

CALHOUN COUNTY SCHOOLS

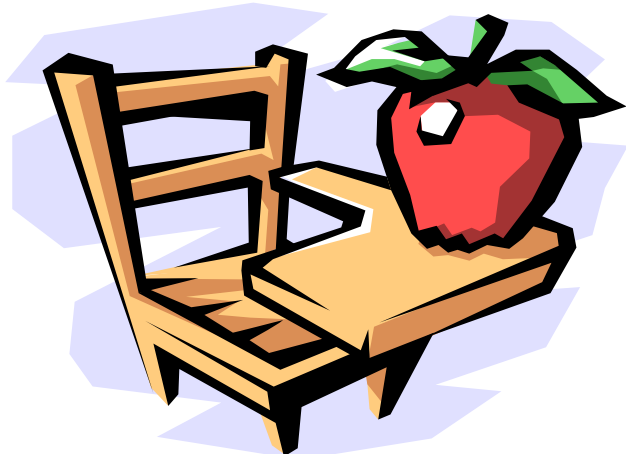


EMPLOYEE HANDBOOK

Wilson T. McClellan
SUPERINTENDENT

2009-2010

<http://www.calhounflschools.org/>



Dear Fellow Employee:

Welcome to our team. Our success, as a system, depends on the teamwork of each one of us. Calhoun County Schools are dedicated to providing the very best education for our students. Each of us has a specific and unique role to fulfill to ensure our students will be successful. I know you will join me as we work together to provide a safe, quality education to our students during the 2009-2010 school year.

This handbook has been prepared to inform you of policies and procedures that effect your employment. It is important that this document be read by all employees and kept as a reference during the coming year.

If I can ever be of any assistance, please do not hesitate to stop in and talk with me.

Sincerely,

**Wilson T. McClellan
Superintendent**

CALHOUN COUNTY SCHOOLS
Wilson T. McClellan, Superintendent
20859 Central Ave, E., Room G20
Blountstown, FL 32424
Phone: 850-674-5927
FAX: 850-674-5814
www.calhounflschools.org

Altha Public School
Ladona Kelley, Principal
25793 N. Main Street/P.O. Box 67
Altha, Florida 32421
Phone: 850-762-3121
FAX: 850-762-9502
www.althaschool.org

Blountstown Elementary School
Pam Bozeman, Principal
20883 NE Fuller Warren Drive
Blountstown, Florida 32424
Phone: 850-674-8169
FAX: 850-674-8844
www.blountstownelementary.org

Blountstown High School
Duane Barber, Principal
17586 Main Street North
Blountstown, Florida 32424
Phone: 850-674-5724
FAX: 850-674-8865
www.blountstownhigh.org

Blountstown Middle School
Neva Miller, Principal
21089 SE Mayhaw Avenue
Blountstown, Florida 32424
Phone: 850-674-8234
FAX: 850-674-6480
www.blountstownmiddle.org

Calhoun County Adult Education Center
Willy Pitts, Principal
17283 NW Charlie Johns Street
Blountstown, Florida 32424
Phone: 850-674-6490
FAX: 850-237-2355
www.calhounadult.org

Carr Elementary & Middle School
Darryl Taylor, Jr., Principal
18987 NW SR 73/P.O. Box 110A
Clarksville, Florida 32430
Phone: 850-674-5395
FAX: 850-674-5421
www.carrschool.org

Calhoun County School Board

District 1

Danny Ryals

District 2

Kelly King, Chairperson

District 3

Tim Smith

District 4

Kenneth Speights

District 5

Danny Hassig

DISTRICT ADMINISTRATORS AND DISTRICT SUPPORT STAFF

ADMINISTRATOR	TITLE	PHONE
Wilson T. McClellan Terrie Stone	Superintendent Secretary	850-674-5927 850-674-5927
Vicki Davis Diana Alday Barbara Hathaway Jenny Hill Beth Newsome	Assistant Superintendent School Lunch Assistant Human Resources Special Programs Assistant Student Records Assistant	850-674-8733 ext 22 850-674-8734 ext 226 850-674-5927 ext 21 850-674-8734 ext 223 850-674-8734 ext 222
Suzanne Mason Uthenia Dawson Joan Hall Sheila Hall Pam Jones Bonnie Pitts	Finance Officer Finance-Payroll Finance-Insurance Finance-Accounts Payable Finance-Accounts Payable Finance-Accounts Payable	850-674-8123 ext 28 850-674-8123 ext 31 850-674-8123 ext 30 850-674-8123 ext 26 850-674-8123 ext 24 850-674-8123 ext 25
Ronnie Hand	Admin on Special Assignment for Facilities/Construction	850-674-4707
Wynette Peacock Renee Harrell Kay Tipton	Director of Curriculum and Instruction Administrative Assistant District Reading Coach	850-674-8734 ext 232 850-674-8734 ext 221 850-674-8734 ext 224
Willy Pitts Keith Daniels Dennis Hall Jana Hill Coy Huckaby R.L. Lipford Jim Maines Sonny Nobles Linda Pitts Robin Richards George White	Director of Facilities/Transportation/ Adult School/CARE Program Bus Shop Supervisor Mechanic Adult School Teacher Maintenance Supervisor Maintenance Assistant Mechanic Assistant Adult School Teacher Clerical CARE Assistant Principal Maintenance Assistant	850-674-8661 850-674-8212 850-674-8212 850-674-6490 850-674-8661 850-674-8661 850-674-8212 850-674-6490 850-674-8212 850-674-5647 850-674-8661
David Simpson Kelvin Mathews Jeff Vickery	Technology/Network/MIS Computer Technician Computer Technician	850-674-8734 ext 231 850-674-8734 ext 221 850-674-8734 ext 221
Staci Williams Teresa Estes Leigh Graves Jackie House Cindy Nichols	Director of ESE Behavior Specialist Psychologist ESE Staffing Assistant ESE Staffing Specialist	850-674-8734 ext 229 850-674-8734 ext 228 850-674-8734 ext 228 850-674-8734 ext 228 850-674-8734 ext 227

VISION STATEMENT

Calhoun County School District strives to be a world class system by preparing today's students for tomorrow's world.

MISSION STATEMENT

Calhoun County School District is committed to excellence, ensuring that each student achieves his or her highest potential in a global society.

