



EMPLOYEE HANDBOOK



2011 - 2012



The Employee Handbook has been developed as a resource for all employees. It outlines Gulf School District's employment procedures, personnel practices, benefits, entitlements, and mutual duties and responsibilities. It is important that you read the Handbook in its entirety, so that when you complete the sign-off page and give it to your site-based administrator, you have a thorough understanding of all expectations.



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

2011-2012

Mr. George M. Cox **(District 2)**
483 Lake Alice Park Drive
Wewahitchka, FL 32465
(850) 639-2496 (cell: 814-6144)
e-mail: cox_george@msn.com

Mrs. Linda Roberts Wood **(District 3)**
104 Cabell Street
Port St. Joe, FL 32456
(850) 229-8414 (cell: 227-6104)
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)**
2106 Juniper Avenue
Port St. Joe, FL 32456
(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 (work: 227-1876) (cell: 850-693-0734)
e-mail: quinnjrb@mchsi.com

GULF COUNTY SCHOOL BOARD BOARD MEETING DATES AUGUST 2011 - NOVEMBER 2011

August 2, 2011 (<i>Budget and School starting</i>)	5:15 P. M., E. T.
September 13, 2011 (<i>Budget</i>)	6:00 P. M., E. T.
October 4, 2011 (<i>Meeting at Wewahitchka Jr./Sr. High School</i>)	10:00 A. M., C. T.
November 8, 2011 (<i>Meeting at Port St. Joe Jr./Sr. High School</i>)	10:00 A. M., E. T.
November 15, 2011 (<i>Organizational Meeting</i>)	10:00 A. M., E. T.

Agenda Workshops are held 30 minutes prior to Board meetings.



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

Port St. Joe Elementary

Sue Gannon, Principal
2201 Long Avenue
Port St. Joe, FL 32456
(tel) 850-227-1221
(fax) 850-227-3422
sgannon@gulf.k12.fl.us

Wewahitchka Elementary

Lori Price, Principal
514 East River Road
Wewahitchka, FL 32465
(tel) 850-639-2476
(fax) 850-639-3298
lprice@gulf.k12.fl.us

Port St. Joe Jr. Sr. High School

Jeremy Knapp, Principal
100 Shark Drive
Port St. Joe, FL 32456
(tel) 850-229-8251
(fax) 850-227-1803
jknapp@gulf.k12.fl.us

Wewahitchka Jr. Sr. High School

Debbie Baxley, Principal
One Gator Circle
Wewahitchka, FL 32465
(tel) 850-639-2228
(fax) 850-639-5394
dbaxley@gulf.k12.fl.us

DISTRICT ADMINISTRATORS AND DISTRICT SUPPORT STAFF

School Board Office

(tel) 850-229-8256 or 850-639-2871

(fax) 850-229-6089

<u>ADMINISTRATOR</u>	<u>TITLE</u>	<u>ADMINISTRATOR</u>	<u>TITLE</u>
Sara Joe Wooten	Superintendent	Greg Layfield	Maint/Trans
Mary Lou Cumbie	Secretary	Diana Dykes	Secretary
Duane McFarland	Asst. Supt. for Business	James Daniels	Maint Tech
Angie Benavides	Secretary	Terry Williams	Maint Tech
Sissy Worley	Chief Financial Officer	Woody Borders	Maint Tech
Kathy Thomas	Payroll Manager	David White	Maint Tech
Margaret Roberson	Finance Clerk	Tony Strange	Maint Foreman
Laurie Leonard	Finance Clerk	Robert Nowell	Maint Tech
Susie White	Finance Clerk	Justin Smith	Maint Tech
Chuck Worley	Computer Tech	Bruce Nixon	Mechanic
Terry Thompson	Computer Tech	David Causey	Mechanic
		Morris Shavers	Mechanic

Office of Instructional Services

(tel) 850-229-6940 or 850-639-2422

(fax) 850-227-1999

<u>ADMINISTRATOR</u>	<u>TITLE</u>	<u>ADMINISTRATOR</u>	<u>TITLE</u>
Sara Joe Wooten	Asst. Supt. for Instruction	Deborah Crosby	Director of Special Services
Susie McFarland	Secretary	Ann Fisher	Secretary
Marty Riley	Instructional Tech	Laura Suber	School Psychologist
Diane O'Neal	Reading Coach	Carol Kelley	School Psychologist
Alisa Burnette	Reading Coach	Jordan Miles-Linton	Behavior Specialist
Ben Ranie	Truancy Officer	Pam Lister	Staffing Specialist
Melissa Ramsey	Coordinator of Curriculum, Staff Development and Assessment	Martha Weimorts	Staffing Specialist
		Cindy Belin	Resource Teacher
		Judith Husband	Behavior Specialist
		Johna Pittman	Behavior Specialist
Debra Anderson	Secretary	Jennifer Holloran	Speech Therapist
		Tracy Browning	Employment Specialist
		Linda Tschudi	Employment Specialist

