



**CALHOUN COUNTY  
SCHOOL DISTRICT**

**EMPLOYEE  
HANDBOOK  
2020-2021**

**DARRYL TAYLOR, JR.  
SUPERINTENDENT of SCHOOLS**

Approved July 14, 2020

<http://www.calhounflschools.org>

*No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practice conducted by this School District, except as provided by law. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth group, as required by the Boy Scouts of America Equal Access Act.*

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# CALHOUN COUNTY SCHOOL DISTRICT

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**DARRYL TAYLOR, JR.**

Superintendent Of Schools

20859 Central Ave. East, RM-G20 • Blountstown, FL 32424 • Phone: 850-674-5927 • Fax: 850-674-5814

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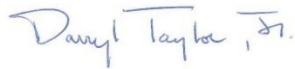
Dear Fellow Employees:

I am glad that you have chosen the Calhoun County School District as your place of employment. Working as a team, we can represent our county well while providing a level of service to our students that we can all be proud of. It is my desire to help you be successful in your career and to contribute to the success of this district.

The design of this document is to provide you with information pertaining to your employment and the procedures of this district. I encourage you to take the time to review this handbook and to maintain it as a valuable resource to be referred to throughout the school year. If you have any questions upon review, please address those with your supervisory staff.

I look forward to working with each of you throughout the coming year.

Sincerely,



Darryl Taylor

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Danny Ryals  
District 1

Ray Howell  
District 2

Clifford Newsome  
District 3

Kenneth Speights  
District 4

Danny Hassig  
District 5

## **DISTRICT SCHOOLS**

### **Altha Public School**

Sue Price, Principal  
25820 NE Fuqua Circle  
Altha, Florida 32421

Patrick Jones, Assistant Principal  
Treva McCroan, Assistant Principal  
Phone: 850-762-3121  
FAX: 850-762-9502

[www.althaschool.org](http://www.althaschool.org)

### **Blountstown Elementary School**

Stephanie Brogden, Principal  
17586 Main Street North  
Blountstown, Florida 32424

Jonetta Dawson, Assistant Principal  
Phone: 850-674-8169/674-8234  
FAX: 850-674-8844

[www.blountstownelementary.org](http://www.blountstownelementary.org)

### **Blountstown High School**

Tracy Wood, Principal  
18597 NE SR 69  
Blountstown, Florida 32424

Link Barber, Assistant Principal  
Amanda Dehn, Assistant Principal  
Phone: 850-674-5724  
FAX: 850-674-8865

[www.blountstownhigh.org](http://www.blountstownhigh.org)

### **CARE/ALC/ADULT/VIRTUAL**

20448 NW Pennington Ave.  
Blountstown, Florida 32424  
Phone: 850-674-5647  
FAX: 850-237-5649

Amy Jordan, Dean  
17283 NW Charlie Johns Street  
Blountstown, Florida 32424  
Phone: 850-674-8734 ext 239 or 240  
FAX: 850-674-2355

### **Carr Elementary & Middle School**

Karen Pitts, Principal  
18987 NW SR 73  
Clarksville, Florida 32430

Phone: 850-674-5395  
FAX: 850-674-5421

[www.carrschool.org](http://www.carrschool.org)

## DISTRICT ADMINISTRATORS AND DISTRICT SUPPORT STAFF

ADMINISTRATOR	TITLE	PHONE
<b>Darryl Taylor, Jr.</b> Kim Milligan	<b>Superintendent</b> Secretary to Superintendent	<b>850-674-5927 ext 28</b> 850-674-5927 ext 20
<b>Dr. Debbie Williams</b> Diana Alday Amy Calhoun Lazelle Creel Belle Stewart	Assistant Superintendent School Lunch Assistant Student Records Assistant Student Records Clerk Food Service Support Manager	850-674-5927 ext 21 850-674-8734 ext 226 850-674-8734 ext 222 850-674-8734 ext 224 850-674-8734 ext 233
<b>Elaine Barber</b> Susan Davis Lisa Davis Uthenia Dawson Courtney Parrish Rhonda O'Bryan	Finance Director Finance-Accounts Payable Finance-Accounts Payable Finance-Payroll Finance-Accounts Payable Finance-Insurance	850-674-8123 ext 24 850-674-8123 ext 26 850-674-8123 ext 27 850-674-8123 ext 31 850-674-8123 ext 25 850-674-8123 ext 30
<b>Tracie Taylor</b> Renee Harrell Robin Richards Tiffany Nichols	Director of Curriculum and Instruction Administrative Assistant District Instructional Coach/MTSS District Instructional Technology Coach	850-674-8734 ext 232 850-674-8734 ext 221 850-674-8734 ext 230 850-674-8734 ext 237
<b>Willy Pitts</b> Terry Blair Greta Jenks Steven Goodwin Dennis Hall Coy Huckaby R.L. Lipford	Director of Maintenance and Transportation Custodian Office Manager Mechanic Assistant Mechanic Maintenance Maintenance	850-674-8661 850-674-8661 850-674-8212 850-674-8212 850-674-8212 850-674-8661 850-674-8661
<b>David Simpson</b> Eric Alford Jeremy Hammitt Kelvin Mathews Tony Shoemake	Technology/Network/MIS Computer Technician Computer Technician Computer Technician Computer Technician	850-674-8734 ext 221
<b>Staci Williams</b> Alicia Goodman Ladona Kelley Cindy Nichols Teresa Shannon Michelle Yoder	Director of ESE ESE Staffing Specialist Student & Family Support Liaison ESE Staffing Specialist Certified Mental Health Counselor ESE Staffing Assistant	850-674-8734 ext 229 850-674-8734 ext 223 850-674-8734 ext 231 850-674-8734 ext 227 850-674-8734 ext 242 850-674-8734 ext 228
<b>Neva Miller</b>	School Safety Specialist	850-674-5649





# CALHOUN COUNTY SCHOOL DISTRICT | 2020-2021 CALENDAR

4 [Independence Day](#)

JULY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-9 [Pre-School Planning](#)  
12 [First Day of School](#)

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2 [Labor Day](#)  
23 [Early Release/PD](#)

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

5-9 FTE Week  
9 End of Grading Period  
12-13 No School for Students  
12 [Fall Holiday](#)  
13 [Teacher Workday](#)  
23 [Report Card Day](#)  
30 [Early Release Day](#)