STRATEGIC GOALS

- Goal 1: To enhance and maintain high levels of student achievement.
- Goal 2: To employ and retain highly qualified personnel.
- Goal 3: To ensure an educational atmosphere that facilitates effective teaching and ensures a safe, drug-free, and healthy environment.
- Goal 4: To increase and enhance parental and community involvement in schools.



CALHOUN COUNTY SCHOOL CALENDAR 2009-2010 SCHOOL YEAR

New Teacher Orientation & Inservice (New Teachers Only)	-----TBA
Pre-School Conference	-----August 10-21
County Wide Meeting/Breakfast, Blountstown Elementary	-----August 10
Inservice Days	-----August 17 & 18
Opening Day of School	-----August 24
Labor Day	-----September 7
Early Release Day (Students dismissed at 1:00 P.M.)	-----September 16
Fall FCAT Retakes (Rdg. & Math)	-----October 12-16
FTE Week	-----October 12-16
End of 1st Grading Period	-----October 16
PSAT Test (High School Students)	-----TBA
PLAN Test (10th grade)	-----TBA
Report Card Day	-----October 23
Early Release Day (Students dismissed at 1:00 P.M.)	-----October 30
ASVAB Altha (11th gr. & up voluntary)	-----TBA
ASVAB BHS (11th gr. & up voluntary)	-----TBA
Fall Break . . .(All Employees)	-----November 23-24
Thanksgiving Holidays	-----Nov. 25-27
End of 2nd Grading Period	-----December 18
End of 1st Semester	-----December 18
Christmas Holidays	-----Dec. 21-Jan. 1, 2010
Evaluation Day	-----January 4
School Resumes for Students	-----January 5
Report Card Day	-----January 11
Alternate Assessment Window	-----TBA
Martin Luther King, Jr. Day	-----January 18
FTE Week	-----Feb. 8-12
FCAT Writing+	-----Feb. 9-11
Early Release Day (Students dismissed at 1:00 P.M.)	-----February 12
FCAT SSS & Retakes	-----Mar. 9-19
End of 3rd Grading Period	-----March 16
Report Card Day	-----March 23
Spring Holidays	-----Mar. 29-Apr. 2
CELLA Test Window (ELL Students ONLY)	-----Apr. 19-May 19
Early Release Day (Students Dismissed at 1:00 P.M.)	-----May 12
Memorial Day	-----May 31
End of 4th Grading Period	-----June 3
Post Planning	-----June 4-9
Summer School	-----June 14

GRADUATION:

Calhoun County Adult School	-----May 27
Altha High School	-----June 1
Blountstown High School	-----June 3

POLICIES AND PROCEDURES

ALCOHOL, TOBACCO, AND DRUG FREE WORKPLACE (School Board Policy 6.33)

No employee of the Calhoun County Schools shall possess, consume or sell alcoholic beverages or manufacture, distribute, dispense, possess, use or be under the influence of, on the job or in the workplace, any narcotic, drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined by regulations at 21 CFR 12001.11 through 13001.15 or Florida Statutes, Chapter 893.

Workplace is defined as the site for the performance of work done in connection with the duties of an employee of the School Board. That term includes any place where the work of the school district is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school-approved activities, off-school property during any school-sponsored or school-approved activity, event or function, such as a field trip, workshop or athletic event.

As a condition of employment, each employee will:

1. Abide by the terms of this policy; and
2. Notify the appropriate director, principal or supervisor of any criminal drug statute arrest or conviction for a violation occurring on the premises of the School Board, at the workplace, or during the conduct of any official activity related to the School Board no later than forty eight hours after conviction.

The School Board shall:

Notify the appropriate agency within ten (10) days after receiving such notice from an employee or otherwise receiving actual notice of such conviction; and

1. Take one of the following actions, within (30) days of receiving such notice, with respect to any employee who is convicted:
 - a. Require such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; or
 - b. If the employee fails to participate satisfactorily in such program, the employee may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the School Board; or
 - c. Take appropriate personnel action against such an employee, up to and including termination.
2. Offer assistance and information on drug abuse in order to maintain an alcohol and a drug-free workplace. Employee assistance will be available through the Personnel Department. The School Board shall also conduct periodic workshops on drug and alcohol abuse in the workplace to inform employees and supervisors of the dangers of substance abuse and of the provisions in this policy.

ANTIFRAUD (School Board Policy 7.65)

The School Board of Calhoun County will not tolerate fraud or the concealment of fraud.

This policy applies to any fraud, suspected or observed, involving District employees, outside support organizations, vendors, contractors, volunteers, outside agencies doing business with the School Board and any other persons or parties in a position to commit fraud on the School Board.

Fraud includes, but is not limited to, knowingly misrepresenting the truth or concealment of a material fact in order to personally benefit or to induce another to act to his/her detriment. Actions constituting fraud include but are not limited to:

1. Falsifying or unauthorized altering of District documents.
2. Accepting or offering a bribe, gifts or other favors under circumstances that indicate that the gift or favor was intended to influence an employee's decision-making.
3. Disclosing to other persons the purchasing/bidding activities engaged in, or contemplated by the District in order to give any entity, person or business an unfair advantage in the bid process.
4. Causing the District to pay excessive prices or fees where justification is not documented.
5. Unauthorized destruction, theft, tampering or removal of records, furniture, fixtures or equipment.

- Using District equipment or work time for any outside private business activity.

Any perceived fraud that is detected or suspected by any staff member or other person shall be reported immediately to Human Resource Services for guidance as to whether pursuit of an investigation is warranted. The obligation to report fraud includes instances where an employee knew or should have known that an incident of fraud occurred. Any investigation required shall be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship. Investigations shall be conducted in a confidential manner.

Violation of this policy may result in disciplinary action, termination of employment, termination of contract or legal action.

The Superintendent or designee shall develop procedures to implement this policy. Procedures shall include but not be limited to

- Employee notification and education;
- Self-assessment of risk of fraud;
- Reporting suspected or detected fraud;
- Investigation of fraud;
- Consequences and disciplinary action.

STATUTORY AUTHORITY:

1001.32, 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.42, 1001.43, F.S.

HISTORY:

ADOPTED: 6/12/2007

Procedures for Antifraud Policy Implementation

1. Employee Notification and Education:

- All principals and supervisors shall review this policy with their employees on an annual basis.
- All employees will sign a statement indicating that they have read and understand the policy.
- Human Resources will review this policy with all new employees during the hiring process. The new employees will sign a statement indicating that they have read and understand this policy as part of their orientation.
- A copy of this policy will be included in the Employee Handbook.

