

EMPLOYEE HANDBOOK



2016-2017

The Employee Handbook has been developed as a resource for all employees. It outlines Gulf School District's employment procedures, personnel practices, benefits, entitlements, mutual duties and responsibilities. It is important that you read the handbook in its entirety so that you have a thorough understanding of all expectations.



Employees are required to submit a form (found in the back of this handbook) indicating that they have read and understood the material. All sections marked with an asterisk (*) are of particular importance.

MISSION

The Gulf county School District shall provide a safe, nurturing environment and a comprehensive curriculum that meets the needs of all learners.

BELIEFS

- A safe and caring environment is essential for learning and the well being of all individuals.
- Individuals and organizations are accountable for their behaviors and actions.
- High expectations and challenging standards promote continuous improvement and high achievement.
- Community involvement and teamwork are critical to a high quality educational system.
- Respect for individual diversity and ideas is essential.
- High quality education demands innovation and risk.
- All decision-making must be child-centered.
- The balance of academics and extracurricular activities is essential for a well-rounded education.
- Students require discipline and direction in order to be successful learners.
- The practice of sound fiscal management is essential to the stability of the system.
- All students can learn when provided instruction commensurate with their individual talents and learning styles.

GULF COUNTY SCHOOL BOARD 2016-2017

Mr. Brooke Wooten **(District 2)**
273 James Drive
Wewahitchka, FL 32465
(cell: 227-8242)
e-mail: cbwooten33@gmail.com

Mrs. Linda Roberts Wood **(District 3)**
104 Cabell Street
Port St. Joe, FL 32456
(850) 229-8414 (cell: 227-6046)
e-mail: thewoods123@ymail.com

Mr. Danny Little **(District 1)**
527 S. 3rd Street
Wewahitchka, FL 32465
(850) 639-5619 (cell: 819-9430)
e-mail: danny@gcec.com

Mr. John William Wright **(District 5)**
117 Walkabout Court, Mailing address: P.O. Box 502
Port St. Joe, FL 32456/ 32457
(850) 229-8355 (cell: 227-5709)
e-mail: john-lindawrightpsj@hotmail.com

Mr. Billy C. Quinn, Jr. **(District 4)**
110 Broad Street,
Port St. Joe, FL 32456
(850) 227-9801 (cell: 850-559-5856)
e-mail: quinnjrb@yahoo.com

**GULF COUNTY SCHOOL BOARD
BOARD MEETING DATES
AUGUST 2016 - NOVEMBER 2016**

August 2, 2016	5:15 P. M., E. T.
September 6, 2016 (<i>Budget</i>)	5:15 P. M., E. T.
October 4, 2016	6:00 P.M., C.T.
November 3, 2016	10:00 A. M., E. T.
November 22, 2016 (<i>Organizational Meeting</i>)	10:00 A. M., E. T.

Agenda Workshops are held 15 minutes prior to Board meetings.

150 Middle School Road
Port St. Joe, FL 32456
Mr. Jim Norton, Superintendent
Tel (850) 229-8256 or 639-2871 Fax (850) 229-6089
www.gulf.k12.fl.us

Port St. Joe Elementary School

Joni Mock, Principal
2201 Long Avenue
Port St. Joe, FL 32456
850-227-1221
(fax) 850-227-3422
scook@gulf.k12.fl.us

Wewahitchka Elementary School

Tracy Bowers, Principal
514 East River Road
Wewahitchka, FL 32465
850-639-2476
(fax) 850-639-3298
tbowers@gulf.k12.fl.us

Port St. Joe Jr. /Sr. High School

Sandra Cook, Principal
100 Shark Drive
Port St. Joe, FL 32456
850-229-8251
(fax) 850-227-1803
dmcfarland@gulf.k12.fl.us

Wewahitchka Jr. /Sr. High School

Jay Bidwell, Principal
One Gator Circle
Wewahitchka, FL 32465
850-639-2228
(fax) 850-639-5394
jbidwell@gulf.k12.fl.us

DISTRICT ADMINISTRATORS AND DISTRICT SUPPORT STAFF

School Board Office

850-229-8256 or 850-639-2871

(fax) 850-229-6089

<u>ADMINISTRATOR</u>	<u>TITLE</u>
Jim Norton	Superintendent
• Mary Lou Cumbie	Secretary
Bill Carr	Assistant Superintendent for Business
• Angie Benavides	MIS Executive Assistant
Sissy Worley	Director of Finance
• Mary Holley	Assistant Admin. to Finance
• Kathy Thomas	Payroll Manager
• Susie Goodson	Finance Clerk
• Margaret Roberson	Finance Clerk
Terry Thompson	Network Administrator
Greg Layfield	Dir. of Maint./Trans.
• Diana Dykes	Secretary
• Tony Strange	Maint. Foreman
• Woody Borders	Maint. Tech.
• James Daniels	Maint. Tech.
• Robert Nowell	Maint. Tech.
• Tony Price	Maint. Tech.
• Justin Smith	Maint. Tech.
• Terry Williams	Maint. Tech.
• David White	Maint. Tech.
• Mike Wood	Maint. Tech.
• David Causey	Mechanic
• Harold Mangum	Mechanic

Office of Instructional Services
850-229-6940 or 850-639-2422
(fax) 850-227-1999

ADMINISTRATOR

TITLE

Lori Price

Assistant Superintendent for Instruction

- Debra Anderson OIS Secretary
- Susie McFarland Secretary to Asst. Supt of Instructions
- Ben Ranie Truancy Officer
- Marty Riley Instructional Tech.
- Donna Thompson Reading Coach
- Jan Traylor Parent Liaison

Martha Weimorts

Assistant Superintendent for Special Services

- Amy Palmer Secretary
- Laura Suber School Psychologist- District-wide
- Ashley Davidson Social Worker- District-wide
- JoAnne Buzzett Speech Therapist- PSJ- Part-time
- Lindsey Fisher Speech Therapist- PSJ
- Jennifer Holloran Speech Therapist- Wewa
- Linda Tschudi Employment Specialist- District-wide
- Andria Dixon Staffing Specialist- PSJ
- Judith Husband Staffing Specialist- Wewa
- Johna Pittman Behavior Specialist- PSJ
- Jordan Miles-Linton Licensed Mental Health Counselor (LMHC)- District-wide
- Karen Butts ESE Resource Teacher/MTSS Coordinator- PSJHS
- Sonya Hill ESE Resource Teacher/MTSS Coordinator- PSJES
- Doris Jean Whitten ESE Resource Teacher/MTSS Coordinator- WES
- Kristin Wooten ESE Resource Teacher/MTSS Coordinator- WHS

