo, mascot or trademark of their school as part of the OSO’s name or in its fundraising or other activities. The principal will give written permission prior to the beginning of each school year and maintain a list of authorized OSOs. To assure proper accounting of funds and to protect volunteers in the OSO, an OSO agrees to comply with the provisions of this policy.

(3) All OSO activities will be approved in advance by the principal (or designee) and be beneficial to students, volunteers, employees of the school, or the school and will not conflict with programs administered by the School Board.

(4) Adequate, auditable financial records will be maintained at all times.

(5) All officers of the OSO will be registered volunteers with the School Board and all members are encouraged to become registered volunteers.

(6) The OSO will use a fiscal reporting period that begins July 1 and ends June 30.

(7) The OSO will provide the principal with a copy of its budget at the beginning of each school year in a format provided by the district.

(8) An OSO that is not incorporated will not maintain a separate bank account but will deposit all proceeds from its activities into the school's internal funds account. The OSO will comply with all processes and procedures in school board policy related to receiving and disbursing funds.

(9) An OSO that is incorporated as a not-for-profit corporation under Florida law will comply with the following requirements:

(a) There will be a clear delineation between the school and the OSO with respect to internal controls and custody of money.

(b) The OSO will use its own accounting procedures, bookkeeping system and a single bank account.

(c) The OSO will maintain active status with the Florida Department of State. The OSO will provide the principal with a copy of the OSO's Uniform Business Report reflecting that the corporation has maintained its current status. The report will be provided to the principal no later than September 15 of each year.

(d) Only elected officers may be authorized to sign checks drawn on the bank account of the OSO.

(e) Two signatures are required on all OSO checks. Persons authorized to sign may not be related nor live in the same house.

(f) An employee of the school may not be authorized to sign checks drawn on the bank account of an OSO operating at that school.

(g) If the OSO hires an employee of the School Board to provide services under a contract with the OSO (for example to conduct a summer camp or other type of activity), it will be for a time when the employee is not on duty with the School Board. The individual becomes an employee of the OSO for the specified time and the OSO will comply with Internal Revenue Service rules, regulations, and the required tax filings with respect to employees. The OSO will provide to the principal upon request copies of W 2's and 1099 miscellaneous income reports filed with the IRS. The OSO will provide to the school business office copies of all original receipts of payments made directly to School Board personnel. The OSO may contact the district accounting office for assistance.

(h) The OSO will secure its own Federal ID number.

(i) The OSO will not use the School Board tax identification number (FEIN) or the School Board's sales tax exemption number or any other number assigned to the School Board in accordance with state and federal law. The OSO will be responsible for proper payment of sales tax.

(j) Bank statements will be sent to the OSO at the school's address.

(k) The OSO will provide the principal an annual financial statement with backup documentation for the previous school year no later than the beginning of classes each year.

(10) While on duty, School Board employees cannot handle money that is collected for a fundraising activity of an OSO at the school in which they are employed during normal working hours. Normal working hours also includes hours worked and paid by a supplement.

(11) The principal may revoke the authorization to use the school's name, logo, mascot or trademark if the principal determines that the OSO has failed to comply with the terms of this policy. The principal will notify the OSO in writing of the reason for the revocation. The OSO may appeal the revocation to the Area Superintendent or designee whose decision will be final. The appeal must be filed in writing with the Area Superintendent or designee no later than five business days from the date of the principal's letter.

(12) In the event an OSO's authorization to use the school's name, logo, mascot or trademark is revoked, the OSO will within three business days of the final decision deposit all of the funds in its possession into the school's internal funds account to be utilized by the school for the benefit of the school. The OSO will amend its articles of incorporation and bylaws to change its name so as to not indicate any affiliation with the school. Thereafter the OSO will not use the name, logo, mascot or trademark of the school in any of its fundraising or other activities. The principal will notify the liability insurance carrier for the OSO about the revocation.

(13) An OSO is not an agent or representative of the school, the School Board or of the school system and will not hold itself out as an agent or representative.

(14) The OSO will report any allegations of misappropriation or misuse of funds to law-enforcement and will notify the principal in writing of such reports.

Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.

Laws Implemented:

History: New 9/25/01; Amended 8/2/05

7.102 PTA (Parent/Teacher Association)/PTSA (Parent/Teacher/Student Association)

(1) The School Board encourages people to form PTAs and PTSAs to support individual schools.

(2) The School Board authorizes principals to give written permission to PTAs or PTSAs to use the name, logo, mascot or trademark of their school as part of the PTAs or PTSAs name or in its fundraising or other activities. The principal will give written permission prior to the beginning of each school year.