EMERGENCY PHONE NUMBER DIRECTORY FOR GULF COUNTY

LOCAL EMERGENCY NUMBERS

All Emergencies.....	911
Ambulance (Port St. Joe).....	227-1115
Ambulance (Wewahitchka).....	639-5311
Life Management Center	227-1145
Gulf County Sheriff's Dept. (PSJ)	227-1115
Gulf County Sheriff's Dept. (Wewa).....	639-5717
Port St. Joe Fire Dept.....	227-1414
Port St. Joe Police Dept.....	229-8265
Wewahitchka Fire Dept.....	639-2300
Wewahitchka Police Dept.....	227-1115

OTHER EMERGENCY NUMBERS

Abuse Registry.....	1-800-96ABUSE
Salvation Army Domestic Violence & Rape Center.....	763-0706
Poison Information Center.....	1-800-282-3171

SCHOOL HEALTH SERVICES

Gulf County Health Department.....	227-1276
Regina Washabaugh, RN Coordinator.....	227-1276, Ext. 123
Lori Lacivita, School Nurse (PSJ).....	227-9710
Ann Morris, School Nurse (Wewa)	639-2001
Port St. Joe Elementary School	
Brandy Lewis, Melody Smith; Health Aide.....	227-9710
Port St. Joe Middle/High School	
Rosalind Bryant/Krissi Lowrey, Health Aide	227-7235
Wewahitchka Elementary School	
Tricia Hjort, Health Aide.....	639-2993
Wewahitchka Middle/High School	
Janice Forehand, Health Aide.....	639-2001

GULF COUNTY SERVICE AGENCIES

Association for Retarded Citizens (Gulf ARC).....	229-6327
Department of Children and Families.....	229-6854, 639-5270
Gulf County Health Department.....	227-1276, 639-2644
Healthy Start – Jill Jones, Social Worker.....	227-1276, Ext. 126
Environmental Health.....	227-1276, Ext. 125
WIC.....	227-1276, Ext. 124
Gulf County Literacy Volunteers.....	229-6166
Gulf County Transportation.....	229-6550
North Florida Child Development.....	639-5080

GULF COUNTY HEALTH CARE

Dental Clinics

Dr. David Lister.....	639-4565
Dr. Frank May.....	227-1123
Gulf County Health Dept. Dental Clinic.....	639-4414, 227-1020

Eye Clinics

Eye Center of Northwest Florida.....	227-7266
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Medical Clinics

Gulf County Health Department.....	227-1276, 639-2644
Gulf Coast Medical Center.....	229-8288
Vincent Ivers, MD.....	227-7070
Owen D. Oksanen, MD.....	229-8221
Shoreline Medical Group.....	229-8010
Elizabeth Curry, MD; Thomas Curry, MD	
Wewahitchka Medical Center.....	639-5828
Elizabeth Hengstebeck, MD	
Michael Barnes, MD.....	639-4036

Mental Health Clinics

Florida Therapy Services.....	769-6001
Becky Kite	
Gulf County Health Department.....	227-1276
Barbara McDermit	
Life Management Center.....	227-1145

BAY COUNTY CHILDREN SERVICE PROVIDERS

Adoptions.....	872-7640
BASIC (Aids Information).....	785-1088
Blind Services.....	872-4181
Catholic Social Services (Adopt).....	763-0475
Child Find, Janet Adams.....	872-4318
Child Protection Team.....	763-8449
Children's Home Society (Adopt).....	785-2418
Early Education and Care – Headstart/Early Headstart	872-7550
Early Learning Coalition – Pre-K	747-5400
Florida Job and Benefits Services.....	872-4340
Guardian Ad Litem.....	747-5980
Haney Vocational Center.....	769-2191
Legal Aid Services.....	769-3581
Life Management Center	769-9481
Psychiatric Hospital.....	1-800-543-2919
Salvation Army.....	769-5259
SED-NETWORK (Coordination Agency).....	1-877-873-7232
Tyndall Family Support (AFB).....	283-4204

