



# Hernando School District

## School Board Workshop

### Agenda - **Final Revised**

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Tuesday, May 6, 2025

2:00 PM

District Office-Board Room  
919 N. Broad Street  
Brooksville, FL

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2nd Revision (05/02/25)

#### CALL TO ORDER

#### PRESENTATIONS

1. [25-2955](#) Magnet School Sibling Preference Discussion as Requested by the Board.

**Attachments:** [Sibling Preference May 2025 Presentation](#)  
[Budget Sheet](#)

2. [25-2957](#) Presentation of the second part of the Food and Nutrition Services (FNS) re-organization of HUSW employees.

**Attachments:** [Restructuring of the Food and Nutrition Services Department HUSW](#)

[Positions](#)

[MOU](#)

[2025-2026 FNS ORG CHART](#)

[FNS Assistant STRIKE](#)

[FNS Associate CLEAN](#)

[FNS Lead Associate \(former Level III\) STRIKE](#)

[FNS Lead Associate \(former Level III\) CLEAN](#)

[FNS Leadership Intern New](#)

[FNS Leadership Intern Clean](#)

[Food and Nutrition Summer Assistant-STRIKE](#)

[Food and Nutrition Summer Assistant CLEAN](#)

[Food and Nutrition Summer Multi-Site Lead Assistant - Summer STRIKE](#)

[Food and Nutrition Summer Multi-Site Lead Assistant - Summer CLEAN](#)

[Food Service Technician STRIKE](#)

[Food Service Technician CLEAN](#)

[Lead Training Associate \(new\)](#)

[Lead Training Associate Clean](#)

[Food and Nutrition Assistant I with tracking](#)

[Food and Nutrition Assistant I clean version](#)

[Food and Nutrition Assistant II with tracking](#)

[Food and Nutrition Assistant II clean version](#)

[Food and Nutrition Summer Single Site Lead Assistant-STRIKE](#)

[Food and Nutrition Summer Single Site Lead Assistant-CLEAN](#)

[Non-Instruct Salary Structure Strike Thru](#)

[Non-Instruct Salary Structure Clean](#)

[Budget Sheet Sept 2021 Revised NO Financial Impact ACC \(17\)](#)

3. [25-2967](#) Review and tentative approval of the 2025-2026 Athletic Handbook.

**Attachments:** [2025 2026 stricken Ath handbook .pdf](#)

[25.26 Athletic Handbook Clean.pdf](#)

[Budget Sheet Sept 2021 Revised NO Financial Impact ACC.pdf](#)

4. [25-2942](#) Presentation of the School Resource Officer (SRO) Contract for the 2025-2026 School year. This discussion will be closed to the public in accordance with F.S. 119.071(3)(a) and 281.301.

**Attachments:** [Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

GENERAL COUNSEL

ADDENDUM ITEMS

**GOOD OF THE ORDER/BOARD DISCUSSION**

**School Board Comments**

**ADJOURNMENT**

The next School Board Meetings are scheduled for May 20, 2025:

2:00 PM - Workshop

6:00 PM - Regular Meeting

**Mission Statement**

The Hernando County School District Collaborates with students, parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

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# Hernando School District

## School Board Workshop

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**Agenda Item # 1. 25-2955**

5/6/2025

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**Title and Board Action Requested**

Magnet School Sibling Preference Discussion as Requested by the Board.

**Executive Summary**

The Supervisor of School Choice on behalf of the Superintendent of Schools, hereby requests the Board to review the sibling preference presentation and provide consensus on how to proceed with sibling preference for 2026-2027 Magnet Program Procedures and Lottery.

**My Contact**

Dawn Williams  
Supervisor of School Choice  
352-797-7000 ext. 448

**2023-28 Strategic Focus Area**

Priority 1: Student Success

**Financial Impact**

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.





# HERNANDO SCHOOL DISTRICT

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Dawn Williams, Supervisor of School Choice

Magnet School Sibling Preference – 2024-2025 Lottery

May 6, 2025

# History

- As a result of Board action on December 8, 2009, sibling preference was removed for magnet applications filed for the 2011-2012 school year.
- In 2014, a response to a Board Member information request included the recommendation to not bring back sibling preference as the number of students applying exceeds the number of available seats.
- In 2015, this item was discussed at a Workshop with the recommendation that sibling preference not be reinstated as 40% of seats at CK8 would be taken up by siblings.
- In 2017, this item was discussed again at a Workshop with the recommendation not to reinstate sibling preference. If reinstated, most of the open seats would go to employees, military and siblings.



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# Challenger K8 2024-2025 Magnet Lottery

|             |                            |                               |                    |                 |          |          |                            |                          | Siblings                                       |          |
|-------------|----------------------------|-------------------------------|--------------------|-----------------|----------|----------|----------------------------|--------------------------|--|----------|
| Grade Level | # of Portfolio Submissions | # of Lottery Only Submissions | Total Applications | Seats Available | Employee | Military | Total Portfolio Selections | Total Lottery Selections | Accepted Post Lottery – Portfolio/ or Waitlist | Waitlist |
| KG          | 123                        | 311                           | 434                | 80              | 10*      | 0        | 24                         | 56                       | NA   | 20       |
| 1st         | 30                         | 144                           | 174                | 2               | 0        | 2        | 0                          | 2                        | NA   | 9        |
| 2nd         | 23                         | 117                           | 140                | 17              | 0        | 2        | 5                          | 12                       | NA   | 15       |
| 3rd         | 20                         | 119                           | 139                | 13              | 0        | 1        | 4                          | 9                        | NA   | 13       |
| 4th         | 10                         | 119                           | 268                | 1               | 0        | 1        | 0                          | 1                        | NA   | 8        |
| 5th         | 6                          | 85                            | 91                 | 24              | 0        | 1        | 6                          | 18                       | NA   | 4        |
| 6th         | 38                         | 201                           | 239                | 19              | 0        | 1        | 6                          | 13                       | NA   | 9        |
| 7th         | 5                          | 68                            | 73                 | 0               | 0        | 0        | 0                          | 0                        | NA   | 5        |
| 8th         | 0                          | 31                            | 31                 | 6               | 0        | 1        | 0                          | 6                        | NA   | 0        |
| Total       | 255                        | 1,195                         | 1,589              | 162             | 10*      | 9        | 45                         | 117                      | NA   | 83       |

\*KG employees not included in 80 seats available

# Chocachatti 2024-2025 Magnet Lottery

|             |                            |                          |                    |                 |          |          |                            |                          | Siblings                                      |          |
|-------------|----------------------------|--------------------------|--------------------|-----------------|----------|----------|----------------------------|--------------------------|---|----------|
| Grade Level | # of Portfolio Submissions | # of Lottery Submissions | Total Applications | Seats Available | Employee | Military | Total Portfolio Selections | Total Lottery Selections | Accepted Post Lottery – Portfolio/or Waitlist | Waitlist |
| KG          | 110                        | 280                      | 390                | 80              | 3        | 1        | 21                         | 101                      | NA  | 8        |
| 1st         | 24                         | 99                       | 123                | 0               | 0        | 0        | 6                          | 6                        | NA  | 6        |
| 2nd         | 8                          | 65                       | 73                 | 0               | 0        | 0        | 1                          | 1                        | NA  | 3        |
| 3rd         | 9                          | 62                       | 71                 | 0               | 0        | 0        | 2                          | 2                        | NA  | 3        |
| 4th         | 4                          | 51                       | 55                 | 0               | 0        | 0        | 2                          | 2                        | NA  | 0        |
| 5th         | 1                          | 11                       | 12                 | 0               | 0        | 0        | 1                          | 1                        | NA  | 0        |
| Total       | 156                        | 568                      | 724                | 80              | 3        | 1        | 33                         | 113                      | NA  | 19       |

# Nature Coast Technical 2024-2025 Magnet Lottery

|       |                          |                 |          |          |                          | Siblings |          |
|-------|--------------------------|-----------------|----------|----------|--------------------------|----------|----------|
|       | # of Lottery Submissions | Seats Available | Employee | Military | Total Lottery Selections | Accepted | Waitlist |
| 9th   | 844                      | 129             | 7*       | 2        | 135**                    | 1        | 17       |
| 10th  | 144                      | 10              | 0        | 1        | 8**                      | 1        | 5        |
| 11th  | 76                       | 1               | 0        | 0        | 1                        | -        | -        |
| 12th  | 30                       | 2               | 0        | 0        | 2                        | -        | -        |
| Total | 1094                     | 133             | 7*       | 3        | 146                      | 2        | 22       |

\*Not included in seats available – Special Circumstance

\*\*These total include some zoned students

# Sibling Preference – Other FL Counties

- Miami-Dade: Priority is provided during the initial lottery for applicants with sibling/s already attending the magnet.
- Duval: Preference is provided to students that have a sibling already enrolled at the magnet. Siblings applying together for the first time are not eligible for sibling preference.
- Orange: Only elementary and middle school students are eligible for sibling preference. The sibling currently enrolled in the magnet must be returning and the applying sibling must meet any qualifying program criteria.
- Polk: Kindergarten applicants with siblings enrolled in the magnet school of application and who will be returning to that site will receive guaranteed admission for up to fifty percent (50%) of the available kindergarten seats within the school to be filled with siblings.
- Pasco: No sibling preference for magnet schools.
- Hillsborough: There is NO guarantee for applying siblings. If sibling placement is a priority, please utilize your attendance area school.



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# Sibling Preference – Other States

- Clark County Nevada: The district generally reserves up to 25% of the seats available in a magnet for preferences. Siblings will receive a sibling preference if they have a sibling attending the magnet.
- Charlotte-Mecklenburg North Carolina: Siblings do receive a priority if an older sibling is already attending the magnet.
- DeKalb County Georgia: Some programs offer sibling priority. In the programs that allow sibling preferences, multiples must apply and qualify to the same program and same grade level.
- Meriden Connecticut: A new applicant who has a sibling in the school applying for will be placed in the first lottery that enrolls student in numerical order in available seats.



**B. Item Currently Not Budgeted -\*\***

Funding Source \_\_\_\_\_

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

Fund                      Function                      Object                      Cost Center                      Project                      Sub Project

Amount \$ \_\_\_\_\_

**C. History**

Check one:

**Prior Year Budget:** ☐

**New for Current Year:** ☐

Prior Year Approved Budget: \$ \_\_\_\_\_

Prior Year Actual Spent: \$ \_\_\_\_\_

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# Hernando School District

## School Board Workshop

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**Agenda Item # 2. 25-2957**

5/6/2025

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**Title and Board Action Requested**

Presentation of the second part of the Food and Nutrition Services (FNS) re-organization of HUSW employees.

**Executive Summary**

The Director of Food and Nutrition Services, on behalf of the Superintendent of Schools, hereby requests the Board approval for the second part of the Food and Nutrition Department's re-organization plan for HUSW employees. The first part of the FNS re-organization was approved by the Board on June 11, 2024, agenda item #24-2301. Our department is continuing to align positions along with succession planning for the current and future growth of Hernando County. This second part of the FNS re-organization will have no budget impact, as this is only a realignment of existing position.

**My Contact**

Holly Longo  
Director of Food and Nutrition Services  
352-797-7028 x409  
Longo\_H@hcsb.k12.fl.us

**2023-28 Strategic Focus Area**

Priority 3: Safe and Healthy Learning Environment

**Financial Impact**

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

## Restructuring of the Food and Nutrition Services Department HUSW Positions

| Current Position                                  | Salary Structure  | Proposed Position  | Explanation   |
|---|---|--|---|
| Food and Nutrition Services Technician I, II, III | Level III salary is Non-instructional <b>Y</b><br><br><b>\$19.55</b>  | Updated JD and title change to<br><b>Food and Nutrition Services Technician</b>  | Eliminate the structure of I,II, and III<br><br>Salary structure Non-instruct <b>Y</b>  |
| Food and Nutrition Services Assistant             | Non-instructional- <b>A</b><br><b>\$16.85</b>   | Updated JD. Title changes to <b>Food and Nutrition Services Associate</b>  | No eliminated positions   |
| Food and Nutrition Services Assistant I           | Non-instructional- <b>D</b><br><b>\$17.15</b>   | Staying on current job description   | Eliminate through attrition   |
| Food and Nutrition Services Assistant II          | Non-instructional- <b>H</b><br><b>\$17.45</b>   | Staying on current job description   | Eliminate through attrition   |
| Food and Nutrition Services Assistant III         | Non-instructional- <b>K</b><br><b>\$18.00</b>   | Updated JD. Title changes to <b>Food and Nutrition Services Lead Associate</b>   | No eliminated positions   |
|   | Non-instructional – <b>H</b><br><b>\$17.45</b><br><br>Upon successful graduation will move to salary Non-instruction- <b>K</b><br><b>\$18.00</b>    | <b>Food and Nutrition Services Leadership Intern (NEW) 4 spots</b><br>One year career opportunity to rotate through HS, MS, K8 and Elementary to learn all aspects of food service management. | <b>Opportunity for career growth/pathway.</b> One year internship. Internal applicants only. <b>Internal application mechanism.</b> Upon graduation, meets qualifications for FNS Lead Associate or management positions. |
|   | <b>Internal application</b> for food and nutrition employees that have completed the internship<br><br>Non-instruction – <b>M</b><br><b>\$18.20</b> | <b>Food and Nutrition Services Lead Training Associate (NEW)</b>   | Must have completed the one-year internship program to qualify. Internal mechanism for internal applicants only<br><br><b><u>Up to, but not to exceed 4-trainers</u></b>  |

1. The current position of Food and Nutrition Services Technician III includes knowledge of all levels. We are interested in eliminating the I, II, & III structure and updating the position to **Food and Nutrition Services Technician**. Provide professional development as it relates to the position. Recently our technician went to training regarding the ovens.
2. Current Food and Nutrition Assistants job description updates and title change to **Food and Nutrition Services Associate**. No salary changes.

3. Current Food and Nutrition Assistants Level I and II would remain in their same job description with no changes. Eliminate the structure through attrition. No salary changes. The lifting requirement was missing from the original job descriptions, and we have added that back on. Currently we have 18- employees on level I at a salary range of \$17.55 - \$22.55. And 17- employees on Level II at a salary range of \$17.85 to \$23.45.
4. Current Food and Nutrition Assistants III job description updates and title change to **Food and Nutrition Services Lead Associate**. No salary changes. Currently we have 8- employees on Level III with a salary range of \$18.40-23.20.
5. Career pathway into leadership positions, part of succession planning: One year internship as a **Food and Nutrition Services Leadership Intern**. Positions would be for internal FNS employees only. The criteria include a HS diploma, or GED, at least one year of food service experience, and a letter of recommendation from the current supervisor. Applicants will be interviewed. There is no external mechanism (not through enterprise). **4- interns will be accepted every school year into the Leadership Academy**, rotate every six weeks through high school, middle school, k8, and elementary learning all facets of food service management and follow a set curriculum. Upon acceptance of the internship the salary structure would be **Non-instructional H**. Upon successful completion/graduation of internship the applicant would be internally moved to a **Lead Associate (Non-instructional K)**. Applicants can successfully apply for management roles or training lead associate positions through an internal mechanism. If applicants do not complete the internship/academy successfully, they will be moved back to their original position and original salary in food service. The internship leads to better trained individuals that are people focused not process focused. This will have little to no budget impact.
6. **Food and Nutrition Services Lead Training Associate (Non-instructional M)** will be an internal position(s) only within food services. The applicant must have successfully completed the Leadership Academy. The goal of these positions is to provide a career pathway into management as well as increase morale and retention by focusing on development, training and growth. Up to, but not to exceed 4-trainer positions annually. Supports Cafeteria Specialists with consistent training of team members.
7. **Both leadership academy interns and lead training associates will report directly to the team development/marketing manager**. Higher level of expectation and accountability.
8. All Food and Nutrition employees will have the option to be Always Safe certified every 5- years at the cost of the food and nutrition program. Program will pay for training and materials.

9. All Food Service Employees will continue to receive continuing development/education through monthly training modules that are related to all aspects of food service and their position. This is to encourage professional development and growth. We introduced a learning management system based on a dietetic continuing education model. The “once a year” all day back to school meeting for professional standards has been ineffective. We also increased our on-site district office orientation for new team members to 6 hours to better educate them on food service before starting in the kitchens, they also have lunch at a school and get to see what a day in the life of a lunch lady looks like. We have added weekly check-ins for new employees as well as a 30 and 55-day training checklist and evaluation process so we have an idea before probation ends how well an employee is performing.
10. Introduction of recognition programs this year for employee of the month, leadership, customer service. There is a recognition mechanism on the food and nutrition page at

<https://www.hernandoschools.org/departments/food-nutrition/our-staff>

**Anyone that is an employee of Hernando County School District can nominate a food service employee in any of the categories.**

**This is critical in increasing employee morale and ensuring that employees feel valued for the work they do every day.**

## **Procedures for Applying for the 180\* Leadership Academy**

The Food and Nutrition Services Leadership Academy is an opportunity for team members to develop their leadership skills and advance their careers within the department. This year-long program includes specialized training, mentorship, and hands-on leadership experience.

### **Communication and Application Process**

#### **1. Information Distribution:**

- In February of the current school year, Kitchen Specialists will receive details about the Leadership Academy for the next school year.
- Specialists are required to share this information with their team during a morning meeting.
- The informational flyer, which includes a QR code and application link, must be posted in the common area of the kitchen for easy access.

#### **2. Employee Acknowledgment:**

- All employees must sign off confirming they have received and understood the information about the Leadership Academy.
- Specialists must return the completed sign-off sheet to the Team Development/Marketing Manager to verify that all team members have been informed.

#### **3. Application Requirements:**

- Employees interested in applying must scan the QR code on the informational flyer or use the provided application link by the scheduled deadline.

- Applicants will answer a series of questions regarding their interest in the Leadership Academy.
- To qualify, applicants must:
  - Have at least one year of internal or external food service experience.
  - Possess a high school diploma.
  - Submit a letter of recommendation from their current supervisor.
  - Provide a resume.

#### **4. Selection Process:**

- Candidates meeting all requirements will be invited for an interview with a panel of district office personnel, including the Director, Assistant Director, and Team Development/Marketing Manager.
- Four candidates will be selected based on their qualifications and interview scores.
- Selected candidates will be notified in May and introduced to the Kitchen Specialists at a leadership meeting in the same month.

#### **5. Internship Timeline:**

- The internship officially begins on the first day of the following school year.
- Interns will participate in three days of paid leadership training over the summer to prepare for their role.
- Interns will follow the developed curriculum and rotate through High School, Middle School, K8, and Elementary School to work with training Specialists to learn all aspects of food service management. Internship will last for the entire school year.
- Interns will practice journaling as well as turn in written assignments that are outlined in the leadership curriculum.

**All eligible team members are encouraged to consider applying for this valuable career development opportunity. Additional questions regarding the Hernando County Schools Leadership Academy may be directed to the Food and Nutrition Services Director or Team Development/Marketing Manager.**

## **Procedures for Applying for the Food and Nutrition Services Lead Training Associate Positions**

The Lead Training Associate position within Food and Nutrition Services is now open for internal applicants who have successfully completed the Leadership Academy. This role is designed to support the training and development of new and existing Food and Nutrition Services Associates within the district, ensuring a smooth onboarding experience while maintaining daily kitchen operations.

### **Communication and Application Process**

#### **1. Notification of Openings**

- Eligible candidates will be notified verbally by the District Office and will also receive an email with details about the position.
- The email will include a link to complete an internal application.

#### **2. Application Requirements**

- Only candidates who have successfully completed the Leadership Academy are eligible to apply.
- All applicants must submit the internal application by the specified deadline.

#### **3. Interview Process**

- Candidates who meet the qualifications and submit the required application will be interviewed by a District Office panel, which includes:
  - The Director of Food and Nutrition Services
  - The Assistant Director
  - The Team Development/Marketing Manager

#### **4. Selection & Training**

- The selected Lead Training Associate(s) will be notified in May.
- They will be introduced to the Specialists at a leadership meeting in May.
- They will undergo three days of training in July to prepare for their new role.
- The new Lead Training Associate(s) will begin their role in August of the following school year.

## **Role & Responsibilities**

- Conduct on-the-job training for new and, at times, existing team managers.
- Work directly in school kitchens to train new employees as part of their onboarding process.
- Support Kitchen Specialists by handling the training portion of onboarding, allowing specialists to focus on daily operations.
- Provide hands-on training for team members who have completed orientation and are starting in their new school-based roles.

**Additional questions regarding the Hernando County Schools Food and Nutrition Services Lead Training Associate position may be directed to the Food and Nutrition Services Director or Marketing/Team Development Manager.**



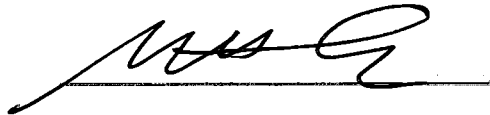
**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
HERNANDO COUNTY SCHOOL DISTRICT ("District")  
AND  
THE HERNANDO UNITED SCHOOL WORKERS ("HUSW" or "Union")  
Effective July 1<sup>st</sup>, 2025  
Restructuring of the Food and Nutrition Services Department HUSW Positions**

| <b>Current Position</b>                           | <b>Salary Structure</b>  | <b>Proposed Position</b>  | <b>Explanation</b>  |
|---|--|---|---|
| Food and Nutrition Services Technician I, II, III | Level III salary is Non-Instructional Y<br><br>\$19.55   | Updated JD and title change to Food and Nutrition Services Technician   | Eliminate the structure of I, II, and III<br><br>Salary structure Non-Instructional Y   |
| Food and Nutrition Services Assistant             | Non-Instructional- A<br>\$18.85  | Updated JD, Title changes to Food and Nutrition Services Associate  | No eliminated positions   |
| Food and Nutrition Services Assistant I           | Non-Instructional- D<br>\$17.15  | Staying on current job description  | Eliminate through attrition   |
| Food and Nutrition Services Assistant II          | Non-Instructional- H<br>\$17.45  | Staying on current job description  | Eliminate through attrition   |
| Food and Nutrition Services Assistant III         | Non-Instructional- K<br>\$18.00  | Updated JD, Title changes to Food and Nutrition Services Lead Associate   | No eliminated positions   |
|   | Non-Instructional – H<br>\$17.45<br><br>Upon successful graduation will move to salary Non-Instructional- K<br>\$18.00         | Food and Nutrition Services Leadership Intern (NEW) 4 spots<br>One year career opportunity to rotate through HS, MS, KB and Elementary to learn all aspects of food service management. | Opportunity for career growth/pathway. One year Internship. Internal applicants only. Internal application mechanism. Upon graduation, meets qualifications for FNS Lead Associate or management positions. |
|   | Internal application for food and nutrition employees that have completed the Internship<br><br>Non-Instruction – M<br>\$18.20 | Food and Nutrition Services Lead Training Associate (NEW)   | Must have completed the one-year Internship program to qualify. Internal mechanism for internal applicants only<br><u>Up to, but not to exceed 4-trainers</u>   |