Contracted Services:

- Michelle Fowler Physical Therapist- District-wide
- Kay Hicks Deaf/Hard of Hearing Teacher- District-wide
- Candice Sweet-Sheridan Occupational Therapist- PSJ
- Monica Stoner Occupational Therapist- Wewa/Growing Minds
- Pat Wilson Vision Teacher- District-wide
- Hannah Woods OT Assistant-Wewa/Growing Minds

Duane McFarland

Director of Assessment

Billy Hoover

Coordinator of Adult School and Alternative Programs

- Brenda Wood Adult School Instructor
- Simona Beard Gulf Academy Instructor

**GULF COUNTY SCHOOL DISTRICT
2016-2017
SCHOOL CALENDAR**

Pre-Planning for Staff	August 8-12
<i>School Begins</i>	August 15
Labor Day (No School)	September 5
Progress Reports Sent Home	September 13
<i>End 1st Nine Weeks</i>	October 13
Fall Break (No School)	October 24-25
Report Cards Sent Home	October 26
Progress Reports Sent Home	November 15
Early Release Day	November 22
Thanksgiving Holiday (No School)	November 23-25
Early Release Day	December 20
<i>End 1st Semester</i>	December 20
Christmas Holidays (No School)	December 21- January 2
Teacher Workday	January 3
Student's Return	January 4
Report Cards Sent Home	January 12
MLK Holiday (No School)	January 16
Progress Reports Sent Home	February 6
Presidents' Day (No School)	February 20
Early Release Day	March 10
Spring Break (No School)	March 13-17
<i>End 3rd Nine Weeks</i>	March 20
Report Cards Sent Home	March 29
Good Friday/ Easter Holiday (No School)	April 14
Progress Reports Sent Home	April 21
<i>End 2nd Semester/Last Day for Students/Early Release</i>	May 25
Early Release Day	May 25
Memorial Day	May 29
Post Planning for Teachers	May 26,30,31

**Total Student Days = 180 Days
Total Working Days for Teachers = 196 Days with 6 Paid Holidays**

**PAYROLL DATES
2016-2017 Proposed**

<u>MONTH</u>	<u>10 MONTH/24 CHECKS</u>		<u>10 MONTH/12 CHECKS</u>
AUGUST		31	31
SEPTEMBER	15	30	30
OCTOBER	14	28	28
NOVEMBER	15	22	22
DECEMBER	12	20	20
JANUARY	13	27	27
FEBRUARY	15	28	28
MARCH	10	31	31
APRIL	13	28	28
MAY	15	25 (3Checks)	25
JUNE	15	20	20
		29	29

<u>MONTH</u>	<u>12 MONTH/24 CHECKS</u>		<u>12 MONTH/12 CHECKS</u>
JULY	14	28	28
AUGUST	15	31	31
SEPTEMBER	15	30	30
OCTOBER	14	28	28
NOVEMBER	15	22	22
DECEMBER	12	20	20
JANUARY	13	27	27
FEBRUARY	15	28	28
MARCH	10	31	31
APRIL	13	28	28
MAY	15	25	25
JUNE	15	29	29

ACCESS TO STUDENT RECORDS REQUIRES THE PRINCIPAL'S AUTHORIZATION*

Access to records of students by school staff must be severely restricted. Every student shall have a right of privacy with respect to the educational records kept on him/her. No school shall permit the release of such records, reports or information without the written consent of the student's parents/guardian, or of the student if he/she is of legal age. However, personally identifiable records/reports of a student may be released to the following persons/organization without the consent of the student or student's parents:

1. Officials of schools, community colleges or institutions of higher learning in which the student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent, guardian, or student upon request.

2. Other school officials who have legitimate educational interests in the information contained in the records.

3. School readiness coalitions and the Florida Partnership for School Readiness in order to carry out their assigned duties.

4. A court of competent jurisdiction in compliance with an order of that court or that attorney of record pursuant to a lawfully issued subpoena, upon the condition that the student and the student's parent are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

5. Parties to an interagency agreement among the Department of Juvenile Justice, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime.

To assist with compliance with the Federal Privacy Act, each school employee who comes in contact with students or student records will be requested to sign a confidentiality statement which reads:

"I understand that in the course of my work in the Gulf District Schools, I will be exposed to information that is confidential in nature. I will not discuss any of this information with anyone, including members of my own family, outside this building. Additionally, I will not discuss this information in open environments during the regular school day and/or during school activities where the confidentiality of a situation may be jeopardized (teachers' lounge, field trips, school programs, classroom parties, etc.)"

CARE OF THE CLASSROOM AND SCHOOL PROPERTY

Before leaving the classroom each day, teachers are to close and lock all windows and doors. Thermostats are to be set at 78° in the warm months and 68° in the cool months, if able. Principals may make exceptions for computer labs. All lights and

computers should be turned off. **At the end of each class period, students should clean around their desks to ensure that classrooms remain in the best possible condition.**

All school equipment is assigned a property number. It is crucial that the property assigned to a teacher remains with that teacher. Documentation should be kept and updated in each room. During the year, any damage to or theft of any equipment or property must immediately be reported to the office. This will reduce the possibility of equipment being misplaced or lost. If repairs are needed the secretary or principal should be informed in writing. If it is a safety concern, please call the office immediately.

Students are not to bring drinks or food into the classroom. On the rare exception that food and/or drink are consumed in the classroom as part of a special lesson, precautions should be taken to prevent spills. Any required clean up of carpet, floors, desks, tables, or chairs should be done immediately and supervised by the teacher(s) in charge.

CLASSROOM MANAGEMENT AND DISCIPLINE

All teachers should review classroom expectations and guidelines and use an assertive discipline plan for classroom management. The Code of Conduct as featured in the Student Handbook should be followed fairly and consistently. Also, the Bullying and Harassment Incidents Reporting and Investigation Manual will be reviewed and discussed. During the first week of school it is important for each teacher to help students understand classroom procedures, rules and consequences, and teacher and school expectations. Rules should be prominently displayed in the classroom. Each teacher should encourage students to do their best, and expect it.

CODE OF ETHICS AND THE PRINCIPLES OF PROFESSIONAL CONDUCT OF THE EDUCATION PROFESSION IN FLORIDA*

The Gulf County Schools District has adopted these standards for all employees.

State Board of Education Rule 6B-1.001, FAC

The Code of Ethics of the Education Profession in Florida states:

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for

professional growth and will seek to exercise the best professional judgment and integrity.