2. Self-Assessment of Risk of Fraud: The Assistant Superintendent, Human Resource Assistant, and Finance Officer will perform a self-assessment yearly. The following items are included in the assessment:

- Is the District sensitive to changes in technology or the economy?
- Has the behavior or lifestyle of the employee(s) who have access to valuable assets recently changed significantly?
- Does the District perform background checks of all new employees?
- Does the District have an effective internal control system?
- Does the District correct any internal control deficiencies on a timely basis?
- Does the District physically safeguard its assets by conducting an annual physical inventory?
- Is the District audited annually by an outside agency?

3. Reporting Suspected or Detected Fraud: Any known or suspected fraud shall be reported immediately to the Human Resources Office. Failure to report known or suspected fraud shall be grounds for discipline including termination and reporting to the Professional Practices Services within the Florida Department of Education, as required by law. Submission of a good faith report of fraud will not affect the reporter's future employment or working environment or working conditions and shall be kept confidential.

4. Investigation of Fraud: Investigation of fraud allegations will be investigated by the Assistant Superintendent, Human Resource Assistant, and Finance Officer. A report will be made in writing to the Superintendent of the results of the investigation within 10 days of the report and if warranted reported to the appropriate law enforcement agency.

5. Consequences and Disciplinary Action: Violation of this policy may result in disciplinary action, termination of employment, termination of contract, or legal action.

APPOINTMENT INSTRUCTIONS FOR NEW EMPLOYEES

Instructional Personnel

1. Promptly complete and submit all forms required by the Personnel Office.
2. The pay process can begin only when a nomination for appointment and all required forms are complete.
3. Degree credit is awarded only after the employee provides to the Finance Officer an official transcript showing degree awarded. This must be submitted by September 1st in order to be considered for the current school year.
4. The employee is responsible for verification of previous service:
 - a. Only contracted services will be accepted. (Credit for substitute teaching on daily or permanent basis that is not contracted will not be accepted.)
 - b. Year of Service shall be defined as one-half year plus one day (99 days) of a contractual year; or, a major portion of the hours (greater than 3.75) per day for 99 days. (Must be returned by mail from previous employer.)
5. Instructional personnel, entering the Calhoun County School system and meeting the following qualifications, will be credited year-for-year experience (both in state and out-of-state) on a year-for-year basis:
 - a. Must hold a valid teaching certificate for the time to be credited.
 - b. Must have held a full-time, salaried position for the time to be credited (including job-sharing) in a public school or college/university.
 - c. Must have received a satisfactory evaluation for the time to be credited.

New Employee Forms

- Personal Information Request of Social Security Card with correct name
- Driver's License
- Employee Information Request Form
- Exemption from Public Records Form
- Staff Data Collection Form
- Past Florida Retirement System Form
- 3 Letters of Recommendations
- Notification of Social Security Collection and Usage
- (I-9) Proof of Citizenship
- Loyalty Oath
- W-4 Form
- Insurance enrollment forms
- Diploma
- Application for or possession of a Florida Educator's Certificate / official copy of transcript (if instructional personnel)
- Applicants (both instructional and non-instructional) are required to be fingerprinted at their expense.

APPROPRIATE DRESS FOR EMPLOYEES

The school district holds the same standards of dress for its employees as it does for its students. While employees are expected to dress appropriately each day relative to their job duties, they should also be mindful to project a positive image through their appearance in spite of duties requiring more casual dress. The final determination of appropriate dress shall be that of the Principal/Administrator.

Employees must comply with the following rules:

1. Footwear is required while on school property for reasons of health and safety.
2. Shirts must be worn at all times. Tank tops, see-through materials worn without undershirts, and halter tops shall not be worn to school.
3. Shirts must be long enough to cover the stomach and back area completely at all times. (When hands are fully extended above the head, etc.)
4. Spaghetti-strap or strapless shirts or dresses are not permitted. Sleeveless shirts or dresses for females must be 4 fingers wide at the shoulder.
5. Male students cannot wear sleeveless shirts.
6. Female clothing shall not expose any cleavage.
7. A student's attire must cover all undergarments.

8. Appropriate shorts and skirts are allowed if they are no more than **3 inches** above the kneecap when the student is standing. (No biking shorts, spandex material, or tight fitting shorts/clothing may be worn.)
9. Drop pants or shorts (those worn below the waistline or those that display what is or appears to be an undergarment) will not be permitted for any students.
10. Hats, caps, and scarves are not allowed in the building. Pajamas, bandanas, kerchiefs, head stockings, hair rollers, and combs shall not be worn at school.
11. Clothing that promotes or endorses vulgar, alcoholic, tobacco, sexual, or offensive themes are prohibited.
12. Any clothing that is or could be interpreted as gang related is prohibited at school.
13. Wallet chains, "dog" collars, or other inappropriate chains or jewelry will not be allowed.
14. No visible body piercing except earrings will be allowed.
15. Any other items worn or carried that are deemed inappropriate by the Principal are prohibited.

BENEFICIARY CHANGES

The Personnel Department should be notified in writing of any changes in name, address, marital status, or changes in number of dependents. Please notify Joan Hall at (850) 674-8123 ext 30 or Uthenia Dawson at (850) 674-8123 ext 31, in the Finance Office regarding any changes in beneficiaries for life insurance purposes.

BOOKS AND OTHER INSTRUCTIONAL MATERIALS

Faculty members maintain their classroom inventory and order supplies. They must establish checkout and classroom procedures that ensure the least amount of damage or loss. Each book loaned to a student must have the number of the book and the student borrower documented in the book and on a separate form held by the teacher so the book can be traced if lost or found. Students who damage books or materials or lose them should be directed to the faculty member to pay the appropriate amount for replacement or repair, as required by law. Students are responsible for the security of their assigned materials.

BULLYING AND HARASSMENT (School Board Policy 2.71)

Statement Prohibiting Bullying and Harassment

- A. It is the policy of the Calhoun County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
- B. The District upholds that bullying or harassment of any student or school employee is prohibited
 1. During any education program or activity conducted by a public K- 12 educational institution;
 2. During any school-related or school-sponsored program or activity;
 3. On a school bus of a public K-12 educational institution; or
 4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K- 12 education institution.