OCTOBER 2020						
S	M	T	W	Th	F	S
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

25-29 [Thanksgiving Holidays](#)

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

18 [Early Release Day](#)  
18 [End of Grading Period](#)  
18 [End of Semester 1](#)  
21-31 [Christmas Holidays](#)

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 [Christmas Holidays](#)  
4-5 [Teacher Workdays](#)  
6 [School Resumes](#)  
14 [Report Card Day](#)  
18 [ML King Day Holiday](#)

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

8-12 FTE Week  
12 [Valentine's Day/Early Release/PD](#)  
15 [Winter Holiday](#)

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

13 [End of Grading Period](#)  
21-25 [Spring Break](#)

APRIL 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

5 [Report Card Day](#)  
9 [Spring Holiday](#)

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 [Graduation BHS](#)  
21 [Graduation Altha](#)  
24 [Memorial Day](#)  
26 [Graduation Adult](#)  
27 [Early Release Day](#)  
27 [End of Grading Period](#)  
27 [End of Semester 2](#)  
28-31 [Post Planning](#)

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## GENERAL POLICIES AND PROCEDURES

### **ABSENCES**

If you expect to be absent from work for any reason, request leave from your principal or supervisor as far in advance as possible. Emergency absences may be called to the principal or supervisor at home in the evening or in the early morning during reasonable hours. **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 state assessments, and/or critical times.**

### **ALCOHOL, ALCOHOLIC BEVERAGES, MOOD-MODIFYING OR CONTROLLED SUBSTANCE ON BOARD PROPERTY (School Board Policy 3.42)**

No person shall be in possession of or be under the influence of an intoxicating beverage or an illegal mood or behavior-modifying or controlled substance, as defined by Florida Statutes, while on school property, at school-sponsored activities, or while on school trips involving students.

- I. All principals are hereby directed to advise an individual who has an alcoholic beverage in his/her possession to leave the school premises immediately.
- II. Any person having purchased an admission ticket to a school event shall forfeit his/her rights under this rule by having an alcoholic beverage in his/her possession at the event.
- III. Any person who has been given notice by a school official and either fails to leave the premises or leaves, but returns to the premises in possession of an alcoholic beverage shall be deemed a trespasser. The police or other proper law enforcement agency may be notified to arrest the trespasser.
- IV. While on school-sponsored trips, the following action may become necessary:
  - A. Alcoholic beverages in possession of minors will be seized.
  - B. Students and/or adults in possession of alcoholic beverages may be sent back and/or other appropriate action taken.

**STATUTORY AUTHORITY: 1001.41, 1001.42, F.S. LAWS IMPLEMENTED: 1001.43, 1012.22, 1012.27, F.S.ADOPT: [6/12/2007](#)**

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

- I. **Purpose**-The intent of this policy is to promote a drug-free workplace which will improve the productivity of employees and will lessen the costs, delays, and tragedies associated with work-related accidents resulting from drug use by employees. It is the further intent of this policy to ensure that prospective and current employees are in a condition to perform their duties safely and efficiently, in the best interest of their students and co-workers, and to meet or exceed the minimal requirements set for in §440.102, Florida Statutes.
- II. **Definitions**
  - A. School Board property- any building or property owned, leased, or operated by the School Board; any vehicle used to transport students to and from school or school activities, or used by an employee in connection with their employment with the School Board; or any property at which any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, is occurring.
  - B. Applicant-a person who has applied for employment with the School Board.
  - C. Covered positions- refers to those safety-sensitive transportation positions for which drug and alcohol screening is required under the federal Omnibus Transportation Employee Testing Act of 1991 (OTETA), 49 CFR Part 40, under existing labor contracts, Florida Statute, or State Board rule.
  - D. Drug- means any alcoholic beverage, any intoxicating or auditory, visual or mental altering chemical or substance or narcotic drug, hallucinogen, amphetamine, barbiturate, opiate, marijuana or cannabinoid, or any other controlled substance, as defined by Federal or State law or rule, or any counterfeit of such drugs, beverages or substances.
  - E. Drug test- means any chemical, biological, or physical instrumental analysis administered, by a laboratory certified by the United States Department of Health and Human Services or licensed by the Agency for Health Care Administration, for the purpose of determining the presence of absence of drug or its metabolites.
  - F. Workplace-means the site for the performance of work done in connection with School Board employment.

- III. **Employee Responsibilities-** Alcohol and drug use by employees interferes with the educational and work process, and compromises the safety and well-being of staff and students. Employees are expected to conduct themselves in a manner consistent with the following provisions:
- A. No employee of the School Board shall manufacture, distribute, dispense, possess, use, or be under the influence of drugs or alcohol while on duty, in the process of arriving at or departing from the employee's workplace assignment, in the operation, control of, or a passenger in any school board vehicle, or otherwise on School Board property.
  - B. No employee shall influence, encourage or otherwise expose students or other employees to any drug or alcohol as defined in this policy.
  - C. No employee shall use or take prescription drugs above the level established by the prescribing physician, or in a manner other than what the prescription drug was intended.
- IV. **Job Applicant Drug Testing**
- A. Applicants for administrative, instructional, and non-instructional positions are required to undergo drug testing prior to, and as a condition of, final employment with the School Board. Testing will be conducted in accordance with this policy and Chapter 59A-24, Florida Administrative Code.
  - B. Any applicant who tests positive for a drug as defined in this Policy will not be considered for employment with the District unless the applicant can produce verification of a valid current prescription for the drug identified in the drug screen. In the absence of a valid current prescription, or the ability to provide evidence to satisfactorily explain the test results, applicants testing positive will not be hired and will not be eligible for employment with the School Board for one year from the date of the drug test results that are received by the School Board.
  - C. Refusal to submit to drug testing will be grounds to refuse to hire an applicant.
  - D. Testing Procedures
    - 1. Applicants will be referred to the School Board approved, independent, certified collection site licensed in accordance with s. 112.0455, Florida Statutes. The School Board will not accept results from any laboratory or collection and testing procedures not approved by the Calhoun County School District.
    - 2. It will be the responsibility of the applicant to pay for any and all costs related to these tests.
    - 3. Within five (5) working days after receiving notice of a positive confirmed test result, the applicant shall be allowed to submit written information explaining or contesting the test results. If the applicant's explanation is unsatisfactory, the Human Resources Department shall provide a written explanation as to why, along with a copy of the report of positive results, within fifteen (15) working days of receipt of explanation or challenge.
  - E. Confidentiality--All information, reports, and statements related to the drug testing process, written, or otherwise, are confidential and exempt from Public Records Act, except to the extent provided by law and this policy. Laboratory results or test results shall not appear in an employee's general personnel records. Information of this nature will be contained in a separate medical file that will be appropriately maintained by the Director of Human Resources. The reports or test results will be disclosed to the tested employee upon request.
- V. **Covered Employees**
- Bus drivers and other existing employees and contracted persons in covered positions shall be required to have a physical examination, which shall include drug testing.
- VI. **Employee Requirements in Criminal Matters**
- A. Upon Arrest or Charge- As required by the provisions of State Board of Education Rule 6B-1.006(5), the Principles of Professional Conduct for the Education Professional in Florida, and Florida Statutes, professional employees and non-instructional, and contractual employees who have direct contact with students or who have access to or control of funds are required to notify, within forty-eight (48) hours, the Superintendent or Director of Human Resources of any arrest or charge involving the sale and/or possession of a drug or alcohol. 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.
  - B. Upon Conviction or Other Adjudication- 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 employees who have direct contact with students or who have access to or control of funds are required to notify the Superintendent or Director of Human Resources of any conviction, finding of guilt,

withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere (no contest) for any criminal drug offense within forty-eight (48) hours after the final judgment.

- C. All other employees are required to notify the Superintendent or the Director of Human Resources of any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program or entering of a plea of guilty or Nolo Contendere (no contest) for any criminal drug offense no later than five (5) days after the final judgment.
- D. Employees found to have committed a criminal drug offense may be subject to discipline, including non-renewal, suspension, or termination. Such discipline shall be in accordance with prescribed School District procedures and shall be commenced within 30 days of receiving notice of an employee's conviction or finding of guilt. Within 10 days of receiving notice of an employee's conviction, the Superintendent shall notify the State Department of Education.
- E. In the event the employee complies with the requirements of this section, the School Board may, in its discretion, permit such employee to complete a drug abuse assistance or rehabilitation program approved by the School Board at the employee's expense or through the employee's health insurance as a condition of abating an employee's non-renewal, suspension or termination.

VII. **Notice-** As part of this program, all employees and applicants for employment shall be given a policy statement and notice regarding the maintenance of a drug-free workplace, which notice is incorporated by reference in compliance with § 440.102, Florida Statutes.

VIII. **Effect of Violation-** An employee who violates the terms of this policy may be non-renewed or his or her employment may be suspended or terminated.

**STATUTORY AUTHORITY:** 893.01, 1001.41, 1012.22, 1012.23, 1012.27, F.S. **LAWS IMPLEMENTED:** 440.102, 1001.41, 1001.43, 1012.795, F.S. **DRUG FREE WORKPLACE ACT OF 1988**, 34 CFR PART 85, SUBPART F  
**ADOPTED:** 6/12/07; **REVISION DATES:** 7/13/2010

## **CHAPTER 6.00 – PERSONNEL CALHOUN COUNTY SCHOOL DISTRICT POLICY STATEMENT AND NOTICE TO EMPLOYEES, APPLICANTS, AND VOLUNTEERS IMPLEMENTATION OF ALCOHOL AND DRUG-FREE WORKPLACE POLICY**

Date of Notice: July 13, 2010 Date of Implementation: October 1, 2010

Authority: Florida Statute § 440.102(3) and School Board Policy 6.33

1. **Notice.** This policy statement is being provided to employees, volunteers, and job applicants (who have been offered employment contingent upon successfully passing a drug/alcohol test) as a notice prior to implementation of the District's Alcohol and Drug-Free Workplace Program under School Board Policy 6.33 and Florida Statutes § 440.102 ("Drug-free Workplace Program Requirements," in the Workers Compensation chapter of state law). In the Policy and in this notice, the term "drug" means any alcoholic beverage, any intoxication or auditory, visual, or mental altering chemical or substance or narcotic drug, hallucinogen, amphetamine, barbiturate, opiate, marijuana or cannabinoid, or any other controlled substance, as defined by Federal or State law or rule, or any counterfeit of such drugs, beverages or substances.
2. **General Policy.** The manufacture, distribution, dispensation, possession, or use of drugs, is prohibited: a) on Calhoun County School District property; b) while engaged in employment or conducting School Board business; c) while operating School Board vehicles, machinery, or equipment; or d) as a part of any of a school's activities or in the School Board's activities or programs. No employee or volunteer shall report for duty or remain on duty while under the influence of, or impaired by, any controlled substance. Additionally, off-the-job use or involvement with illegal drugs, alcohol, or other controlled substances may subject an employee to disciplinary action under School Board Policy 6.33; applicable State Board of Education Rules such as F.A.C. r. 6B-4.009(2), (5).
3. **Testing Program.** To promote a drug-free workplace, the District will require the following kinds of tests under Policy 6.33: Job applicant testing. Features of this kind of testing is summarized below:
  - a. **Job Applicant Testing.** Drug testing will be required of all applicants before employment with the District. Any applicant who tests positive for a drug as defined in this Policy will not be hired, and will not be eligible to re-apply for employment with the District for one year following the confirmed positive test.

- b. **DOT mandated testing for school bus drivers.** It is further the intent of Calhoun County School District to comply with the regulations of the Federal Highway Administration (FHWA) contained in 49 CFR Parts 40 and 382, et al, Section 234.091 Florida Statutes, the provisions of the Drug-Free Workplace Act, and other applicable state and federal safety programs. This policy shall also affirm the Board's position that an employee in a safety sensitive position may be considered impaired at any measurable level by the use of alcohol and/or controlled substances. While this section details the requirements for Drug Free Workplace drug testing applicable to all transportation employees, additional provisions relative to drug and alcohol testing of safety-sensitive position employees will be governed by the requirements of Calhoun County School District Policy.
4. **Confidentiality.** All aspects of the substance testing process will be kept confidential to the extent allowed by law. In general, all information, reports, statements, memoranda, and drug test results, written or otherwise, received by the District through a drug testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in accordance with Florida Statute § 440.102, FL Admin. Code r. 59A-24.008, and Policy 6.33.
5. **Consequences of Refusing to Submit to a Drug Test.** No applicant shall refuse to submit to any test required by Policy 6.33 Refusal to submit to a test will be treated as a positive test result. Failure to complete and sign testing form(s), to provide an adequate specimen, or otherwise to cooperate with the testing process in a way that prevents the completion of the test will be considered a refusal to test and will be deemed a positive test result. Any attempt to adulterate a specimen or provide a specimen that is adulterated will also be considered a refusal to test and deemed a positive test result. Any obstruction to, and lack of cooperation with the testing process will be considered a refusal to test and deemed a positive test result. Failure or refusal to be available for testing may be deemed a refusal to submit to testing. As stated in Florida Statute § 440.101(2), "it is a condition of employment for an employee to refrain from reporting to work or working with the presence of drugs or alcohol in his or her body and, if an injured employee refused to submit to a test for drugs or alcohol, the employee forfeits eligibility for medical and indemnity [workers compensation] benefits.
6. **Drugs Tested.** The District may test for any of the following drugs: alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; amphetamines; cannabinoids; cocaine; phencyclidine (PCP); hallucinogens; methaqualone; opiates or narcotics; barbiturates; benzodiazepine; synthetic narcotics; or a metabolite of any of these substances. Currently, drug testing is conducted at the following locations:

Tru Care Labs  
3520 North Monroe Street  
Tallahassee, FL32303  
850-201-2500

Tru Care Labs  
4261Lafayette Street  
Marianna, FL32446  
850-562-7774

Local drug rehabilitation programs are available to provide confidential, timely, and expert identification, assessment, and resolution of employee drug abuse at the employee's expense or through the employee's health insurance.

#### **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.
6. 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

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

STATUTORY AUTHORITY: 1001.32, 1001.41, 1001.42, F.S. LAW(S) IMPLEMENTED: 1001.42, 1001.43, F.S. ADOPT: 6/12/07

#### **Procedures for Antifraud Policy Implementation**

1. **Employee Notification and Education:**
  - a. All principals and supervisors shall review this policy with their employees on an annual basis.
  - b. All employees will sign a statement indicating that they have read and understand the policy.
  - c. 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.
  - d. 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:
  - a. Is the District sensitive to changes in technology or the economy?
  - b. Has the behavior or lifestyle of the employee(s) who have access to valuable assets recently changed significantly?
  - c. Does the District perform background checks of all new employees?
  - d. Does the District have an effective internal control system?
  - e. Does the District correct any internal control deficiencies on a timely basis?
  - f. Does the District physically safeguard its assets by conducting an annual physical inventory?
  - g. 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. **Anonymous Reporting of Suspected or Detected Fraud:** Any known or suspected fraud may be reported anonymously by calling 850-674-8734 ext 241 or by submitting a Fraud Contact Form at <http://calhounflschools.org/staff>.
5. **Investigation of Fraud:** Investigation of fraud allegations will be invested 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.

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

### **APPROPRIATE DRESS FOR EMPLOYEES**

The school district holds the same standards of dress for its employees in most cases as it does for its students as stated in the Code of Conduct. Employees are expected to dress appropriately each day relative to their job duties, and should 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.

### **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;
  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 within the scope of the School District, meaning regardless of ownership, any computer, computer system, computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
  5. Through the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the School District or a school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. School staff is not required to monitor any nonschool-related activity, function, or program.

#### **Definitions**

- A. Bullying includes cyberbullying and 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 or private humiliation; or destruction of property.
- B. The term bullying shall include cyberbullying whether or not specifically stated. Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an

electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

- C. 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.
- D. 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.
- E. 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. Cyberbullying incidents shall be included within the incidents category. 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 and harassment as incident codes as well as bullying-related as a related element code.
  - 1. Bullying and/or harassment incidents shall be reported in SESIR with the bullying or harassment code.
  - 2. If the bullying or 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: alcohol; arson; battery; breaking and entering; disruption on campus; drug sale/distribution excluding alcohol; drug sale/possession excluding alcohol; major fighting; homicide; kidnapping; larceny/theft; robbery; sexual battery; sexual harassment; sexual offenses; threat/intimidation; trespassing; tobacco; vandalism; weapons possession; or other major (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 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department.
- E. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race, or disability shall include the incident basis. Victims of these offenses shall also have the incident basis (sex, race, or disability) noted in their student records.

### **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

HISTORY: ADOPTED: 11/11/08; REVISION DATE(S): 3/13/2014

### **CALHOUN COUNTY SCHOOL DISTRICT ACCEPTABLE USE NETWORK/INTERNET POLICY**

**Network Overview and Introduction:** Calhoun County School District 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 the Calhoun County School District 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.

#### **Network Security**

In an effort to protect the data and technology network of Calhoun County Schools, the following steps will continue to be implemented throughout the district:

- Block all email accounts not issued by the district
- Disable the ability for attachment of any external devices that potentially transfer data
- Block all staff devices (cell phones, tablets, laptops, etc.) not owned or managed by the CCSB from access to the District network

**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 the Calhoun County School District. 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.
- 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 the Calhoun County School District 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 the Calhoun County School District. 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 the Calhoun County School District 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.

The Calhoun County School District 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 FOCUS Student and Skyward System Users**

- A. Do not share User ID and passwords. If an additional User ID/Password is needed, inform your immediate supervisor.
- B. Requests for change or new User ID for FOCUS are to be submitted to the FOCUS Security Manager. Skyward 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 Skyward Security Manager.
- C. Change your password frequently-usually every 30 days.
- D. Do not leave your User ID/Password written down in a place that is easily accessible by someone else.
- E. Do not leave your computer unattended while logged into the systems, 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.
- F. At the end of the day be sure to log off the system(s) before turning off the computer.

- G. If your User ID is suspended contact the appropriate Security Manager immediately.
  - a. Confirm that you may have exceeded the limit of entering the wrong password.
  - 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.
- H. If you can't remember your password contact the appropriate 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.

#### **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.

#### **EMAIL**

All staff 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.

### **EQUITABLE EMPLOYMENT PRACTICES**

Calhoun County School District 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.

The Calhoun County School District 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 School District 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: Dr. Debbie Williams, Calhoun County School District, 20859 Central Ave, E, RM G-20, Blountstown, FL 32424, 850-674-8733, ext 22.

If you believe that you have been discriminated against in any way, please contact: Dr. Debbie Williams, Calhoun County School District, 20859 Central Ave, E, RM G-20, Blountstown, FL 32424, 850-674-8733, ext 22.