3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

State Board of Education rule 68.1006, FAC

The Principles of Professional conduct of the Education Profession in Florida states:

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate or other penalties as provided by law.
3. Obligation to the student requires that the individual:
 - A. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - B. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - C. Shall not unreasonably deny a student access to diverse points of view.
 - D. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - E. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - F. Shall not intentionally violate or deny a student's legal rights.
 - G. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - H. Shall not exploit a relationship with a student for personal gain or advantage.
 - I. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Obligation to the public requires that the individual:
 - A. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

- B. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - C. Shall not use institutional privileges for personal gain or advantage.
 - D. Shall accept no gratuity, gift or favor that might influence professional judgment.
 - E. Shall offer no gratuity, gift or favor to obtain special advantages.
5. Obligation to the profession of education requires that the individual:
- A. Shall maintain honesty in all professional dealings.
 - B. Shall not discriminate on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organizations.
 - C. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - D. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - E. Shall not make malicious or intentionally false statements about a colleague.
 - F. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
 - G. Shall not misrepresent one's own professional qualifications.
 - H. Shall not submit fraudulent information on any document in connection with professional activities.
 - I. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
 - J. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
 - K. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
 - L. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

- M. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4) (C) and 943.059(4)(C), Florida Statutes.
- N. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes
- O. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.
- P. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
- Q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in the monitoring of the probation of a subordinate.

COMPLAINTS AGAINST EMPLOYEES*

Gulf District Schools has in place a procedure to provide, at the lowest possible level, equitable resolution of grievance growing out of alleged discrimination against students, employees and applicants for admission and employment.

PROCEDURE

Informal Procedure

In order to resolve allegations of discrimination expeditiously, the aggrieved party shall first discuss the matter informally with the respondent within sixty (60) working days of the incident which brought about the alleged discrimination. If the grievant is not satisfied with the results under the informal procedure, he/she may utilize the formal procedure for further processing. Any action taken by the respondent as a result of the informal process shall be reduced to writing and filed with the Assistant Superintendent for Business at the Gulf County School Board Office.

In alleged incidents of discrimination or harassment, the grievant may discuss the matter informally with the Assistant Superintendent for Business (229-8256).

Formal Procedure

General Provisions- The following provisions shall apply to steps in the formal procedure.

1. A grievant wishing to make formal charges of discrimination must sign, in the presence of a notary, an affidavit which spells out the specific action alleged against the respondent. Such affidavit should be filed within ten (10) working days of the informal conference with the respondent.
2. All affidavits and correspondence related to discrimination grievances shall be maintained in the office of the Assistant Superintendent for Business and shall be in the permanent record file of a student or in the personnel file of the grievant or the respondent.
3. Nothing contained in this procedure shall be construed to deny any student, employee or applicant any rights or benefits guaranteed by law.
4. All meetings or hearings under this procedure shall be conducted in private with only the grievant, the respondent and their representatives, the Superintendent or his/her representative and the necessary witnesses.
5. Grievance hearings will normally be conducted at times other than during class or work times of the student, employee or applicant.
6. A grievance may be withdrawn at any time without prejudice by written notification to the respondent and the Assistant Superintendent for Business.
7. Persons under 18 years of age should have their parents or legal guardian present at all meetings and conferences under this procedure.

Specific Steps of the Formal Grievance Procedure

Level 1

Should a grievant wish to process a grievance beyond the informal stage, he/she may do so by contacting:

**Bill Carr, Assistant Superintendent for Business
Gulf County School Board
150 Middle School Road
Port St. Joe, FL 32456
(850) 229-8256 or (850) 639-2871**

The Assistant Superintendent for Business shall interview the grievant to determine whether or not the complaint appears to have probable cause. If it is determined by the Assistant Superintendent for Business that probable cause may exist, the grievant will be asked to reduce the grievance to writing in the form of an affidavit which shall be notarized. Upon receipt of the signed affidavit, the Assistant Superintendent for Business shall begin an investigation with the grievant, the respondent and others who may have knowledge related to the charges made in the grievance affidavit. Within ten (10) days of such receipt, the Assistant Superintendent for Business shall determine to the best of his/her ability whether justification for probable cause does exist. The Assistant Superintendent for Business shall schedule a conciliation meeting between the respondent and the grievant to resolve the grievance or the Assistant Superintendent for Business shall refer the matter to the Superintendent for action. In either case, the ultimate results of the resolution shall be reduced to writing and signed by both the grievant and the respondent.

Level 2

If the grievant is not satisfied with the results of Step 1, the grievant may, within ten (10) working days of the Level 1 disposition, appeal the decision in writing to the Superintendent. The Superintendent or designee shall, within ten (10) working days, conduct a hearing with the respondent and the grievant, and shall review the findings of the investigation made by the Assistant Superintendent for Business. As a result of this hearing, and within ten (10) working days, the Superintendent may 1) reaffirm the determination of the Assistant Superintendent for Business that probable cause does or does not exist; 2) request additional information regarding the investigation and proceed with further processing; 3) determine that the information presented does represent probable cause and proceed with the grievant and respondent to work out a resolution to the matter. Such decision will be given in writing to the grievant and the respondent.

Board Appeal

If the grievant is not satisfied with the resolution at Level 2, he/she may, within ten (10) working days of the Level 2 disposition, appeal the decision in writing to the Gulf County School Board. The Gulf County School Board shall conduct a hearing with the respondent and the grievant, and shall review the findings of the investigation made by the Assistant Superintendent for Business and the Superintendent. As a result of this hearing, the Board may affirm the previous disposition or agree with the grievant. Such decision will be given in writing to the grievant and the respondent.

Additional Processing

If the grievant is not satisfied with the results of the Board appeal, he/she may utilize other means for resolution as provided by law.

CONFERENCES WITH STUDENTS

A student-teacher conference should be used as a preliminary intervention for academic or conduct concerns. Regarding conduct, this and other teacher interventions (move assigned seat, call to parent, procedure practice, break detention, after-school detention, etc.) should be documented prior to a discipline referral, except in the case of gross misconduct. A student-teacher conference is also a wonderful tool to assist a student who is struggling academically. A conference should be conducted when teachers or students feel it is needed.

DRESS EXPECTATIONS

Schools and offices are places of business in which a professional atmosphere needs to be evident. The manner in which employees dress is one of the first impressions the public receives. Employees are expected to demonstrate tasteful, businesslike dress. Though employee positions vary with the extent of public contact, each is in the public eye. Dressing in a manner that honors the intent and attitude of the work place is indicative of teamwork. Appropriate dress also shows respect for the organization. The employee standard of dress will not be any lower that what is expected and required of students.