Definitions

- A. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to: unwanted teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation; or destruction of property.
- B. Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that
 1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
 2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
 3. Has the effect of substantially disrupting the orderly operation of a school.
- C. Bullying and harassment also encompass
 1. Retaliation against a student or school employee by another student or school employee for

- asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by
 - a. Incitement or coercion;
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system;
 - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.
- D. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Behavior Standards

- A. The Calhoun County School District expects students and employees to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
- B. The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.
- C. Administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for students and staff recognition through positive reinforcement for good conduct, self discipline, good citizenship, and academic success.
- D. Student rights shall be explained as outlined in the *Student Code of Conduct and Discipline*.
- E. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the *Student Code of Conduct and Discipline*.

Consequences

- A. Committing an act of bullying or harassment
 1. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
 2. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
 3. Consequences and appropriate remedial action for a school employee, found to have committed an act of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate.
 4. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment, shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
- B. Wrongful and intentional accusation of an act of bullying or harassment
 1. Consequences and appropriate remedial action for a student, found to have wrongfully and intentionally accused another as a means of bullying or harassment, range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
 2. Consequences and appropriate remedial action for a school employee, found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements.
 3. Consequences and appropriate remedial action for a visitor or volunteer, found to have

wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Reporting an Act of Bullying or Harassment

- A. At each school, the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.
- B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.
- C. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.
- D. The principal of each school in the District shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in person or anonymously and how this report will be acted upon.
- E. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.
- F. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.
- G. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.
- H. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).
- I. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Investigation of a Report of Bullying or Harassment

- A. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and shall begin with a report of such an act.
- B. The principal or designee shall select an individual(s), employed by the school and trained in investigative procedures, to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.
- C. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- D. The investigator shall collect and evaluate the facts including but not limited to
 - 1. Description of incident(s) including nature of the behavior;
 - 2. Context in which the alleged incident(s) occurred;
 - 3. How often the conduct occurred;
 - 4. Whether there were past incidents or past continuing patterns of behavior;
 - 5. The relationship between the parties involved;
 - 6. The characteristics of parties involved, *i.e.*, grade, age;
 - 7. The identity and number of individuals who participated in bullying or harassing behavior;
 - 8. Where the alleged incident(s) occurred;
 - 9. Whether the conduct adversely affected the student's education or educational environment;
 - 10. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - 11. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
- E. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include
 - 1. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
 - 2. A written final report to the principal.
- F. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
- G. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or

a report of bullying and/or harassment and the investigative procedures that follow.

Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District

- A. The principal or designee will assign an individual(s) who is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.
- B. The trained investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District.
 - 1. If it is within the scope of the District, a thorough investigation shall be conducted.
 - 2. If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.
 - 3. If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents/legal guardians of all students involved.

Notification to Parents/Guardians of Incidents of Bullying or Harassment

- A. Immediate notification to the parents/legal guardians of a victim of bullying or harassment.
 - 1. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
 - 2. If the bullying incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform the parents/legal guardian of the victim(s) involved in the bullying incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states “. . . a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”
- B. Immediate notification to the parents/legal guardians of the perpetrator of an act bullying or harassment.

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
- C. Notification to local agencies where criminal charges may be pursued. Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

Referral of Victims and Perpetrators of Bullying or Harassment for Counseling

When bullying or harassment is suspected or when a bullying incident is reported, counseling services may be made available to the victim(s), perpetrator(s), and parents/guardians.

- A. The teacher or parent/legal guardian may request informal consultation with school staff, e.g., school counselor, school psychologist, to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student’s parents or legal guardian are included.
- B. School personnel or the parent/legal guardian may refer a student to the school intervention team or equivalent school based team with a problem solving focus for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the intervention team.
- C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.
- D. The intervention team may recommend
 - 1. Counseling and support to address the needs of the victims of bullying or harassment;
 - 2. Research-based counseling or interventions to address the behavior of the students who bully

and harass others, e.g., empathy training, anger management; and/or

3. Research-based counseling or interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

Reporting Incidents of Bullying and Harassment

- A. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. The report shall also include each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.
- B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment as an incident code as well as bullying-related as a related element code.
 1. Bullying and/or harassment incidents shall be reported in SESIR with the bullying/harassment code.
 2. If the bullying/harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code and the bullying-related code. Such incidents are: arson; battery; breaking and entering; disruption on campus; major fighting; homicide; kidnapping; larceny or theft; robbery; sexual battery; sexual harassment; sexual offenses; threat or intimidation; vandalism; weapons possession; or other major incidents that do not fit within the other definitions.
- C. Discipline and referral data shall be recorded in Student Discipline/Referral Action Report and Automated Student Information System.
- D. The District shall provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Survey 5 from Education Information and Accountability Services, and at designated dates provided by the Department.

Instruction on Identifying, Preventing, and Responding to Bullying or Harassment

- A. The District shall ensure that schools sustain healthy, positive, and safe learning environments for all students. It is committed to maintain a social climate and social norms in all schools that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers; administrators; counselors; school nurses; other nonteaching staff such as bus drivers, custodians, cafeteria workers; school librarians; parents/legal guardians; and students.
- B. Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment as well as how to effectively identify and respond to bullying in schools.

Reporting to a Victim's Parents/Legal Guardians the Actions Taken to Protect the Victim

The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Publicizing the Policy

- A. At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.
- B. Each District school shall provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks and through other reasonable means.
- C. The Superintendent shall also make all contractors contracting with the District aware of this policy.
- D. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students.
- E. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1003.04, 1003.31, 1003.32, 1006.07, 1006.08, 1006.09, 1006.10, 1006.147, F.S. 20 USC 1232g

CALHOUN COUNTY SCHOOLS ACCEPTABLE USE NETWORK/INTERNET POLICY **For Teachers and Staff**

Network Overview and Introduction: Calhoun County School System provides a telecommunications network accessible to all of its staff and eligible students as part of its overall goal of improving education. Responsible use of the network will enhance both educational and administrative activities.

The Internet is an electronic communications network, which provides vast, diverse and unique resources. The goal of Internet use is to promote educational excellence for all Calhoun County Schools by facilitating resource sharing, by allowing access to outside information and research, and by encouraging technological innovation and worldwide communications.

Prior to the use of the school and/or district electronic resources, individuals shall have read and signed this document indicating they understand these guidelines.