| Position   | Level | Placement Hourly | Placement Hourly |
|--|-------|------------------|------------------|
| Air Condition Mechanic I   | V     | \$ 19.25         | \$ 19.70         |
| Air Condition Mechanic II  | W     | \$ 19.35         | \$ 19.80         |
| Air Condition Mechanic III   | Y     | \$ 19.55         | \$ 20.00         |
| Athletic Turf Maintenance I  | T     | \$ 19.15         | \$ 19.60         |
| Athletic Turf Maintenance II   | V     | \$ 19.25         | \$ 19.70         |
| Athletic Turf Maintenance III  | W     | \$ 19.35         | \$ 19.80         |
| Attendance Assistant/Service Transporter                                   | N     | \$ 18.55         | \$ 19.00         |
| Bookkeeper Elem/Mid School   | N     | \$ 18.55         | \$ 19.00         |
| Bookkeeper High School   | O     | \$ 18.65         | \$ 19.10         |
| Bus Attendant  | B     | \$ 16.95         | \$ 17.40         |
| Bus Operator   | SBO   | \$ 19.80         | \$ 20.25         |
| Camera Technician  | M     | \$ 18.20         | \$ 18.65         |
| Carpenter I  | V     | \$ 19.25         | \$ 19.70         |
| Carpenter II   | W     | \$ 19.35         | \$ 19.80         |
| Carpenter III  | X     | \$ 19.45         | \$ 19.90         |
| Child Development Associate (CDA) Lead                                     | AA    | \$ 21.80         | \$ 22.25         |
| Child Development Associate (CDA) Teacher Assistant                        | N     | \$ 18.55         | \$ 19.00         |
| Computer Lab Manager   | R     | \$ 18.95         | \$ 19.40         |
| Data Entry Operator  | L     | \$ 18.10         | \$ 18.55         |
| Dispatcher   | M     | \$ 18.20         | \$ 18.65         |
| Electrician I  | V     | \$ 19.25         | \$ 19.70         |
| Electrician II   | W     | \$ 19.35         | \$ 19.80         |
| Electrician III  | Y     | \$ 19.55         | \$ 20.00         |
| Electronics Technician I   | V     | \$ 19.25         | \$ 19.70         |
| Electronics Technician II  | W     | \$ 19.35         | \$ 19.80         |
| Electronics Technician III   | Y     | \$ 19.55         | \$ 20.00         |
| Environmental Services Technician I  | B     | \$ 16.95         | \$ 17.40         |
| Environmental Services Technician II                                       | E     | \$ 17.25         | \$ 17.70         |
| Environmental Services Technician III                                      | I     | \$ 17.80         | \$ 18.25         |
| Fire Alarm Technician  | Y     | \$ 19.55         | \$ 20.00         |
| Food & Nutrition Associate Assistant                                       | A     | \$ 16.85         | \$ 17.30         |
| Food & Nutrition Assistant I   | D     | \$ 17.15         | \$ 17.60         |
| Food & Nutrition Assistant II  | H     | \$ 17.45         | \$ 17.90         |
| Food & Nutrition Lead Associate Assistant III                              | K     | \$ 18.00         | \$ 18.45         |
| Food and Nutrition Leadership Intern                                       | H     | \$ 17.45         | \$ 17.90         |
| Food and Nutrition Lead Training Associate                                 | M     | \$ 18.20         | \$ 18.65         |
| Food & Nutrition Summer Multi-Site Lead Associate Assistant/Summer Monitor | Y     | \$ 19.55         | \$ 20.00         |
| Food & Nutrition Summer Single Site Lead Associate Assistant               | P     | \$ 18.75         | \$ 19.20         |
| Food & Nutrition Summer Associate Assistant                                | E     | \$ 17.25         | \$ 17.70         |
| Food Service Technician I  | V     | \$ 19.25         | \$ 19.70         |
| Food Service Technician II   | W     | \$ 19.35         | \$ 19.80         |
| Food Service Technician III  | Y     | \$ 19.55         | \$ 20.00         |
| General Construction/Heavy Equipment Operator I                            | V     | \$ 19.25         | \$ 19.70         |
| General Construction/Heavy Equipment Operator II                           | W     | \$ 19.35         | \$ 19.80         |
| General Construction/Heavy Equipment Operator III                          | X     | \$ 19.45         | \$ 19.90         |
| Graphics Designer  | P     | \$ 18.75         | \$ 19.20         |
| In School Suspension Monitor   | N     | \$ 18.55         | \$ 19.00         |
| Indoor Air Quality Technician I  | T     | \$ 19.15         | \$ 19.60         |
| Indoor Air Quality Technician II   | V     | \$ 19.25         | \$ 19.70         |
| Indoor Air Quality Technician III  | W     | \$ 19.35         | \$ 19.80         |
| Irrigation Systems Technician I  | V     | \$ 19.25         | \$ 19.70         |

|   |    |          |          |
|---|----|----------|----------|
| Irrigation Systems Technician II                            | W  | \$ 19.35 | \$ 19.80 |
| Irrigation Systems Technician III                           | X  | \$ 19.45 | \$ 19.90 |
| Job Coach   | E  | \$ 17.25 | \$ 17.70 |
| Lawn Turf Maintenance I                                     | K  | \$ 18.00 | \$ 18.45 |
| Lawn Turf Maintenance II                                    | O  | \$ 18.65 | \$ 19.10 |
| Lawn Turf Maintenance III                                   | Q  | \$ 18.85 | \$ 19.30 |
| Lunchroom Aide  | A  | \$ 16.85 | \$ 17.30 |
| Maintenance Equipment Technician I                          | AA | \$ 21.80 | \$ 22.25 |
| Maintenance Equipment Technician II                         | BB | \$ 23.80 | \$ 24.25 |
| Maintenance Equipment Technician III                        | CC | \$ 25.80 | \$ 26.25 |
| Maintenance Helper  | D  | \$ 17.15 | \$ 17.60 |
| Maintenance Vehicle Technician I                            | AA | \$ 21.80 | \$ 22.25 |
| Maintenance Vehicle Technician II                           | BB | \$ 23.80 | \$ 24.25 |
| Maintenance Vehicle Technician III                          | CC | \$ 25.80 | \$ 26.25 |
| Maintenance Warehouse Inventory Specialist I                | P  | \$ 18.75 | \$ 19.20 |
| Maintenance Warehouse Inventory Specialist II               | Q  | \$ 18.85 | \$ 19.30 |
| Maintenance Warehouse Inventory Specialist III              | Y  | \$ 19.55 | \$ 20.00 |
| Office Clerk  | B  | \$ 16.95 | \$ 17.40 |
| Painter I   | V  | \$ 19.25 | \$ 19.70 |
| Painter II  | W  | \$ 19.35 | \$ 19.80 |
| Painter III   | X  | \$ 19.45 | \$ 19.90 |
| Paraprofessional - Clinic                                   | C  | \$ 17.05 | \$ 17.50 |
| Paraprofessional - Deaf/Hard of Hearing                     | H  | \$ 17.45 | \$ 17.90 |
| Paraprofessional - ESE                                      | H  | \$ 17.45 | \$ 17.90 |
| Paraprofessional - Media                                    | E  | \$ 17.25 | \$ 17.70 |
| Paraprofessional I (as indicated)                           | C  | \$ 17.05 | \$ 17.50 |
| Paraprofessional II (as indicated)                          | E  | \$ 17.25 | \$ 17.70 |
| Parent Liaison  | R  | \$ 18.95 | \$ 19.40 |
| Plumber I   | V  | \$ 19.25 | \$ 19.70 |
| Plumber II  | W  | \$ 19.35 | \$ 19.80 |
| Plumber III   | X  | \$ 19.45 | \$ 19.90 |
| Pre-Kindergarten Assistant                                  | N  | \$ 18.55 | \$ 19.00 |
| Program Assistant - College & Career Programs               | T  | \$ 19.15 | \$ 19.60 |
| Property Accounting Specialist                              | N  | \$ 18.55 | \$ 19.00 |
| School Health Professional                                  | I  | \$ 17.80 | \$ 18.25 |
| Secretary I   | G  | \$ 17.35 | \$ 17.80 |
| Secretary II  | J  | \$ 17.90 | \$ 18.35 |
| Secretary III   | L  | \$ 18.10 | \$ 18.55 |
| Semi-Skilled Craftsman                                      | K  | \$ 18.00 | \$ 18.45 |
| Speech Language Technician                                  | H  | \$ 17.45 | \$ 17.90 |
| Spray Technician/Vegetation Control I                       | T  | \$ 19.15 | \$ 19.60 |
| Spray Technician/Vegetation Control II                      | V  | \$ 19.25 | \$ 19.70 |
| Support Staff, Springs Coast Environmental Education Center | G  | \$ 17.35 | \$ 17.80 |
| Teen Parent Head of Nursery                                 | M  | \$ 18.20 | \$ 18.65 |
| Teen Parent Nursery Assistant                               | E  | \$ 17.25 | \$ 17.70 |
| Telecommunications Technician                               | W  | \$ 19.35 | \$ 19.80 |
| Transportation Field Trip Secretary                         | G  | \$ 17.35 | \$ 17.80 |
| Transportation Parts/Inventory Control Clerk                | M  | \$ 18.20 | \$ 18.65 |
| Transportation Small Vehicle Operator                       | N  | \$ 18.55 | \$ 19.00 |
| Transportation Vehicle Technician I                         | DD | \$ 27.80 | \$ 28.25 |
| Transportation Vehicle Technician II                        | EE | \$ 29.80 | \$ 30.25 |
| Transportation Vehicle Technician III                       | FF | \$ 31.80 | \$ 32.25 |

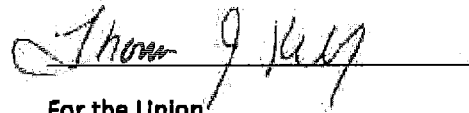
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|--------------------------------|---|----------|----------|
| Vehicle Technician Assistant   | D | \$ 17.15 | \$ 17.60 |
| Warehouse - Delivery Worker    | D | \$ 17.15 | \$ 17.60 |
| Warehouse Inventory Specialist | D | \$ 17.15 | \$ 17.60 |



For the Board

4/3/25

Date

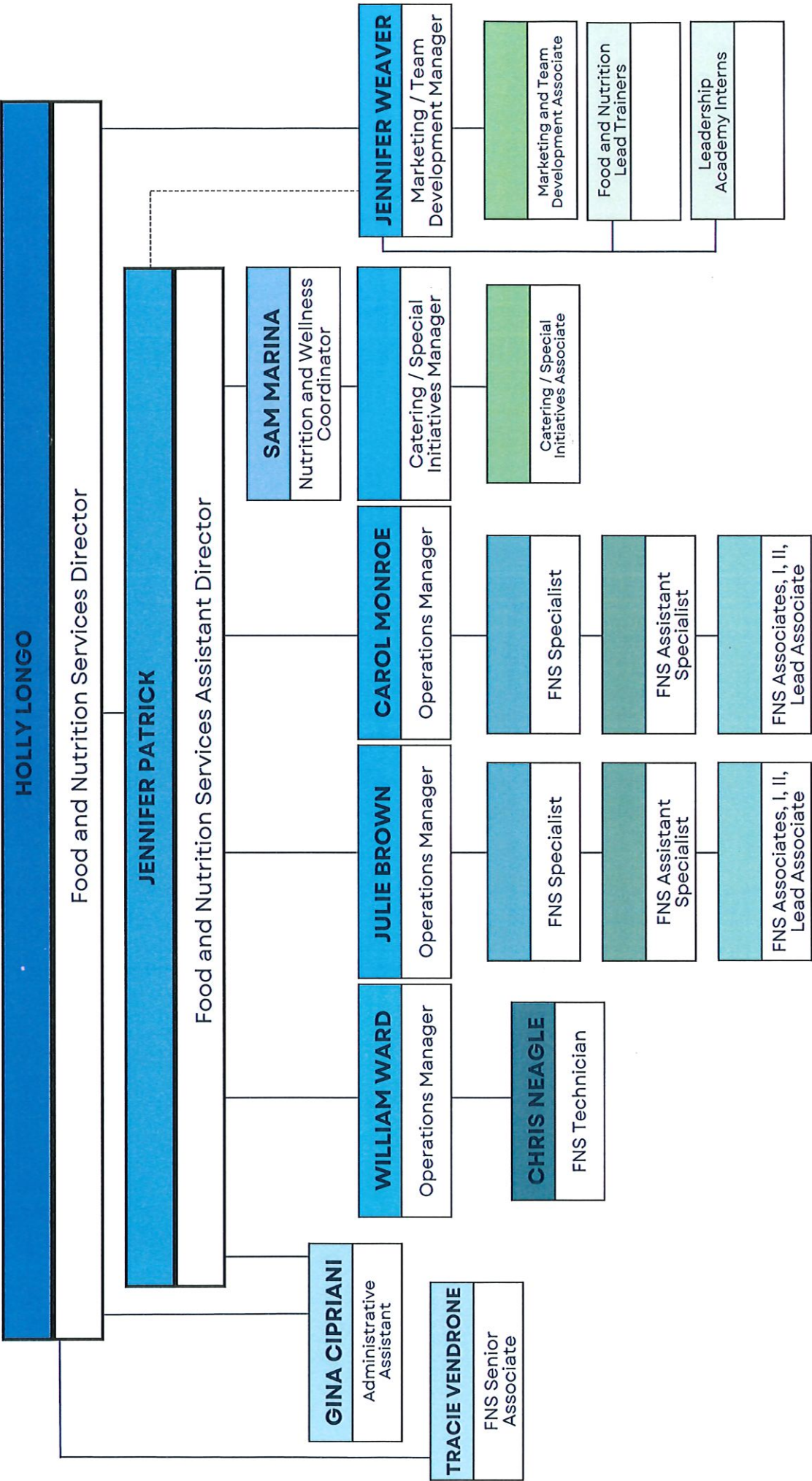


For the Union

3/11/25

Date

HERNANDO COUNTY SCHOOLS FOOD AND NUTRITION SERVICES  
2025-2026



**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

**FOOD AND NUTRITION ~~ASSISTANT~~ SERVICES ASSOCIATE**

**Required Qualifications:**

- Lift~~ing~~ as required by this position.
- Customer service oriented with a pleasant, ~~helpful~~helpful, and courteous attitude.
- Ability to work at a fast pace and in a sustained manner.
- Ability to relate to students.
- Must possess a valid Florida driver's license.
- Exhibit quickness of motion.

**Desired Qualifications:**

- High school diploma or General Education Diploma (GED).
- ~~Trained using Point of Sale Terminals~~Experience with Point-of-Sale systems.
- ~~Experience in F~~ood service, sanitation and food safety training.

**Performance Responsibilities:**

- Prepare food according to standardized recipes, manufacturer instruction and production records.
- Serve customers in a friendly and helpful manner.
- Observe all safety/HACCP requirements and policies.
- Perform cleaning duties as required, which may include equipment, kitchen facilities, bathrooms, storerooms, laundry rooms, vans, dock area, freezers and coolers.
- Attend all scheduled district in-services and training as required.
- Perform other duties as assigned by the assigned Food and Nutrition Services ~~manager~~ Specialist and/or designee.

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

**Reports to:**

Reports directly to the assigned Food and Nutrition Services Specialist, ~~manager~~ and/or designee.

**Evaluation:**

Annual evaluation done by the assigned Food and Nutrition Services Operations Manager, ~~manager~~ Specialist and/or administrative designee.

Food and Nutrition Services Associate

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**Terms of Employment:**

10-month employment

Food and Nutrition Services Associate

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**Salary:**

Salary based upon approved salary schedule - Noninstructional Level A€

**Job Code:**

76023

Board Approved: 05/02/06

Revised: 07/25/06, 01/20/09, 05/17/11, 09/06/11, 02/26/19, 06/28/22, 10/10/23, 11/14/23

Food and Nutrition Services Associate

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~~Food and Nutrition Assistant~~

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Food and Nutrition Services Associate

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## Hernando County School Board Florida

FLSA: Non-Exempt, Union

### FOOD AND NUTRITION SERVICES ASSOCIATE

#### **Required Qualifications:**

- Lift as required by this position.
- Customer service oriented with a pleasant, **helpful**, and courteous attitude.
- Ability to work at a fast pace and in a sustained manner.
- Ability to relate to students.
- Must possess a valid Florida driver's license.
- **Exhibit quickness of motion.**

#### **Desired Qualifications:**

- High school diploma or General Education Diploma (GED).
- Experience with Point-of-Sale systems.
- **Experience in** food service, sanitation, and **food** safety training.

#### **Performance Responsibilities:**

- Prepare food according to standardized recipes, manufacturer instruction and production records.
- Serve customers in a friendly and helpful manner.
- Observe all safety/HACCP requirements and policies.
- Perform cleaning duties as required, which may include equipment, kitchen facilities, bathrooms, storerooms, laundry rooms, vans, dock area, freezers and coolers.
- Attend **all scheduled district in-services and** training as required.
- Perform other duties as assigned by the assigned Food and Nutrition Services **Specialist** and/or designee.

#### **Physical Demands:**

**Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.**

#### **Reports to:**

Reports directly to the assigned Food and Nutrition Services **Specialist** and/or designee.

#### **Evaluation:**

Annual evaluation done by the assigned Food and Nutrition Services **Operations Manager, Specialist** and/or administrative designee.

Food and Nutrition Services Assistant

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level **A**

**Job Code:**

76023

Board Approved: 05/02/06

Revised: 07/25/06, 01/20/09, 05/17/11, 09/06/11, 02/26/19, 06/28/22, 10/10/23, 11/14/23

## Hernando County School Board Florida

FLSA: Non-Exempt, Union

### LEAD FOOD AND NUTRITION ASSISTANT III SERVICES LEAD ASSISTANT ASSOCIATE

#### **Required Qualifications:**

- High school diploma or General Education Diploma (GED).
- Three (3) years of experience in Hernando County Food and Nutrition Services Department *(with satisfactory evaluations during those years and no disciplinary action pending)*.
- ~~Current Level I certification from the National School Nutrition Association~~
- ~~Current membership in Hernando County School Nutrition Association and Florida School Nutrition Association and the National School Nutrition Association~~
- ~~Current Sanitation and Safety (ServSafe) Food Safety Certificate.~~
- ~~Meets proficiencies demonstrating Demonstrate knowledge and proficiency of Point-of-Sale system. (Proficiency Worksheet signed and dated)~~
- ~~Meets proficiencies demonstrating knowledge in use of WinSnap system (Proficiency Worksheet signed and dated)~~
- ~~Meets proficiencies demonstrating proper use and knowledge of production records (Proficiency Worksheet signed and dated) Demonstrate knowledge and proficiency of current software system as it relates to production records: pre-planning, data, and bulk entry.~~
- ~~Meets proficiencies demonstrating Demonstrate knowledge and proficiency of all workstations positions within Food Service Department at site (Proficiency Worksheet signed and dated) assigned cafeteria/kitchen.~~
- ~~Meets proficiencies demonstrating knowledge Demonstrate knowledge and proficiency of inventory, ordering and receiving (Proficiency Worksheet signed and dated) standard operating procedures.~~
- ~~Must be able to lift as required by this position~~
- Customer service oriented.
- ~~Management and organization skills.~~
- ~~Have the ability to p Experience in produce producing~~ satisfactory meals in accordance with pre-planned menus.
- ~~Have the ability to W~~ork in harmony with students, teachers, and co-workers.
- ~~Must e~~Exhibit quickness of motion.
- ~~Ability to W~~ork at an appropriate pace and in a sustained manner.
- ~~Ability to R~~elate to students.
- ~~Must P~~ossess a valid Florida driver's license.
- ~~Ability to assume responsibility of operations in the absence of the FNS Specialist and the FNS Assistant Specialist.~~
- Recommendation from current Food and Nutrition Services Specialist (if applicable).

#### **Performance Responsibilities:**

- Prepare food according to standardized recipes, manufacturer instruction and production records.
- Serve customers in a friendly and helpful manner as school related activities require.
- Observe all safety/HACCP requirements and policies.

Lead Food and Nutrition Services LEAD Associate Assistant

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- Perform cleaning related kitchen duties as required, which may include such as care for and clean equipment, kitchen facilities, bathrooms, storerooms, laundry rooms, vans, dock area, freezers and coolers.
- Assist the Assistant Specialist as assigned.
- Attend training as required.
- Perform other duties as assigned by the assigned Food and Nutrition Services ~~manager~~ Food and Nutrition Specialist and/or designee.

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**Physical Demands:**

- \* Exerting up to 100- pounds of force occasionally and/or up to 50-pounds of force frequently, and/or up to 20-pounds of force regularly or as needed to move objects.

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~~Lead Food and Nutrition Services LEAD Associate Assistant~~

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**Reports to:**

Reports directly to the assigned Food and Nutrition Services ~~manager~~ Specialist and/or designee.

**Evaluation:**

Annual evaluation done by the assigned Food and Nutrition Services Operations Manager, ~~manager~~ Specialist and/or administrative designee.

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level ~~N~~ K

**Job Code:**

76023

Board Approved: 07/25/06

Revised: 01/20/09, 05/17/11, 09/06/11, 06/28/22, 10/10/23, 11/14/23

~~Lead Food and Nutrition Services LEAD Associate Assistant~~

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~~Food and Nutrition Assistant III~~

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~~Lead Food and Nutrition Services LEAD Associate Assistant~~

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## Hernando County School Board Florida

FLSA: Non-Exempt, Union

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|---|
| <b>FOOD AND NUTRITION SERVICES LEAD ASSOCIATE</b> |
|---|

### **Required Qualifications:**

- High school diploma or General Education Diploma (GED).
- Three (3) years of experience in Hernando County Food and Nutrition Services Department (*with satisfactory evaluations during those years and no disciplinary action pending*).
- **Current Food Safety** Certificate.
- Demonstrate knowledge **and proficiency** of Point-of-Sale system.
- **Demonstrate knowledge and proficiency of current software system as it relates to production records: pre-planning, data, and bulk entry.**
- **Demonstrate knowledge and proficiency of all positions within assigned cafeteria/kitchen.**
- **Demonstrate knowledge and proficiency** of inventory, ordering and receiving **standard operating procedures.**
- Customer service oriented.
- **Management and organization skills.**
- Experience in **producing** satisfactory meals in accordance with pre-planned menus.
- **Work in harmony** with students, teachers, and co-workers.
- **Exhibit quickness of motion.**
- Work at an appropriate pace and in a sustained manner.
- **Relate to students.**
- Possess a valid Florida driver's license.
- **Ability to assume responsibility of operations in the absence of the FNS Specialist and the FNS Assistant Specialist.**
- **Recommendation from current Food and Nutrition Services Specialist (if applicable).**

### **Performance Responsibilities:**

- Prepare food according to standardized recipes, manufacturer instruction and production records.
- Serve customers in a friendly and helpful manner as school related activities require.
- Observe all safety/HACCP requirements and policies.
- Perform cleaning related kitchen duties as required, which may include such as care for and clean equipment, kitchen facilities, bathrooms, storerooms, laundry rooms, vans, dock area, freezers and coolers.
- **Assist the Assistant Specialist as assigned.**
- Attend training as required.
- Perform other duties as assigned by the assigned **Food and Nutrition Services Specialist** and/or designee.



**Physical Demands:**

Exerting up to 100- pounds of force occasionally and/or up to 50-pounds of force frequently, and/or up to 20-pounds of force regularly or as needed to move objects.

**Reports to:**

Reports directly to the assigned Food and Nutrition Services Specialist and/or designee.

**Evaluation:**

Annual evaluation done by the assigned Food and Nutrition Services Operations Manager, Specialist and/or administrative designee.

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level K

**Job Code:**

76023

Board Approved: 07/25/06

Revised: 01/20/09, 05/17/11, 09/06/11, 06/28/22, 10/10/23, 11/14/23

## **Hernando County School Board Florida**

FLSA: Exempt, Union

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| <b>FOOD AND NUTRITION SERVICES LEADERSHIP INTERN</b> |
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### **Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Lift as required by this position.
- One year of experience in food service management.
- Management and organizational skills.
- Ability to operate a computer with basic computer and Microsoft program knowledge.
- Valid Florida driver's license.
- Food Safety certified or agreement to obtain within 6-months of internship.

### **Desired Qualifications:**

- Management/supervisory experience in commercial or non-commercial food service.
- Recommendation from current Food Service Specialist (if applicable).

### **Performance Responsibilities:**

**This is a one-year position to prepare the incumbent to perform food service managerial and supervisory duties operating a school cafeteria in a large school system. Learns all aspects of food service management, federal, state and local standards including board policies to prepare the individual for a leadership role.**

- Complete intern assignments as per established curriculum including assignments and projects, ensuring deadlines are met. Complete coursework by established deadline
- Rotate every six weeks to experience food service operations and opportunities within the high school, middle school, K8 and elementary setting.
- Learn current food service software system as it relates to menus, production records, recipes, food ordering and inventory.
- Learn to complete monthly financial information as it relates to food service.
- Develop relationships with school team and administrators throughout rotations.
- Assist the Specialist with computer and other technical skills/competencies to ensure the operation of the school-level food services program.
- Assist with food production and service of breakfast, lunch, snack and supper programs.
- Learn to maintain high standards in sanitation, safety, and use/care of equipment.
- Learn procedures for the purchase of all food and supplies.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education
- Adhere to safety regulations and guidelines.
- May assist new Food and Nutrition Services employees in becoming familiar with their assignments.

- Attend mandatory Inservice training.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.
- Perform other duties as assigned by the Food and Nutrition Services Specialist and/or designee.

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

**Reports to:**

Reports directly to the Food and Nutrition Services Team Development/Marketing Manager and/or designee.

**Evaluation:**

Annual evaluation done by the Food and Nutrition Services Team Development/Marketing Manager and/or designee.

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon approved salary schedule – Non-Instructional Level H

**Job Code:**

76010

Board Approved:

Revised:

## Food and Nutrition Services Intern

**Hernando County School Board  
Florida**

FLSA: Exempt, Union

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| <b>FOOD AND NUTRITION SERVICES LEADERSHIP INTERN</b> |
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**Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Lift as required by this position.
- One year of experience in food service management.
- Management and organizational skills.
- Ability to operate a computer with basic computer and Microsoft program knowledge.
- Valid Florida driver's license.
- Food Safety certified or agreement to obtain within 6-months of internship.

**Desired Qualifications:**

- Management/supervisory experience in commercial or non-commercial food service.
- Recommendation from current Food Service Specialist (if applicable).