Teachers have the responsibility for supervising and or advising students/parents, that a student dress code is in place at all facilities and to enforce it.

DRUG FREE WORKPLACE*

The Gulf County School Board strives to provide a safe environment for all employees and to encourage personal health. The Board considers the abuse of drugs or alcohol on the job as hazardous to students and staff. Any employee found in the workplace or during school related activities, on or off School Board property, with the presence of alcohol or illegal drugs in his/her system, in possession of, using, selling, trading or offering for sale such alcohol or drugs will be subject to disciplinary action. This also includes reporting to work under the influence of alcohol, drugs or the abuse of prescription drugs.

This is to further notify you that it is a violation of School Board Policy for any employee to manufacture, distribute, dispense, possess or use on or in the workplace any alcoholic substance, any intoxicating substance, any narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal or state law. This includes any counterfeit of such drug or substance collectively referred to as “drugs.”

The workplace is defined as the site for the performance of work done in connection with employment. This includes any place where work for the school district is performed including a school building or other school premises; any vehicle used to

transport students to and from school or school activities; off school property during any school sponsored or school approved event, activity or function such as field trips or athletic events where students are under the jurisdiction of the school district.

This is to further notify you that it is a condition of your continued employment that you comply with the above policy of the Gulf County School Board and notify your immediate supervisor if you are convicted of any criminal drug statute for a violation occurring in the workplace, no later than 48 hours after the conviction. An employee who violates the terms of the policy may be subject to disciplinary action, up to and including suspension or termination.

The school district is required to report an employee convicted of drug violations occurring in the workplace to the Florida Department of Education within 10 days of receiving such notice and is also required to commence disciplinary action against such employee within 30 days of receipt of the notice of violation. An employee who violates the terms of the policy may be subject to disciplinary action, up to and including suspension or termination.

EMERGENCY CLOSING OF SCHOOLS*

There may be circumstances where the Superintendent may close school or dismiss school early due to emergency situations. Usually these circumstances are related to severe weather or natural disasters. Employees should consult the principal regarding site plans and individual responsibilities in these types of situations.

EMPLOYMENT PRACTICES

Gulf District Schools does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Bill Carr, Assistant Superintendent for Business
150 Middle School Road, Port St. Joe, FL 32456
Phone Number (Voice/TDD): 850-229-8256 or 850-639-2871
bcarr@gulf.k12.fl.us

FACULTY, CONTENT, AND GRADE GROUP MEETINGS

Faculty meetings, content area meetings, and grade group meetings will be called routinely. Every effort will be made to call meetings on the designated day and to give prior notice of such meetings. No other appointments should be made on those days. Compensatory time cannot be used when these meetings are scheduled. All faculty

members are expected to attend; any exceptions must be made through the principal prior to the meeting.

FIELD TRIPS

All planning for field trips must be cleared with the principal. The type of activity should be justified in relation to the school's educational program. If approval is granted, the following steps must be taken prior to the trip:

- a. Bus requisitions must be completed two weeks prior to the trip.
- b. Permission slips must be completed and signed by parent or guardian.
- c. Rules of safety and acceptable behavior should be understood by students.
- d. An appropriate adult-student ratio should be determined and approved chaperones obtained. Chaperones for a day trip require a Level 1 clearance. Chaperones for an overnight trip require a Level 2 clearance which includes fingerprinting conducted at the chaperone's expense.
- e. Students must use transportation provided by the school, unless special permission is granted by the principal.
- f. Only students enrolled in the class(es) may participate in the field trip.
- g. Be aware of the gender make-up of the group and provide chaperones/sponsors of both genders when needed.
- h. Out of state travel must be approved by the School Board prior to the trip.
- i. The cost of a driver is their rate for extracurricular pay plus benefits and if it is an overnight trip, then their lodging and meals must also be paid for.
- j. The cost of the bus is \$1.25 per mile.

FLORIDA EDUCATIONAL EQUITY ACT*

The School Board of Gulf County adheres to the provisions of the Florida Educational Equity Act prohibiting discrimination in admission, employment, and treatment of students. The provisions of this act are in compliance with all Federal regulations. Specifically, the Florida Educational Equity Act states: "No person in this state shall, on the basis of race, ethnicity, national origin, gender, disability, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any public K-20 education program or activity, or in any employment condition or practices, conducted by a public educational institution that receives or benefits from federal or state financial assistance." (Section 1000.05, F.S.)

Any violations of the provision of the Act should be reported to:

Bill Carr, Assistant Superintendent for Business
Gulf County School Board
150 Middle School Road
Port St. Joe, Florida 32456
Telephone (850) 229-8256 or (850) 639-2871

The School Board has adopted a grievance procedure to resolve complaints of discrimination. A copy of this procedure is available in each school office, and in the

Office of the Superintendent of Schools which is located at 150 Middle School Road, Port St. Joe, FL. Members of the employee bargaining unit may use the contract grievance procedure.

FRAUD*

Current auditing standards require auditors to make inquiries of management, those charged with governance, and others about the risk of fraud. If you are aware of any actual instances of fraud or have any suspicions that fraud may be occurring within the district, please report these in writing to your supervisor.

HANDLING OF MONIES

At times, it will be necessary for a teacher to collect money from students. Money collected should be deposited with the secretary daily. Under no circumstances should money ever be left in the classroom. If theft occurs because of negligence, the teacher is responsible for making up the loss.

Receipt books for individual teachers who handle money will be distributed. Students MUST receive a receipt for ALL monies collected and sent to the office.

Teachers who wish to withdraw funds from activity or departmental accounts must complete a check requisition stating the amount to be withdrawn and the bill to be paid, attach the invoice or bill to the requisition, and present the forms to the secretary. After approval, the check will be mailed by the office or given to the teacher.

IMAGE RELEASE INFORMATION

DISTRICT WEB PAGE AND VIDEO GUIDELINES PROHIBIT THE FOLLOWING:

- Use of student pictures with full names
- Use of student home address, phone numbers, email addresses
- Use of other family members' full names

In an attempt to minimize the identification of any specific student, it is recommended that group pictures, pictures taken from the back or profile, or from a distance are used in any web page or publication.