Access Is a Privilege: The use of a network must be in support of education and research that is consistent with the educational goals and policies of Calhoun County Schools. The use of the Internet and the network is a privilege, not a right, and inappropriate use will result in being denied access and the cancellation of the privilege of use. School and district administrators will decide what is inappropriate use based upon guidelines, standards, policies and prudent judgment and their decision is final. Access may be denied any time deemed necessary. Any user identified as a security risk or having a history of problems with the computer system may be denied access. User accounts shall be assigned or closed at the direction of the site or program administrator.

Unacceptable Uses will result in cancellation of network/Internet privilege. Unacceptable uses of the network include, but may not be limited to:

- Attempting to log on as another user. (Misuse or sharing of passwords.)
- Using profanity, obscenity, or other language, which may be offensive to another user.
- Accepting E-mail as valid that requires parental authentication (e.g.- an excuse for a student absence).
- Use for commercial activities, for product advertisement, or political lobbying.
- Offering unlawful information.
- Disrupting the network or the data of others.
- Violating students' or staff's rights to privacy.
- Reposting personal communications without the author's prior consent.
- Hacking: Vandalizing or destroying hardware or data.
- Installing, copying, or downloading software without the expressed authorization of the Technology Specialist.

Ethical Norms: Users must comply with all local, state, and federal laws, including, but not limited to, laws regarding libel, harassment, theft, privacy, copyright, and threats. All policies of Calhoun County Schools extend to electronic use. All persons who use school and/or district electronic resources have the responsibility to respect and follow the guidelines set forth herein, and to honor the ethical norms associated with the highest standards of professional conduct. The school district may restrict or suspend user privileges while any alleged violation(s) are being investigated and adjudicated.

School District Related Use Only: Technology resources are to be used for school district related activities consistent with the mission of Calhoun County Schools. Appropriate school district sanctioned use includes, but is not limited to: instruction, completion of academic and administrative assignments, academic research, authorized work of school district departments and offices and limited personal use if it doesn't interfere with job responsibilities. Personal use of Calhoun County School technology resources is subject to potential public access. School district technology resources may not be used for private or commercial purposes, soliciting, or political campaigning. Employees will not be held accountable for a student's non-instructed actions when using the network and/or internet.

Account Security: Security is a high priority. Individuals should be conscious of the need for security and should never share passwords. If you identify a problem, you must report it to the Technology

Specialist immediately. Access will be denied and/or network and Internet privileges will be canceled if there is a perceived risk to security.

Calhoun County Schools does provide internet content filtering in an attempt to keep inappropriate electronic media out of the classroom. Any attempt to bypass or tamper with the filter is a violation of this agreement.

System Security Guidelines for ACF2 and TERMS System Users

1. Do not share NWRDC User ID and passwords. If an additional User ID/Password is needed, inform your immediate supervisor.
2. Requests for change or new User ID are to be submitted to the ACF2 Security Manager. TERMS request forms should be completed by the supervisor designating what systems: Finance, Payroll, etc and screens the User ID is to be authorized and submitted to the TERMS Security Manager.
3. Change your password frequently-usually every 30 days.
4. Do not leave your User ID/Password written down in a place that is easily accessible by someone else.
5. Do not leave your computer unattended while logged into CICS, where others could view confidential information. If you must be away from your computer for more than a few minutes, return to the "sign-on" screen or desktop before walking away.
6. At the end of the day be sure to return to the "Sign-on" screen or desktop and Shut Down before turning off the computer.
7. If your User ID is suspended contact your ACF2 Security Manager immediately.
 - a. Confirm that you may have entered the wrong password 6 times in one day.
 - b. Let the manager know that someone else must have tried to get into the system and that they should run a security log to determine where and when this happened.
8. If you can't remember your password contact your ACF2 Security Manager and they can reset the password.

No Expectation of Privacy for Individuals: Information stored within the school or district network is not private. Users should be aware that their communications stored within school district electronic resources, including deleted communications, may constitute public records and are subject to both statutory and common law right-to-know requests, with which the school district must comply. Further, the school district holds and does reserve the right to inspect, copy, remove, lock out any data or file, or terminate a network connection which contains evidence of violation(s) of these guidelines, law or other school board policy. District employees should not read other individual's email unless it is necessary to perform their job.

Student Information Privacy: Information about students such as name, grade, general class performance, or any other information should not be transmitted by an electronic means to anyone other than those with legal rights to view this information without the express written permission of the parent or legal guardian of that student. Any attempt to access or tamper with student records or other information by an unauthorized user is a violation of these guidelines.

Email: Email records are subject to etiquette observed in other written materials. Users shall not harass, threaten or otherwise harm others by sending obscene, abusive, or injurious messages. Sending or forwarding spam is not allowed. Employee use of electronic mail for non-business related personal conversation unrelated to the purpose of the school district should be conducted on a very limited basis. Employees may not use Calhoun County Schools email to contact other employees outside their school about promotions, events, fundraising, etc.

CARE OF CLASSROOMS

Classrooms should be kept attractive and educationally inviting. Orderliness and cleanliness of the room supports the goal for high student achievement. The teacher should carefully monitor student work, materials that encourage mastery understanding and other educational decorations.

Any damaged or broken equipment or furniture should be reported to the Principal immediately to prevent being held liable for the loss.

CLASSROOM SECURITY

The primary teacher in a classroom is expected to close and lock the area each day. Where there are multiple teachers using a room or building, a clear decision needs to be made as to who will lock the room or building at the end of the day. Each teacher will secure the area their students occupy to assure limited access to unauthorized visitors. Valuable materials should be safeguarded as much as possible and kept in a locked area, if available. Personal belongings should be locked in a safe place. Notify the Principal if you are unable to lock valuables in a safe place.

COLLECTION OF MONEY

Florida law requires that money collected from students or other sources be receipted and turned in to the school office no later than the end of the following day. At no time should collected monies be kept in a classroom or office. District and State of Florida audit requirements demand daily deposit into the school safe. Dates on student receipts, on the "Monies Collected" form, and on the office receipt to the teacher will be cross-referenced by auditors for compliance.

CONFIDENTIAL STUDENT RECORDS ACCESS

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.

EDUCATION STANDARDS COMMISSION/ETHICS IN EDUCATION

"PROFESSIONALISM THROUGH INTEGRITY"

The Calhoun County School District has adopted these standards for all employees.