**Performance Responsibilities:**

**This is a one-year position to prepare the incumbent to perform food service managerial and supervisory duties operating a school cafeteria in a large school system. Learns all aspects of food service management, federal, state and local standards including board policies to prepare the individual for a leadership role.**

- Complete intern assignments as per established curriculum including assignments and projects, ensuring deadlines are met. Complete coursework by established deadline
- Rotate every six weeks to experience food service operations and opportunities within the high school, middle school, K8 and elementary setting.
- Learn current food service software system as it relates to menus, production records, recipes, food ordering and inventory.
- Learn to complete monthly financial information as it relates to food service.
- Develop relationships with school team and administrators throughout rotations.
- Assist the Specialist with computer and other technical skills/competencies to ensure the operation of the school-level food services program.
- Assist with food production and service of breakfast, lunch, snack and supper programs.
- Learn to maintain high standards in sanitation, safety, and use/care of equipment.
- Learn procedures for the purchase of all food and supplies.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education
- Adhere to safety regulations and guidelines.
- May assist new Food and Nutrition Services employees in becoming familiar with their assignments.

- Attend mandatory Inservice training.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.
- Perform other duties as assigned by the Food and Nutrition Services Specialist and/or designee.

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

**Reports to:**

Reports directly to the Food and Nutrition Services Team Development/Marketing Manager and/or designee.

**Evaluation:**

Annual evaluation done by the Food and Nutrition Services Team Development/Marketing Manager and/or designee.

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon approved salary schedule – Non-Instructional Level H

**Job Code:**

76010

Board Approved:

Revised:

## Food and Nutrition Services Intern

## Hernando County School Board Florida

FLSA: Non-Exempt, Union

### FOOD AND NUTRITION SUMMER ~~ASSOCIATE ASSISTANT~~

#### **Required Qualifications:**

- High school diploma or General Education Diploma (GED).
- ~~Lift as required by this position~~
- Customer service oriented with a pleasant, ~~helpful~~ helpful, and courteous attitude.
- ~~Ability~~ Work at a fast pace and in a sustained manner.
- ~~Ability to r~~Relate to students.
- Valid Florida driver's license.

#### **Performance Responsibilities:**

- Prepare food according to standardized recipes, manufacturer instruction and production records.
- Serve customers in a friendly and helpful manner.
- Observe all safety and HACCP requirements and policies.
- Deliver food in a timely, safe manner to various locations.
- Perform cleaning duties as required, which may include equipment, kitchen facilities, bathrooms, storerooms, laundry rooms, vans, dock area, ~~freezers~~ freezers, and coolers.
- Attend training as required.
- Perform other duties as assigned by the Food and Nutrition Summer Lead Assistant and/or designee.

#### **Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

#### **Reports to:**

Reports directly to the Food and Nutrition Summer Lead Associate ~~Assistant~~ and/or designee.

#### **Terms of Employment:**

Temporary summer employment.

#### **Salary:**

Salary based upon approved salary schedule - Noninstructional Level E



**Job Code:**

76023

Board Approved: 07/25/06

Revised: 01/20/09, 05/17/11, 06/28/22, 11/14/23

## Hernando County School Board Florida

FLSA: Non-Exempt, Union

### FOOD AND NUTRITION SUMMER ASSOCIATE

#### **Required Qualifications:**

- High school diploma or General Education Diploma (GED).
- Customer service oriented with a pleasant, helpful, and courteous attitude.
- Work at a fast pace and in a sustained manner.
- Relate to students.
- Valid Florida driver's license.

#### **Performance Responsibilities:**

- Prepare food according to standardized recipes, manufacturer instruction and production records.
- Serve customers in a friendly and helpful manner.
- Observe all safety and HACCP requirements and policies.
- Deliver food in a timely, safe manner to various locations.
- Perform cleaning duties as required, which may include equipment, kitchen facilities, bathrooms, storerooms, laundry rooms, vans, dock area, freezers, and coolers.
- Attend training as required.
- Perform other duties as assigned by the Food and Nutrition Summer Lead Assistant and/or designee.

#### **Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

#### **Reports to:**

Reports directly to the Food and Nutrition Summer Lead Associate and/or designee.

#### **Terms of Employment:**

Temporary summer employment.

#### **Salary:**

Salary based upon approved salary schedule - Noninstructional Level E

**Job Code:**

76023

Board Approved: 07/25/06

Revised: 01/20/09, 05/17/11, 06/28/22, 11/14/23

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

**FOOD AND NUTRITION SUMMER MULTI-SITE LEAD ~~ASSOCIATE ASSISTANT~~/ SUMMER**

**Required Qualifications:**

- High school diploma or General Education Diploma (GED).
- ~~Lift as required by this position~~
- Customer service oriented with a pleasant, ~~helpful~~ helpful, and courteous attitude.
- Ability to work at a fast pace in a sustained manner.
- ~~Ability to~~ Relate to students
- Current ~~Manager, Dual Assistant Manager or Assistant Manager~~ Specialist or Assistant Specialist.
- ~~Excellent management and organizational skills~~
- Basic knowledge of ~~TERMS (warehouse ordering), food service software, district Email and Word programs~~ warehouse ordering system, basic Microsoft programs, and current food service ordering programs.
- Must possess a valid Florida driver's license.

**Performance Responsibilities:**

- Responsible for all aspects of planning, preparing and dispensing food in a safe, sanitary and customer friendly environment to multiple locations.
- Ensure compliance with all local, state and federal guidelines
- Ensure compliance to ~~all Hernando County School Board and Food and Nutrition Services policies and procedures~~ standard operating procedures.
- Work in conjunction with the all site coordinators to manage food deliveries and meal service.
- Supervise food production and packaging for multiple sites and service.
- Work with site coordinator and site administration regarding issues.
- Enforce established guidelines regarding employee personal hygiene, dress code and work habits.
- Develop, implement and post daily work schedules. ~~for reference~~
- Coordinate and execute the planning, preparation and delivery of food for satellite feeding sites.
- Report all accidents/incidents to school administration and the Director of Food Service. ~~immediately~~
- Plan, prepare and order supplies needed to complete daily duties.
- Receive, inspect and sign for deliveries.
- Compile and submit daily site counts for multiple sites.
- Document, ~~verify~~ and submit payroll.
- ~~Compile and submit summer inventory of foods and non food items~~ Complete summer inventory for all applicable sites.
- Responsible for the care and maintenance of all equipment.
- Ensure accurate records as required by the State Department of Education and District Office are maintained.
- Attend summer training as required.
- Perform other duties as assigned by the Director of Food and Nutrition and/or designee.

Food and Nutrition Services Summer Multi-Site Lead Assistant/Summer Monitor

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

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**Reports to:**

Reports directly to the Director of Food and Nutrition and/or designee.

**Terms of Employment:**

Temporary summer position.

**Salary:**

Salary based upon approved salary schedule – Non-instructional Level Y

**Job Code:**

76013

Board Approved: 07/25/06

Revised: 01/20/09, 09/06/11, 08/08/17

Food and Nutrition Services Summer Multi-Site Lead ~~Associate Assistant~~/Summer

## Hernando County School Board Florida

FLSA: Non-Exempt, Union

### FOOD AND NUTRITION SUMMER MULTI-SITE LEAD ASSOCIATE/ SUMMER MONITOR

#### **Required Qualifications:**

- High school diploma or General Education Diploma (GED).
- Customer service oriented with a pleasant, **helpful**, and courteous attitude.
- Ability to work at a fast pace in a sustained manner.
- **Relate to students.**
- Current **Specialist or Assistant Specialist.**
- Basic knowledge of **warehouse ordering system, basic Microsoft programs, and current food service ordering programs.**
- Must possess a valid Florida driver's license.

#### **Performance Responsibilities:**

- Responsible for all aspects of planning, preparing and dispensing food in a safe, sanitary and customer friendly environment to multiple locations.
- Ensure compliance with all local, state and federal guidelines.
- Ensure compliance to **standard operating procedures.**
- Work in conjunction with the all-site coordinators to manage food deliveries and meal service.
- Supervise food production and packaging for multiple sites and service.
- Work with site coordinator and site administration regarding issues.
- Enforce established guidelines regarding employee personal hygiene, dress code and work habits.
- Develop, implement and post daily work schedules.
- Coordinate and execute the planning, preparation and delivery of food for satellite feeding sites.
- Report all accidents/incidents to school administration and the Director of Food Service.
- Plan, prepare and order supplies needed to complete daily duties.
- Receive, inspect and sign for deliveries.
- Compile and submit daily site counts for multiple sites.
- Document, **verify** and submit payroll.
- **Complete summer inventory for all applicable sites.**
- Responsible for the care and maintenance of all equipment.
- Ensure accurate records as required by the State Department of Education and District Office are maintained.
- Attend summer training as required.
- Perform other duties as assigned by the Director of Food and Nutrition and/or designee.

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

**Reports to:**

Reports directly to the Director of Food and Nutrition and/or designee.

**Terms of Employment:**

Temporary summer position.

**Salary:**

Salary based upon approved salary schedule – Non-instructional Level Y

**Job Code:**

76013

Board Approved: 07/25/06

Revised: 01/20/09, 09/06/11, 08/08/17

## Hernando County School Board Florida

FLSA: Non-Exempt, Union

### FOOD SERVICE TECHNICIAN ~~III~~

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#### Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Training and experience equivalent to three (3) years of combined commercial electrical and plumbing installation or repair
- Must have a minimum of ten (10) hours of approved Hernando County training (or within the first 30-days of employment).
- Valid Florida driver's license
- Possess a certification to service and repair liquid propane gas equipment or ability to be certified with use of diagnostic tools and equipment (meters)
- Knowledge and application of all types of 3 phase electrical systems
- Ability to read electrical schematics and blueprints
- ~~Ability to perform all phases of plumbing installation and repairs~~
- Thorough knowledge of operation and repair of commercial kitchen equipment including but not limited to:
  - Steam cookers/kettles
  - Convection ovens
  - Mixers
  - Dishwashers
  - Garbage disposals disposers
  - ~~Motors~~
  - ~~Water heaters~~
  - Heated cabinets
  - Reach In Refrigerator
  - Cold Wells
  - Refrigerated Pass- Through's
  - Milk Coolers
- ~~Ability to keep accurate records of work orders, material and time spent performing the various maintenance and repair of equipment~~
- ~~Ability to work without supervision and make decisions on repair or replacement of equipment~~
- ~~Ability to oversee and recommend purchase and installation of equipment in new construction or remodels~~
- ~~Must meet qualifications and have experience in all aspects of the Food Service Technician I and Food Service Technician II levels.~~
- Skill in the use of tools and equipment necessary to perform repair and maintenance on refrigeration systems, energy, related equipment and machinery.
- Ability to lift and/or move heavy objects.
- Ability to climb and handle extension ladders.

Food and Nutrition Services Technician

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### **Performance Responsibilities**

- Maintain, install and repair ~~of~~ commercial kitchen equipment including by not limited to:
  - Steam cookers/kettles
  - Convection ovens
  - Mixer
  - ⇒ Garbage ~~disposers~~ disposals

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Food and Nutrition Services Technician

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- ~~Motors~~
- ~~Water Heaters~~
- ~~Heated cabinets~~
- ~~Cold Wells~~
- ~~Refrigerated Pass-Through's~~
- ~~Milk Coolers~~
- Maintain and repair equipment associated with kitchen ~~equipment~~equipment.
- Develop a preventative maintenance program for all kitchen ~~equipment~~equipment.
- Oversee crew members working with associated ~~equipment~~equipment.
- Perform trouble shooting of malfunctioning or inoperative equipment; diagnose problems and complete repairs as necessary.
- Perform repairs, maintenance, and scheduled preventative maintenance on assigned equipment and systems such as compressors, refrigeration systems, evaporation condensers, ovens including, but not limited to Rationale, Blodgett, Cleveland.
- Keep accurate, detailed records of work orders, materials, and time spent performing various maintenance and equipment repair.
- Work without supervision and make decisions on repair or replacement of equipment.
- Oversee and recommend purchase and installation of equipment in new construction or remodel projects.
- Perform other duties as assigned by the Director of Facilities, Food and Nutrition Services Program Manager (Finance/Operations) and/or designee the Director of Food and Nutrition Services, the Assistant Director of Food and Nutrition Services, and/or designee.

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#### **Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

#### **Reports to:**

Reports directly to the ~~Food and Nutrition Services Program Manager (Finance/Operations)~~ Food and Nutrition Services Operations Manager with input from the Director of Food and Nutrition ~~Facilities Operations~~ and/or designee

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#### **Evaluation:**

Annual evaluation done by ~~the Food and Nutrition Services Finance/Operations Program Manager~~ Food and Nutrition Services Operations Manager with input from the Director of Food and Nutrition and ~~Director of Facilities Operations~~ and/or designee

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#### **Terms of Employment:**

12-month employment

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Food and Nutrition Services Technician

**Salary:**

Salary based upon approved salary schedule – Non-instructional Level Y

**Job Code:**

81040

Board Approved: 07/29/08

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 08/08/17

Food and Nutrition Services Technician

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**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

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| <b>FOOD SERVICE TECHNICIAN</b> |
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**Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Training and experience equivalent to three (3) years of combined commercial electrical and plumbing installation or repair
- Must have a minimum of ten (10) hours of approved Hernando County training (or within the first 30-days of employment).
- Valid Florida driver's license
- Possess a certification to service and repair liquid propane gas equipment or ability to be certified with use of diagnostic tools and equipment (meters)
- Knowledge and application of all types of 3 phase electrical systems
- Ability to read electrical schematics and blueprints
- Thorough knowledge of operation and repair of commercial kitchen equipment including but not limited to:
  - Steam cookers/kettles
  - Convection ovens
  - Mixers
  - Dishwashers
  - Garbage disposals
  - Heated cabinets
  - Reach In Refrigerator
  - Cold Wells
  - Refrigerated Pass- Through's
  - Milk Coolers
- Skill in the use of tools and equipment necessary to perform repair and maintenance on refrigeration systems, energy, related equipment and machinery.
- Ability to lift and/or move heavy objects.
- Ability to climb and handle extension ladders.

**Performance Responsibilities**

- Maintain, install and repair commercial kitchen equipment including by not limited to:
  - Steam cookers/kettles
  - Convection ovens
  - Mixer
  - Garbage disposals
  - Cold Wells
  - Refrigerated Pass-Through's
  - Milk Coolers

- Maintain and repair equipment associated with kitchen equipment.
- Develop a preventative maintenance program for all kitchen equipment.
- Oversee crew members working with associated equipment.
- Perform trouble shooting of malfunctioning or inoperative equipment; diagnose problems and complete repairs as necessary.
- Perform repairs, maintenance, and scheduled preventative maintenance on assigned equipment and systems such as compressors, refrigeration systems, evaporation condensers, ovens including, but not limited to Rationale, Blodgett, Cleveland.
- Keep accurate, detailed records of work orders, materials, and time spent performing various maintenance and equipment repair.
- Work without supervision and make decisions on repair or replacement of equipment.
- Oversee and recommend purchase and installation of equipment in new construction or remodel projects.
- Perform other duties as assigned by the Director of Food and Nutrition Services, the Assistant Director of Food and Nutrition Services, and/or designee.

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

**Reports to:**

Reports directly to the Food and Nutrition Services Operations Manager with input from the Director of Food and Nutrition and/or designee.

**Evaluation:**

Annual evaluation done by the Food and Nutrition Services Operations Manager with input from the Director of Food and Nutrition and/or designee.

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule – Non-instructional Level Y

**Job Code:**

81040

Board Approved: 07/29/08

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 08/08/17

## **Hernando County School Board Florida**

FLSA: Non-Exempt, Union

### **FOOD AND NUTRITION SERVICES LEAD TRAINING ASSOCIATE**

#### **Required Qualifications:**

- High school diploma or General Education Diploma (GED).
- Successful completion of Food and Nutrition Services Leadership Academy (with satisfactory evaluations and no disciplinary action).
- Current Food Safety Certificate.
- Demonstrate knowledge and proficiency of Point-of-Sale system.
- Demonstrate knowledge and proficiency of current software system as it relates to production records: pre-planning, data, and bulk entry.
- Demonstrate knowledge and proficiency of all positions within assigned cafeteria/kitchen.
- Demonstrate knowledge and proficiency of inventory, ordering and receiving standard operating procedures.
- Customer service oriented.
- Management and organization skills.
- Experience in producing satisfactory meals in accordance with pre-planned menus.
- Work in harmony with students, teachers, and co-workers.
- Exhibit quickness of motion.
- Work at an appropriate pace and in a sustained manner.
- Relate to students.
- Possess a valid Florida driver's license.
- Ability to assume responsibility of operations in the absence of the FNS Specialist and the FNS Assistant Specialist.

#### **Performance Responsibilities:**

- Assist in the training and development of associate level food and nutrition employees.
- Rotate schools as needed to assist in the training of new employees.
- Complete training lists and content as directed by the team development/marketing manager.
- Update Team development/Marketing manager on new employee progress.
- Assist Nutrition/Wellness Coordinator in the development and implementation of recipes.
- Assist Nutrition/Wellness Coordinator in the training of staff regarding special diets, production records and standardized recipes.
- Prepare food according to standardized recipes, manufacturer instruction and production records.
- Serve customers in a friendly and helpful manner as school-related activities require.
- Observe all safety/HACCP requirements and policies.
- Perform cleaning related kitchen duties as required, which may include: care for and clean equipment, kitchen facilities, bathrooms, storerooms, laundry rooms, vans, dock area,

Food and Nutrition Services Lead Training Associate

- freezers and coolers.
- Assist the Specialist as needed.
- Attend training as required.
- Perform other duties as assigned by the assigned Food and Nutrition Services Team Development/Marketing Manager and/or designee.

**Physical Demands:**

Exerting up to 100- pounds of force occasionally and/or up to 50-pounds of force frequently, and/or up to 20-pounds of force regularly or as needed to move objects.

**Reports to:**

Reports directly to the Food and Nutrition Team Development/Marketing Manager and/or designee.

**Evaluation:**

Annual evaluation done by the Food and Nutrition Services Team Development/Marketing Manager and/or designee.

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level M

**Job Code:**

76023

Board Approved:

Revised:



**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

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| <b>FOOD AND NUTRITION SERVICES LEAD TRAINING ASSOCIATE</b> |
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**Required Qualifications:**

- High school diploma or General Education Diploma (GED).
- Successful completion of Food and Nutrition Services Leadership Academy (with satisfactory evaluations and no disciplinary action).
- Current Food Safety Certificate.
- Demonstrate knowledge and proficiency of Point-of-Sale system.
- Demonstrate knowledge and proficiency of current software system as it relates to production records: pre-planning, data, and bulk entry.
- Demonstrate knowledge and proficiency of all positions within assigned cafeteria/kitchen.
- Demonstrate knowledge and proficiency of inventory, ordering and receiving standard operating procedures.
- Customer service oriented.
- Management and organization skills.
- Experience in producing satisfactory meals in accordance with pre-planned menus.
- Work in harmony with students, teachers, and co-workers.
- Exhibit quickness of motion.
- Work at an appropriate pace and in a sustained manner.
- Relate to students.
- Possess a valid Florida driver's license.
- Ability to assume responsibility of operations in the absence of the FNS Specialist and the FNS Assistant Specialist.

**Performance Responsibilities:**

- Assist in the training and development of associate level food and nutrition employees.
- Rotate schools as needed to assist in the training of new employees.
- Complete training lists and content as directed by the team development/marketing manager.
- Update Team development/Marketing manager on new employee progress.
- Assist Nutrition/Wellness Coordinator in the development and implementation of recipes.
- Assist Nutrition/Wellness Coordinator in the training of staff regarding special diets, production records and standardized recipes.
- Prepare food according to standardized recipes, manufacturer instruction and production records.
- Serve customers in a friendly and helpful manner as school-related activities require.
- Observe all safety/HACCP requirements and policies.
- Perform cleaning related kitchen duties as required, which may include: care for and clean equipment, kitchen facilities, bathrooms, storerooms, laundry rooms, vans, dock area,

Food and Nutrition Services Lead Training Associate

- freezers and coolers.
- Assist the Specialist as needed.
- Attend training as required.
- Perform other duties as assigned by the assigned Food and Nutrition Services Team Development/Marketing Manager and/or designee.

**Physical Demands:**

Exerting up to 100- pounds of force occasionally and/or up to 50-pounds of force frequently, and/or up to 20-pounds of force regularly or as needed to move objects.

**Reports to:**

Reports directly to the Food and Nutrition Team Development/Marketing Manager and/or designee.

**Evaluation:**

Annual evaluation done by the Food and Nutrition Services Team Development/Marketing Manager and/or designee.

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level M

**Job Code:**

76023

Board Approved:

Revised:

## Hernando County School Board Florida

FLSA: Non-Exempt, Union

### FOOD AND NUTRITION ASSISTANT I

#### **Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- One (1) year of experience in Hernando County Food and Nutrition Services Department (*with satisfactory evaluations during that year and no disciplinary action pending*)
- Current membership in Hernando County School Nutrition Association and Florida School Nutrition Association
- Food service sanitation and safety training
- Meet proficiencies demonstrating knowledge of Point of Sale System (Proficiency Worksheet signed and dated)
- Must be able to lift as required by this position
- Customer service oriented
- Have the ability to produce satisfactory meals in accordance with pre-planned menus
- Have the ability to work in harmony with students, teachers and co-workers
- Must exhibit quickness of motion
- Ability to work at an appropriate pace and in a sustained manner
- Ability to relate to students
- Must possess a valid Florida driver's license

#### **Performance Responsibilities:**

- Prepare food according to standardized recipes, manufacturer instruction and production records
- Serve customers in a friendly and helpful manner as school related activities require
- Observe all safety/HACCP requirements and policies
- Perform cleaning related kitchen duties as required; which may include such as care for and clean equipment, kitchen facilities, bathrooms, storerooms, laundry rooms, vans, dock area, freezers and coolers
- Attend training as required
- Perform other duties as assigned by the assigned Food and Nutrition Services Specialist manager and/or designee

**Physical Demands:** Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

#### **Reports to:**

Reports directly to the assigned Food and Nutrition Services Specialist manager and/or designee

#### **Evaluation:**

Annual evaluation done by the assigned Food and Nutrition Services Specialist manager and/or administrative designee

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level D ~~E~~

**Job Code:**

76023

Board Approved: 06/19/01

Revised: 07/25/06, 01/20/09, 05/17/11, 09/06/11, 06/28/22, 10/10/23, 11/14/23

## Hernando County School Board Florida

FLSA: Non-Exempt, Union

### FOOD AND NUTRITION ASSISTANT I

#### **Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- One (1) year of experience in Hernando County Food and Nutrition Services Department (*with satisfactory evaluations during that year and no disciplinary action pending*)
- Current membership in Hernando County School Nutrition Association and Florida School Nutrition Association
- Food service sanitation and safety training
- Meet proficiencies demonstrating knowledge of Point of Sale System (Proficiency Worksheet signed and dated)
- Must be able to lift as required by this position
- Customer service oriented
- Have the ability to produce satisfactory meals in accordance with pre-planned menus
- Have the ability to work in harmony with students, teachers and co-workers
- Must exhibit quickness of motion
- Ability to work at an appropriate pace and in a sustained manner
- Ability to relate to students
- Must possess a valid Florida driver's license

#### **Performance Responsibilities:**

- Prepare food according to standardized recipes, manufacturer instruction and production records
- Serve customers in a friendly and helpful manner as school related activities require
- Observe all safety/HACCP requirements and policies
- Perform cleaning related kitchen duties as required; which may include such as care for and clean equipment, kitchen facilities, bathrooms, storerooms, laundry rooms, vans, dock area, freezers and coolers
- Attend training as required
- Perform other duties as assigned by the assigned Food and Nutrition Services **Specialist** and/or designee

**Physical Demands:** Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

#### **Reports to:**

Reports directly to the assigned Food and Nutrition Services **Specialist** and/or designee

#### **Evaluation:**

Annual evaluation done by the assigned Food and Nutrition Services **Specialist** and/or administrative designee

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level **D**

**Job Code:**

76023

Board Approved: 06/19/01

Revised: 07/25/06, 01/20/09, 05/17/11, 09/06/11, 06/28/22, 10/10/23, 11/14/23

## Hernando County School Board Florida

FLSA: Non-Exempt, Union

### FOOD AND NUTRITION ASSISTANT II

#### **Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Two (2) years of experience in Hernando County Food and Nutrition Services Department (*with satisfactory evaluations during those years and no disciplinary action pending*)
- Current Level 1 Certification from the National School Nutrition Association
- Current membership in Hernando County School Nutrition Association, Florida School Nutrition Association and National School Nutrition Association
- Food service sanitation and safety training
- Meet proficiencies demonstrating knowledge of Point of Sale system (Proficiency Worksheet signed and dated)
- Meet proficiencies demonstrating proper use and knowledge of production records (Proficiency Worksheet signed and dated)
- Meets proficiencies demonstrating knowledge of all work stations within the Food Service Department at site (Proficiency Worksheet signed and dated)
- Must be able to lift as required by this position
- Customer service oriented
- Have the ability to produce satisfactory meals in accordance with pre-planned menus
- Have the ability to work in harmony with students, teachers and co-workers
- Must exhibit quickness of motion
- Ability to work at an appropriate pace and in a sustained manner
- Ability to relate to students
- Must possess a valid Florida driver's license