INDEBTEDNESS CREATED AGAINST A SCHOOL OR THE SCHOOL BOARD*

Any school employee or other person shall be personally liable for creating any bill or indebtedness against a school or the School Board unless authority exists under duly adopted policy of the School Board or unless authorized in writing by the

Superintendent. Any employee violating the provisions of this rule shall be subject to cancellation of his/her contract or dismissal from employment.

IN-SERVICE/WORKSHOPS/CONFERENCES*

In order for in-service points to be earned for **in-service activities/workshops on the PAEC website:**

- Participants **MUST** register by the deadline
- Participants **MUST** attend the entire time and sign-in and sign-out
- Participants **MUST** complete the follow-up by the deadline
- Participants **MUST** adhere to the E-course Fraud Policy
- Participants **MUST** complete the Course Evaluation. Points are awarded for the number of hours in training, not travel or meals or breaks.

In order for in-service points to be earned for **out-of-district conferences or workshops that are NOT on the PAEC website you must complete an Out-Of-District In-service Packet:**

- Participants **MUST** adhere to deadlines
- Points are awarded for the number of hours in training which may include follow-up requirements, not travel or meals or breaks
- The In-service will be listed on the transcript under the generic title “Conferences/Workshops – Gulf – 2015/2016” followed by the title of the conference.

LEAVES OF ABSENCE

SICK LEAVE

Pursuant to Florida Statute 231.40, each instructional employee shall be credited with sick leave hours equivalent to four (4) days of sick leave as of the first day of employment, and one (1) day of sick leave a month to be credited at the end of each month, not to exceed ten (10) days per year for ten month employees. Full-time support employees shall be credited with sick leave hours equivalent to four (4) days of sick leave at the end of the first month of employment and one (1) day of sick leave a month to be credited at the end of each month thereafter. The rate at which sick leave is accrued does not increase with years of service. No employee will earn more than the equivalent of one day per month for the total months contracted in a fiscal year.

MILITARY LEAVE

Regular employees who are members of the reserve in the United States Armed Forces or members of the National Guard of the United States Military or Naval Services shall receive up to a maximum of seventeen (17) days paid military leave during any work year if they are ordered by the Armed Services or National Guard to report to temporary duty. Administrative leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay.

UNPAID LEAVE

Upon the recommendation and approval of the Superintendent, an employee may receive unpaid leave for various non-work related reasons. Unpaid leave may be granted for reasons such as parental leave, educational leave, and leave to care for ill parent or child or personal health reason. Unpaid leave must have prior approval. When on approved unpaid leave, paying the entire insurance premium through the Payroll Office prior to the due date may continue benefits with the Gulf County Schools.

PROCEDURES FOR COMPLETION OF LEAVE REQUEST FORM

1. Complete and sign a leave request form. Fill in the appropriate type of leave and the days and hours to be taken.
2. Secure the signature of your Principal before leave is taken, unless your absence is unforeseen.

OTHER LEAVE INFORMATION

There are provisions for leave with regard to maternity, illness-in-the-line-of-duty, personal and emergency leave and long-term leave without pay. Please see the Personnel Office for information or questions.

Temporary duty leave may be authorized to cover absences caused by jury duty or court attendance (not involving your personal litigation) and shall receive full salary less any reimbursement paid for such time. Attendance at meetings and conferences beneficial to the school and approved by your director will be covered as a temporary duty assignment.

The Gulf District Schools comply with the Family and Medical Leave Act of 1993. If you are ill, if you have a family member who is ill and you need to care for that family member, or if you need to care for a newborn or newly adopted child, contact your supervisor for information regarding your rights and responsibilities.

TERMINAL PAY FOR SICK LEAVE

Any full-time employee shall be entitled to terminal pay for accumulated sick leave at the time that employee elects to receive normal retirement benefits or is approved for disability retirement benefits. Payment will be made to his/her beneficiary, if service is terminated by death. Determination of such terminal pay may not exceed an amount determined by Gulf County Schools as follows:

- 35% of a person's sick leave during the first 3 years of service
- 40% of a person's sick leave during 4-6 years of service
- 45% of a person's sick leave during 7-9 years of service
- 50% of a person's sick leave during 10-19 years of service
- 100% of a person's sick leave after 20 years of service

LEAVING CAMPUS DURING THE SCHOOL DAY

Employees needing to leave campus during the work day must receive administrative permission and sign out and back in. Personal leave will be applied to periods of time exceeding 15 minutes. It will be accumulated and deducted each month.

NETWORK/INTERNET ACCEPTABLE USE PROCEDURE*

The Gulf County School Board (GCSB) maintains wide and local area networks and the associated resources. GCSB also provides a system of e-mail for employees. Any computer system owned by the Gulf County School Board is intended to assist in education and research as well as mission critical applications and is not to be considered personal property or used for non-school related purposes.

Adhering to the following guidelines will help assure that the network is operational and available. Failure to adhere to these guidelines may cause network downtime and/or legal liability.

Users are expected to obey all applicable laws and regulations. This means obeying federal and state laws and any regulations imposed by the State of Florida, the Florida Department of Education or the operators of this system. Some specific activities that are not allowed are:

- Using the system to store, transmit or forward any patented or copyrighted material without proper permission.
- Using the system to store, transmit or forward any image, sound or other type of file, which violates community decency standards.
- Using another individual's computer account. Each user is expected to obtain an account.
- Installation of unlicensed and/or unauthorized software.
- On-line gaming, gambling, and other on-line activities not related to education and research.
- Using the system to write software for sale.
- Using the system to process data for a fee.
- Using the system in any way to make a profit.
- Using the system for commercial advertisement. This explicitly prohibits using email or World Wide Web pages for commercial advertisement.
- Reading other people's email, files, or printouts.
- Sending harassing email.
- Posting harassing news articles.
- Sending email pretending to be someone else.
- Deleting or modifying other users' data.
- Viewing or placing derogatory, inflammatory, or obscene material on your computer.

- Use of e-mail clients other than those provided by GCSB (gulf.k12.fl.us).