(3) All PTA/PTSA activities will be approved in advance by the principal (or designee) and be beneficial to students, volunteers, employees of the school, or the school and will not conflict with programs administered by the School Board.

(4) All officers of the PTA/PTSA will be registered volunteers with the School Board and all members are encouraged to become registered volunteers.

(5) The PTA/PTSA will provide the principal (or designee) with a copy of the following at the beginning of each school year:

(a) Annual Budget

(b) List of Officers

(c) List of Check Signers

(d) Annual Report from the previous year

(e) Financial review from the previous year

(f) Copy of Bylaws approved by Florida Parent Teacher Association, Inc. within the last three years

(6) There will be a clear delineation between the school and the PTA/PTSA with respect to financial controls.

(a) Adequate, auditable records will be maintained at all times.

(b) The fiscal reporting period will begin July 1 and end June 30

(c) The PTA/PTSA will use its own accounting procedures as set by National PTA, their own bookkeeping system and their own accounts.

(d) Only elected officers may be authorized to sign checks drawn on the bank account of the PTA/PTSA.

(e) A School Board employee may also be a signor on the PTA/PTSA account as long as the employee is not an authorized signor on the school account

(f) Two signatures are required on all PTA/PTSA checks. Persons authorized to sign may not be related or live in the same household.

(g) The PTA/PTSA will secure its own Federal ID Number.

(h) Bank statements will be sent to the school's address.

(i) The PTA/PTSA will not use the School Board's sales tax exemption number when paying with a PTA/PTSA check.

(j) The PTA/PTSA will report any allegations of misappropriation or misuse of funds to PCCPTA (Pinellas County Council of PTAs) and the principal. The PCCPTA and the

principal will review financial records to determine if the allegations are supported. If the allegations are supported, they will be reported to law enforcement.

(7) If the PTA/PTSA plans an activity requiring the assistance of any School Board employee while the employee is not on duty (example: custodial, cafeteria), the PTA/PTSA will be responsible for all wages earned. The school secretary will notify the PTA/PTSA of the amount due and the check will be written to Pinellas County Schools.

(8) While on duty, School Board employees cannot handle money that is collected for a fundraising activity of a PTA/PTSA at the school in which they are employed during normal working hours. Normal working hours also includes hours worked and paid by a supplement.

(9) The principal may revoke the authorization to use the school's name, logo, mascot or trademark if the principal determines that the PTA/PTSA has failed to comply with the terms of this policy. The principal will notify the PTA/PTSA in writing of the reason for the revocation. The PTA/PTSA may appeal the revocation to the Area Superintendent (or designee) whose decision will be final. The appeal must be filed in writing with the Area Superintendent (or designee) no later than five business days from the date of the principal's letter.

(10) In the event a PTA's/PTSA's authorization to use the school's name, logo, mascot or trademark is revoked, the Pinellas County Council of PTAs (PCCPTA) shall be notified. PCCPTA will disband the PTA/PTSA and all property, records and funds of the local unit are to be turned over to PCCPTA within five business days.

(11) A PTA/PTSA is not an agent or representative of the school, the School Board or of the school system and will not hold itself out as an agent or representative.

(12) All PTAs/PTSAs must operate within liability insurance either obtained through PCCPTA or securing their own separate policy. A list of PTAs/PTSAs securing insurance through PCCPTA will be provided yearly by September 30 to Risk Management, Real Property Management and the Auditing & Property Records Departments. The School Board assumes no liability for the actions of the PTAs/PTSAs or for the loss of their property.

(13) The principal must verify the separate policy or that the PTA/PTSA is on the list provided to Risk Management.

Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.

Laws Implemented:

History: New 8/2/05

7.11 SCHOOL INTERNAL FUNDS - GENERAL PRACTICES

(1) Purchases from internal funds shall be authorized in writing by the principal or director (or designee). Neither the school or center, nor the School Board, shall be liable for any purchases made in the name of the school or center without expressed written approval. Any person who makes or approves the making of any unauthorized purchase, including signing a contract, shall be personally liable for the amount of the obligation.

(2) Contractual obligations and promissory notes shall not be executed in the name of a school or any school organization. The principal or director shall not enter the school or center into any financial contract for longer than one year without the prior written authorization of the Superintendent (or designee).

(3) Internal funds shall be accounted for on the same fiscal year basis as other school district funds. A school organization shall not make expenditures that exceed the cash resources available to the organization. All accounts payable and accounts receivable shall be disclosed to the School Board at the end of the fiscal year.

Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.; 6A-1.85 SBE Rules.

History: New 6/30/98, Amended 2/27/01

Supporting Document(s): Auditing & Property Records Department Procedures Handbook