#### **Performance Responsibilities:**

- Prepare food according to standardized recipes, manufacturer instruction and production records
- Serve customers in a friendly and helpful manner as school related activities require
- Observe all safety/HACCP requirements and policies
- Perform cleaning related kitchen duties as required; which may include such as care for and clean equipment, kitchen facilities, bathrooms, storerooms, laundry rooms, vans, dock area, freezers and coolers
- Attend training as required
- Perform other duties as assigned by the assigned Food and Nutrition Services Specialist ~~manager~~ and/or designee

**Physical Demands:** Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

#### **Reports to:**

Reports directly to the assigned Food and Nutrition Services Specialist ~~manager~~ and/or designee

**Evaluation:**

Annual evaluation done by the assigned Food and Nutrition Services ~~Specialist manager~~ and/or administrative \_designee

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level H

**Job Code:**

76023

Board Approved: 06/19/01

Revised: 07/25/06, 01/20/09, 05/17/11, 09/06/11, 6/28/22, 10/10/23, 11/14/23



## Hernando County School Board Florida

FLSA: Non-Exempt, Union

### FOOD AND NUTRITION ASSISTANT II

#### **Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Two (2) years of experience in Hernando County Food and Nutrition Services Department (*with satisfactory evaluations during those years and no disciplinary action pending*)
- Current Level 1 Certification from the National School Nutrition Association
- Current membership in Hernando County School Nutrition Association, Florida School Nutrition Association and National School Nutrition Association
- Food service sanitation and safety training
- Meet proficiencies demonstrating knowledge of Point of Sale system (Proficiency Worksheet signed and dated)
- Meet proficiencies demonstrating proper use and knowledge of production records (Proficiency Worksheet signed and dated)
- Meets proficiencies demonstrating knowledge of all work stations within the Food Service Department at site (Proficiency Worksheet signed and dated)
- Must be able to lift as required by this position
- Customer service oriented
- Have the ability to produce satisfactory meals in accordance with pre-planned menus
- Have the ability to work in harmony with students, teachers and co-workers
- Must exhibit quickness of motion
- Ability to work at an appropriate pace and in a sustained manner
- Ability to relate to students
- Must possess a valid Florida driver's license

#### **Performance Responsibilities:**

- Prepare food according to standardized recipes, manufacturer instruction and production records
- Serve customers in a friendly and helpful manner as school related activities require
- Observe all safety/HACCP requirements and policies
- Perform cleaning related kitchen duties as required; which may include such as care for and clean equipment, kitchen facilities, bathrooms, storerooms, laundry rooms, vans, dock area, freezers and coolers
- Attend training as required
- Perform other duties as assigned by the assigned Food and Nutrition Services **Specialist** and/or designee

**Physical Demands:** Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

#### **Reports to:**

Reports directly to the assigned Food and Nutrition Services **Specialist** and/or designee

**Evaluation:**

Annual evaluation done by the assigned Food and Nutrition Services **Specialist** and/or administrative designee

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level H

**Job Code:**

76023

Board Approved: 06/19/01

Revised: 07/25/06, 01/20/09, 05/17/11, 09/06/11, 6/28/22, 10/10/23, 11/14/23

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

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| <b>FOOD AND NUTRITION SUMMER SINGLE SITE LEAD <del>ASSOCIATE ASSISTANT</del></b> |
|--|

**Required Qualifications:**

- High school diploma or General Education Diploma (GED).
- ~~Lift as required by this position~~
- Customer service oriented with a pleasant, ~~helpful~~helpful, and courteous attitude.
- ~~Ability to W~~ork at a fast pace in a sustained manner
- ~~Ability to r~~elate to students, ~~staff and stakeholders.~~
- Current ~~manager, Assistant Manager, Food and Nutrition Assistant III or satisfactory completion of the Food and Nutrition Services Management Internship Training Program or demonstrated ability to complete daily managerial tasks~~ Specialist, Assistant Specialist, or Lead Associate.
- ~~Excellent management and organizational skills~~
- Basic knowledge ~~of TERMS (warehouse ordering), food service software, district Email and Word programs of warehouse ordering system, basic Microsoft programs, and current food service ordering programs.~~
- Must possess a valid Florida driver's license.

**Performance Responsibilities:**

- Responsible for all aspects of planning, preparing and dispensing food in a safe, sanitary and customer friendly environment.
- Ensure compliance with all local, state and federal guidelines.
- Ensure compliance to ~~all Hernando County School Board and Food and Nutrition Services policies and procedures~~ standard operating procedures.
- Work in conjunction with the Summer monitor for single site support.
- Supervise food production and service.
- Work with area coordinator and site administration regarding issues.
- Enforce established guidelines regarding employee personal hygiene, dress code and work habits.
- Develop, implement and post daily work schedules. ~~for reference~~
- Report all accidents/incidents to school administration and the Director of Food Service. ~~immediately~~
- Plan, prepare and order supplies needed to complete daily duties.
- Receive, inspect and sign for deliveries.
- Compile and submit daily site counts.
- Document, ~~verify~~, and submit payroll.
- ~~Compile and submit summer inventory of foods and non-food items~~ Complete summer site inventory.
- Responsible for the care and maintenance of all equipment.
- Ensure accurate records as required by the State Department of Education and District Office are maintained.
- Attend summer training as required.
- Perform other duties as assigned by the Director of Food and Nutrition and/or designee.

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

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**Reports to:**

Reports directly to the Director of Food and Nutrition and/or designee.

**Terms of Employment:**

Temporary summer position.

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level P.

**Job Code:**

76013

Board Approved: 08/08/2017

Revised: 06/28/22

Food and Nutrition Services Summer Lead Associate Assistant

## Hernando County School Board Florida

FLSA: Non-Exempt, Union

### FOOD AND NUTRITION SUMMER SINGLE SITE LEAD ASSOCIATE

#### **Required Qualifications:**

- High school diploma or General Education Diploma (GED).
- Customer service oriented with a pleasant, helpful, and courteous attitude.
- Work at a fast pace in a sustained manner
- Relate to students, staff, and stakeholders.
- Current Specialist, Assistant Specialist, or Lead Associate.
- Basic knowledge of warehouse ordering system, basic Microsoft programs, and current food service ordering programs.
- Must possess a valid Florida driver's license.

#### **Performance Responsibilities:**

- Responsible for all aspects of planning, preparing and dispensing food in a safe, sanitary and customer friendly environment.
- Ensure compliance with all local, state and federal guidelines.
- Ensure compliance to standard operating procedures.
- Work in conjunction with the Summer monitor for single site support.
- Supervise food production and service.
- Work with area coordinator and site administration regarding issues.
- Enforce established guidelines regarding employee personal hygiene, dress code and work habits.
- Develop, implement and post daily work schedules.
- Report all accidents/incidents to school administration and the Director of Food Service.
- Plan, prepare and order supplies needed to complete daily duties.
- Receive, inspect and sign for deliveries.
- Compile and submit daily site counts.
- Document, verify, and submit payroll.
- Complete summer site inventory.
- Responsible for the care and maintenance of all equipment.
- Ensure accurate records as required by the State Department of Education and District Office are maintained.
- Attend summer training as required.
- Perform other duties as assigned by the Director of Food and Nutrition and/or designee.

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

**Reports to:**

Reports directly to the Director of Food and Nutrition and/or designee.

**Terms of Employment:**

Temporary summer position.

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level P.

**Job Code:**

76013

Board Approved: 08/08/2017

Revised: 06/28/22

Food and Nutrition Services Summer Lead Associate



| Position   | Level        | Placement Hourly   | Placement Hourly   |
|--|--------------|--------------------|--------------------|
| Air Condition Mechanic I   | V            | \$ 19.25           | \$ 19.70           |
| Air Condition Mechanic II  | W            | \$ 19.35           | \$ 19.80           |
| Air Condition Mechanic III   | Y            | \$ 19.55           | \$ 20.00           |
| Athletic Turf Maintenance I  | T            | \$ 19.15           | \$ 19.60           |
| Athletic Turf Maintenance II   | V            | \$ 19.25           | \$ 19.70           |
| Athletic Turf Maintenance III  | W            | \$ 19.35           | \$ 19.80           |
| Attendance Assistant/Service Transporter   | N            | \$ 18.55           | \$ 19.00           |
| Bookkeeper Elem/Mid School   | N            | \$ 18.55           | \$ 19.00           |
| Bookkeeper High School   | O            | \$ 18.65           | \$ 19.10           |
| Bus Attendant  | B            | \$ 16.95           | \$ 17.40           |
| Bus Operator   | SBO          | \$ 19.80           | \$ 20.25           |
| Camera Technician  | M            | \$ 18.20           | \$ 18.65           |
| Carpenter I  | V            | \$ 19.25           | \$ 19.70           |
| Carpenter II   | W            | \$ 19.35           | \$ 19.80           |
| Carpenter III  | X            | \$ 19.45           | \$ 19.90           |
| Child Development Associate (CDA) Lead   | AA           | \$ 21.80           | \$ 22.25           |
| Child Development Associate (CDA Teacher Assistant                                     | N            | \$ 18.55           | \$ 19.00           |
| Computer Lab Manager   | R            | \$ 18.95           | \$ 19.40           |
| Data Entry Operator  | L            | \$ 18.10           | \$ 18.55           |
| Dispatcher   | M            | \$ 18.20           | \$ 18.65           |
| Electrician I  | V            | \$ 19.25           | \$ 19.70           |
| Electrician II   | W            | \$ 19.35           | \$ 19.80           |
| Electrician III  | Y            | \$ 19.55           | \$ 20.00           |
| Electronics Technician I   | V            | \$ 19.25           | \$ 19.70           |
| Electronics Technician II  | W            | \$ 19.35           | \$ 19.80           |
| Electronics Technician III   | Y            | \$ 19.55           | \$ 20.00           |
| Environmental Services Technician I  | B            | \$ 16.95           | \$ 17.40           |
| Environmental Services Technician II   | E            | \$ 17.25           | \$ 17.70           |
| Environmental Services Technician III  | I            | \$ 17.80           | \$ 18.25           |
| Fire Alarm Technician  | Y            | \$ 19.55           | \$ 20.00           |
| Food & Nutrition <del>Assistant Associate</del>  | A            | \$ 16.85           | \$ 17.30           |
| Food & Nutrition Assistant I   | D            | \$ 17.15           | \$ 17.60           |
| Food & Nutrition Assistant II  | H            | \$ 17.45           | \$ 17.90           |
| Food & Nutrition <del>Assistant III Lead Associate</del>                               | K            | \$ 18.00           | \$ 18.45           |
| <del>Food and Nutrition Services Leadership Intern</del>                               | <del>H</del> | <del>\$17.45</del> | <del>\$17.90</del> |
| <del>Food and Nutrition Services Lead Training Associate</del>                         | <del>M</del> | <del>\$18.20</del> | <del>\$18.65</del> |
| Food & Nutrition Summer Multi-Site Lead <del>Associate Assistant</del> /Summer Monitor | Y            | \$ 19.55           | \$ 20.00           |
| Food & Nutrition Summer Single Site Lead <del>Assistant Associate</del>                | P            | \$ 18.75           | \$ 19.20           |
| Food & Nutrition Summer <del>Assistant Associate</del>                                 | E            | \$ 17.25           | \$ 17.70           |
| <del>Food Service Technician I</del>   | V            | \$ 19.25           | \$ 19.70           |
| <del>Food Service Technician II</del>  | W            | \$ 19.35           | \$ 19.80           |
| <del>Food Service Technician III</del>   | Y            | \$ 19.55           | \$ 20.00           |
| General Construction/Heavy Equipment Operator I  | V            | \$ 19.25           | \$ 19.70           |
| General Construction/Heavy Equipment Operator II                                       | W            | \$ 19.35           | \$ 19.80           |
| General Construction/Heavy Equipment Operator III                                      | X            | \$ 19.45           | \$ 19.90           |
| Graphics Designer  | P            | \$ 18.75           | \$ 19.20           |
| In School Suspension Monitor   | N            | \$ 18.55           | \$ 19.00           |
| Indoor Air Quality Technician I  | T            | \$ 19.15           | \$ 19.60           |
| Indoor Air Quality Technician II   | V            | \$ 19.25           | \$ 19.70           |
| Indoor Air Quality Technician III  | W            | \$ 19.35           | \$ 19.80           |

|   |    |          |          |
|---|----|----------|----------|
| Irrigation Systems Technician I                             | V  | \$ 19.25 | \$ 19.70 |
| Irrigation Systems Technician II                            | W  | \$ 19.35 | \$ 19.80 |
| Irrigation Systems Technician III                           | X  | \$ 19.45 | \$ 19.90 |
| Job Coach   | E  | \$ 17.25 | \$ 17.70 |
| Lawn Turf Maintenance I                                     | K  | \$ 18.00 | \$ 18.45 |
| Lawn Turf Maintenance II                                    | O  | \$ 18.65 | \$ 19.10 |
| Lawn Turf Maintenance III                                   | Q  | \$ 18.85 | \$ 19.30 |
| Lunchroom Aide  | A  | \$ 16.85 | \$ 17.30 |
| Maintenance Equipment Technician I                          | AA | \$ 21.80 | \$ 22.25 |
| Maintenance Equipment Technician II                         | BB | \$ 23.80 | \$ 24.25 |
| Maintenance Equipment Technician III                        | CC | \$ 25.80 | \$ 26.25 |
| Maintenance Helper  | D  | \$ 17.15 | \$ 17.60 |
| Maintenance Vehicle Technician I                            | AA | \$ 21.80 | \$ 22.25 |
| Maintenance Vehicle Technician II                           | BB | \$ 23.80 | \$ 24.25 |
| Maintenance Vehicle Technician III                          | CC | \$ 25.80 | \$ 26.25 |
| Maintenance Warehouse Inventory Specialist I                | P  | \$ 18.75 | \$ 19.20 |
| Maintenance Warehouse Inventory Specialist II               | Q  | \$ 18.85 | \$ 19.30 |
| Maintenance Warehouse Inventory Specialist III              | Y  | \$ 19.55 | \$ 20.00 |
| Office Clerk  | B  | \$ 16.95 | \$ 17.40 |
| Painter I   | V  | \$ 19.25 | \$ 19.70 |
| Painter II  | W  | \$ 19.35 | \$ 19.80 |
| Painter III   | X  | \$ 19.45 | \$ 19.90 |
| Paraprofessional - Clinic                                   | C  | \$ 17.05 | \$ 17.50 |
| Paraprofessional - Deaf/Hard of Hearing                     | H  | \$ 17.45 | \$ 17.90 |
| Paraprofessional - ESE                                      | H  | \$ 17.45 | \$ 17.90 |
| Paraprofessional - Media                                    | E  | \$ 17.25 | \$ 17.70 |
| Paraprofessional I (as indicated)                           | C  | \$ 17.05 | \$ 17.50 |
| Paraprofessional II (as indicated)                          | E  | \$ 17.25 | \$ 17.70 |
| Parent Liaison  | R  | \$ 18.95 | \$ 19.40 |
| Plumber I   | V  | \$ 19.25 | \$ 19.70 |
| Plumber II  | W  | \$ 19.35 | \$ 19.80 |
| Plumber III   | X  | \$ 19.45 | \$ 19.90 |
| Pre-Kindergarten Assistant                                  | N  | \$ 18.55 | \$ 19.00 |
| Program Assistant - College & Career Programs               | T  | \$ 19.15 | \$ 19.60 |
| Property Accounting Specialist                              | N  | \$ 18.55 | \$ 19.00 |
| School Health Professional                                  | I  | \$ 17.80 | \$ 18.25 |
| Secretary I   | G  | \$ 17.35 | \$ 17.80 |
| Secretary II  | J  | \$ 17.90 | \$ 18.35 |
| Secretary III   | L  | \$ 18.10 | \$ 18.55 |
| Semi-Skilled Craftsman                                      | K  | \$ 18.00 | \$ 18.45 |
| Speech Language Technician                                  | H  | \$ 17.45 | \$ 17.90 |
| Spray Technician/Vegetation Control I                       | T  | \$ 19.15 | \$ 19.60 |
| Spray Technician/Vegetation Control II                      | V  | \$ 19.25 | \$ 19.70 |
| Support Staff, Springs Coast Environmental Education Center | G  | \$ 17.35 | \$ 17.80 |
| Teen Parent Head of Nursery                                 | M  | \$ 18.20 | \$ 18.65 |
| Teen Parent Nursery Assistant                               | E  | \$ 17.25 | \$ 17.70 |
| Telecommunications Technician                               | W  | \$ 19.35 | \$ 19.80 |
| Transportation Field Trip Secretary                         | G  | \$ 17.35 | \$ 17.80 |
| Transportation Parts/Inventory Control Clerk                | M  | \$ 18.20 | \$ 18.65 |
| Transportation Small Vehicle Operator                       | N  | \$ 18.55 | \$ 19.00 |
| Transportation Vehicle Technician I                         | DD | \$ 27.80 | \$ 28.25 |
| Transportation Vehicle Technician II                        | EE | \$ 29.80 | \$ 30.25 |
| Transportation Vehicle Technician III                       | FF | \$ 31.80 | \$ 32.25 |

|                                |   |          |          |
|--------------------------------|---|----------|----------|
| Vehicle Technician Assistant   | D | \$ 17.15 | \$ 17.60 |
| Warehouse - Delivery Worker    | D | \$ 17.15 | \$ 17.60 |
| Warehouse Inventory Specialist | D | \$ 17.15 | \$ 17.60 |

Board Approved: 11/19/2024

| Position  | Level | Placement Hourly | Placement Hourly |
|---|-------|------------------|------------------|
| Air Condition Mechanic I  | V     | \$ 19.25         | \$ 19.70         |
| Air Condition Mechanic II   | W     | \$ 19.35         | \$ 19.80         |
| Air Condition Mechanic III  | Y     | \$ 19.55         | \$ 20.00         |
| Athletic Turf Maintenance I                                       | T     | \$ 19.15         | \$ 19.60         |
| Athletic Turf Maintenance II                                      | V     | \$ 19.25         | \$ 19.70         |
| Athletic Turf Maintenance III                                     | W     | \$ 19.35         | \$ 19.80         |
| Attendance Assistant/Service Transporter                          | N     | \$ 18.55         | \$ 19.00         |
| Bookkeeper Elem/Mid School  | N     | \$ 18.55         | \$ 19.00         |
| Bookkeeper High School  | O     | \$ 18.65         | \$ 19.10         |
| Bus Attendant   | B     | \$ 16.95         | \$ 17.40         |
| Bus Operator  | SBO   | \$ 19.80         | \$ 20.25         |
| Camera Technician   | M     | \$ 18.20         | \$ 18.65         |
| Carpenter I   | V     | \$ 19.25         | \$ 19.70         |
| Carpenter II  | W     | \$ 19.35         | \$ 19.80         |
| Carpenter III   | X     | \$ 19.45         | \$ 19.90         |
| Child Development Associate (CDA) Lead                            | AA    | \$ 21.80         | \$ 22.25         |
| Child Development Associate (CDA Teacher Assistant                | N     | \$ 18.55         | \$ 19.00         |
| Computer Lab Manager  | R     | \$ 18.95         | \$ 19.40         |
| Data Entry Operator   | L     | \$ 18.10         | \$ 18.55         |
| Dispatcher  | M     | \$ 18.20         | \$ 18.65         |
| Electrician I   | V     | \$ 19.25         | \$ 19.70         |
| Electrician II  | W     | \$ 19.35         | \$ 19.80         |
| Electrician III   | Y     | \$ 19.55         | \$ 20.00         |
| Electronics Technician I  | V     | \$ 19.25         | \$ 19.70         |
| Electronics Technician II   | W     | \$ 19.35         | \$ 19.80         |
| Electronics Technician III  | Y     | \$ 19.55         | \$ 20.00         |
| Environmental Services Technician I                               | B     | \$ 16.95         | \$ 17.40         |
| Environmental Services Technician II                              | E     | \$ 17.25         | \$ 17.70         |
| Environmental Services Technician III                             | I     | \$ 17.80         | \$ 18.25         |
| Fire Alarm Technician   | Y     | \$ 19.55         | \$ 20.00         |
| Food & Nutrition Associate  | A     | \$ 16.85         | \$ 17.30         |
| Food & Nutrition Assistant I                                      | D     | \$ 17.15         | \$ 17.60         |
| Food & Nutrition Assistant II                                     | H     | \$ 17.45         | \$ 17.90         |
| Food & Nutrition Lead Associate                                   | K     | \$ 18.00         | \$ 18.45         |
| Food and Nutrition Services Leadership Intern                     | H     | \$ 17.45         | \$ 17.90         |
| Food and Nutrition Services Lead Training Associate               | M     | \$ 18.20         | \$ 18.65         |
| Food & Nutrition Summer Multi-Site Lead Associate+ Summer Monitor | Y     | \$ 19.55         | \$ 20.00         |
| Food & Nutrition Summer Single Site Lead Associate                | P     | \$ 18.75         | \$ 19.20         |
| Food & Nutrition Summer Associate                                 | E     | \$ 17.25         | \$ 17.70         |
|   | V     | \$ 19.25         | \$ 19.70         |
|   | W     | \$ 19.35         | \$ 19.80         |
| Food Service Technician   | Y     | \$ 19.55         | \$ 20.00         |
| General Construction/Heavy Equipment Operator I                   | V     | \$ 19.25         | \$ 19.70         |
| General Construction/Heavy Equipment Operator II                  | W     | \$ 19.35         | \$ 19.80         |
| General Construction/Heavy Equipment Operator III                 | X     | \$ 19.45         | \$ 19.90         |
| Graphics Designer   | P     | \$ 18.75         | \$ 19.20         |
| In School Suspension Monitor                                      | N     | \$ 18.55         | \$ 19.00         |
| Indoor Air Quality Technician I                                   | T     | \$ 19.15         | \$ 19.60         |
| Indoor Air Quality Technician II                                  | V     | \$ 19.25         | \$ 19.70         |
| Indoor Air Quality Technician III                                 | W     | \$ 19.35         | \$ 19.80         |
| Irrigation Systems Technician I                                   | V     | \$ 19.25         | \$ 19.70         |