Improper and/or Illegal Use of Technology Information:

- Photographing or using photographs of individuals without their knowledge or consent.
- Use of pornographic or obscene images, language or materials, including screen savers, backdrops, and/or pictures on School Board owned technology, or on any other electronic device brought to school.
- Transmission of any material in violation of federal, state, local law or School Board policy, regulation, or Code of Student Conduct. This includes, but is not limited to: copyrighted materials; threatening, obscene, or pornographic material; test questions and/or answers; student work products; trade secrets; and computer viruses, “worms” or “Trojans.”
- Use of technology for commercial activities unless explicitly permitted by the School Board.
- Modifying the Gulf District Schools pre-set software image including, but not limited to: loading software applications not authorized by the district; changing the computer name; changing or removing operating system extensions; altering security/filtering software; altering security/filtering software; altering the preloaded operating system or application; or taking apart the computer for access to the internal parts.
- Downloading music or videos during school hours unless approved by a teacher in conjunction with a specific assignment or project.
- Downloading games.
- Use of cellular phone or other wireless communication device during the school day within the perimeter of the school as determined by the principal or each site.
- The use of email, instant messaging, web pages, or other technology operations to threaten, disrupt, or interfere with the safety and welfare of the school community.
- Gaining or attempting to gain unauthorized access to non-Gulf District Schools’ networks, computer servers, or data files utilizing the district network.
- Use of profanity, obscenity, or other language which may be offensive to another user or reposting personal communications without the author’s prior consent, when using computer network access.
- Downloading and/or printing any material that is deemed inappropriate by the School District.
- Attempting to log on to the district network using another’s identity.
- Bypassing or attempting to bypass district filtering software.

NOTE: Violations will result in serious disciplinary action, which may include an arrest if any law is broken. Examples of such violations that may lead to an arrest would be computer hacking or trespass, harassment or threats via computer and computer fraud.

NOVEL POLICY

When selecting a novel for students in any class, the board adopted guidelines **MUST** be followed. At all times, selection should relate to course content, and be age and interest appropriate.

After selecting a novel for study, the following must take place **BEFORE** it is assigned to students:

- a. Parents are notified at least four (4) weeks prior to a supplementary novel being taught in class.
- b. Parents must be able to obtain a copy of the novel from the school library or classroom teacher.
- c. Parents will have three (3) weeks, from the date the notice was sent home, to note an objection and to make an appointment with the teacher to select an alternative novel.

PARENT INVOLVEMENT*

COMMUNICATION WITH PARENTS

It is imperative that lines of communication remain open between school and home. As soon as it is apparent that an academic or behavioral problem exists with a child, the parents should assist in finding a solution.

When communicating with parents the following considerations should be observed:

- a. Maintain a calm, friendly, professional attitude even in the face of hostility. Should a parent become verbally abusive, immediately conclude the telephone call or conference and report the matter to the principal. In some instances it may be necessary to document the circumstances of the abuse.
- b. Keep a record of all attempts to communicate with parents whether by telephone, personal conference, or written communication.
- c. Ensure that written communication is clearly stated, free from spelling and grammatical errors, and professional in tone.
- d. Do not allow parents to enter classrooms for a conference, however brief when you are conducting a class. Direct them to the front office where appointments will be made for the conference to take place during the scheduled planning period.

Maintain accurate, up-to-date records regarding student academic performance and behavior in order that appropriate documentation be available for parent conferences. When promotion is in doubt, notify parents as early as possible. When retention is evident, notify the parents in writing before the close of the school term.

CONFERENCES

Parent conferences should be arranged through the office. A meeting will then be scheduled during the teacher's preparation period or after school at a time mutually

agreed upon by the teacher and the parent. A Parent-Teacher Conference Form should be completed, signed by all who are present, and filed in the cumulative folder. **Remember to call and conference with parents about positive matters as much or more than areas of concern. This is a powerful way to positively impact our parents' perception of the educational system.**

Conferences should be avoided during scheduled classes. Teachers should strive to inform parents via phone calls, notes home, emails, progress reports and conferences of their child's progress and/or problems in class.

PERFORMANCE APPRAISAL

The district annually provides parents the opportunity to give input on their child's school and educational process via the School Climate Survey. These surveys are administered and collated by the principal. Parents may give input in the comment section which has the statement "If an educator at this school has had a positive or unfavorable impact on your child's education during this school year, please explain in the space provided or contact the appropriate school district administrator." Parent input may be considered in making evaluations.

The Performance Appraisal tool is a living document and will be reviewed annually to determine effectiveness and refined depending upon research and the impact upon student achievement.

POLITICAL ACTIVITIES

All teachers are urged to become active in the democratic process of our government; however, it is the policy of the district that this type of activity should not be conducted during school hours. The school, its facilities or activities, are not to be used to promote the political aspirations of any particular individual or party.

PUBLICITY*

All news releases concerning students and teachers must be cleared through the principal. Teachers are encouraged to publicize the commendable activities and accomplishments that are worthy of publication by providing this information to the principal. An image release form signed by the parent or guardian should be provided before any photographs of students are submitted for publication.

RECORD KEEPING

Grade records should reflect an accurate record of student performance and attendance over a grading period. A minimum of two grades per week per subject should be recorded in FOCUS. Grades will be checked periodically by the principal.

Report cards are issued every nine weeks for all students. Progress Reports are required to be sent home at the mid-term of each grading period. All students are to be given progress reports. Issue dates for Report Cards and Progress Reports are featured on the adopted school calendar.

Each teacher must keep records of textbooks assigned to students. Forms will be provided for this purpose. Teachers, not the students, should write in ink the name of each student in the front of each textbook assigned. Students who deface, destroy, or lose textbooks will be required to reimburse the district for the text, accordingly, the amount to be determined by district policy. In addition, each teacher will assist with maintaining proper records of texts and other materials. All extra textbooks are to be stored in a secure location.

REPORT OF ABUSE/NEGLECT*

As members of a school staff, you are legally obligated to report any suspicions you have about possible abuse or neglect of a student. Failure to do so could result in a lawsuit. If a student mentions something to you, and you are concerned that neglect is possible or you see marks indicating physical abuse, report the information to the guidance counselor or to the principal.

Do not make judgments as to the intent of the parent or the severity of the neglect or abuse. Department of Children and Families must make those decisions. Our role is to report our suspicions and let the appropriate agency take it from there.

Once you have provided the pertinent information to the guidance counselor or principal, a call will be made to report the information. A caseworker will likely come to visit the student at school to gather more information. A counselor may sit with the student during that time. The results of the investigation are confidential, so we may hear no more about it. The Abuse Hotline number is 1-800-96-ABUSE.

RESIGNATIONS

When an employee leaves a position, proper notice, consisting of a minimum of two weeks, should be given. A resignation form should be signed and submitted to the principal.

RESPONSIBILITIES OF CLASSROOM TEACHERS

1. The first responsibility for all teachers is the safety of students. Teachers are to provide constant supervision for their assigned students.
2. The second responsibility for all teachers is to provide a rigorous, relevant, and engaging education for their assigned students.