**GULF COUNTY SCHOOL DISTRICT
2011-2012
SCHOOL CALENDAR**

Pre-Planning for Staff	August 8-12, 2011
<i>School Begins</i>	August 15, 2011
Labor Day (No School)*	September 5, 2011
Progress Reports Sent Home	September 15, 2011
FTE Week	October 10-14, 2011
<i>End 1st Nine Weeks</i>	October 14, 2011
Fall Break (No School)	October 17-18, 2011
Report Cards Sent Home	October 28, 2011
Progress Reports Sent Home	November 18, 2011
Early Release Day	November 23, 2011
Thanksgiving Holiday (No School)*	November 24-25, 2011
Early Release Day	December 21, 2011
<i>End 1st Semester</i>	December 21, 2011
Christmas Holidays (No School)**	December 22- January 6, 2012
Teacher Workdays	January 5-6, 2012
Report Cards Sent Home	January 13, 2012
MLK Holiday (No School)*	January 16, 2012
FTE Week	February 6 – 10, 2012
Progress Reports Sent Home	February 10, 2012
Presidents' Day (No School)	February 20, 2012
Spring Break (No School)	March 12 -16, 2012
<i>End 3rd Nine Weeks</i>	March 19, 2012
Report Cards Sent Home	April 4, 2012
Early Release Day	April 6, 2012
Easter Holiday (No School)*	April 9, 2012
Progress Reports Sent Home	April 20, 2012
<i>End 2nd Semester/Last Day for Students/Early Release</i>	May 25, 2012
Post Planning for Teachers	May 29-31, 2012

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

Board Approved: May 16, 2011

**PAYROLL DATES
2011-2012**

<u>MONTH</u>	<u>10 MONTH/24 CHECKS</u>		<u>10 MONTH/12 CHECKS</u>
AUGUST		31	31
SEPTEMBER	15	30	30
OCTOBER	14	31	31
NOVEMBER	15	30	30
DECEMBER	15	21	21
JANUARY	13	31	31
FEBRUARY	15	29	29
MARCH	16	30	30
APRIL	15	29	29
MAY	15	31 (3 Checks)	31
JUNE	14	28 (2 Checks)	21 (1 Check) 28 (1 Check)

<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	31	31
NOVEMBER	15	30	30
DECEMBER	15	21	21
JANUARY	13	31	31
FEBRUARY	15	29	29
MARCH	9	30	30
APRIL	16	30	30
MAY	15	31	31
JUNE	14	28	28

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 record, reports or information without the written consent of the student's parents/guardian, or of the student if he/she is qualified. 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 County 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.)"

Submit signature page at end of handbook.

CARE OF THE CLASSROOM AND SCHOOL PROPERTY

BEFORE LEAVING THE CLASSROOM EACH DAY, TEACHERS ARE TO CLOSE AND LOCK ALL WINDOWS AND DOORS. THEY SHOULD ALSO SET THE THERMOSTAT AT 78 DEGRESS IN THE WARM MONTHS AND 68 DEGREES IN THE COOL MONTHS, if possible. All lights and computers should be turned off. **AT THE END OF EACH 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 your classroom as part of a special lesson, please take precautions 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. 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.

COMPLAINTS AGAINST EMPLOYEES (6.36*+)

There are policies and procedures in place for reporting to the Department of Education legally sufficient complaints within thirty (30) days after the date on which the complaint comes to the attention of the School District. Refer to the District's policy provisions for additional information on complaints against employees. If applicable, refer to other controlling documents; such as, administrative guidelines, collective bargaining agreements, etc. Review the reporting requirements contained in 1001.42, F.S. and 1012.796, F.S., as revised by the Ethics in Education Act. (Adopted 09/15/08)

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

1001.42, 1001.43, 1012.22, 1012.796, F.S.

Submit signature page at end of handbook.

CONFERENCES WITH STUDENTS

STUDENT-TEACHER: 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

Our schools and offices are places of business in which a professional atmosphere needs to be evident. The manner in which we dress is one of the first impressions the public receives. It is an expectation of our job to demonstrate tasteful, businesslike dress. Though each of our schools and offices vary with the amount of public contact and have varying job responsibilities, all of us are in the public eye. We are observed even when we do not realize it. 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. Our standard of dress will not be any lower that what is expected and required of our students.

If you have the responsibility for supervising and or advising students/parents, a student dress code is in place at all facilities and it is your responsibility 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.

Submit signature page at end of handbook.

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. Be sure to speak to your Principal regarding your site plan and your responsibilities in these types of situations.