### **NONDISCRIMINATION POLICY & EQUITY COORDINATOR NOTIFICATION**

A comprehensive policy has been developed, including educational and vocational programs services, activities, employment policies, practices and procedures, which provides protection in terms of race, color, national origin, gender, age, disability, marital status, disabilities, and religion. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. The district's policy of nondiscrimination provides protection to staff and includes all protected classes. The Student Code of Conduct and the School Board Policies contain a nondiscrimination statement of assurance and procedures for filing grievances, including complaints of discrimination.

The Florida Educational Equity Act, Section 1000.05, F. S., became law in June, 1984, and the implementing rules were adopted by the State Board of Education in February, 1985.

In addition to Florida Statutes, the legal basis for the Equity Coordinator are found in Title VI & Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1990, together with their implementing regulations.

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Dr. Debbie Williams, Equity Coordinator; 20859 Central Ave. E., Room G-20; Blountstown, Florida 32424; 850-674-8733 ext 21; [debbie.williams@calhounflschools.org](mailto:debbie.williams@calhounflschools.org)

### **NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE**

#### **I. Collection**

- A. Social security numbers shall be collected only when allowed by law or when necessary for the performance of the school system's duties.
- B. The District shall collect the social security number of each applicant and employee for the following reasons:
  - a. Eligibility verification
  - b. Criminal history checks;
  - c. Tax reporting
  - d. Unemployment reports
  - e. Retirement programs
  - f. Workers' Compensation documents and reports;
  - g. Direct Deposit documents
  - h. Insurance documents and reports
  - i. Supplemental documents and reports
  - j. Documents and reports as specifically required or authorized by local, State, and Federal Agencies
- C. The District may also use the social security number for search purposes.
- II. Notification-The District shall notify each applicant and employee of the reasons for which his/her social security number may be collected. Such notification shall include the specific law governing the collection, use or release of a social security number and whether the collection of social security numbers is authorized or mandatory under law.
- III. Confidentiality-A social security number shall be considered confidential and exempt from public inspection in accordance with Florida Statutes. Social security numbers may be disclosed to another agency or governmental entity if it is necessary for the receiving entity to perform its responsibilities.
- IV. Release to Commercial Entities
  - A. Social security numbers may be released to a commercial entity as allowed by law. The commercial entity must state the reason for requesting the social security numbers.
  - B. The District, as required by law, shall annually report the identity of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been received during the preceding year, the District shall report that information.

**STATUTORY AUTHORITY: 1001.41, 1001.42, 1012.23, F.S. LAW(S) IMPLEMENTED: 119.071, 1001.43, 1012.23, F.S. ADOPTED: 8/11/2009 REVISION DATE(S): 4/13/10**

### **OUT-OF-STATE TRAVEL**

All out-of-state travel must be pre-approved by the School Board.

### **PATRIOTIC PROGRAM RULES 1003.44 F.S.**

When the national anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes.

The pledge allegiance to the flag shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state.

Students have the right not to participate in reciting the pledge. Upon written request by his or her parent, the students must be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes.

Staff should not attempt to persuade students to refrain from exercising their right to nonparticipation, question students about their nonparticipation, or characterize opting out as misconduct or unpatriotic. No disciplinary or other retaliatory measures of any kind may be taken toward any student for nonparticipation in pledge rituals.



## **PERSONNEL FILES**

Your official personnel file is located at the Superintendent's Office. This file includes your employment application, personnel/payroll action changes (appointments, promotions, transfers, etc.), leave records, insurance applications, and information relative to your employment. Your personnel file is available for your review.

It is important that your file is current. It is your responsibility to notify your supervisor and the HR Department of changes in your name, address, telephone number, marital status, number of dependents, and similar items. Any employee who changes his/her name or address shall notify the HR Department within ten (10) days after a change of name or address. **Name changes to your personnel records cannot be made until your social security card has been changed and presented to Human Resources.**

Personnel files are open to inspection as required by Chapter 119, Florida Statutes.

**Note:** If your spouse or parent works in a field that protects the disclosure of family directory information, contact the HR Office. With verification of your exempt status, your files will be tagged as exempt for the protected information.

## **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 Dr. Debbie Williams, Assistant Superintendent, 850-674-8733 ext 21.

## **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.

## **STUDENT ACCIDENT PROCEDURES**

These procedures should be followed when a student is injured on School Board property. Student Accident forms and instructions are emailed to schools in July of each year.

1. A student accident report should be completed in full by a school official including a description of the accident with one copy kept onsite and the original sent to the District Finance office.
2. If the student requires medical attention a school official should complete the top portion of the student accident insurance claim form and give it to the parent.
3. The parents need to make sure the form is filled out completely and given to the doctor. The parents **NEED** to keep a copy on file.
4. The parent needs to sign the acknowledgement form which is retained at the site.
5. Inform parents there is a \$100.00 deductible. It is the responsibility of the provider to collect this however, they choose. Some may collect at the time of treatment. The School Board has no control

- over this. Student Accident is secondary to any other insurance coverage the child may have.
6. Tell the parents, student accident pays reasonable and customary charges only. There are limitations for specialty services such as physical therapy. If there is a balance after this, it will be the responsibility of the students and parents.
  7. Treatment needs to be completed within 730 days after injury or student accident will not pay.

### **TOBACCO USE IN DISTRICT FACILITIES**

The Calhoun County School District 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 all employees except teachers. The state rate is forty-four and half (44.5) cents for teachers.

### **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, 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. Notify your administrator should an emergency situation arise to warrant the use of the cell phone.
2. No long distance calls or facsimile transmissions (FAX) may be made by an employee at school expense when the call is of a personal nature.



## **SAFETY AND SECURITY**

The Calhoun County School District is committed to providing a safe environment in all of its schools and facilities. To support this objective, the District has developed and implemented a comprehensive safety program in compliance with applicable local, state and federal rules, regulations and procedures pertaining to the safety and health of students and employees. All employees are required to follow safety procedures, observe safety protocols, and participate in mandatory staff safety training as directed. Strict adherence to these provisions is required.

### **REPORTING THREATS**

1006.13(4c), F.S. requires that the school principal shall notify all school personnel as to their responsibilities regarding incident reporting, that acts which pose a threat to school safety and crimes are properly reported to the school principal, or his or her designee, and that the disposition of the incident is properly documented.