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|   |    |          |          |
|---|----|----------|----------|
| Irrigation Systems Technician II                            | W  | \$ 19.35 | \$ 19.80 |
| Irrigation Systems Technician III                           | X  | \$ 19.45 | \$ 19.90 |
| Job Coach   | E  | \$ 17.25 | \$ 17.70 |
| Lawn Turf Maintenance I                                     | K  | \$ 18.00 | \$ 18.45 |
| Lawn Turf Maintenance II                                    | O  | \$ 18.65 | \$ 19.10 |
| Lawn Turf Maintenance III                                   | Q  | \$ 18.85 | \$ 19.30 |
| Lunchroom Aide  | A  | \$ 16.85 | \$ 17.30 |
| Maintenance Equipment Technician I                          | AA | \$ 21.80 | \$ 22.25 |
| Maintenance Equipment Technician II                         | BB | \$ 23.80 | \$ 24.25 |
| Maintenance Equipment Technician III                        | CC | \$ 25.80 | \$ 26.25 |
| Maintenance Helper  | D  | \$ 17.15 | \$ 17.60 |
| Maintenance Vehicle Technician I                            | AA | \$ 21.80 | \$ 22.25 |
| Maintenance Vehicle Technician II                           | BB | \$ 23.80 | \$ 24.25 |
| Maintenance Vehicle Technician III                          | CC | \$ 25.80 | \$ 26.25 |
| Maintenance Warehouse Inventory Specialist I                | P  | \$ 18.75 | \$ 19.20 |
| Maintenance Warehouse Inventory Specialist II               | Q  | \$ 18.85 | \$ 19.30 |
| Maintenance Warehouse Inventory Specialist III              | Y  | \$ 19.55 | \$ 20.00 |
| Office Clerk  | B  | \$ 16.95 | \$ 17.40 |
| Painter I   | V  | \$ 19.25 | \$ 19.70 |
| Painter II  | W  | \$ 19.35 | \$ 19.80 |
| Painter III   | X  | \$ 19.45 | \$ 19.90 |
| Paraprofessional - Clinic                                   | C  | \$ 17.05 | \$ 17.50 |
| Paraprofessional - Deaf/Hard of Hearing                     | H  | \$ 17.45 | \$ 17.90 |
| Paraprofessional - ESE                                      | H  | \$ 17.45 | \$ 17.90 |
| Paraprofessional - Media                                    | E  | \$ 17.25 | \$ 17.70 |
| Paraprofessional I (as indicated)                           | C  | \$ 17.05 | \$ 17.50 |
| Paraprofessional II (as indicated)                          | E  | \$ 17.25 | \$ 17.70 |
| Parent Liaison  | R  | \$ 18.95 | \$ 19.40 |
| Plumber I   | V  | \$ 19.25 | \$ 19.70 |
| Plumber II  | W  | \$ 19.35 | \$ 19.80 |
| Plumber III   | X  | \$ 19.45 | \$ 19.90 |
| Pre-Kindergarten Assistant                                  | N  | \$ 18.55 | \$ 19.00 |
| Program Assistant - College & Career Programs               | T  | \$ 19.15 | \$ 19.60 |
| Property Accounting Specialist                              | N  | \$ 18.55 | \$ 19.00 |
| School Health Professional                                  | I  | \$ 17.80 | \$ 18.25 |
| Secretary I   | G  | \$ 17.35 | \$ 17.80 |
| Secretary II  | J  | \$ 17.90 | \$ 18.35 |
| Secretary III   | L  | \$ 18.10 | \$ 18.55 |
| Semi-Skilled Craftsman                                      | K  | \$ 18.00 | \$ 18.45 |
| Speech Language Technician                                  | H  | \$ 17.45 | \$ 17.90 |
| Spray Technician/Vegetation Control I                       | T  | \$ 19.15 | \$ 19.60 |
| Spray Technician/Vegetation Control II                      | V  | \$ 19.25 | \$ 19.70 |
| Support Staff, Springs Coast Environmental Education Center | G  | \$ 17.35 | \$ 17.80 |
| Teen Parent Head of Nursery                                 | M  | \$ 18.20 | \$ 18.65 |
| Teen Parent Nursery Assistant                               | E  | \$ 17.25 | \$ 17.70 |
| Telecommunications Technician                               | W  | \$ 19.35 | \$ 19.80 |
| Transportation Field Trip Secretary                         | G  | \$ 17.35 | \$ 17.80 |
| Transportation Parts/Inventory Control Clerk                | M  | \$ 18.20 | \$ 18.65 |
| Transportation Small Vehicle Operator                       | N  | \$ 18.55 | \$ 19.00 |
| Transportation Vehicle Technician I                         | DD | \$ 27.80 | \$ 28.25 |
| Transportation Vehicle Technician II                        | EE | \$ 29.80 | \$ 30.25 |
| Transportation Vehicle Technician III                       | FF | \$ 31.80 | \$ 32.25 |
| Vehicle Technician Assistant                                | D  | \$ 17.15 | \$ 17.60 |

|                                |   |          |          |
|--------------------------------|---|----------|----------|
| Warehouse - Delivery Worker    | D | \$ 17.15 | \$ 17.60 |
| Warehouse Inventory Specialist | D | \$ 17.15 | \$ 17.60 |

Board Approved: 11/19/2024

**A. Item Currently Budgeted -**

|                                |   |                            |   |   |   |                                |   |                    |   |                                   |  |             |
|--------------------------------|---|----------------------------|---|---|---|--------------------------------|---|--------------------|---|-----------------------------------|--|-------------|
| Account Name                   |   | <u>No Financial Impact</u> |   |   |   |                                |   |                    |   |                                   |  |             |
| Account Number                 |   |                            |   |   |   |                                |   |                    |   |                                   |  |             |
|                                |   | Fund                       |   | Function                                  |   | Object                         |   | Cost Center        |   | Project                           |  | Sub Project |
| Original<br>Approved<br>Budget | + | Budget<br>Amendments       | - | Expenditures /<br>Encumbrances<br>To Date | = | Current<br>Available<br>Budget | - | Present<br>Request | = | Remaining<br>Balance<br>Available |  |             |
| \$                             |   | \$                         |   | \$  |   | \$                             |   | \$                 |   | \$                                |  |             |

|                                |   |                      |   |   |   |                                |   |                    |   |                                   |  |             |
|--------------------------------|---|----------------------|---|---|---|--------------------------------|---|--------------------|---|-----------------------------------|--|-------------|
| Account Name                   |   |                      |   |   |   |                                |   |                    |   |                                   |  |             |
| Account Number                 |   |                      |   |   |   |                                |   |                    |   |                                   |  |             |
|                                |   | Fund                 |   | Function                                  |   | Object                         |   | Cost Center        |   | Project                           |  | Sub Project |
| Original<br>Approved<br>Budget | + | Budget<br>Amendments | - | Expenditures /<br>Encumbrances<br>To Date | = | Current<br>Available<br>Budget | - | Present<br>Request | = | Remaining<br>Balance<br>Available |  |             |
| \$                             |   | \$                   |   | \$  |   | \$                             |   | \$                 |   | \$                                |  |             |

**B. Item Currently Not Budgeted -\*\***

|                |    |      |  |          |  |        |  |             |  |         |  |             |
|----------------|----|------|--|----------|--|--------|--|-------------|--|---------|--|-------------|
| Funding Source |    |      |  |          |  |        |  |             |  |         |  |             |
| Account Name   |    |      |  |          |  |        |  |             |  |         |  |             |
| Account Number |    | Fund |  | Function |  | Object |  | Cost Center |  | Project |  | Sub Project |
| Amount         | \$ |      |  |          |  |        |  |             |  |         |  |             |

|                |    |      |  |          |  |        |  |             |  |         |  |             |
|----------------|----|------|--|----------|--|--------|--|-------------|--|---------|--|-------------|
| Funding Source |    |      |  |          |  |        |  |             |  |         |  |             |
| Account Name   |    |      |  |          |  |        |  |             |  |         |  |             |
| Account Number |    | Fund |  | Function |  | Object |  | Cost Center |  | Project |  | Sub Project |
| Amount         | \$ |      |  |          |  |        |  |             |  |         |  |             |

**C. History**

Check one:

Prior Year Budget: ☐New for Current Year: ☐

Prior Year Approved Budget: \$

Prior Year Actual Spent: \$

**\*\* WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\***



# Hernando School District

## School Board Workshop

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**Agenda Item # 3. 25-2967**

5/6/2025

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**Title and Board Action Requested**

Review and tentative approval of the 2025-2026 Athletic Handbook.

**Executive Summary**

The District Athletic Director, on behalf of the Superintendent of Schools, hereby requests the Board review the 2025-2026 Athletic Handbook.

**My Contact**

Dustin Kupcik  
District Athletic Director  
352-797-7000 ext. 70314  
Kupcik\_d@hcsb.k12.fl.us

**2023-28 Strategic Focus Area**

Priority 1: Student Success

**Financial Impact**

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



# The Hernando County School District

## ~~2024-2025~~2025-2026 ATHLETIC HANDBOOK

*A GUIDE FOR STUDENT-ATHLETES, PARENTS, GUARDIANS  
AND THE ATHLETIC COMMUNITY*



**HERNANDO  
SCHOOL DISTRICT**

**Learn it. Love it. Live it.**

### **Superintendent**

~~John Stratton~~Ray Pinder

### **School Board**

~~Linda K. Prescott~~Shannon Rodriguez – Chairperson

~~Susan Duval~~Mark Johnson – Vice Chairperson

~~Gus Guadagnino~~Susan Duval – Member

~~Mark Johnson~~Kayce Hawkins – Member

~~Shannon Rodriguez~~Michelle Bonczek – Member

### **District Athletic Director**

Dustin Kupcik

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If you do not have access to a computer and need a copy of this handbook, please contact your school's Athletic Director.

## Vision:

*To inspire and support the pursuit of individual greatness.*

## Mission:

The Hernando County School District collaborates with students, parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

## Guiding Principles:

### We believe:

- ◆ Education is the foundation for a better future.
- ◆ Family and community involvement are critical to a high-quality educational system.
- ◆ Diverse individuals, ideas, talents, and learning styles strengthen our communities.
- ◆ All stakeholders share in the responsibility and decision-making as part of supporting student success and school improvement.
- ◆ Individuals and organizations are accountable for their behaviors and actions.
- ◆ Commitment to teaching methodologies that foster student engagement, critical thinking, and content mastery will prepare all students to graduate ready for work and postsecondary education.
- ◆ Shared purpose, collaboration, commitment to continuous improvement, and an innovative spirit are essential in effective teaching cultures.
- ◆ Safe, caring environments are essential for learning and the well-being of all students.
- ◆ High expectations and recognition empower individuals and lead to improved performance.
- ◆ Aligned expectations and policies that reflect best business practices are essential for success.

All Hernando School District High School Athletic Departments are members of the Gulf Coast ~~Eight~~ Athletic Conference and all Hernando School District Schools competing in interscholastic athletics are members of the Florida High School Athletic Association (FHSA)





## 1. Foreword:

This handbook has been prepared to present in brief form, the purpose and content of the athletic program and its compliance with state governing body rules. It includes those general areas that will help the reader become acquainted with the rules and regulations of the program. Specific rules and regulations will differ from sport to sport. Its intent is to lay a standard foundation so that parents/[guardians](#) and student-athletes will know what is expected regardless of what sport in which the student-athlete participates. Final interpretation of the rules will be made by the coach, athletic director and principal of the school. This handbook is designed to set forth minimum standards for [student](#)-athletes in all of the Hernando County Schools. A complete copy of all state governing body regulations is available online via the <http://www.fhsaa.com/> website.

## 2. Athletic Philosophy:

The philosophy of athletics in Hernando County is such that athletics is considered an integral part of the school's educational program that provides experiences which are beneficial to boys and girls physically, mentally, socially and emotionally. The element of competition and winning, though it exists, is controlled to the point that it does not determine the nature of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the elements of good sportsmanship prevail, at all times, to enhance the [fun and](#) educational values of competition.

## 3. Objectives of the athletic program are:

### *Lead, Compete, Excel*

#### **Lead:**

We believe in the power of interscholastic sports. We believe in building leaders of today and tomorrow by fostering positive character traits, leadership and life skills through the vehicle of school-based athletic competition.

It is the goal of Hernando School District Athletics to develop the following:

- Teamwork
- Critical Thinking Skills
- Communication Skills
- Stress Management Skills
- Better Total Health & Physical Fitness
- The Desire & Drive [To](#) Succeed
- Moral & Ethical Standards
- Self-Discipline
- Accountability
- Emotional Maturity
- Hard Work & Commitment
- Social Competence
- Respect For Others & For Authority
- Perseverance
- The Ability [To](#) Win [With](#) Humility & To Lose [With](#) Dignity

We expect ALL of our Hernando School District [s](#)Student-[a](#)Athletes to be leaders in their school, in their sport and in their community.

**Compete:**

We expect ALL of our student-athletes and athletic programs to compete with pride, sportsmanship and in accordance with all Hernando School District & FHSAA Policies and Bylaws.

We expect ALL of our student-athletes and athletic programs to compete with respect ~~for the game~~, for the officials and their opponents, as well as for love of the game.

We expect ALL of our student-athletes to compete to the best of their own abilities. Nothing more, nothing less.

We expect ALL of our athletic programs to strive to be competitive at the county, conference, district and state levels.

**Excel:**

We are dedicated to creating an environment that provides opportunities for student-athletes to strive for excellence. It is the goal of Hernando School District Athletics for each and every student-athlete to excel in the classroom, in their sport and ultimately in life.

In the classroom...

- Provide student-athletes with support systems to promote academic success and on-time graduation.
- Provide those student-athletes interested in advancing their academic and athletic careers beyond high school, the resources and guidance to do so.
- Support school and district based academic initiatives.

In their sport...

- Employ athletic staff that encompasses integrity, knowledge, skill and leadership qualities that enable programs of mental, moral, and physical benefit to student-athletes.
- Provide student-athletes with adequate practice and competition facilities and equipment as well as proper medical supervision.
- Provide a variety of athletic opportunities to compete at the county, conference, district and state level.
- Run a program that is in compliance with Hernando School District & FHSAA policies and bylaws.

In life...

- Enhance community within the general student body, faculty and staff.
- Strengthen the relationship between our school-based athletic programs, alumni and our community.
- Coach the whole student-athlete (mentally, physically, emotionally and socially) while stressing the importance of respect, teamwork, perseverance, character, integrity, hard work and commitment.
- Provide opportunities to lead and to serve in their sport, on their campus and in their community.

### Requirements of This Handbook:

**The provisions stated in this Student Athletic Handbook are in effect on a 24-hours per day, 7-days per week basis all year.** Additional procedures and guidelines governing sports may be developed by the principal and/or their designee. Individual coaches' specific rules must be submitted to the principal and athletic director for approval. These additional procedures, guidelines and/or rules may be more stringent with administrative approval but cannot be more lenient.

Coaches ~~will~~ are required ~~–schedule~~ to schedule a parent/guardian meeting before each season begins and communicate the date, time and location of the meeting to their onsite AD. –Parents/guardians are encouraged to ask for interpretation of the material in this handbook and the coach's expectations. Copies of practice schedules and athletic contests will be distributed to parents/guardians. These meetings will be scheduled at times for the largest attendance possible and advertised by the coach.



# General Rules for Participation and Athletic Eligibility

All interscholastic athletics ~~and school activities~~ are meant to contribute to the overall academic excellence achieved by a student participant. The following rules and consequences are seen as the basic conditions that must be met by a student who wishes to represent his or her school through interscholastic competitions ~~or performances~~:

1. Athletic Eligibility/Transfers: ~~Current~~ information relative to athletic eligibility and transfers can be found on the FHSAA website at <http://www.fhsaa.com/>. Other provisions regarding eligibility shall be as provided by applicable Board Policy, the Code of Student Conduct, the Student Progression Plan and Florida Statute.
2. All high school student-athletes must maintain an overall cumulative, unweighted 2.0 GPA. This is based off of the previous semester's final, posted cumulative, unweighted GPA. For the first semester, whatever cumulative unweighted GPA is posted by the district on the first day of school will be what a student-athlete's first semester academic eligibility will be based off of. Second semester academic eligibility is based off of the cumulative unweighted GPA that is posted by the district after grades are finalized in January. All incoming 9<sup>th</sup> graders are academically eligible for their first semester. See FHSAA Policy 9.4.1
3. All middle school student ~~athletes~~ must maintain a 2.0 GPA each semester. This is based off of the previous semester's final, posted, unweighted GPA. For the first semester, the unweighted GPA that is posted by the district on the first day of school will be what a student-athlete's first semester academic eligibility will be based off of. Second semester academic eligibility is based off of the unweighted GPA that is posted by the district after grades are finalized in January. All incoming 6<sup>th</sup> graders are academically eligible for their first semester. See FHSAA Policy 9.4.1
4. If a student-athlete is making up credits and/or trying to improve their GPA over the summer, all coursework must be 100% completed and submitted prior to the first day of school in order for it to be calculated into the first semester's posted GPA for FHSAA academic eligibility purposes. See FHSAA Policies 9.4.3 and 9.4.5.
5. If a student-athlete starts a semester off academically ineligible or eligible, they will remain as such for that entire semester. See FHSAA Policy 9.4.6 as it pertains to a change in eligibility status.
6. A student must be reported as present for the entire school day (all class periods) in order to participate in ~~extra-curricular events~~, interscholastic competitions, ~~performances~~, and practices. Exceptions may only be approved by the principal or principal's designee.
- ~~7. Per the Student Progression Plan, based on the number of unexcused absences, Middle School Students grade (6-8) and High School Students grade (9 – 12) must have 9 or less unexcused absences per semester, 4 or less unexcused absences per semester for schools that utilize block scheduling (in each class period) in order to maintain privileges and participate in extracurricular events. Students may attend practices if they become ineligible due to attendance but may not compete until HCSD attendance eligibility requirements are met. to include but not limited to: parking, homecoming events, grad night, prom, dances, field trips, performances, athletics and any other activity with attendance requirements.~~
- ~~7.~~
- ~~8. If a student is assigned to In-School Suspension (ISS) for the entire school day or during the school day for a referable offense, he or she will be unable to participate in interscholastic competitions or performances on the day(s) on which he or she is assigned. If the assignment to ISS includes a Friday and Monday, the student will be unable to participate in interscholastic competitions or performances on the weekend. Students may attend practices while assigned to In-School Suspension (ISS) with approval of school administration. Therefore, if a student-athlete competes on the day(s) they are assigned to ISS, the individual and/or team will forfeit the game(s)/competition(s) in which the ineligible student competed.~~

~~8.~~



~~9.~~ Students assigned to Out-of-School Suspension (OSS) will be ineligible to participate in practices and interscholastic competitions ~~or performances~~ on the day(s) on which he or she is assigned. If the assignment to OSS includes a Friday and Monday, the student will be unable to participate in interscholastic competitions ~~and/or practices~~ ~~or performances~~ on the weekend. Students assigned to OSS, are not allowed to be on schoolboard property on the day(s) on which he or she is assigned, per HCSD Student Code of Conduct. Therefore, if a student-athlete competes on the day(s) they are assigned to OSS, the individual and/or team will forfeit the game(s)/competition(s) in which that ineligible student-athlete competed.

~~10.9.~~

- a. Middle School students who miss tryouts due to serving OSS stemming from a Level 3 SESIR coded offence or higher, will not be afforded an alternate tryout.

~~11.~~10. Students placed on 45 days home instruction through an IEP committee, will be ineligible to participate in practices and interscholastic competitions during the 45 days home instruction. Students placed on 45 days home instruction are not allowed to be on school board property. Students may not return to practice and/or competition until their 45 days home instruction is completed. An IEP meeting must be held to return them from home instruction to their assigned school. Therefore, if a student-athlete competes during their 45 days home instruction, the individual and/or team will forfeit the game(s)/competition(s) in which that ineligible student-athlete competed.

~~12.~~11. A student who is arrested on a felony charge will be suspended from interscholastic competitions ~~and performances~~ until Hernando County School officials complete an investigation and rule on further participation. If a student is arrested for any other offense, they will be suspended pending a determination by administration at the school.

~~13.~~12. A student-athlete found in possession, using, or buying tobacco, vaping products, alcohol, or drugs in any form will be suspended from all interscholastic practices, competitions or performances for a length of time corresponding to the HCSD Student Code of Conduct.

- a. Per Student Code of Conduct, the student-athlete must be enrolled and complete the approved substance abuse or tobacco abuse program (depending on nature of offence) through the HCSD's Substance Abuse Educator. **Failure to attend and complete the substance or tobacco abuse program will result in dismissal from all athletics for the remainder of the school year.** (Please note, if scheduled time for student-athlete's attendance to Substance Abuse Education Program is after the minimum suspension has been served, the student-athlete may return to practice, competition ~~and performance~~. However, the above consequences do apply for student's failure to attend the Substance Program at ~~scheduled~~ the scheduled time. These programs are not rescheduled, and the student-athlete must attend on scheduled dates).
- b. A second offense will result in a student's dismissal from all athletics for the remainder of the school year. The student will not be allowed to continue to be a part of the athletic program or a team in any capacity.
- c. **Students caught selling or distributing drugs/alcohol/tobacco/vaping products will be removed from athletic participation for one calendar year.**

~~14.~~13. A student-athlete who checks out school equipment and/or uniform(s) is responsible for the equipment and/or uniform(s). The student-athlete is expected to keep equipment and/or uniform(s) clean and in good condition. Loss of any equipment and/or uniform(s) is the student-athlete's financial obligation. Failure to pay for any lost or damaged equipment and/or uniform(s) will result in the issuance of a notice of obligation. In high school, said notice(s) of obligation must be satisfied by the end of the current school year. If left unsatisfied, student-athletes may not be allowed to compete the following school year. If the student-athlete is a senior, they may not be able to participate in graduation activities. In middle school, said notice(s) of obligation must be satisfied before starting their next sport. If left unsatisfied, student-athletes may not be allowed to compete in their next sport.



- ~~15.~~14. If a student-athlete quits a team or is removed from a team for disciplinary reasons, said student-athlete must return all checked out equipment and/or uniform(s) before they will be allowed to participate in another sport. Said student-athlete must also be approved to start another sport by both the vacated sport's coach and the receiving sport's coach. The Athletic Director and Principal reserve the right to make ~~final~~the final decision on said student-athlete's ability to start a new sport.
- ~~16.~~15. Student-athletes competing in a respective sport's season are expected to finish out said season and fulfill their obligations to that team through the postseason. Said student-~~athlete~~athletes must be afforded a tryout at the conclusion of the proceeding sport's season. (For example, a fall sport student-athlete finishing their fall season, must be afforded a tryout for a winter sport regardless of when their fall sport's season concluded).
- ~~17.~~16. While we recognize the significance and importance of club/travel teams (including, but not limited to AAU, USSSA, etc.), we strongly discourage the participation in such teams during the respective sport's sanctioned FHSAA season(s). Doing so can often lead to overuse injuries, unreported injuries, unnecessary stress and burnout, technique and scheme confusion, as well as major scheduling conflicts. If a student-athlete chooses to participate in a club/travel team during the same time as their sanctioned, FHSAA school affiliated season, the school team shall take priority for the entirety of the sanctioned season. If there is a conflict of a practice or game between the club/travel team and the school team, the school team shall take priority. Any absence from the student -athlete's school team practice or a competition (because of their participation in a club/travel team), will be considered an unexcused absence. Unexcused absences or chronic absenteeism may result in, but not limited to, forfeited, or diminished playing time or potential dismissal from the team.
- ~~18.~~17. Student-athletes, parents and/or guardians should refrain from using social media of any kind to post any negative or inappropriate comments about a team, specific players, coaches, opponents or officials. Doing so may result in disciplinary action or even removal from the team.
- ~~19.~~18. Student-athletes who transfer schools are subject to FHSAA and HCSD transfer policies, as well as the HCSD Good Cause Policies.
- ~~20.~~19. Non-traditional student-athletes must adhere to all FHSAA policies, meet the same proof of residency requirements as traditional student-athletes and will be required to submit additional non-traditional student-specific paperwork prior to any interscholastic athletic participation per FHSAA Policy.
20. A student will be ineligible until deemed eligible by administration and/or FHSAA when it is found that the student or parent falsifies documents or accepts a prohibited benefit. Hernando County School officials reserve the right to verify residence and investigate allegations.
21. sportsYou is the official communication app for all HCSD athletic programs. sportsYou is the only district approved platform for coaches to communicate with student-athletes and parents/guardians. Use of any other communication app is prohibited.

**College Bound Student-Athletes:** Student-athletes that aspire to further their academic and athletic careers at the collegiate level must meet rigorous academic requirements to be eligible for scholarship opportunities, some of which may be above and beyond normal graduation requirements. For information on the requirements, please visit the links below:

NCAA – DI, DII and DIII

<https://web1.ncaa.org/hsportal/exec/links?linksSubmit=ShowActiveLinks>

NAIA

<https://play.mynaia.org/>

NJCAA – Junior College

<https://www.njcaa.org/eligibility/index>

[Students-athletes, along with their parents/guardians, can also utilize their HonestGame profile to monitor their NCAA Academic Eligibility and progress.](#)

**NOTE:** The National Collegiate Athletic Association (NCAA) schools through which students receive athletic scholarships, do not recognize courses, credits, or grades that were earned based on less than the full completion of a semester course. Potential NCAA candidates cannot participate in credit recovery but must instead repeat the entire course. Therefore, Edgenuity and/or similar credit recovery programs are not recognized by the NCAA.

**Adding Sanctioned Sports** - Should a school or schools have the desire and backing to add a new, additional sport for FHSAA sanctioned competition, it must first submit a request to the District Athletic Director and then be approved in order to submit for FHSAA sanctioned competition.

[Sideline Cheer - While sideline cheer is not a recognized, sanctioned FHSAA sport and is considered a school club, it is overseen by each school's AD. All sideline cheerleaders must meet the same requirements and expectations as all other student-athletes of FHSAA sanctioned sports. This includes but is not limited to the entire AthleticClearance process as well as academic, attendance and behavioral requirements and expectations.](#)

[Sideline Cheer Try Outs – May take place on or after April 1<sup>st</sup>. Tryouts can include current students, non-traditional students who would be eligible per FHSAA policies to compete at said school, as well as incoming 9<sup>th</sup> graders whose school path is that of the school in which they are trying out for. Students who are transferring to a new school the following school year cannot try out until the summer, if an alternate tryout is offered. Practices may not take place until the start of the FHSAA Spring Football window.](#)

- [Students are prohibited from leaving their Middle School early to attend high school tryouts and/or practices.](#)

[Sideline Cheer Team Game Attendance Expectations:](#)

[Football - All JV and Varsity football games\\*](#)

[Basketball – All in county home games for boys and girls\\*](#)

[\\*Unless previously agreed upon by the principal or designee and the AD.](#)

[NOTE: These are minimum expectations, sideline cheer teams are strongly encouraged to attend more games and events.](#)

**Sideline Cheer Sponsors** – If a sideline cheer sponsor would like to have their sideline cheerleaders stunt, they must complete the National Federation of State High School Associations (NFHS) “Cheer and Dance Safety Certification” course once every four years. The course completion certificate must be submitted to the onsite Athletic Director and provided upon request.