EMPLOYMENT PRACTICES

Gulf County Schools selects employees on the basis of merit, training, and experience. Equal opportunities for employment, training, compensation, promotion, and other conditions of employment are provided without regard to gender, race, color, religion, national origin, age, sex, handicap, perceived disability or record of disability as

defined by the Americans with Disabilities Act, or marital status. Veterans are provided employment rights in accordance with Public Law 93-508 (Federal), Chapter 295, Florida Statutes and Section 504 of the Vocational Rehabilitation Act of 1973. The district complies with all federal and state laws prohibiting discrimination in employment.

Gulf County Schools does not discriminate on the basis of disability in admission to its programs, services, or activities, access to them, treatment of individuals with disabilities, or in any aspect of their operations. Gulf County Schools also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title 11 of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints or requests for additional information regarding ADA and Section 504 may be forwarded to:

Duane McFarland, Director of Business
150 Middle School Road
Port St. Joe, FL 32456
850-229-8256 (Office) 850-229-6089 (Fax)

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 may attend that are in the classes participating 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:

Duane McFarland
Assistant Superintendent for Business Services
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 referring to Article VIII, Section 2.

Submit signature page at end of handbook.

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.

Submit signature page at end of handbook.

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 will be distributed to teachers. 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 (7.36)

Any school employee or other person shall be personally liable for creating any bill or indebtedness against a school or against 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. (Adopted 08/01/06)

STATUTORY AUTHORITY:

1001.41, 1001.42, 1012.23, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1012.22, F.S.

Submit signature page at end of handbook.

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:**

- Participants **MUST** complete the packet prior to leaving the district
- Participants **MUST** have principal and district approval to attend
- 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
- Participants **MUST** provide written documentation in the form of a summary of each session attended along with the agenda for the entire conference
- Principals **MUST** document that participants utilized the skills learned and notify the district in writing
- It will be listed on the transcript under the generic title “Conferences/Workshops – Gulf – 2010/2011” followed by the title of the conference.

Submit signature page at end of handbook.

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 County 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 person's sick leave during the first 3 years of service
- 40% of person's sick leave during the next 3 years of service
- 45% of person's sick leave during the next 3 years of service
- 50% of person's sick leave during 10 through 19 years of service
- 100% of person's sick leave after 20 years of service in Gulf County
- 90% of person's sick leave after 30 years of teaching, 18 in Gulf County and age 62

LEAVING CAMPUS DURING THE SCHOOL DAY

Those teachers 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 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 School District pre-set software image including, but not limited to: loading software applications not authorized by GSD; 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. Cellular phones, pagers and other electronic devices must remain off at all times while at school.
- 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 School District network, computer servers, or data files utilizing the GSC 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 GSD network using another’s identity.
- Bypassing or attempting to bypass GSD 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.

<p>Submit signature page at the end of handbook.</p>

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 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-TEACHER: 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 us.**

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.

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.

Submit signature at the end of handbook.

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.

Teacher evaluations are performed solely by the site-based administrator.

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.

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 Pinnacle. 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 fined accordingly, the amount to be determined by district policy. In addition, each teacher will assist with the 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 our students. 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.

We cannot 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 1-800-914-0004. (Statutory Authority: 39.201, 39.302)

Submit signature page at end of handbook.

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 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 Pinnacle during each period.
5. Capitalize on every instructional moment—there is so much to teach and so little time! 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 SSS benchmark 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.
8. **High School Only:** Teachers must turn in a copy of semester exams to the principal by the end of each semester.

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 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 Duane McFarland at 229-8256.

Submit signature page at end of handbook.
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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 coordinator of Personnel 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. 134.

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 on file a set of emergency lesson plans. In addition, if at all possible, faculty members should arrange for delivery to the school a set of plans for the day(s) to be covered. 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 and out daily at 3:15 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.

THE 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 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.

Submit signature page at end of handbook.

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 (6.30)

- 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 Coordinator of Human Resources 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.

(Adopted 09/15/09)

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 877.13, 943.0585, 943.059, 1001.41, 1001.42, 1001.43, 1006.145, 1012.22, 1012.27, 1012.465, F.S.

STATE BOARD OF EDUCATION RULE(S): 6B-1.006(5)

Submit signature page at end of handbook.

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, Drug Free Workplace,

Network/Internet Acceptable Use Procedure,

Abuse & Neglect, Violation of Laws,

Complaints against Employees,

Right to Know, Equity, Fraud, Indebtedness,

In-Services/Workshops/Conferences,

The Code of Ethics

and The Principles of Professional Conduct

of the Education Profession in Florida,

and Parent Communication & Involvement.

I have read and reviewed The Code of Conduct and

The Student Progression Plan for my school.

I am aware of my professional

obligation thereto as an employee of

The Gulf County School District

including the requirement to self-report arrests and convictions.

Print Name

School

Signature

Date