State Board of Education Rule 6B.1006, FAC

The Principles of Professional Conduct of the Education Profession in Florida

1. The following disciplinary rule shall constitute the Principles of Professional Conduct of the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator certificate, or the 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 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 academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny students 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 services, unless disclosure served professional purpose 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 organization.
 - c. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual 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.
 - d. Shall not make malicious or intentionally false statements about a colleague.
 - e. Shall not use coercive means or promise special treatment to influence professional judgment of colleagues.
 - f. Shall not misrepresent one's own professional qualifications.
 - g. Shall not submit fraudulent information on any document in connection with professional activities.
 - h. 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.
 - i. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
 - j. Shall self-report within 48 hours to appropriate authorities 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, investigator or adjudicatory. Additionally, 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 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.
 - k. 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 1012.79, Florida Statutes.
 - l. 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 1012.79, Florida Statutes.
 - m. 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.
 - n. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

**State Board of Education Rule 6B-1.001, FAC
The Code of Ethics of the Education Profession in Florida**

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 primary professional concern will always be for the student and for the development of the student potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

3. The educator must be aware of the importance of maintaining the respect and confidence of 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.

EDUCATIONAL FIELD TRIP POLICY

Educational Field Trips are field trips that relate to classroom activities. Such field trips shall be conducted in accordance with the following procedures:

1. Each elementary, middle school and high school will be allowed one (1) out-of-county trip for every sixty (60) students or major fraction thereof enrolled in said school. Trips must be positively identified with some classroom activity of sound educational value.
2. Each elementary, middle and high school will be allowed unlimited field trips within the county, which directly relate to class work and serve to acquaint the child with his/her immediate environment.
3. The individual or organization planning a field trip shall submit a bus request form as soon as plans are finalized but must be turned into the transportation director 7 working days prior to the trip. This request shall indicate the destination, hour of departure, approximate hour of return, names of monitors, name of bus driver, approximate number of students and location of any expected stops.
4. The school shall provide parents/guardians with details concerning the field trip which shall include but not limited to:
 - a. The purpose and exact destination of the trip;
 - b. Hour of departure and approximate hour of return;
 - c. Names of monitors;
 - d. Number of students; and
 - e. Location of any expected stops.
5. All participants shall provide the school with a signed parental permission slip and hold harmless agreement.
6. An organization sponsoring a trip shall be responsible for securing a driver.
7. In addition to the driver, each bus will have monitors as follows:
 - a. 1-30 students—1 monitor
 - b. Over 30 students—2 monitors
 - c. If only one monitor is on the bus he/she shall position themselves in the rear of the bus on the last or next to the last row of seats. If two or more monitors are on the bus they shall distribute themselves evenly between the front and rear of the bus. The monitor (s) shall evaluate student behavior and promptly respond to any incident or suspicious behavior.
8. Upon reaching the destination, one chaperone for each 10 students is required. (Note: Chaperones and monitors are to be adults approved in writing by the principal or designee prior to the trip.)
9. During hours of darkness responsible individuals must realize that closer scrutiny is required.
10. All out of state trips of more must be pre-approved by the school board.
11. Every effort should be made to avoid transporting varying age groups together, i.e. 9-12 students with 6-8 students, etc. However, should it become necessary to transport varying age groups together written permission shall be obtained from the principal or principals whose students are being transported. Younger students shall be separated from older students by the monitor (s) sitting between them.
12. If a parent/guardian wishes to assume the supervision of their child while the child is in a remote location, the person in charge of the field trip shall obtain the signature of the parent/guardian on a form designed for that purpose. A child may be released only to their parent or legal guardian. Exceptions or extenuating circumstances will be decided by the Principal or their designee, if pre-approved.
13. A parent may not transport their own child to a field trip location in their private vehicles.
14. Reimbursement requests forms for field trip are available from the school secretary.
15. Students may not be transported in privately owned motor vehicles unless in compliance with Calhoun County School Board Policy 8.36 with cited Statutes.
16. No student is permitted to go on a field trip without written permission from his or her parents. Phone calls will not do.

EMAIL

All faculty members are expected to maintain and keep current their school email account. Staff should check their email accounts at least daily.

Users should be aware that electronic communications stored within school the district network, including

deleted communications, may constitute public records and are subject to both statutory and common law right-to-know requests, with which the school district must comply. Further, the school district holds and does reserve the right to inspect, copy, remove, lock out any data or file, or terminate a network connection which contains evidence of violation(s) of these guidelines, law or other school board policy. District employees should not read other individual's email unless it is necessary to perform their job. Under Florida law, e-mail addresses are public records.

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.

EMERGENCY DRILLS

All teachers should provide students with training in safety practices and drills. If it should become necessary to evacuate the building during the school day, teacher must:

1. Pick up roll book;
2. Turn off all lights in the room;
3. Exit with students immediately;
4. Close the doors;
5. Move everyone away from the buildings and to the assigned area;
6. Take roll to make sure all students are accounted for; and
7. Report missing students to the Principal so to be certain each child is accounted for elsewhere on campus.

EMPLOYEE'S OBLIGATION FOR SELF REPORTING

It is the responsibility for those in the profession of education as an individual to self-report within 48 hours to appropriate authorities any arrests/charges involving the abuse of a child, the sale and/or possession of a controlled substance or any other felony charges. The FDLE database will notify human resources within 24 hours of any arrest, including bad checks. 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, employees 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.

EQUITABLE EMPLOYMENT PRACTICES

Calhoun County Schools select 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 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 295.07, Florida Statutes and Section 504 of the Vocational Rehabilitation Act of 1973. The Schools comply with all federal and state laws prohibiting discrimination in employment.

Calhoun County Schools do 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. Calhoun 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: Vicki Davis, Calhoun County Schools, 16651 SE River Street, Blountstown, FL 32424, 850-674-8733, ext 22

If you believe that you have been discriminated against in any way, please contact: Vicki Davis, Calhoun County Schools, 16651 SE River Street, Blountstown, FL 32424, 850-674-8733, ext 22.