## Transportation

### Bus/Van Departure and Procedures:

1. Student-athletes must conduct themselves in a proper manner while on the provided transportation. Hands and arms shall stay inside the windows, there shall be no littering, athletes will stay in designated seats, and there shall be no clowning or boisterous behavior or other lewd or inappropriate behavior i.e., mooning, flashing, etc. Changing of clothes will not be allowed on the provided transportation.
2. Student-athletes must ride the team provided transportation to all out of county games. A parent/guardian may request to have a student-athlete ride home from an event with them. In such case the parent/[guardian](#) must speak with the coach, provide proof of identity and sign the student-athlete out. If, for some reason, it is necessary for a student-athlete to ride to and from an away event with their parent/guardian, a written request from the parent/guardian must be brought to the attention of and approved by the principal or designee.
3. All student-athletes must have transportation home within 30 minutes after the end of the game, after practice, or upon arrival back from an away game. Student-athletes should discuss this requirement with parents/guardians. Students who attend a game or competition as ~~fans;~~[fans](#) must also have transportation home within 30 minutes after the end of the game or competition. If this is a continuous problem a student-athlete may be dismissed from the team and student fans may not be allowed to attend after school games or competitions. [Coaches are responsible for staying with their student-athletes until they are picked up, while an Administrator or designee is responsible for staying with the fans.](#) ~~Coaches are required to follow HCSD procedures on transportation of student athletes.~~
4. Student-athletes will not be allowed to utilize private transportation to [or from](#) athletic events or competitions without a completed and submitted Consent for Private Transport form and the proper approval from the principal or designee.
5. [If for any reason a parent/guardian finds it necessary to utilize a ride share company such as Uber or Lyft, to provide transportation for a student-athlete, written prior consent must be submitted to and acknowledged by the coach and AD.](#)
- 4.6. [Coaches are required to follow HCSD policies and procedures on transportation of student-athletes including completing the proper bus/van requests and athletic field trip forms within the deadlines requested.](#)

## Athletic Fees and Ticket Prices for Secondary Schools

| Middle School  |                        |                         |
|--|------------------------|-------------------------|
| Varsity Football   | All Other Sports       |                         |
| \$6.00   | \$5.00                 |                         |
| <del>(Children in grades K-4 are free accompanied by their parent/guardian)</del>  |                        |                         |
| <del>ALL HERNANDO COUNTY SCHOOL EMPLOYEES ARE ADMITTED FREE WITH THEIR COUNTY IDENTIFICATION BADGE (Current Employees Only)</del>  |                        |                         |
| High School  |                        |                         |
| Varsity Football   | All Other Sports       |                         |
| <del>\$10</del> 8.00   | \$6.00                 |                         |
| <del>\$4.00 parking fee/\$8.00 preferred parking(optional)</del>   |                        |                         |
| <del>(Children in grades K-4 are free accompanied by their parent/guardian)</del>  |                        |                         |
| <del>ALL HERNANDO COUNTY SCHOOL EMPLOYEES ARE ADMITTED FREE WITH THEIR COUNTY IDENTIFICATION BADGE (Current Employees only)</del>  |                        |                         |
| HCSD Retirees can register with the District Athletic Director for a free county wide sports pass. This pass must be renewed every school year. Fraudulent use of this pass will result in permanent loss of this privilege. |                        |                         |
| <b>NOTE:</b> Processing and/or Digital Ticketing platform fees may be added on to ticket and/or pass prices.   |                        |                         |
| Athletic Fees  |                        |                         |
|  | Middle School          | High School             |
| First Sport  | <del>\$5</del> 40.00   | <del>\$6</del> 50.00    |
| Second Sport   | <del>\$30</del> 25.00  | <del>\$4</del> 30.00    |
| Third Sport  | <del>\$10</del> 00     | <del>\$20</del> 00      |
| Family (Same School)   | <del>\$160</del> 90.00 | <del>\$200</del> 110.00 |
| Individual Cap   | <del>\$90</del> 65.00  | <del>\$120</del> 80.00  |

- 100% of the money collected will go to the respective school's general athletic internal account.



- **Athletic Fees must be paid prior to competing in interscholastic competition.**
- Student-athletes and families who are unable to pay the athletic fees may submit a hardship request to the Athletic Director and Administration.
- If for any reason, a student-athlete fails to pay all of the athletic fees by the conclusion of the season, the Coach and/or Athletic Director reserve the right to issue a notice of obligation for the remaining amount owed.
- Paying the athletic fees does not guarantee playing time, only the opportunity to be on the team when an eligible student is selected.
- If a student-athlete has participated in a practice, game or competition for any length of time, and then decides to quit or is removed from the team for disciplinary reasons, the athletic fees will not be refunded.

### General Provisions:

District, Region, Section and State events, including ticket prices and digital ticketing platforms, are subject to the rules of the FHSAA, which is the state governing body to which all HCSD schools belong.

Schools hosting preseason and/or regular season tournaments or competitions reserve the right to set different ticket price points due to the unique nature of these events.

## Sports Media

To ensure the safety of our student-athletes and coaches as well as ensuring legitimate media members and outlets are identified and granted appropriate media access, the Hernando County School District (HCSD) has a sports media vetting and credentialing process. To be admitted to athletic events, practices and/or competitions free of charge and granted media access, approval by HCSD is required prior to the visit, said approval is subject to the following HCSD Athletics Protocols for Media Credentials:

- Credentialing requests must be made at least 10 school/business days prior to the requested visit date.
- Same Day and/or Walk-up requests will not be considered.
- The HCSD Athletics Credential Request Form must be submitted online, approval granted, and badge issued prior to visiting a campus or facility to cover a practice, competition or event.
  - Must meet eligible media criteria (see below)
  - Credential applications must be submitted by each member of an ~~outlets~~ outlet's media team that plans on attending.
  - Once the online form is completed, each media member requesting credentials will be run through our Safe Visitor Solutions platform at no cost.
  - Each media member will also be required to submit a high-resolution photo, similar to that of a passport photo, to be placed on their HCSD Athletics media credential badge if approved.
  - This entire process is at no cost to the media members.

### Eligibility Requirements ~~to~~ for Media Credentials:

- **Credentials may be issued to working members of the media representing recognized outlets in the business of news and/or sports gathering as their primary source of revenue for the purpose of informing the general public or school-specific audiences.** This includes a daily or weekly publication, cable system, radio station or network, television station or television network, or reputable online entity providing coverage.
- Reporters, photographers, and couriers from national publications, online entities, broadcast networks, and wire services that consistently cover youth sports.
- The designated representative or crew of a television, cable system, radio network, or a radio station that originates a daily "sports talk" program.
- Credentials will not be issued to spouses, guests or children of media members.

- Individuals or a crew, gathering content on behalf of the Florida High School Athletic Association (FHSA)
- Full-time reporters representing international agencies that regularly cover the sport.
- Athlete profile promoters or video/photography professionals working for recruiting purposes are not considered media providing coverage of an event to inform the general or school-specific audiences. Requests will be considered on a case-by-case basis.
- Membership in a journalism or broadcasting association and/or FHSA media credentials does not automatically qualify an individual for credentials.
- Media credentials are only valid for one school year and will expire every June 30<sup>th</sup>, therefore media credentials must be renewed each school year.

#### Upon Arrival to a School Site:

- If asked to pay for parking by staff/volunteers, please identify yourself as media and show them your media credential pass. You will not have to pay for parking.
- Each campus, facility and event are unique but more often than not there will not be designated media parking spot(s).
- At the gate or entrance to a facility, media members will be asked to display their media credential pass and may be asked to display government issued ID at school sites.
- If you arrive during the school day, you must check in at the front office.
- Equipment bag(s) may be subject to a search for security purposes.
- Media representatives are expected to dress in appropriate professional attire, preferably wearing clothing or a hat clearly identifying your media outlet.

#### Expectations For Working Media at HCSD Athletic Events:

- Entering the locker room area under any circumstances will not be tolerated and are grounds for not being credentialed for future events.
- Entering the team bench area without prior ~~permission~~ permission will not be tolerated and are grounds for not being credentialed for future events.
- Not bringing guests who are not credentialed media to the event with the expectation that they will receive free admission and/or privileges offered to the media.
- Not blocking ~~view~~ the view of the fans.
- Refraining from cheering for specific a player, coach or team while attending an event in an official media capacity.
- Being respectful and professional to those around you including but not limited to student-athletes, coaches, officials, fans, support staff, administrators and fellow media members. This includes not distracting the stakeholders listed above as well.
- Being mindful of the workspaces, including taking care of food and beverage containers and ~~not~~ taking up too much space.
- **Per FHSA Media Policies, the host school principal, contest manager, and/or the officials assigned to work the event will have the authority to require the repositioning of photographers if they believe their placement or use of equipment may threaten the safety of the participants or interfere with the conduct of the competition.**

#### Sport Specific Guidelines:

Ultimately, access to the “sidelines” is left to the discretion of the host school administration or contest manager, who should guard against the overcrowding of the sideline areas which may threaten the safety of the media personnel, the participants, and the contest officials.

- **CROSS COUNTRY:** Photographers may not be in the way of timing equipment, officials, coaches, or student-athletes.
- **BASEBALL:** Photographers are not allowed on the field of play and must be outside the fence and field of play. Some facilities may have a safe, designated and marked spot for media members inside the fence. Use of this is at the discretion of the administrator and coach.



- BASKETBALL: Photographers are not allowed on the court (including the painted baseline area and behind the basket/lane) and cannot shoot in front of or behind team benches and the scorer's table. Photographers should not affect the view of fans.
- FOOTBALL: Photographers are not permitted on the sidelines between the 25-yard lines and must remain outside the restraining hashed lines surrounding the field.
- GOLF: Photographers are not allowed in any areas in which they are in the line of play or could interfere with officials, coaches, or student-athletes.
- SOCCER: Photographers are permitted on the sideline but should avoid blocking spectators' ~~sightlines~~sight lines. Photographers should also avoid the endline areas.
- SOFTBALL: Photographers are not allowed on the field of play and must be outside the fence and field of play. Some facilities may have a safe, designated and marked spot for media members inside the fence. Use of this is at the discretion of the administrator and coach.
- SWIMMING: Photographers are allowed on the pool deck but may not be in the way of the timing equipment, officials, coaches, or student-athletes. No photography is allowed behind the starting blocks.
- TENNIS: Photographers must be outside of the fence and may not be in the way of coaches. Photographers should not obstruct the view of fans.
- TRACK: Photographers are not allowed in any areas in which they would interfere with the running of an event and must be out of the way of timing equipment, officials, coaches, and student-athletes.
- VOLLEYBALL: Photographers are not allowed on the court (including the painted baseline area) and are not allowed to shoot in front of or behind team benches or the scorer's table. Photographers should not affect the view of fans.
- WEIGHTLIFTING: Photographers are not allowed on the mat/platform and are not allowed to be in the way of officials, coaches, or student-athletes. Photographers should not affect the view of fans.
- WRESTLING: Photographers are not allowed on the mat and are not allowed to be in the way of officials, coaches, or student-athletes. Photographer access/positioning may vary from tournament to tournament and facility to facility, ultimately access is left to the discretion of the host school administration, contest manager and/or official, who should guard against the overcrowding of the mat area which may threaten the safety of the media personnel, the participants, and the contest officials. Photographers should not affect the view of fans.

#### **Specific to Still and Video Photographers:**

- Photographers are not allowed in the line of play and may not be in the way of officials, coaches, or student-athletes.
- The use of flash photography is not allowed.
- Drones are not allowed anywhere on HCSD property.

**NOTE:** Violation of HCSD Protocols for Media Credentials may result in removal from the school site at the discretion of school administration and/or game manager.

**NOTE:** There is to be no rebroadcasting in its entirety of any HCSD athletic event or contest without expressed consent from the respective school's athletic director and/or administration.

Thank you for taking time to familiarize yourself with these protocols and for your work informing the public about the student-athletes, coaches, teams and schools who make up the Hernando County School District.





# General Forms and Paperwork Needed for Participation

All HCSD schools that offer interscholastic athletics must utilize the FHSAA student-athlete registrar and scheduling platform, Home Campus. In conjunction with Home Campus, all HCSD schools that offer interscholastic athletics must utilize the Athletic Clearance student-athlete registration platform for FHSAA and HCSD athletic paperwork collection and housing.

Student-athletes and parents/guardians must upload, submit and digitally sign all of the below items and forms in order to be eligible to participate in any interscholastic sport's activities in or out of season. Student-athletes will not be allowed to participate or compete in any form or fashion until they are 100% cleared through the Athletic Clearance platform.

The paperwork, certifications and information below is the minimum required to register a student-athlete in the HCSD.

- **Physical Evaluation** - FHSAA Form EL2 - Revised [2/25/24](#) – Pre-participation Physical Examination (Only the fully executed and signed EL2 Page 4 needs to be uploaded).
  - [FHSAA EL2 Form](#)
- **Consent and Release** - FHSAA Form EL3 – Revised 3/23 – Digitally signed Consent and Release from Liability Certificate pages 1-5.
  - [FHSAA EL3 Form](#)
- **NFHS Courses** - Student-athletes **athletes** must watch all FHSAA required NFHS videos (Concussion for Students, Sudden Cardiac Arrest and Heat Illness Prevention), upload and submit completion certificates as proof of course completion. The student-athlete's name must be on the certificate.
  - [Concussion For Students](#)
  - [Sudden Cardiac Arrest](#)
  - [Heat Illness Prevention](#)
- **Proof of Health Insurance** - Parents/guardians must upload a copy of their health insurance card to provide proof of private health insurance. If a student-athlete does not have private health insurance, or would like to add supplemental insurance, it can be purchased through the link below. [If purchasing supplemental insurance, please be sure to purchase supplemental insurance that covers the specific sport\(s\) your child is planning on participating in.](#)
  - <https://schoolinsuranceofflorida.com/pages/parent/1081/9067/student-accident-insurance>
- **Acknowledgement of the HCSD Athletic Handbook** – Digitally signed acknowledgement of receiving and reviewing the HCSD Athletic Handbook.
- **Student Media Permission for Athletic Purposes Form**
- **Academic Records Release for Athletic Purposes Form**
- **Consent for Private Transport Form** (Hernando County School Board SEC-Adm-021) (May not be required for all levels and sports)

**All forms may be found online at:**

<http://www.fhsaa.com> and <https://athleticclearance.fhsaahome.org/>

**Other forms may be needed, and the collection of those additional forms may vary from school to school. Please speak with your coach or Athletic Director.**

## Parent/Coach Relationship

Both parenting and coaching are extremely challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of each other, providing greater benefit to our student-athletes. As parents/[guardians](#), when your child [becomes](#) involved in our athletic programs, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

As your child [becomes](#) involved in their school's athletic program, they will experience some of the most rewarding moments of their lives. It is important to understand there may also be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged. Communication is the key to a successful resolution, as well as support of the coach.

### 1) Preseason Meeting Communication Expected from The Coach:

- Philosophy of the coach
- Tryout expectations/evaluations
- Locations and times of all practices and contests
- Team requirements (fees, special equipment, off-season, etc.)
- Procedure should your child be injured during participation
- Duty to warn
- Behavior that could result in the denial of your child's participation

### 2) Appropriate Methods of Communication:

Situations may arise in which concerns need to be expressed directly to the coach. These [types](#) of conferences or conversations are encouraged as they provide a clear understanding of the situation from both the coach and the parent/[guardian](#) perspective. Below are the best steps of communication to follow for most situations. We recognize that there are some situations in which skipping the first step may be warranted.

- Student-athlete to Coach – set up a time before or after practice
- Parent/[Guardian](#) to Coach – with an appointment
- Parent/[Guardian](#) to Athletic Director and Coach – with an appointment
- Parent/[Guardian](#) to Principal, Athletic Director and Coach – with an appointment
- Parent/[Guardian](#) to District Athletic Director – with an appointment

Please contact the school or coach to set up an appointment. If the coach does not return your call in a timely fashion, contact the Athletic Director to set up an appointment.

#### A) Appropriate Concerns to Discuss with a Coach:

- The treatment of your child – mentally, physically, emotionally and socially
- Ways to help your child improve
- Concerns about your child's behavior
- Concerns regarding injury

#### B) Issues Not Appropriate to Discuss with a Coach:

- Questioning playing time
- Strategy and/or personnel
- Play Calling
- Other student-athletes and/or parents

It is very difficult to accept that your child may not be playing as much as you had hoped. Coaches are professionals and they make decisions based on what they view is the best for the team and all student-athletes involved. Playing time is the decision of the Coach.



**Do not attempt to confront a coach before, during or right after a contest or practice. A 24 hour “cool off” period is the expectation for all parties involved. Scheduled meetings or conferences are best practice and designed for resolution of any concerns that may exist.**

## Sportsmanship

### The Dedicated Student-Athlete:

A student who participates in interscholastic competitions and/or performance groups should demonstrate high standards of ethics and promote the development of good character and other life skills. A model student participant should exhibit a high degree of decorum demonstrating respect for self, family, and all people regardless of ethnicity, race, religion, gender, or physical condition. As a representative of Hernando County Public Schools, students are asked to commit to the following pledge:

I understand it is a privilege to join a team and wear the uniform. Therefore, I will represent the school in a positive way.

I accept the responsibility to show pride in the traditions of my team, maintain a safe and healthy lifestyle, and model appropriate behavior on and off the fields/courts.

I recognize that academics come first. Therefore, I commit to studying by budgeting my time and maintaining a minimum of a 2.0 GPA.

I will work hard to build strength and improve skills each year I participate.

I will always put the team ahead of myself. I am willing to obey the training rules and raise the status of the team.

I will show respect for my teammates, opponents, officials and coaches.

I will take care of all equipment and facilities.

I will THINK SAFETY FIRST!

I am thankful to my parents/guardians for all of their support during the athletic seasons.

### 1) Conduct – Behavior on The Playing Field:

A. Athletics requires good sportsmanship and conduct; this is a must! If unsportsmanlike conduct is observed and reported to the coach, appropriate athletic based disciplinary action will be taken by the coach.

A.B. When a game official officially files an unsportsmanlike conduct and/or ejection report to the FHSAA, the coach, AD, and principal will be informed. Appropriate athletic based disciplinary action will be taken.  
~~In all cases, unsportsmanlike conduct will be reported to the principal and to the state governing body (FHSAA) which is required when a game official officially reports unsportsmanlike conduct.~~ Additional school based disciplinary action may be taken by administration at the school for said unsportsmanlike and/or ejectable behaviors.

B.C. The FHSAA may enact a Level 1 to Level 4 suspension per Policy 30. Student-athletes and coaches may be held financially responsible for any fines levied by the FHSAA for ejection from a contest.

### 2B) Hazing:

Hazing, as defined in the HCSD Student Code of Conduct, will not be tolerated ~~by the Hernando County School District~~ in any form or manner and will be referred to a local law enforcement agency for prosecution. The person(s) responsible will be removed immediately from the sport in which the hazing occurred for the remainder of the season. Additional disciplinary action(s), such as loss of privilege to participate in extracurricular activities, may be taken by administration per the HCSD Student Code of Conduct.

### 3) Disciplinary Action:

The Hernando County Schools Student Code of Conduct is hereby incorporated into this handbook. With the exception of the areas noted above, disciplinary action will follow the guidelines therein.

#### 4) Policy on Crowd Control:

FHSAA policy requires the home school administration be responsible for the control of spectators during athletic contests and recommends that the home schools secure uniformed security to assist with this responsibility. However, the assigned officials are responsible for the conduct of the contest.

Since athletics must operate within the framework of sound educational principles, it follows that athletic teams at each school come under the jurisdiction of and are required to abide by the rules of the FHSAA, so that all student-athletes may compete under identical standards. Those who take advantage of the privilege of athletics either as a participant or spectator are expected to conduct themselves in a manner that does not detract from the educational principles which direct the basic organization. Student-athletes and officials are human beings; they are not perfect and never will be. Everyone involved in a contest may make a mistake. Competitors, coaches, officials, and spectators enter into competition knowing that errors are a normal part of an activity and are likely to happen. Even though winning is certainly an admirable goal, it is hollow if it comes at the expense of morals, ethics, and just plain common sense.

When followed, these expectations and protocols enhance the interscholastic experience for our students and ensures the safest environment for our student-athletes, coaches, referees, and our families and fans. Our goal is always to provide the absolute best and safest experience possible for our student-athletes, coaches and fans, and with your help, we can achieve that. As the preceding points are kept in mind, the following spectator behavior will be adhered to:

- Good sportsmanship is always the expectation ~~for~~of all spectators. Repetitive and/or egregious unsportsmanlike behavior can result in the stoppage of a contest. This behavior can and will result in the spectator(s) being removed from the event with the potential for the spectator(s) to be issued a trespass warning.
- Fans or spectators that are intoxicated or show other signs of alcohol or drug impairment that results in irresponsible and/or inappropriate behavior will be removed and may be issued a trespass warning.
- No spectators are allowed into the locker room or competition areas. Spectators are prohibited from entering the playing surface before, during or after a game. Interfering with the progress of the game (including throwing objects onto the playing surface) is prohibited. Those who violate the rule will be removed and may be issued a trespass warning.
- “Storming” the playing surface creates a dangerous situation for our student-athletes, coaches and officials. The FHSAA will also fine schools for such behaviors. “Storming” of the playing surface at any time is prohibited.
- Parents, fans, or spectators are not to confront a coach before, during or immediately after a contest or practice. Follow the “24 Hour Rule” and allow time to gather information and most importantly, for cooler heads to prevail. If there is an issue that needs to be addressed, please schedule an appointment with the coach the next day.
- Coaches, student-athletes and spectators will have a maximum of 15 minutes following the conclusion of the game/competition to exit the facility.

— NOTE: Special time considerations should be made for special events including, but not limited to, homecoming, senior night, state series contests and/or other championship events.



**Fans and Spectators are Expected To:**

1. Stand during the National Anthem.
2. Cheer *for* their team rather than against their opponents.
3. Maintain self-control at all times while conducting themselves as responsible citizens.
4. Show *respect* for opponents in every way possible.
5. Always be *positive* in support of their teams.
6. Recognize and acknowledge good performances made by *both* teams.
7. Respect officials and coaches, and accept their decisions.
8. Be humble and not boastful in victory and gracious and not bitter in defeat.
9. Leave the site of an activity--including the parking lot--as soon as possible after the activity is completed.

**NOTE:** Disruptive fans will be asked to leave the game and may be subject to being barred from future school events. Ejected fans may not receive a refund on their tickets purchase.

**NOTE:** Officials and/or School Administration reserve the right to clear the stands if necessary.

**NOTE:** Fans and spectators may be subject to a weapons detection system/metal detector prior to entering a game and/or athletic facility, pursuant to HCSD Policy po7440.

**5) Prohibited items for spectators include, but are not limited to the following:**

- Firearms
- Weapons of any kind
- Knives
- Any item that could be used as a missile
- Fireworks
- Aerosols or spray bottles
- Glass
- Horns or lasers
- Illegal drugs
- Alcoholic beverages of any kind
- Pets (exceptions will be made for service animals per HCSD policy)
- Coolers (except for medical purposes)
- Unmanned Aircraft Systems and Radio-Controlled Model Aircraft/ Drones
- Propane tanks and/or portable heaters

Name of Student Athlete (Print): \_\_\_\_\_

School: \_\_\_\_\_

Sport(s): \_\_\_\_\_

|   |   |
|---|---|
| Signature of Parent/Guardian: _____       | Signature of Parent/Guardian: _____       |
| Name of Parent/Guardian<br>(PRINT): _____ | Name of Parent/Guardian<br>(PRINT): _____ |
| Date: _____                               | Date: _____                               |

## THE POLICY OF NONDISCRIMINATION OF THE SCHOOL BOARD OF HERNANDO COUNTY

**GENERAL:** -It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or other legally protected status in its educational programs or employment practice.

**EMPLOYMENT:** -Neither the Hernando County School Board nor its employees shall illegally discriminate in its employment policies and practices on the basis of race, color, religion, national origin, age, sex, marital status, disability or other legally protected status as defined by applicable law.