### **EMERGENCIES**

In the event of an emergency situation, ALL staff are authorized to use the school intercom to notify the campus of the emergency situation.

An emergency is any serious situation where a law enforcement officer, fire fighter, or emergency medical help is needed right away. If you are unsure of whether the situation is an emergency, go ahead and call 9-1-1.

- **IF YOU DO CALL 9-1-1, EVEN BY MISTAKE, DO NOT HANG UP THE PHONE.**
- **WHEN CALLING 9-1-1 DO YOUR BEST TO STAY CALM AND ANSWER ALL QUESTIONS.**
- **KNOW THE LOCATION OF THE EMERGENCY**

Once the 9-1-1 call is completed, notify the administration and/or the SRO.

### **COMMUNICATION OF INFORMATION**

In order to provide accurate and timely information, the district Public Information Officer will be the official source **ALL** information relayed to the public and media during an emergency situation.

School administrators will communicate necessary information to parents.

### **DAILY SAFETY PROTOCOL**

These procedures are to be observed at ALL times when school is in session:

1. **Initiate AlerT active assailant procedures (“Code Red”) in the event of an active assailant.**
2. **Keep classroom doors locked at all times.**
3. **Keep an opaque covering for the classroom door window by the door at all times.**
4. **Establish and maintain “hard corners” or safe areas in all classrooms.**
5. **Keep gates locked at all times except during ingress and egress.**
6. **Staff any gate that is opened for ingress or egress.**

### **CAMPUS SURVEILLANCE**

Employees should develop situational awareness and know usual patterns, routines and locations of students, staff, and visitors.

If an unauthorized visitor is seen on campus, employees should approach the visitor. At 20 feet away, make eye contact and at 10 feet away give a friendly greeting or gesture and direct the visitor to the office. **Immediately notify the administrator or SRO of the situation.**

If a gate is open or unlocked and is not staffed, **LOCK** the gate and notify the administrator and/or SRO immediately.

If a vehicle is observed parked in an unauthorized location, notify the SRO or an administrator immediately. If a vehicle is parked in a campus location for an extended period of time, **notify the SRO or an administrator.**

If interior or exterior lighting is not functioning properly, report the outage to the administrator.

**“SEE SOMETHING, SAY SOMETHING, DO SOMETHING.”**

Staff and students play a major role in protecting the safety and security of district campuses.

Concerning comments or behaviors should be reported to the SRO or administration. Anonymous reports can be made through FortifyFL, which is an anonymous online reporting tool that can be downloaded to a phone. Go to [getfortifyfl.com](http://getfortifyfl.com) to make a report or download the app.



**BACKUP COMMUNICATIONS**

Intercom announcements, fire alarms, activation of the Rave panic button, desk top alerts, cell phones, and/ or hand held radios (walkie talkies) are primary modes of communication that will be used to communicate an emergency. The handheld radios will serve as the back-up system of communication.

**RADIO USE DURING AN EMERGENCY**

In the event of an emergency, handheld radios should be turned on and monitored for information. Radio traffic should be kept to a minimum during an emergency in order to avoid a “throttling” effect. Any information that an employee sees or hears that will aid law enforcement, administration, other first responders, or others involved in the emergency situation should be reported on the radio.

**HANDHELD RADIO CARE**

Handheld radios (walkie talkies) should be kept in good working repair and charged on a regular basis. RADIOS SHOULD NOT BE KEPT ON A CHARGER WHEN NOT IN USE. Constant charging will damage the radio causing the radio to become inoperable.

Radios should be carried anytime an employee leaves the classroom/assigned workplace. Radios should be used when performing supervision duties such as lunch duty, break duty, etc.

Radio checks should be performed monthly. If a radio is not operating properly, notify an administrator. If batteries are weak or dead, arrangements to replace them should be made.

## **CAMPUS ACCESS AND VISITOR ENTRY PROTOCOL**

### **Campus Points of Entry/Access**

The main point of entry to the school should be monitored by staff. Visitors will sign in using the appropriate software available to the school.

- All external doors should be kept locked as often as possible.
- All guests/visitors/vendors/non-school personnel must have a badge (either a state, district, or visitor/volunteer badge) to be on campus. If an unauthorized visitor is seen on campus, employees should attempt to approach the visitor. At 20 feet away, make eye contact and at 10 feet away give a friendly greeting or gesture and direct the visitor to the office. **Immediately notify the administrator or SRO of the situation.**
- All classroom doors must be locked at all times when students are present during and not blocked open with any device, including doorstops, magnets, etc.
- Between classes, teachers should attempt to stand outside classroom doors to be seen and to supervise student behavior. Alert the SRO or administrator of unusual/concerning behaviors or unauthorized persons in the halls.
- School administration should coordinate with their fire district about access (the fire department should have a key to gain entry to the school after hours in an emergency).

### **Gates and Doors**

- During arrival and dismissal:
  - Employees should be assigned a duty post at all open doors and gates.
- For the duration of the school day:
  - Establish a single point of entry to be monitored at all times.
  - Properly secure entry and exit points at all times – perimeter and interior. If it can be locked, it must be locked.
  - Lock all classroom doors and conduct checks daily (SRO and Admin).
  - Do not leave doors propped open.
  - Do not hold doors open for others.

## **Visitors**

### **Visitor Identification**

To enter a campus facility, visitors must obtain a badge. Identification will be checked by the electronic visitor management system to ensure the visitor is an authorized individual having a need to be on campus.

### **Visitor Access to Campus**

- Visitors will be required to provide photo identification and state the purpose of the visit prior to screening.
- Raptor (Procedures attached on separate page) will be utilized to log all visitors and print visitor badges.
- Classroom access will not be allowed to unescorted parents or other visitors
- Staff must monitor hallways and entry/exit point during transition periods and “challenge” any visitors that do not have an employee/visitor’s badge. **If a situation seems unsafe, the SRO or school administration will be notified.**
- All gates must be closed and locked.
- All staff must check interior and exterior doors throughout the day to ensure they are closed and locked.

Parking lot(s) must be monitored as often as possible

**EMPLOYEE BADGES**

All employees are required to wear a Calhoun County School Board ID Badge. This allows trusted adults to be quickly identified and promotes a safe and secure culture. Employees are expected to wear badges in such a manner that their picture ID is visible at all times.

**EARBUD USE**

Students and staff are prohibited from wearing any type of headphones or earbuds that prevent them from hearing emergency warnings and instructions. If earbuds use is authorized by the principal or teacher, both earbuds shall not be worn at the same time.