3. Teachers are to be at their classroom doors as students enter and exit the classroom in order to supervise hall/sidewalk conduct, greet students as they enter, and set the tone for students as they enter the classroom.
4. In order to enforce our attendance policy, attendance **MUST** be accurately recorded in FOCUS during each period.
5. Capitalize on every instructional moment. Begin promptly, transition smoothly and quickly from one task to another, and review/wrap-up before the bell rings.
6. Duty schedules will be distributed during preplanning. Please note your assigned days and areas on your calendar. Please be at your assigned area, promptly, to ensure the safety of all students.
7. Lesson plans are to be turned in weekly, as directed by principal. They should include the Florida Standard being addressed, the teaching objective, plans for instruction, and means of assessment. Three days of emergency lesson plans shall be provided by each teacher. Teachers will be provided with a planning period in accordance with contract language.

Unless extenuating circumstances or an emergency exists, students should not be permitted to go to the restroom during class. Students should be encouraged to use the restrooms before school, between classes, at break, during lunch, or after school. Students should remain in each of their classes during instructional time. When a student is out of your class he/she should have a hall **pass**. A teacher **MUST NOT** keep a student or allow a student to remain in his/her class during the time he/she is scheduled to attend another teacher's class unless **PRIOR** permission has been obtained from the teacher whose class he/she is missing.

When vacant classrooms are left unlocked, it invites theft and the possibility of undue damage to school property and injury to individuals. Negligence on the part of a teacher can cause him or her to be held liable; therefore, it is imperative that each teacher lock the door when he or she leaves the classroom vacant. Students should be confined to areas where they can be supervised at all time. **DO NOT LEAVE STUDENTS UNSUPERVISED. Please notify the office if you are going to leave your classroom.**

General education teachers and teachers of students with disabilities should be aware of educational mandates that are required for specific students. The requirements are ensured by rules and regulations found in the following and many other federal laws:

Individuals with Disabilities Education Act (IDEA)

Section 504 Plans

No Child Left Behind

Plans with specific details, such as **Individual Educational Plans (IEP's)** and **504 Plans** are housed in the guidance office of each school. The GENERAL and EXCEPTIONAL EDUCATION TEACHERS of mainstreamed, part time, or full-time ESE students that have a documented disability or noted accommodations must provide instruction as stated in the written plan. For example, you must provide details on the teacher's Daily Lesson Plans for Differentiated Instruction and Accountability for an identified student; you must document progress or mastery at least annually on the plan to

verify compliance; and you must provide data or evidence of student's performance in a visible format to staff and parents. Staff development is available upon request.

RIGHT TO KNOW LAW*

Chapter 442, Florida Statutes requires employers provide notification of toxic substances encountered in the course of employment. A list of toxic substances identified by the Department of Labor and Employment Security is on file in each school center and administrative worksite. Employees may obtain additional information by calling 1 (800) 367-4378.

RIGHTS OF EMPLOYERS

1. The right to know of the listed toxic substances in the workplace;
2. The right to obtain a copy of the Material Safety Data Sheet for each toxic substance present;
3. The right to refuse to work, under specified circumstances, with a toxic substance, if not provided a copy of the Material Safety Data Sheet for that substance within 5 days of the requesting employee's working days after submitting a written request to the employee's employer;
4. The right to instruction, within 30 days of employment, and at least annually thereafter on the adverse health effects of each toxic substance with which they work in the workplace, how to use each substance safely, and what to do in case of emergency;
5. The right to obtain further information on the properties and hazards of listed toxic substances from the Toxic Substances Information Center;
6. The right to protection against discharge, discipline, or discrimination for having exercised any of these rights.

If additional information is needed, please contact Bill Carr at 229-8256.

SOCIAL SECURITY

In addition to membership in the Florida Retirement System, the Social Security Administration also covers you. The District matches deductions for Social Security. Be sure the Payroll Office has a copy of your social security card.

STUDENT ILLNESS AND USE OF MEDICATION

Students complaining of illness will be directed to the nurse's office and assessed. A sick child will be sent home. School personnel are not allowed to administer any medication.

STUDENT SUPERVISION

Students are not to be left unsupervised in the classroom, lunchroom, gymnasium, or on the playground at any time. In the event of an emergency, a nearby teacher or paraprofessional should be asked to temporarily supervise children. If an extended absence is necessary, the office must be notified.

STUDENT WELFARE

No students will be sent from school or allowed to leave campus during the regular school day without prior knowledge and permission of the principal or designee. A student leaving for any reason must check out through the office. If the student returns that day, he or she must check back in through the office.

The principal and teacher involved must definitely establish the identity and authority of any person who requests the release of a child from school. If the person requesting the release of the child is anyone other than the parent or guardian, the principal or designee and the teacher must be satisfied beyond a reasonable doubt that the request conforms to the wishes of the parent or guardian who has custody of the child.

Names and addresses of pupils will be given to no one except to those persons specifically authorized by the principal.

TEACHING CERTIFICATES

All teachers are required to keep their certificates valid and up-to-date. Contact the Secretary of Human Resources who can provide information on obtaining original certificates, renewing, upgrading, and adding subject areas. This office can also assist in handling in-service activities and maintaining records of points accumulated. The phone number is 229-6940 or 639-2422, ext. 115.

TEACHER ABSENCE AND PUNCTUALITY

When a teacher must be absent unexpectedly, the Administrative Secretary should be contacted no later than 7:00 A.M. on the morning of the day of absence. Teachers should strive to provide as much notice as possible. When teachers know in advance that an absence is necessary, prior approval of the principal is required. The following considerations must be observed:

- a. Each teacher should have current lesson plans available in their absence.

These plans must include:

1. All classroom procedures/daily schedule
2. Student roll and attendance forms and seating charts
3. Special instructions and duty assignments
4. Activities for students
5. Materials to be used, homework to be required

6. Names of other faculty members who can help if there are any questions
- b. Applications for leave of absence forms can be obtained from the secretary, and should be submitted as follows:
 1. Sick leave forms are to be **completed upon return to work** and submitted to the principal. In case of extended illness, the principal, at his or her discretion, may require a release statement signed by the attending physician in order for the teacher to return to work.
 2. Teachers who have to be away from school due to personal leave or leave in the line of duty are required to complete leave of absence forms **prior to the absence and submit them to the principal for approval. Worker's Compensation will not cover those teachers injured while out in line of duty unless the forms have been completed prior to the absence.**
 3. Only one type of leave should be recorded on a sick leave form. **Do not put multiple dates from multiple types of leaves on the same form.** Only consecutive days charged to the same type of leave should be recorded on the same form.