**STUDENTS:** -The Hernando County School Board prohibits exclusion of any student from participation in or the denial of the benefits of any educational program or activity as well as any and all forms of illegal discrimination against any student on the basis of race, color, religion, national origin, age, sex, marital status, disability or other legally protected status as provided by applicable law.

**PRECEDENCE:** ~~-This:~~ This policy shall take precedence over any other statement in the policies, procedures, rules and regulations of the Hernando County School Board wherever such may appear unless in conflict with any collective bargaining agreement.

*Any questions concerning compliance should be addressed to:*

Jill Kolasa, Director of Student Services  
The School Board of Hernando County, Florida  
919 North Broad Street  
Brooksville, Florida 34601

**Statutory Authority: Florida Statute 1001.42; Florida Statute 1001.43;  
Florida Statute 1000.05; Florida Statute 1001.01;  
Article 1, Section 2 Florida Constitution, F.A.C. 6A-19001 et.seq.**

# The Hernando County School District

**2025-2026**

## **ATHLETIC HANDBOOK**

*A GUIDE FOR STUDENT-ATHLETES, PARENTS, GUARDIANS  
AND THE ATHLETIC COMMUNITY*



**HERNANDO  
SCHOOL DISTRICT**

**Learn it. Love it. Live it.**

### **Superintendent**

Ray Pinder

### **School Board**

Shannon Rodriguez – Chairperson

Mark Johnson – Vice Chairperson

Susan Duval – Member

Kayce Hawkins – Member

Michelle Bonczek – Member

### **District Athletic Director**

Dustin Kupcik



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If you do not have access to a computer and need a copy of this handbook, please contact your school's Athletic Director.

## **Vision:**

*To inspire and support the pursuit of individual greatness.*

## **Mission:**

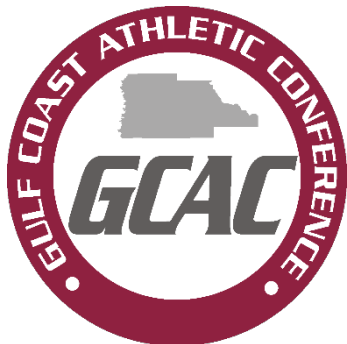
The Hernando County School District collaborates with students, parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

## **Guiding Principles:**

### **We believe:**

- ◆ Education is the foundation for a better future.
- ◆ Family and community involvement are critical to a high-quality educational system.
- ◆ Diverse individuals, ideas, talents, and learning styles strengthen our communities.
- ◆ All stakeholders share in the responsibility and decision-making as part of supporting student success and school improvement.
- ◆ Individuals and organizations are accountable for their behaviors and actions.
- ◆ Commitment to teaching methodologies that foster student engagement, critical thinking, and content mastery will prepare all students to graduate ready for work and postsecondary education.
- ◆ Shared purpose, collaboration, commitment to continuous improvement, and an innovative spirit are essential in effective teaching cultures.
- ◆ Safe, caring environments are essential for learning and the well-being of all students.
- ◆ High expectations and recognition empower individuals and lead to improved performance.
- ◆ Aligned expectations and policies that reflect best business practices are essential for success.

All Hernando School District High School Athletic Departments are members of the Gulf Coast Athletic Conference and all Hernando School District Schools competing in interscholastic athletics are members of the Florida High School Athletic Association (FHSAA)



## 1. Foreword:

This handbook has been prepared to present in brief form, the purpose and content of the athletic program and its compliance with state governing body rules. It includes those general areas that will help the reader become acquainted with the rules and regulations of the program. Specific rules and regulations will differ from sport to sport. Its intent is to lay a standard foundation so that parents and student-athletes will know what is expected regardless of what sport in which the student-athlete participates. Final interpretation of the rules will be made by the coach, athletic director and principal of the school. This handbook is designed to set forth minimum standards for student-athletes in all of the Hernando County Schools. A complete copy of all state governing body regulations is available online via the <http://www.fhsaa.com/> website.

## 2. Athletic Philosophy:

The philosophy of athletics in Hernando County is such that athletics is considered an integral part of the school's educational program that provides experiences which are beneficial to boys and girls physically, mentally, socially and emotionally. The element of competition and winning, though it exists, is controlled to the point that it does not determine the nature of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the elements of good sportsmanship prevail, at all times, to enhance the fun and educational values of competition.

## 3. Objectives of the athletic program are:

### *Lead, Compete, Excel*

#### *Lead:*

We believe in the power of interscholastic sports. We believe in building leaders of today and tomorrow by fostering positive character traits, leadership and life skills through the vehicle of school-based athletic competition.

It is the goal of Hernando School District Athletics to develop the following:

- Teamwork
- Critical Thinking Skills
- Communication Skills
- Stress Management Skills
- Better Total Health & Physical Fitness
- The Desire & Drive to Succeed
- Moral & Ethical Standards
- Self-Discipline
- Accountability
- Emotional Maturity
- Hard Work & Commitment
- Social Competence
- Respect For Others & For Authority
- Perseverance
- The Ability to Win with Humility & To Lose with Dignity

We expect ALL of our Hernando School District student-athletes to be leaders in their school, in their sport and in their community.

***Compete:***

We expect ALL of our student-athletes and athletic programs to compete with pride, sportsmanship and in accordance with all Hernando School District & FHSAA Policies and Bylaws.

We expect ALL of our student-athletes and athletic programs to compete with respect for the officials and their opponents, as well as for love of the game.

We expect ALL of our student-athletes to compete to the best of their own abilities. Nothing more, nothing less.

We expect ALL of our athletic programs to strive to be competitive at the county, conference, district and state levels.

***Excel:***

We are dedicated to creating an environment that provides opportunities for student-athletes to strive for excellence. It is the goal of Hernando School District Athletics for each and every student-athlete to excel in the classroom, in their sport and ultimately in life.

In the classroom...

- Provide student-athletes with support systems to promote academic success and on-time graduation.
- Provide those student-athletes interested in advancing their academic and athletic careers beyond high school, the resources and guidance to do so.
- Support school and district based academic initiatives.

In their sport...

- Employ athletic staff that encompasses integrity, knowledge, skill and leadership qualities that enable programs of mental, moral, and physical benefit to student-athletes.
- Provide student-athletes with adequate practice and competition facilities and equipment as well as proper medical supervision.
- Provide a variety of athletic opportunities to compete at the county, conference, district and state level.
- Run a program that is in compliance with Hernando School District & FHSAA policies and bylaws.

In life...

- Enhance community within the general student body, faculty and staff.
- Strengthen the relationship between our school-based athletic programs, alumni and our community.
- Coach the whole student-athlete (mentally, physically, emotionally and socially) while stressing the importance of respect, teamwork, perseverance, character, integrity, hard work and commitment.
- Provide opportunities to lead and to serve in their sport, on their campus and in their community.

## **Requirements of This Handbook:**

**The provisions stated in this Student Athletic Handbook are in effect on a 24-hours per day, 7-days per week basis all year.** Additional procedures and guidelines governing sports may be developed by the principal and/or their designee. Individual coaches' specific rules must be submitted to the principal and athletic director for approval. These additional procedures, guidelines and/or rules may be more stringent with administrative approval but cannot be more lenient.

Coaches are required to schedule a parent/guardian meeting before each season begins and communicate the date, time and location of the meeting to their onsite AD. Parents/guardians are encouraged to ask for interpretation of the material in this handbook and the coach's expectations. Copies of practice schedules and athletic contests will be distributed to parents/guardians. These meetings will be scheduled at times for the largest attendance possible and advertised by the coach.

# General Rules for Participation and Athletic Eligibility

All interscholastic athletics are meant to contribute to the overall academic excellence achieved by a student participant. The following rules and consequences are seen as the basic conditions that must be met by a student who wishes to represent his or her school through interscholastic competitions:

1. Athletic Eligibility/Transfers: Current information relative to athletic eligibility and transfers can be found on the FHSAA website at <http://www.fhsaa.com/>. Other provisions regarding eligibility shall be as provided by applicable Board Policy, the Code of Student Conduct, the Student Progression Plan and Florida Statute.
2. All high school student-athletes must maintain an overall cumulative, unweighted 2.0 GPA. This is based off of the previous semester's final, posted cumulative, unweighted GPA. For the first semester, whatever cumulative unweighted GPA is posted by the district on the first day of school will be what a student-athlete's first semester academic eligibility will be based off of. Second semester academic eligibility is based off of the cumulative unweighted GPA that is posted by the district after grades are finalized in January. All incoming 9<sup>th</sup> graders are academically eligible for their first semester. See FHSAA Policy 9.4.1
3. All middle school student-athletes must maintain a 2.0 GPA each semester. This is based off of the previous semester's final, posted, unweighted GPA. For the first semester, the unweighted GPA that is posted by the district on the first day of school will be what a student-athlete's first semester academic eligibility will be based off of. Second semester academic eligibility is based off of the unweighted GPA that is posted by the district after grades are finalized in January. All incoming 6<sup>th</sup> graders are academically eligible for their first semester. See FHSAA Policy 9.4.1
4. If a student-athlete is making up credits and/or trying to improve their GPA over the summer, all coursework must be 100% completed and submitted prior to the first day of school in order for it to be calculated into the first semester's posted GPA for FHSAA academic eligibility purposes. See FHSAA Policies 9.4.3 and 9.4.5.
5. If a student-athlete starts a semester off academically ineligible or eligible, they will remain as such for that entire semester. See FHSAA Policy 9.4.6 as it pertains to a change in eligibility status.
6. A student must be reported as present for the entire school day (all class periods) in order to participate in extracurricular events, interscholastic competitions, performances, and practices. Exceptions may only be approved by the principal or principal's designee.
7. Per the Student Progression Plan, based on the number of unexcused absences, Middle School Students grade (6-8) and High School Students grade (9 – 12) must have 9 or less unexcused absences per semester, 4 or less unexcused absences per semester for schools that utilize block scheduling (in each class period) in order to maintain privileges and participate in extracurricular events. Students may attend practices if they become ineligible due to attendance but may not compete until HCSD attendance eligibility requirements are met.
8. If a student is assigned to In-School Suspension (ISS) for the entire school day or during the school day for a referable offense, he or she will be unable to participate in interscholastic competitions on the day(s) on which he or she is assigned. If the assignment to ISS includes a Friday and Monday, the student will be unable to participate in interscholastic competitions on the weekend. Students may attend practices while assigned to In-School Suspension (ISS) with approval of school administration. Therefore, if a student-athlete competes on the day(s) they are assigned to ISS, the individual and/or team will forfeit the game(s)/competition(s) in which the ineligible student competed.

9. Students assigned to Out-of-School Suspension (OSS) will be ineligible to participate in practices and interscholastic competitions on the day(s) on which he or she is assigned. If the assignment to OSS includes a Friday and Monday, the student will be unable to participate in interscholastic competitions and/or practices on the weekend. Students assigned to OSS are not allowed to be on schoolboard property on the day(s) on which he or she is assigned, per HCSD Student Code of Conduct. Therefore, if a student-athlete competes on the day(s) they are assigned to OSS, the individual and/or team will forfeit the game(s)/competition(s) in which that ineligible student-athlete competed.
  - a. Middle School students who miss tryouts due to serving OSS stemming from a Level 3 SESIR coded offence or higher, will not be afforded an alternate tryout.
10. Students placed on 45 days home instruction through an IEP committee, will be ineligible to participate in practices and interscholastic competitions during the 45 days home instruction. Students placed on 45 days home instruction are not allowed to be on school board property. Students may not return to practice and/or competition until their 45 days home instruction is completed. An IEP meeting must be held to return them from home instruction to their assigned school. Therefore, if a student-athlete competes during their 45 days home instruction, the individual and/or team will forfeit the game(s)/competition(s) in which that ineligible student-athlete competed.
11. A student who is arrested on a felony charge will be suspended from interscholastic competitions until Hernando County School officials complete an investigation and rule on further participation. If a student is arrested for any other offense, they will be suspended pending a determination by administration at the school.
12. A student-athlete found in possession, using, or buying tobacco, vaping products, alcohol, or drugs in any form will be suspended from all interscholastic practices, competitions or performances for a length of time corresponding to the HCSD Student Code of Conduct.
  - a. Per Student Code of Conduct, the student-athlete must be enrolled and complete the approved substance abuse or tobacco abuse program (depending on nature of offence) through the HCSD's Substance Abuse Educator. **Failure to attend and complete the substance or tobacco abuse program will result in dismissal from all athletics for the remainder of the school year.** (Please note, if scheduled time for student-athlete's attendance to Substance Abuse Education Program is after the minimum suspension has been served, the student-athlete may return to practice, competition. However, the above consequences do apply for student's failure to attend the Substance Program at the scheduled time. These programs are not rescheduled, and the student-athlete must attend on scheduled dates).
  - b. A second offense will result in a student's dismissal from all athletics for the remainder of the school year. The student will not be allowed to continue to be a part of the athletic program or a team in any capacity.
  - c. **Students caught selling or distributing drugs/alcohol/tobacco/vaping products will be removed from athletic participation for one calendar year.**
13. A student-athlete who checks out school equipment and/or uniform(s) is responsible for the equipment and/or uniform(s). The student-athlete is expected to keep equipment and/or uniform(s) clean and in good condition. Loss of any equipment and/or uniform(s) is the student-athlete's financial obligation. Failure to pay for any lost or damaged equipment and/or uniform(s) will result in the issuance of a notice of obligation. In high school, said notice(s) of obligation must be satisfied by the end of the current school year. If left unsatisfied, student-athletes may not be allowed to compete the following school year. If the student-athlete is a senior, they may not be able to participate in graduation activities. In middle school, said notice(s) of obligation must be satisfied before starting their next sport. If left unsatisfied, student-athletes may not be allowed to compete in their next sport.

14. If a student-athlete quits a team or is removed from a team for disciplinary reasons, said student-athlete must return all checked out equipment and/or uniform(s) before they will be allowed to participate in another sport. Said student-athlete must also be approved to start another sport by both the vacated sport's coach and the receiving sport's coach. The Athletic Director and Principal reserve the right to make the final decision on said student-athlete's ability to start a new sport.
15. Student-athletes competing in a respective sport's season are expected to finish out said season and fulfill their obligations to that team through the postseason. Said student-athletes must be afforded a tryout at the conclusion of the proceeding sport's season. (For example, a fall sport student-athlete finishing their fall season, must be afforded a tryout for a winter sport regardless of when their fall sport's season concluded).
16. While we recognize the significance and importance of club/travel teams (including, but not limited to AAU, USSSA, etc.), we strongly discourage the participation in such teams during the respective sport's sanctioned FHSAA season(s). Doing so can often lead to overuse injuries, unreported injuries, unnecessary stress and burnout, technique and scheme confusion, as well as major scheduling conflicts. If a student-athlete chooses to participate in a club/travel team during the same time as their sanctioned, FHSAA school affiliated season, the school team shall take priority for the entirety of the sanctioned season. If there is a conflict of a practice or game between the club/travel team and the school team, the school team shall take priority. Any absence from the student-athlete's school team practice or a competition (because of their participation in a club/travel team), will be considered an unexcused absence. Unexcused absences or chronic absenteeism may result in, but not limited to, forfeited, or diminished playing time or potential dismissal from the team.
17. Student-athletes, parents and/or guardians should refrain from using social media of any kind to post any negative or inappropriate comments about a team, specific players, coaches, opponents or officials. Doing so may result in disciplinary action or even removal from the team.
18. Student-athletes who transfer schools are subject to FHSAA and HCSD transfer policies, as well as the HCSD Good Cause Policies.
19. Non-traditional student-athletes must adhere to all FHSAA policies, meet the same proof of residency requirements as traditional student-athletes and will be required to submit additional non-traditional student-specific paperwork prior to any interscholastic athletic participation per FHSAA Policy.
20. A student will be ineligible until deemed eligible by administration and/or FHSAA when it is found that the student or parent falsifies documents or accepts a prohibited benefit. Hernando County School officials reserve the right to verify residence and investigate allegations.
21. sportsYou is the official communication app for all HCSD Athletics. sportsYou is the only district approved platform for coaches to communicate with student-athletes and parents/guardians. Use of any other communication app is prohibited.



**College Bound Student-Athletes:** Student-athletes that aspire to further their academic and athletic careers at the collegiate level must meet rigorous academic requirements to be eligible for scholarship opportunities, some of which may be above and beyond normal graduation requirements. For information on the requirements, please visit the links below:

NCAA – DI, DII and DIII

<https://web1.ncaa.org/hportal/exec/links?linksSubmit=ShowActiveLinks>

NAIA

<https://play.mynaia.org/>

NJCAA – Junior College

<https://www.njcaa.org/eligibility/index>

Students-athletes, along with their parents/guardians, can also utilize their HonestGame profile to monitor their NCAA Academic Eligibility and progress.

**NOTE:** The National Collegiate Athletic Association (NCAA) schools through which students receive athletic scholarships, do not recognize courses, credits, or grades that were earned based on less than the full completion of a semester course. Potential NCAA candidates cannot participate in credit recovery but must instead repeat the entire course. Therefore, Edgenuity and/or similar credit recovery programs are not recognized by the NCAA.

**Adding Sanctioned Sports** - Should a school or schools have the desire and backing to add a new, additional sport for FHSAA sanctioned competition, it must first submit a request to the District Athletic Director and then be approved in order to submit for FHSAA sanctioned competition.

**Sideline Cheer** - While sideline cheer is not a recognized, sanctioned FHSAA sport and is considered a school club, it is overseen by each school's AD. All sideline cheerleaders must meet the same requirements and expectations as all other student-athletes of FHSAA sanctioned sports. This includes but is not limited to the entire Athletic Clearance process as well as academic, attendance and behavioral requirements and expectations.

**Sideline Cheer Try Outs** – May take place on or after April 1<sup>st</sup>. Tryouts can include current students, non-traditional students who would be eligible per FHSAA policies to compete at said school, as well as incoming 9<sup>th</sup> graders whose school path is that of the school in which they are trying out for. Students who are transferring to a new school the following school year cannot try out until the summer, if an alternate tryout is offered. Practices may not take place until the start of the FHSAA Spring Football window.

- Students are prohibited from leaving their Middle School early to attend high school tryouts and/or practices.

**Sideline Cheer Team Game Attendance Expectations:**

Football - All JV and Varsity football games\*

Basketball – All in county home games for boys and girls\*

\*Unless previously agreed upon by the principal or designee and the AD.

NOTE: These are minimum expectations, sideline cheer teams are strongly encouraged to attend more games and events.

**Sideline Cheer Sponsors** – If a sideline cheer sponsor would like to have their sideline cheerleaders stunt, they must complete the National Federation of State High School Associations (NFHS) “Cheer and Dance Safety Certification” course once every four years. The course completion certificate must be submitted to the onsite Athletic Director and provided upon request.

# Transportation

## Bus/Van Departure and Procedures:

1. Student-athletes must conduct themselves in a proper manner while on the provided transportation. Hands and arms shall stay inside the windows, there shall be no littering, athletes will stay in designated seats, and there shall be no clowning or boisterous behavior or other lewd or inappropriate behavior i.e., mooning, flashing, etc. Changing of clothes will not be allowed on the provided transportation.
2. Student-athletes must ride the team provided transportation to all out of county games. A parent/guardian may request to have a student-athlete ride home from an event with them. In such case the parent/guardian must speak with the coach, provide proof of identity and sign the student-athlete out. If, for some reason, it is necessary for a student-athlete to ride to and from an away event with their parent/guardian, a written request from the parent/guardian must be brought to the attention of and approved by the principal or designee.
3. All student-athletes must have transportation home within 30 minutes after the end of the game, after practice, or upon arrival back from an away game. Student-athletes should discuss this requirement with parents/guardians. Students who attend a game or competition as fans must also have transportation home within 30 minutes after the end of the game or competition. If this is a continuous problem a student-athlete may be dismissed from the team and student fans may not be allowed to attend after school games or competitions. Coaches are responsible for staying with their student-athletes until they are picked up, while an Administrator or designee is responsible for staying with the fans.
4. Student-athletes will not be allowed to utilize private transportation to or from athletic events or competitions without a completed and submitted Consent for Private Transport form and the proper approval from the principal or designee.
5. If for any reason a parent/guardian finds it necessary to utilize a ride share company such as Uber or Lyft, to provide transportation for a student-athlete, written prior consent must be submitted to and acknowledged by the coach and AD.
6. Coaches are required to follow HCSD policies and procedures on transportation of student-athletes including completing the proper bus/van requests and athletic field trip forms within the deadlines requested.

# Athletic Fees and Ticket Prices for Secondary Schools

| Middle School  |               |                  |
|--|---------------|------------------|
| Varsity Football   |               | All Other Sports |
| \$6.00   |               | \$5.00           |
|  |               |                  |
| High School  |               |                  |
| Varsity Football   |               | All Other Sports |
| \$10.00  |               | \$6.00           |
|  |               |                  |
| (Children in grades K-4 are free accompanied by their parent/guardian)   |               |                  |
| ALL HERNANDO COUNTY SCHOOL EMPLOYEES ARE ADMITTED FREE WITH THEIR COUNTY IDENTIFICATION BADGE (Current Employees only)   |               |                  |
| HCSD Retirees can register with the District Athletic Director for a free county wide sports pass. This pass must be renewed every school year. Fraudulent use of this pass will result in permanent loss of this privilege. |               |                  |
| <b>NOTE:</b> Processing and/or Digital Ticketing platform fees may be added on to ticket and/or pass prices.   |               |                  |
| Athletic Fees  |               |                  |
|  | Middle School | High School      |
| First Sport  | \$50.00       | \$60.00          |
| Second Sport   | \$30.00       | \$40.00          |
| Third Sport  | \$10.00       | \$20.00          |
| Family (Same School)   | \$160.00      | \$200.00         |
| Individual Cap   | \$90.00       | \$120.00         |

- 100% of the money collected will go to the respective school's general athletic internal account.
- **Athletic Fees must be paid prior to competing in interscholastic competition.**
- Student-athletes and families who are unable to pay the athletic fees may submit a hardship request to the Athletic Director and Administration.
- If for any reason, a student-athlete fails to pay all of the athletic fees by the conclusion of the season, the Coach and/or Athletic Director reserve the right to issue a notice of obligation for the remaining amount owed.
- Paying the athletic fees does not guarantee playing time, only the opportunity to be on the team when an eligible student is selected.
- If a student-athlete has participated in a practice, game or competition for any length of time, and then decides to quit or is removed from the team for disciplinary reasons, the athletic fees will not be refunded.

## General Provisions:

District, Region, Section and State events, including ticket prices and digital ticketing platforms, are subject to the rules of the FHSAA, which is the state governing body to which all HCSD schools belong.

Schools hosting preseason and/or regular season tournaments or competitions reserve the right to set different ticket price points due to the unique nature of these events.

# Sports Media

To ensure the safety of our student-athletes and coaches as well as ensuring legitimate media members and outlets are identified and granted appropriate media access, the Hernando County School District (HCSD) has a sports media vetting and credentialing process. To be admitted to athletic events, practices and/or competitions free of charge and granted media access, approval by HCSD is required prior to the visit, said approval is subject to the following HCSD Athletics Protocols for Media Credentials:

- Credentialing requests must be made at least 10 school/business days prior to the requested visit date.
- Same Day and/or Walk-up requests will not be considered.
- The HCSD Athletics Credential Request Form must be submitted online, approval granted, and badge issued prior to visiting a campus or facility to cover a practice, competition or event.
  - Must meet eligible media criteria (see below)
  - Credential applications must be submitted by each member of an outlet's media team that plans on attending.
  - Once the online form is completed, each media member requesting credentials will be run through our Safe Visitor Solutions platform at no cost.
  - Each media member will also be required to submit a high-resolution photo, similar to that of a passport photo, to be placed on their HCSD Athletics media credential badge if approved.
  - This entire process is at no cost to the media members.

## Eligibility Requirements for Media Credentials:

- **Credentials may be issued to working members of the media representing recognized outlets in the business of news and/or sports gathering as their primary source of revenue for the purpose of informing the general public or school-specific audiences.** This includes a daily or weekly publication, cable system, radio station or network, television station or television network, or reputable online entity providing coverage.
- Reporters, photographers, and couriers from national publications, online entities, broadcast networks, and wire services that consistently cover youth sports.
- The designated representative or crew of a television, cable system, radio network, or a radio station that originates a daily "sports talk" program.
- Credentials will not be issued to spouses, guests or children of media members.
- Individuals or a crew, gathering content on behalf of the Florida High School Athletic Association (FHSAA)
- Full-time reporters representing international agencies that regularly cover the sport.
- Athlete profile promoters or video/photography professionals working for recruiting purposes are not considered media providing coverage of an event to inform the general or school-specific audiences. Requests will be considered on a case-by-case basis.
- Membership in a journalism or broadcasting association and/or FHSAA media credentials does not automatically qualify an individual for credentials.
- Media credentials are only valid for one school year and will expire every June 30<sup>th</sup>, therefore media credentials must be renewed each school year.