# INSTRUCTIONAL STAFF POLICIES AND PROCEDURES

## APPOINTMENT INSTRUCTIONS FOR NEW INSTRUCTIONAL STAFF

### **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. Advanced Degrees (**F.S. 1012.22(1)(3)**):  
A district school board may not use advanced degrees in setting a salary schedule for instructional personnel or school administrators hired on or after July 1, 2011, unless the advanced degree is held in the individual's area of certification. Payment for the advanced degree is only a salary supplement.
  - a. For employees hired **before** July 1, 2011, degree credit is awarded only after the employee provides an official transcript showing the degree awarded to the Human Resources Department. Documentation must be submitted by September 1<sup>st</sup> in order to be considered for the current school year.
  - b. For employees hired **after** July 1, 2011, the advanced degree supplement will be awarded only after the employee's teaching certificate reflects the certification in the area of the advanced degree. The employee must also provide the Human Resources Department an official transcript showing the degree awarded. Documentation must be submitted by September 1<sup>st</sup> 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 District 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. The Superintendent may consider private school experience on a case-by-case basis. For consideration, the employee or prospective employee must provide documentation for years of service in a K-12 school that has been accredited by SACS/AdvancED during the employee's or prospective employee's years of service at the school. (School Board Policy 6.13)
  - c. Must have received a satisfactory evaluation for the time to be credited.

### **CORPORAL PUNISHMENT Florida Statute 1003.32(1)(k)**

**1003.32 Authority of teacher; responsibility for control of students; district school board and principal duties.**--Subject to law and to the rules of the district school board, each teacher or other member of the staff of any school shall have such authority for the control and discipline of students as may be assigned to him or her by the principal or the principal's designated representative and shall keep good order in the classroom and in other places in which he or she is assigned to be in charge of students.

(1) In accordance with this section and within the framework of the district school board's code of student conduct, teachers and other instructional personnel shall have the authority to undertake any of the following actions in managing student behavior and ensuring the safety of all students in their classes and school and their opportunity to learn in an orderly and disciplined classroom:

k) Use corporal punishment according to school board policy and at least the following procedures, if a teacher feels that corporal punishment is necessary:

1. The use of corporal punishment shall be approved in principle by the principal before it is used, but approval is not necessary for each specific instance in which it is used. The principal shall prepare guidelines for administering such punishment which identify the types of punishable offenses, the conditions under which the punishment shall be administered, and the specific personnel on the school staff authorized to administer the punishment.

2. A teacher or principal may administer corporal punishment only in the presence of another adult who is informed beforehand, and in the student's presence, of the reason for the punishment.
3. A teacher or principal who has administered punishment shall, upon request, provide the student's parent with a written explanation of the reason for the punishment and the name of the other adult who was present.

### **DISCIPLINE FOR VOLUNTARY PRE KINDERGARTEN STUDENTS**

In accordance with **s. 1002.55(5), F.S.**, the District and School must implement minimum standards for child discipline practices that are age-appropriate and consistent with the requirements in **s. 402.305(12), F.S.** Such standards must provide that children not be subjected to discipline that is severe, humiliating or frightening. The discipline must not be associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited. Children may not be denied active play as a consequence of misbehavior.

### **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 15 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 District 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.
17. The children of teachers, coaches, sponsors, parents or bus drivers acting as monitors/chaperones are prohibited from riding the bus or attending the trip with their parent unless the child is a member of the team, club, class, or organization going on the trip.

#### **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.

#### **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 the bus or attending the trip with their parent unless the child is a member of the team, club or organization going on the trip.

## **PRINCIPLES OF PROFESSIONAL CONDUCT FOR THE EDUCATION PROFESSION IN FLORIDA**

### **State Board of Education Rule 6A-10.081**

1. Florida educators shall be guided by the following ethical principles:
  - a. 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.
  - b. 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.
  - c. 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.
2. Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
  - a. Obligation to the student requires that the individual:
    1. 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.
    2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
    3. Shall not unreasonably deny a student access to diverse points of view.
    4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
    5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
    6. Shall not intentionally violate or deny a student's legal rights.
    7. 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.
    8. Shall not exploit a relationship with a student for personal gain or advantage.
    9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
  - b. Obligation to the public requires that the individual:
    1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
    2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
    3. Shall not use institutional privileges for personal gain or advantage.
    4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
    5. Shall offer no gratuity, gift, or favor to obtain special advantages.
  - c. Obligation to the profession of education requires that the individual:
    1. Shall maintain honesty in all professional dealings.
    2. 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.
    3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
    4. 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.

5. Shall not make malicious or intentionally false statements about a colleague.
6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
7. Shall not misrepresent one's own professional qualifications.
8. Shall not submit fraudulent information on any document in connection with professional activities.
9. 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.
10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
11. 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.
12. 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.
13. 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), F.S.
14. 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 1012.795(1), F.S.
15. 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 1012.795(1), F.S.
16. 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.
17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

*Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History—New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16.*

### **TEACHING CERTIFICATE**

To teach in Florida's public schools, teachers must hold a valid Florida teaching certificate. Florida offers two types of certificates, temporary and professional. A Temporary Certificate is valid for three school years and is nonrenewable. A Professional Certificate is renewable at the end of each 5 year validity period with completed renewal requirements. Renewal requirements can be found at <http://www.fldoe.org/teaching/certification/renewal-requirements/> or by contacting Dr. Debbie Williams at 850-674-8733 ext 21.

Each teacher is responsible to obtain and maintain a current Florida Educator's Certificate. Failure to do so can result in termination of employment. Beginning October 1, 2012, the compensation of teachers who fail to renew their teaching certificate will be reduced to the level of a substitute teacher. Compensation will be reinstated on the date the valid certificate is issued and will not be retroactive to the beginning of the school year.

### **TRAVEL EXPENSES**

Teachers who may be required to use their own automobiles in the performance of their duties and/or teachers who are assigned to more than one (1) school per day, shall be reimbursed for all driving, 5 miles or more, done between arrival at the first location at the beginning of the workday and departure from the last location at the end of the workday. The rate per mile shall be the same as provided by Florida Statutes for Public Employees.