Every effort should be made to arrive punctually in the classroom and when attending meetings. In the event that tardiness is unavoidable, the principal or secretary should be notified immediately so that arrangements can be made.

It is understood that occasionally unforeseen emergencies arise that prevent attendance. Each teacher must keep readily available a set of emergency lesson plans. These should be generic in nature and complete with student materials. They should cover a three day period.

TEACHER WORKDAY

- a. The teachers' workday Monday through Friday is from 7:45 A.M. to 3:15 P.M. unless otherwise determined by the site based administrator.
- b. Teachers must sign in by 7:45 A.M. and out daily at 3:15 P.M. on the forms provided.
- c. Teachers may not sign in or out for one another.
- d. Teachers should be in their classrooms by 7:45 A.M. unless assigned morning duty.
- e. The hours on teacher workdays when students are not present are the same as regular school days, with the exception that one hour may be taken for lunch.

TRAVEL REIMBURSEMENT PROCEDURES

Travel reimbursement forms are available from the principal's secretary. An employee who has prior authorization to use his/her vehicle in the pursuance of assigned duties shall be reimbursed mileage at the rate allotted State employees in accordance with

Florida Statutes 112.061. Forms must be submitted within 2 months of when the travel occurred or before June 30th, whichever comes first.

UNEMPLOYMENT COMPENSATION

An employee who is laid off or terminated through no personal fault may be entitled to Unemployment Compensation benefits under Florida Law. If you are laid off or terminated, contact the nearest Office of Unemployment Compensation to determine your eligibility.

USE OF PHONES

Telephone calls will be transferred to teachers' rooms, only in the case of an emergency or during planning. Every effort should be made to plan ahead, so that calls can be conducted during non-student contact times on a limited basis. Personal long distance calls are not permitted. School related long distance calls should be made from the office.

Teacher cell phones are to be kept on silent mode, to be used only during non-student contact time. The principal can grant emergency exceptions. Professional courtesy should be extended by turning off cell phones during such times as faculty meetings, parent conference, etc.

VAN USAGE

District vans are to be used for approved travel. In the event a van is unavailable, travel reimbursement must be pre-approved by the principal.

VIDEO RECORDINGS

All video tapes and DVDs not owned by the Gulf County School Board MUST be fully previewed by the teacher desiring to show this material and written documentation of this preview must be submitted to the principal for permission before materials are scheduled for viewing. Gulf County School Board Policy 4.21 (b) (d) states that the documentation must state the educational purpose served by the material, how the material encompasses State and District performance standards and the degree to which material would be supplemented and explained as part of the normal classroom instruction. Failure to follow this policy may result in disciplinary action. The request form, IM-10, is available from the office.

VIOLATION OF LOCAL, STATE, AND/OR FEDERAL LAWS*

- I. Anyone known to be violating a local, state, and/or federal law on School Board property or at a school function will be subject to referral for prosecution to the appropriate law enforcement agency. The referral process will be subject to Florida Statutes and School Board rules.
- II. Any employee in violation of the reporting requirements of this policy may be subject to disciplinary action by the Superintendent or Board up to or including dismissal.
- III. As required by the provisions of State Board of Education Rule 6B-1.006(5), the *Principles of Professional Conduct for the Education Profession in Florida*, and Florida Statutes, professional employees and non-instructional and contractual personnel who have direct contact with students or who have access to or control of funds are required to self-report within forty-eight (48) hours to the Superintendent or an Assistant Superintendent for Business any arrests/charges involving the abuse of a child, the sale and/or possession of a controlled substance or any disqualifying offense. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or *nolo contendere* for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.
- IV. It is the duty of all employees to report to the Superintendent any misconduct by any School Board employee that affects the health, safety or welfare of a student in accordance with School Board policy.
- V. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.

WEB-BASED CHILD ABUSE COURSE

The Florida legislature revised section 1012.98, Florida Statutes (F.S.), to require teachers in grades K-12 to participate in continuing education training provided by the Department of Children and Family Services (DCFS) on identifying and reporting child abuse and neglect. BEESS staff collaborated with DCSF to develop the content for the web-based course, which is largely founded on the Department of Education's *Child Abuse Prevention Sourcebook for Florida School Personnel: A Tool for Reporting Abuse and Supporting the Child*. Although this revision to F.S. requires teachers in grades K-12 to take the course, the course content is designed to help teachers as well as other school

personnel recognize the signs of abuse and meet their responsibility to report suspected child abuse, neglect, and abandonment. The web-based course may be accessed at <http://www3.fl-dcf.com/rcaan>.

WORKER'S COMPENSATION

If an employee is injured on the job, follow these instructions:

- a. If it is a life-threatening emergency, dial 911.
- b. If it is not a life-threatening emergency, report the injury to the principal or designee.
- c. In either situation, the secretary should be notified of the details of the accident immediately and a written report will be processed.

ZERO TOLERANCE FOR SCHOOL RELATED VIOLENT CRIME

It is essential that our school be safe and orderly to provide environments that foster learning and high academic achievement. The Student Code of Conduct implements the State Board of Education's Zero Tolerance Policy as outlined in State Board Rule 6A-1.0404. Examples of offences that would invoke this include, but are not limited to:

- Homicide (murder, manslaughter)
- Sexual Battery
- Armed Robbery
- Aggravated Battery
- Aggravated Assault
- Assault or battery on a teacher or other school staff
- Kidnapping or abduction
- Arson
- Possession, use or sale of any firearm; or production for placement on school property
- Unlawful use, possession, or sale by a student of any controlled substance, as defined in s.893.02; any counterfeit controlled substance, as defined in s. 831.31; any alcoholic beverage, as defined in s. 561.01(4); or model glue
- Bomb threat or hoax.

My signature signifies I have read the Employee Handbook including:

- Student Records Access,
- The Code of Ethics and The Principles of Professional Conduct of the Education Profession in Florida,
- Complaints against Employees,
- Drug Free Workplace,
- Emergency Closing of Schools,
- Florida Educational Equity Act,
- Fraud,
- In-services/Workshops/Conferences,
- Network/Internet Acceptable Use Procedure,
- Parent Involvement,
- Publicity,
- Report of Abuse & Neglect,
- Right to Know Law, and
- Violation of Local, State and Federal Laws

I have read and reviewed The Code of Conduct and the Student Progression Plan for my school. Also, I am aware of my professional obligation thereto as an employee of the Gulf County School District.

Print Name

School

Signature

Date

Completed forms should be returned to principal/supervisor for filing.