## Upon Arrival to a School Site:

- If asked to pay for parking by staff/volunteers, please identify yourself as media and show them your media credential pass. You will not have to pay for parking.
- Each campus, facility and event are unique but more often than not there will not be designated media parking spot(s).
- At the gate or entrance to a facility, media members will be asked to display their media credential pass and may be asked to display government issued ID at school sites.
- If you arrive during the school day, you must check in at the front office.
- Equipment bag(s) may be subject to a search for security purposes.
- Media representatives are expected to dress in appropriate professional attire, preferably wearing clothing or a hat clearly identifying your media outlet.

### Expectations For Working Media at HCSD Athletic Events:

- Entering the locker room area under any circumstances will not be tolerated and are grounds for not being credentialed for future events.
- Entering the team bench area without prior permission will not be tolerated and are grounds for not being credentialed for future events.
- Not bringing guests who are not credentialed media to the event with the expectation that they will receive free admission and/or privileges offered to the media.
- Not blocking the view of the fans.
- Refraining from cheering for specific a player, coach or team while attending an event in an official media capacity.
- Being respectful and professional to those around you including but not limited to student-athletes, coaches, officials, fans, support staff, administrators and fellow media members. This includes not distracting the stakeholders listed above as well.
- Being mindful of the workspaces, including taking care of food and beverage containers and/or taking up too much space.
- **Per FHSA Media Policies, the host school principal, contest manager, and/or the officials assigned to work the event will have the authority to require the repositioning of photographers if they believe their placement or use of equipment may threaten the safety of the participants or interfere with the conduct of the competition.**

### Sport Specific Guidelines:

Ultimately, access to the “sidelines” is left to the discretion of the host school administration or contest manager, who should guard against the overcrowding of the sideline areas which may threaten the safety of the media personnel, the participants, and the contest officials.

- **CROSS COUNTRY:** Photographers may not be in the way of timing equipment, officials, coaches, or student-athletes.
- **BASEBALL:** Photographers are not allowed on the field of play and must be outside the fence and field of play. Some facilities may have a safe, designated and marked spot for media members inside the fence. Use of this is at the discretion of the administrator and coach.
- **BASKETBALL:** Photographers are not allowed on the court (including the painted baseline area and behind the basket/lane) and cannot shoot in front of or behind team benches and the scorer’s table. Photographers should not affect the view of fans.
- **FOOTBALL:** Photographers are not permitted on the sidelines between the 25-yard lines and must remain outside the restraining hashed lines surrounding the field.
- **GOLF:** Photographers are not allowed in any areas in which they are in the line of play or could interfere with officials, coaches, or student-athletes.
- **SOCCER:** Photographers are permitted on the sideline but should avoid blocking spectators’ sight lines. Photographers should also avoid the endline areas.
- **SOFTBALL:** Photographers are not allowed on the field of play and must be outside the fence and field of play. Some facilities may have a safe, designated and marked spot for media members inside the fence. Use of this is at the discretion of the administrator and coach.
- **SWIMMING:** Photographers are allowed on the pool deck but may not be in the way of the timing equipment, officials, coaches, or student-athletes. No photography is allowed behind the starting blocks.
- **TENNIS:** Photographers must be outside of the fence and may not be in the way of coaches. Photographers should not obstruct the view of fans.
- **TRACK:** Photographers are not allowed in any areas in which they would interfere with the running of an event and must be out of the way of timing equipment, officials, coaches, and student-athletes.
- **VOLLEYBALL:** Photographers are not allowed on the court (including the painted baseline area) and are not allowed to shoot in front of or behind team benches or the scorer’s table. Photographers should not affect the view of fans.
- **WEIGHTLIFTING:** Photographers are not allowed on the mat/platform and are not allowed to be in the way of officials, coaches, or student-athletes. Photographers should not affect the view of fans.

- **WRESTLING:** Photographers are not allowed on the mat and are not allowed to be in the way of officials, coaches, or student-athletes. Photographer access/positioning may vary from tournament to tournament and facility to facility, ultimately access is left to the discretion of the host school administration, contest manager and/or official, who should guard against the overcrowding of the mat area which may threaten the safety of the media personnel, the participants, and the contest officials. Photographers should not affect the view of fans.

**Specific to Still and Video Photographers:**

- Photographers are not allowed in the line of play and may not be in the way of officials, coaches, or student-athletes.
- The use of flash photography is not allowed.
- Drones are not allowed anywhere on HCSD property.

**NOTE:** Violation of HCSD Protocols for Media Credentials may result in removal from the school site at the discretion of school administration and/or game manager.

**NOTE:** There is to be no rebroadcasting in its entirety of any HCSD athletic event or contest without expressed consent from the respective school's athletic director and/or administration.

Thank you for taking time to familiarize yourself with these protocols and for your work informing the public about the student-athletes, coaches, teams and schools who make up the Hernando County School District.

# General Forms and Paperwork Needed for Participation

All HCSD schools that offer interscholastic athletics must utilize the FHSAA student-athlete registrar and scheduling platform, Home Campus. In conjunction with Home Campus, all HCSD schools that offer interscholastic athletics must utilize the Athletic Clearance student-athlete registration platform for FHSAA and HCSD athletic paperwork collection and housing.

Student-athletes and parents/guardians must upload, submit and digitally sign all of the below items and forms in order to be eligible to participate in any interscholastic sport's activities in or out of season. Student-athletes will not be allowed to participate or compete in any form or fashion until they are 100% cleared through the Athletic Clearance platform.

The paperwork, certifications and information below is the minimum required to register a student-athlete in the HCSD.

- **Physical Evaluation** - FHSAA Form EL2 - Revised 2/25 – Pre-participation Physical Examination (Only the fully executed and signed EL2 Page 4 needs to be uploaded).
  - FHSAA EL2 Form
- **Consent and Release** - FHSAA Form EL3 – Revised 3/23 – Digitally signed Consent and Release from Liability Certificate pages 1-5.
  - FHSAA EL3 Form
- **NFHS Courses** - Student-athletes must watch all FHSAA required NFHS videos (Concussion for Students, Sudden Cardiac Arrest and Heat Illness Prevention), upload and submit completion certificates as proof of course completion. The student-athlete's name must be on the certificate.
  - Concussion For Students
  - Sudden Cardiac Arrest
  - Heat Illness Prevention
- **Proof of Health Insurance** - Parents/guardians must upload a copy of their health insurance card to provide proof of private health insurance. If a student-athlete does not have private health insurance, or would like to add supplemental insurance, it can be purchased through the link below. If purchasing supplemental insurance, please be sure to purchase supplemental insurance that covers the specific sport(s) your child is planning on participating in.
  - <https://schoolinsuranceofflorida.com/pages/parent/1081/9067/student-accident-insurance>
- **Acknowledgement of the HCSD Athletic Handbook** – Digitally signed acknowledgement of receiving and reviewing the HCSD Athletic Handbook.
- **Student Media Permission for Athletic Purposes Form**
- **Academic Records Release for Athletic Purposes Form**
- **Consent for Private Transport Form** (Hernando County School Board SEC-Adm-021) (May not be required for all levels and sports)

**All forms may be found online at:**

<http://www.fhsaa.com> and <https://athleticclearance.fhsaahome.org/>

**Other forms may be needed, and the collection of those additional forms may vary from school to school. Please speak with your coach or Athletic Director.**

# Parent/Coach Relationship

Both parenting and coaching are extremely challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of each other, providing greater benefit to our student-athletes. As parents/guardians, when your child becomes involved in our athletic programs, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

As your child becomes involved in their school's athletic program, they will experience some of the most rewarding moments of their lives. It is important to understand there may also be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged. Communication is the key to a successful resolution, as well as support of the coach.

## **1) Preseason Meeting Communication Expected from The Coach:**

- Philosophy of the coach
- Tryout expectations/evaluations
- Locations and times of all practices and contests
- Team requirements (fees, special equipment, off-season, etc.)
- Procedure should your child be injured during participation
- Duty to warn
- Behavior that could result in the denial of your child's participation

## **2) Appropriate Methods of Communication:**

Situations may arise in which concerns need to be expressed directly to the coach. These type of conferences or conversations are encouraged as they provide a clear understanding of the situation from both the coach and the parent/guardian perspective. Below are the best steps of communication to follow for most situations. We recognize that there are some situations in which skipping the first step may be warranted.

- Student-athlete to Coach – set up a time before or after practice
- Parent/Guardian to Coach – with an appointment
- Parent/Guardian to Athletic Director and Coach – with an appointment
- Parent/Guardian to Principal, Athletic Director and Coach – with an appointment
- Parent/Guardian to District Athletic Director – with an appointment

Please contact the school or coach to set up an appointment. If the coach does not return your call in a timely fashion, contact the Athletic Director to set up an appointment.

### **A) Appropriate Concerns to Discuss with a Coach:**

- The treatment of your child – mentally, physically, emotionally and socially
- Ways to help your child improve
- Concerns about your child's behavior
- Concerns regarding injury

### **B) Issues Not Appropriate to Discuss with a Coach:**

- Questioning playing time
- Strategy and/or personnel
- Play Calling
- Other student-athletes and/or parents

It is very difficult to accept that your child may not be playing as much as you had hoped. Coaches are professionals and they make decisions based on what they view is the best for the team and all student-athletes involved. Playing time is the decision of the Coach.

**Do not attempt to confront a coach before, during or right after a contest or practice. A 24 hour "cool off" period is the expectation for all parties involved. Scheduled meetings or conferences are best practice and designed for resolution of any concerns that may exist.**



# Sportsmanship

## The Dedicated Student-Athlete:

A student who participates in interscholastic competitions and/or performance groups should demonstrate high standards of ethics and promote the development of good character and other life skills. A model student participant should exhibit a high degree of decorum demonstrating respect for self, family, and all people regardless of ethnicity, race, religion, gender, or physical condition. As a representative of Hernando County Public Schools, students are asked to commit to the following pledge:

I understand it is a privilege to join a team and wear the uniform. Therefore, I will represent the school in a positive way.

I accept the responsibility to show pride in the traditions of my team, maintain a safe and healthy lifestyle, and model appropriate behavior on and off the fields/courts.

I recognize that academics come first. Therefore, I commit to studying by budgeting my time and maintaining a minimum of a 2.0 GPA.

I will work hard to build strength and improve skills each year I participate.

I will always put the team ahead of myself. I am willing to obey the training rules and raise the status of the team.

I will show respect for my teammates, opponents, officials and coaches.

I will take care of all equipment and facilities.

I will THINK SAFETY FIRST!

I am thankful to my parents/guardians for all of their support during the athletic seasons.

## 1) Conduct – Behavior on The Playing Field:

- A. Athletics requires good sportsmanship and conduct; this is a must! If unsportsmanlike conduct is observed and reported to the coach, appropriate athletic based disciplinary action will be taken by the coach.
- B. When a game official officially files an unsportsmanlike conduct and/or ejection report to the FHSAA, the coach, AD, and principal will be informed. Appropriate athletic based disciplinary action will be taken. Additional school based disciplinary action may be taken by administration at the school for said unsportsmanlike and/or ejectable behaviors.
- C. The FHSAA may enact a Level 1 to Level 4 suspension per Policy 30. Student-athletes and coaches may be held financially responsible for any fines levied by the FHSAA for ejection from a contest.

## 2) Hazing:

Hazing, as defined in the HCSD Student Code of Conduct, will not be tolerated in any form or manner and will be referred to a local law enforcement agency for prosecution. The person(s) responsible will be removed immediately from the sport in which the hazing occurred for the remainder of the season. Additional disciplinary action(s), such as loss of privilege to participate in extracurricular activities, may be taken by administration per the HCSD Student Code of Conduct.

## 3) Disciplinary Action:

The Hernando County Schools Student Code of Conduct is hereby incorporated into this handbook. With the exception of the areas noted above, disciplinary action will follow the guidelines therein.

#### 4) Policy on Crowd Control:

FHSAA policy requires the home school administration be responsible for the control of spectators during athletic contests and recommends that the home schools secure uniformed security to assist with this responsibility. However, the assigned officials are responsible for the conduct of the contest.

Since athletics must operate within the framework of sound educational principles, it follows that athletic teams at each school come under the jurisdiction of and are required to abide by the rules of the FHSAA, so that all student-athletes may compete under identical standards. Those who take advantage of the privilege of athletics either as a participant or spectator are expected to conduct themselves in a manner that does not detract from the educational principles which direct the basic organization. Student-athletes and officials are human beings; they are not perfect and never will be. Everyone involved in a contest may make a mistake. Competitors, coaches, officials, and spectators enter into competition knowing that errors are a normal part of an activity and are likely to happen. Even though winning is certainly an admirable goal, it is hollow if it comes at the expense of morals, ethics, and just plain common sense.

When followed, these expectations and protocols enhance the interscholastic experience for our students and ensures the safest environment for our student-athletes, coaches, referees, and our families and fans. Our goal is always to provide the absolute best and safest experience possible for our student-athletes, coaches and fans, and with your help, we can achieve that. As the preceding points are kept in mind, the following spectator behavior will be adhered to:

- Good sportsmanship is always the expectation of all spectators. Repetitive and/or egregious unsportsmanlike behavior can result in the stoppage of a contest. This behavior can and will result in the spectator(s) being removed from the event with the potential for the spectator(s) to be issued a trespass warning.
- Fans or spectators that are intoxicated or show other signs of alcohol or drug impairment that results in irresponsible and/or inappropriate behavior will be removed and may be issued a trespass warning.
- No spectators are allowed into the locker room or competition areas. Spectators are prohibited from entering the playing surface before, during or after a game. Interfering with the progress of the game (including throwing objects onto the playing surface) is prohibited. Those who violate the rule will be removed and may be issued a trespass warning.
- “Storming” the playing surface creates a dangerous situation for our student-athletes, coaches and officials. The FHSAA will also fine schools for such behaviors. “Storming” of the playing surface at any time is prohibited.
- Parents, fans, or spectators are not to confront a coach before, during or immediately after a contest or practice. Follow the “24 Hour Rule” and allow time to gather information and most importantly, for cooler heads to prevail. If there is an issue that needs to be addressed, please schedule an appointment with the coach the next day.
- Coaches, student-athletes and spectators will have a maximum of 15 minutes following the conclusion of the game/competition to exit the facility.
  - **NOTE:** Special time considerations should be made for special events including, but not limited to, homecoming, senior night, state series contests and/or other championship events.

### Fans and Spectators are Expected To:

1. Stand during the National Anthem.
2. Cheer *for* their team rather than against their opponents.
3. Maintain self-control at all times while conducting themselves as responsible citizens.
4. Show *respect* for opponents in every way possible.
5. Always be *positive* in support of their teams.
6. Recognize and acknowledge good performances made by *both* teams.
7. Respect officials and coaches, and accept their decisions.
8. Be humble and not boastful in victory and gracious and not bitter in defeat.
9. Leave the site of an activity--including the parking lot--as soon as possible after the activity is completed.

**NOTE:** Disruptive fans will be asked to leave the game and may be subject to being barred from future school events. Ejected fans may not receive a refund on their tickets purchase.

**NOTE:** Officials and/or School Administration reserve the right to clear the stands if necessary.

**NOTE:** Fans and spectators may be subject to a weapons detection system/metal detector prior to entering a game and/or athletic facility, pursuant to HCSD Policy po7440.

#### 5) Prohibited items for spectators include, but are not limited to the following:

- Firearms
- Weapons of any kind
- Knives
- Any item that could be used as a missile
- Fireworks
- Aerosols or spray bottles
- Glass
- Horns or lasers
- Illegal drugs
- Alcoholic beverages of any kind
- Pets (exceptions will be made for service animals per HCSD policy)
- Coolers (except for medical purposes)
- Unmanned Aircraft Systems and Radio-Controlled Model Aircraft/ Drones
- Propane tanks and/or portable heaters

|   |   |
|---|---|
| Name of Student Athlete (Print): _____    |   |
| School: _____                             | Sport(s): _____                           |
| Signature of Parent/Guardian: _____       | Signature of Parent/Guardian: _____       |
| Name of Parent/Guardian<br>(PRINT): _____ | Name of Parent/Guardian<br>(PRINT): _____ |
| Date: _____                               | Date: _____                               |

# **THE POLICY OF NONDISCRIMINATION OF THE SCHOOL BOARD OF HERNANDO COUNTY**

**GENERAL:** It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or other legally protected status in its educational programs or employment practice.

**EMPLOYMENT:** Neither the Hernando County School Board nor its employees shall illegally discriminate in its employment policies and practices on the basis of race, color, religion, national origin, age, sex, marital status, disability or other legally protected status as defined by applicable law.

**STUDENTS:** The Hernando County School Board prohibits exclusion of any student from participation in or the denial of the benefits of any educational program or activity as well as any and all forms of illegal discrimination against any student on the basis of race, color, religion, national origin, age, sex, marital status, disability or other legally protected status as provided by applicable law.

**PRECEDENCE:** This policy shall take precedence over any other statement in the policies, procedures, rules and regulations of the Hernando County School Board wherever such may appear unless in conflict with any collective bargaining agreement.

*Any questions concerning compliance should be addressed to:*

Jill Kolasa, Director of Student Services  
The School Board of Hernando County, Florida  
919 North Broad Street  
Brooksville, Florida 34601

**Statutory Authority: Florida Statute 1001.42; Florida Statute 1001.43;  
Florida Statute 1000.05; Florida Statute 1001.01;  
Article 1, Section 2 Florida Constitution, F.A.C. 6A-19001 et.seq.**

**A. Item Currently Budgeted -**

|                                |   |                            |   |   |   |                                |   |                    |   |                                   |  |             |
|--------------------------------|---|----------------------------|---|---|---|--------------------------------|---|--------------------|---|-----------------------------------|--|-------------|
| Account Name                   |   | <u>No Financial Impact</u> |   |   |   |                                |   |                    |   |                                   |  |             |
| Account Number                 |   |                            |   |   |   |                                |   |                    |   |                                   |  |             |
|                                |   | Fund                       |   | Function                                  |   | Object                         |   | Cost Center        |   | Project                           |  | Sub Project |
| Original<br>Approved<br>Budget | + | Budget<br>Amendments       | - | Expenditures /<br>Encumbrances<br>To Date | = | Current<br>Available<br>Budget | - | Present<br>Request | = | Remaining<br>Balance<br>Available |  |             |
| \$                             |   | \$                         |   | \$  |   | \$                             |   | \$                 |   | \$                                |  |             |

|                                |   |                      |   |   |   |                                |   |                    |   |                                   |  |             |
|--------------------------------|---|----------------------|---|---|---|--------------------------------|---|--------------------|---|-----------------------------------|--|-------------|
| Account Name                   |   |                      |   |   |   |                                |   |                    |   |                                   |  |             |
| Account Number                 |   |                      |   |   |   |                                |   |                    |   |                                   |  |             |
|                                |   | Fund                 |   | Function                                  |   | Object                         |   | Cost Center        |   | Project                           |  | Sub Project |
| Original<br>Approved<br>Budget | + | Budget<br>Amendments | - | Expenditures /<br>Encumbrances<br>To Date | = | Current<br>Available<br>Budget | - | Present<br>Request | = | Remaining<br>Balance<br>Available |  |             |
| \$                             |   | \$                   |   | \$  |   | \$                             |   | \$                 |   | \$                                |  |             |

**B. Item Currently Not Budgeted -\*\***

|                |    |      |  |          |  |        |  |             |  |         |  |             |
|----------------|----|------|--|----------|--|--------|--|-------------|--|---------|--|-------------|
| Funding Source |    |      |  |          |  |        |  |             |  |         |  |             |
| Account Name   |    |      |  |          |  |        |  |             |  |         |  |             |
| Account Number |    | Fund |  | Function |  | Object |  | Cost Center |  | Project |  | Sub Project |
| Amount         | \$ |      |  |          |  |        |  |             |  |         |  |             |

|                |    |      |  |          |  |        |  |             |  |         |  |             |
|----------------|----|------|--|----------|--|--------|--|-------------|--|---------|--|-------------|
| Funding Source |    |      |  |          |  |        |  |             |  |         |  |             |
| Account Name   |    |      |  |          |  |        |  |             |  |         |  |             |
| Account Number |    | Fund |  | Function |  | Object |  | Cost Center |  | Project |  | Sub Project |
| Amount         | \$ |      |  |          |  |        |  |             |  |         |  |             |

**C. History**

Check one:

Prior Year Budget: ☐New for Current Year: ☐

Prior Year Approved Budget: \$

Prior Year Actual Spent: \$

**\*\* WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\***



# Hernando School District

## School Board Workshop

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**Agenda Item # 4. 25-2942**

5/6/2025

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**Title and Board Action Requested**

Presentation of the School Resource Officer (SRO) Contract for the 2025-2026 School year. This discussion will be closed to the public in accordance with F.S. 119.071(3)(a) and 281.301.

**Executive Summary**

The Director of Safe Schools, on behalf of the Superintendent of Schools, hereby requests the Board review the School Resource Office (SRO) contract for the 2025-2026 School year . At this stage, the financial impact is contingent upon the outcome of the workshop discussion. This discussion will be closed to the public in accordance with F.S. 119.071(3)(a) and 281.301.

**My Contact**

Brandon DeRespiris  
Director of Safe Schools  
352-797-7233  
Derespiris\_b@hcsb.k12.fl.us

**2023-28 Strategic Focus Area**

Priority 3: Safe and Healthy Learning Environment

**Financial Impact**

The Financial impact will depend on the outcome of the workshop.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

**A. Item Currently Budgeted -**

|                                |   |                            |   |   |   |                                |   |                    |   |                                   |  |             |
|--------------------------------|---|----------------------------|---|---|---|--------------------------------|---|--------------------|---|-----------------------------------|--|-------------|
| Account Name                   |   | <u>No Financial Impact</u> |   |   |   |                                |   |                    |   |                                   |  |             |
| Account Number                 |   |                            |   |   |   |                                |   |                    |   |                                   |  |             |
|                                |   | Fund                       |   | Function                                  |   | Object                         |   | Cost Center        |   | Project                           |  | Sub Project |
| Original<br>Approved<br>Budget | + | Budget<br>Amendments       | - | Expenditures /<br>Encumbrances<br>To Date | = | Current<br>Available<br>Budget | - | Present<br>Request | = | Remaining<br>Balance<br>Available |  |             |
| \$                             |   | \$                         |   | \$  |   | \$                             |   | \$                 |   | \$                                |  |             |

|                                |   |                      |   |   |   |                                |   |                    |   |                                   |  |             |
|--------------------------------|---|----------------------|---|---|---|--------------------------------|---|--------------------|---|-----------------------------------|--|-------------|
| Account Name                   |   |                      |   |   |   |                                |   |                    |   |                                   |  |             |
| Account Number                 |   |                      |   |   |   |                                |   |                    |   |                                   |  |             |
|                                |   | Fund                 |   | Function                                  |   | Object                         |   | Cost Center        |   | Project                           |  | Sub Project |
| Original<br>Approved<br>Budget | + | Budget<br>Amendments | - | Expenditures /<br>Encumbrances<br>To Date | = | Current<br>Available<br>Budget | - | Present<br>Request | = | Remaining<br>Balance<br>Available |  |             |
| \$                             |   | \$                   |   | \$  |   | \$                             |   | \$                 |   | \$                                |  |             |

**B. Item Currently Not Budgeted -\*\***

|                |    |      |  |          |  |        |  |             |  |         |  |             |
|----------------|----|------|--|----------|--|--------|--|-------------|--|---------|--|-------------|
| Funding Source |    |      |  |          |  |        |  |             |  |         |  |             |
| Account Name   |    |      |  |          |  |        |  |             |  |         |  |             |
| Account Number |    |      |  |          |  |        |  |             |  |         |  |             |
|                |    | Fund |  | Function |  | Object |  | Cost Center |  | Project |  | Sub Project |
| Amount         | \$ |      |  |          |  |        |  |             |  |         |  |             |

|                |    |      |  |          |  |        |  |             |  |         |  |             |
|----------------|----|------|--|----------|--|--------|--|-------------|--|---------|--|-------------|
| Funding Source |    |      |  |          |  |        |  |             |  |         |  |             |
| Account Name   |    |      |  |          |  |        |  |             |  |         |  |             |
| Account Number |    |      |  |          |  |        |  |             |  |         |  |             |
|                |    | Fund |  | Function |  | Object |  | Cost Center |  | Project |  | Sub Project |
| Amount         | \$ |      |  |          |  |        |  |             |  |         |  |             |

**C. History**

Check one:

Prior Year Budget: ☐New for Current Year: ☐

Prior Year Approved Budget: \$

Prior Year Actual Spent: \$

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