EXTRACURRICULAR FIELD TRIP POLICY

Extracurricular Field Trips are trips that relate to clubs, organizations, music, band, athletics, etc. Such field trips shall be conducted in accordance with the following procedures:

1. The individual who plans a trip shall complete the appropriate bus request form. The request form must be turned into the transportation director 7 working days prior to the trip. The name of the monitors and bus driver must be included.
2. During hours of darkness, responsible individuals must realize that closer scrutiny is required. Bus interior lights shall be turned on at all times during the hours of darkness.
3. Every effort should be made to avoid transporting varying age groups together, i.e. 9-12 students with 6-8 students, etc. However, should it become necessary to transport varying age groups together, written permission shall be obtained from the principal or principals of these students. Younger students shall be separated from older students by the monitor (s) sitting between them.
4. Each student transported shall have a parental permission form signed and on file prior to going on any trip.
5. Any out of State trips must be pre-approved by the Board.
6. If a parent/guardian wishes to assume the supervision of their child while the child is in a remote location, the person in charge of the field trip shall obtain the signature of the parent/guardian. A child may be released only to the parent or legal guardian.
7. In addition to the driver, each bus will have monitors as follows:
 - a. 1-15 students--Sponsor or coach as driver—no additional monitor required;
 - b. 16-30 students--1 monitor in addition to the driver, preferably a coach or sponsor;
 - c. 31+ students---2 monitors in addition to the driver, preferably a coach or sponsor.
8. In a situation where there are more than 15 students going on a trip and there is only one coach or sponsor available, every effort should be made to secure another licensed driver to drive the bus so the coach or sponsor may act as the monitor. If only one monitor is on the bus he/she shall position themselves in the rear of the bus on the last or next to last row of seats. If two monitors are on the bus, one shall be in the rear of the bus and one in middle. The monitor (s) shall evaluate student behavior and be prepared to promptly respond to any incident or suspicious activity.
9. Upon reaching the destination, adequate adult supervision will be provided.
10. The children of coaches, sponsors, bus drivers, and parents acting as monitors/chaperones, are prohibited from riding a bus to go on a trip with their parent unless the child is a member of the team, club or organization going on the trip.

FACULTY ABSENCES

Emergency absences are called to the principal at home in the evening (before 10:00 p. m.) or in the early morning (after 5:30 a. m.). You must complete form CC-3-Leave to document absences for payroll. Please complete and submit it promptly after your absence. **Non-emergency absences/leave must be requested in writing and approved by the principal five (5) school days prior to the absence. Non-emergency leave will not be approved during FCAT, semester exams, and/or critical times.**

Each Department/Grade should have on file a set of emergency lesson plans for each faculty member. 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 should include:

- All classroom procedures;
- Student roll;
- Attendance forms for the substitute teacher to use;
- Seating chart;
- Activities for students;
- Materials to be used, homework to be required; and
- Names of other faculty members who can help if there are any questions.

FACULTY MEETINGS

All faculty members are expected to be at meetings scheduled during the work hours. Any exceptions to this should be cleared with the principal prior to the meeting. Meetings are held to focus on student achievement and to enhance the educational program focus. It is vital that all faculty members be part of the instructional plan for school improvement.

HEALTH INFORMATION

- The clinic is for accidents and injuries that occur at school. Unless it is an extreme emergency, each student sent to the clinic must have a Hall Pass with name, date, time, and teacher signature.
- The office phone is for use by the students only in case of illness. They must have a note from their teacher stating that they are to use the office phone. Any student that needs to contact a parent because of illness must notify the office secretary before making the call.
- An accident report will be completed for any incident that causes an injury to a student that requires medical follow-up by the nurse or other medical personnel. This report must be written within 24 hours of the incident. Forms are available in the clinic.
- No student may carry medication on their person while on campus except for allergic reaction kits and asthma inhalers and these only when there is a completed medication form on file in the clinic.
- Parents may send medication to be taken at school. This medication must be stored in the clinic. Administration of the medication will be scheduled, whenever possible, at times that cause the least amount of class disruption. Please contact the Principal if there is a problem.
- Students may not attend school if they have head lice. Their hair must be free of nits before they can return to class.
- Students must get their PE excuse from the clinic. They are still to go the PE classes because the excuse is a modification of physical activity, not a permit to be absent from class.

HOLIDAYS

Holidays will be those designated by the Calhoun County Schools. They may change from year to year. Days when students are not in school are not necessarily holidays. Consult the annual school calendar and your Principal for holiday schedule. You must be at work or on paid leave status the day before a holiday in order to receive pay for that holiday.

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.

NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

In compliance with Florida Statute 119.071(5), Calhoun County Schools' Human Resources Department collects and uses social security numbers only if specifically authorized by law to do so or when it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, Calhoun County Schools' Human Resources Department may collect social security number for the following purposes:

- Employment Application
- Criminal History Check (FDLE, FBI, local law enforcement agencies)
- Department of Homeland Security Federal I-9 form
- Federal W4, W2, 1099 and other IRS documents
- Federal Social Security taxes (FICA)
- Unemployment Reports (Florida Department of Revenue)
- Florida Retirement System (FRS) documents and reports
- Workers' Compensation documents and reports
- Direct Deposit documents
- Authorizations and other documents for optional retirement programs such as 403(b), and FICA Alternative Programs
- Documents and reports related to Group benefits such as health, dental, and life insurances.
- Documents and reports related to supplemental deductions
- Documents and Reports for the Florida Department of Education, Bureau of Educator Certification, Florida Department of Education, Bureau of Professional Practices, and other FL-DOE departments as required.
- Documents and Reports for the Florida Department of Children and Families, Florida Department of Labor, Florida Department of Revenue and other local, State and Federal agencies as required.
- Other purposes specifically required or authorized by local, State or Federal law.

OTHER LEAVE INFORMATION

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

Administrative leave may be authorized to cover absences caused by jury duty or court attendance (not involving your personal litigation). Attendance at meetings and conferences beneficial to the school and approved by your principal will be covered as a temporary duty assignment.

The Calhoun 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.

OUT-OF-STATE TRAVEL

All out-of-state travel must be pre-approved by the school board in order to be considered for reimbursement. This includes travel that will be reimbursed by internal account funds. F.S. 1011.09

PARENT COMMUNICATIONS

1. **Phone Calls:** Teachers are expected to return calls to parents within two days. If you are unable to reach the parent, send a note to let them know you received the call.
2. **Letters to Parents:** Remember to give the principal copies of all general letters that go home to parents. This includes classroom newsletters, field trip information, and notifications of special events and invitations. In this way, administrators stay informed of events in the classroom and the school.
3. **Edline/Grade Quick:** Teachers are expected to post at least one daily grade for each student per week to Grade Quick, the district's online grade book program. The school's administration will upload grades each Monday at 3:30 to Edline. This portal allows parents to keep up-to-date with their child's academic progress.
4. **Progress Reports:** Students will receive a written progress report on September 8th, 2009. After that time parents will only be sent written reports if requested.
5. **Report Cards:** We formally report student progress to parents every nine weeks.
All teachers are expected to keep parents regularly informed of student progress through messages, meetings, and telephone calls in addition to the formal reporting.

PERSONAL LEAVE

Employees may be allowed five (5) days paid leave for personal reasons each year to be charged against accrued sick leave. Such leave shall be non-cumulative and any request for such leave shall be approved in advance, by the Superintendent or his/her designee. **Non-emergency leave will not be approved during FCAT, semester exams, and/or critical times.**

PERSONNEL FILES OF TEACHERS

Permanent personnel files of teachers will be kept in locked fire-resistant cabinets under the direct control of the Principal and are open only to the teacher, his/her designee, or on the authority of the Principal. All files kept on each teacher shall be open to the inspection only by the teacher, such other persons as the teacher or the Principal may authorize in writing or as otherwise mandated by Florida Statutes.

PROFESSIONAL LEAVE

Full time, permanent status employees are eligible to apply. Apply by doing the following:

- A statement describing the program and activities to be carried out while on professional leave;
- The expected increase in value of the employee to the school and his/her academic discipline;
- Specific results anticipated from the leave;
- Any anticipated supplementary income; and
- A statement indicating agreement with the conditions of the professional leave, which include completing a report of the accomplishments and returning to the Calhoun County Schools for at least one academic year following participation.

REPORT OF CHILD ABUSE OR 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, if 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, then call the Abuse Hotline.

We cannot make judgments as to the intent of the parent or the severity of the neglect or abuse. Those decisions must be made by Child Protective Services. Our role is to report our suspicions and let them take it from there.

Once you have provided the pertinent information to the guidance counselor or principal, you will then call 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.

REPORTING EDUCATOR MISCONDUCT (F.S. 1006.061)

All employees and agents of a public school district, charter school or private school have an obligation and legal responsibility to report misconduct by instructional personnel and school administrators which affects the health, safety or welfare of a student. Report to Vicki Davis, Assistant Superintendent, 850-674-8733 ext 22.

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.

SICK LEAVE

Pursuant to Florida Statute 1012.61, 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.

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 Personnel Office has a copy of your social security card with your legal name.

STUDENT ATTENDANCE ---FACULTY RESPONSIBILITY

By Florida Statute, the primary teacher of a class is responsible for:

- The accurate reporting of attendance for their assigned students; and
- The reporting to the Principal and the Attendance Office, students with potential absence and/or tardy problems.

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 Calhoun County Schools at 50% of personal sick leave.

TOBACCO USE IN DISTRICT FACILITIES

The Calhoun County School Board prohibits the use of any form of tobacco products in any area utilized by students or designated for student activities. Additionally, and in accordance with law and other governing regulations, the Board prohibits the use of tobacco products in any form in facilities, vehicles, and areas designated for the various student programs and activities.

STATUTORY AUTHORITY: 1001.41; 1001.42; 1012.22; 1012.23; 1012.27; 893.01, F.S. LAWS IMPLEMENTED: 1001.41; 1001.43; 1012.795; 440.102, F.S. Drug Free Workplace Act of 1988; 34 CFR Part 85, Subpart

TRAVEL REIMBURSEMENT PROCEDURES

Travel reimbursement forms are available from the school secretary. A request for reimbursement must be made immediately after the return from an event. 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. For the current school year the rate is forty-six (46) cents per mile.

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.

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, leave to care for ill parent or child or personal health reason. Unpaid leave must have prior approval. When on approved unpaid leave, benefits with the Calhoun County Schools may be continued by paying the entire premium through the Finance Office.

USE OF PHONES, FACSIMILE/DATA TRANSMISSION OR E-MAIL BY EMPLOYEES

1. The use of cell phones to make personal calls or text messages is prohibited anytime you have students under your supervision or when you are in a professional meeting and/or training. Cell phones should be turned off and out of sight during the school day. Notify your administrator should an emergency situation arise to warrant the use of the cell phone.
2. No long distance calls or transmissions may be made by an employee at school expense when the call is of a personal nature.
3. All long distance telephone calls or facsimile/data transmissions made that relate to extra-curricular activities of the school, including athletics, shall be logged in and records kept of the activity.
4. The Principal is hereby required to give prior authorization for any long distance call or facsimile/data transmission made at school expense.

USE OF REASONABLE FORCE

The 1997 Joint Commission Report of the Florida Education Standards Commission and the Florida Education Practices Commission states that, for the purposes of Florida Statutes, "reasonable force shall be defined as: appropriate professional conduct including physical force as necessary to maintain a safe and orderly learning environment". A safe environment is defined as "one in which persons are protected from injury or threat of injury".
(See the full Report at <http://www.firn.edu/doe/dpe/publications/force.pdf> .)

WORKERS' COMPENSATION

Florida Statutes, Chapter 440, requires Calhoun County Schools to provide workers' compensation to all employees who suffer work-related injuries or illness. An employee who is injured on the job shall report to his/her immediate supervisor as soon as possible following the accident. The supervisor must notify the Workman's Comp Office as soon as possible after the injury. All injuries must be reported to your Principal no later than the next working day. In case of a life threatening or major emergency, call 911 or go to the nearest hospital. For other injuries, report them to Principal and the Workman's Comp Office prior to seeking medical treatment.

**2009 CALHOUN COUNTY SCHOOLS
EMPLOYEE HANDBOOK
EMPLOYEE RESPONSIBILITY CONTRACT**

- My signature signifies I have read and understand the policy concerning **Antifraud** and am aware of my professional obligation thereto as an employee of Calhoun County Schools.

- My signature signifies I have read the information on **Confidentiality** and am aware of my professional obligation thereto as an employee of Calhoun County Schools. I understand that in my work with Calhoun County Schools, I will be exposed to information that is confidential in nature and to breach that confidentiality is a criminal act. I will not discuss any of this information with anyone, including members of my own faculty, unless one has a legal right to know and a direct academic or safety-related responsibility to that student. Additionally, I will not discuss this information with my family nor with anyone in an environment where the confidentiality of a situation may be jeopardized (teachers' lounge, field trips, school programs, classroom parties, etc.)”

- My signature signifies I have read the information on **Calhoun County Schools Acceptable Use Network/Internet Policy for Teachers and Staff** and am aware of my professional obligation thereto as an employee of Calhoun County Schools.

- As a member of the Instructional staff, my signature indicates that I have received a copy of **The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida**. I am aware of my professional obligations including the requirement to self-report arrests and convictions.

Print Name

School

Signature

Date