### **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>)



## CALHOUN COUNTY SCHOOL DISTRICT BENEFITS

Elaine Barber, Finance Director 850-674-8123 ext 24	
<i>Questions regarding:</i> <b>Direct Deposit, Leave Time, Worker Comp, and Payroll</b> <i>District Contact: Uthenia Dawson (ext 31)</i>	<i>Questions regarding:</i> <b>Benefits, Insurance, Beneficiary Changes</b> <i>District Contact: Rhonda O'Bryan (ext 30)</i>
<i>Questions regarding:</i> <b>Invoices and Purchase Orders</b> <i>District Contacts: Lisa Davis (ext 27) or Susan Davis (ext 26)</i>	<i>Questions regarding:</i> <b>Federal Program Invoices and Purchase Orders</b> <i>District Contact: Lisa Davis (ext 27)</i>
<i>Questions regarding:</i> <b>Retirement</b> <i>District Contacts: Elaine Barber (ext 24) or Rhonda O'Bryan (ext 30)</i>	<i>Questions regarding</i> <b>Teacher Certification</b> <i>District Contacts: Dr. Debbie Williams (ext 21) Renee Harrell (674-8734 ext 221)</i>

### **DIRECT DEPOSIT**

All employees are required to receive their pay through direct deposit as a condition of their employment. A fully completed direct deposit authorization form is required for all initial direct deposits and for any changes thereafter.

### **TERMINAL PAY FOR SICK LEAVE (School Board Policy 6.912)**

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 School District at 60% of personal sick leave.

### **WORKERS' COMPENSATION**

Florida Statutes, Chapter 440, requires Calhoun County School District 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.

### **ANNUAL/VACATION LEAVE (School Board Policy 6.651)**

1. Personnel working eleven (11) or twelve (12) months earn vacation leave at the rate of one (1) day per month. The leave is to be credited at the end of each month of employment and may not be used prior to the time it is earned and credited.
2. An eleven (11) or twelve (12) month employee may not use vacation until the employee has been employed by the district for six (6) consecutive months.
3. The vacation time for which individual employees are entitled is eleven work days (11) for eleven month employees and twelve work days (12) for twelve month employees. In addition, the following days shall be given: New Year's Day, Martin L. King, Jr. Day, Winter Holiday, Spring Break, Memorial Day, July 4<sup>th</sup>, Labor Day, Fall Holiday, Thanksgiving Week, Christmas Eve; Christmas Day.
4. Vacation days cannot be accumulated beyond twenty-five (25) days.

### **LUMP-SUM PAYMENT OF VACATION LEAVE (School Board Policy 6.913)**

A staff member who is employed on a regular or full-time basis for twelve (12) calendar months may be entitled to a lump-sum payment for his/her accrued vacation leave upon termination of employment, transfer to less than a twelve (12) month position within the District, normal retirement or upon entering

DROP. Normal retirement as used herein means retirement with either full or reduced benefits as provided by Florida Statutes; it does not include disability retirement. In the case of an employee's death, his/her beneficiary shall be entitled to the lump-sum payment of the accrued vacation leave.

1. The employee may choose to receive a lump-sum terminal payment of accrued vacation leave with the final salary warrant or extend his/her employment status through the last day of accrued vacation leave.
2. Payment shall be the daily rate of pay at the time of termination, transfer, retirement, or death.
3. The employee shall have been employed by the District at the time of termination, retirement or death.
4. A life-time maximum of twenty-five (25) days may be paid.

#### **SICK LEAVE TRANSFER PROGRAM (School Board Policy 6.911)**

1. Any district employee may authorize the use of their accrued sick leave over a minimum of 40 hours by their spouse, child, parent, or sibling if also a district employee.
2. Participation in the sick leave transfer plan shall at all times be voluntary on the part of donating employee and receiving employee.
3. Each individual case must be School Board approved.
4. To donate time:
  - a. Employee may donate sick leave time, provided that a minimum of 80 hours of sick leave remain in their account following execution of the transfer.
  - b. The minimum transfer amount for each transaction shall be 7 hours and the maximum transfer shall be 16 hours.
  - c. An employee who transfers sick leave time cannot cancel the donation once the transfer is completed.
  - d. To be eligible to receive time, the employee must meet the following conditions:
    - The employee or the employee's father, mother, brother, sister, husband, wife, child, or other close relative, or member of his/her own household must have suffered a documented illness, injury, or accident, requiring treatment by a physician, which requires the absence of the employee from the workplace. Transfers may begin the first day the employee has exhausted all leave credits. Donated leave may then be used consecutively, intermittently, or in increments of a half hour as needed.
    - Must have used all accrued sick, annual, and compensatory time.
    - Is not eligible for leave due to Workers Compensation and is not eligible for Social Security disability.
    - Must not use more than 1040 hours of transferred sick leave within a consecutive twelve-month period.
5. All sick leave donated shall be credited to the receiving employee on a first in, first out basis. Upon documented cessation of the qualifying illness, accident or injury, any unused sick leave credits shall be returned to the donating employees whose donated sick leave has not been used under the first-in, first-out method.
6. Transferred sick leave credits shall have not terminal value.

#### **SCHOOL BOARD POLICY MANUAL**

The School Board Policy Manual is published on the district website at <http://calhounflschools.org/policy>. Questions about a specific policy should be directed to Dr. Debbie Williams at 850-674-8733 ext 21.

#### **EMPLOYMENT FORMS**

Request for leave forms along with other important forms can be found on the district website at <http://calhounflschools.org/district-forms>.

## INSURANCE

### **ENROLLMENT**

New employees must be regularly employed 30 days before being eligible for benefits. The effective date for benefits is the first day of the following month.

**If an employee does not enroll in group health or group dental insurance during the 30 day waiting period following their hire date, they will be required to wait until the next open enrollment period.**

**Annual open enrollment** takes place in August of each year. During this period employees may freely enroll or change their selection of health plan coverage. After open enrollment changes can't be made unless the employee has a qualifying Life Status Change.

**A Life Status Change** is an event recognized as qualifying an employee to make changes in benefit selections at a time other than an Annual Enrollment Period. **Any request to make changes in benefit selections must be submitted in writing within 30 days of any applicable event.** The following events are Life Status Changes.

- Marriage
- Divorce, annulment or legal separation
- Birth or adoption of a child
- Death of a spouse
- Termination of a spouse's employment
- Enrollment in Medicare or Medicaid
- A change in the benefit plan available to the Employee's spouse
- A change in the Employee's or his or her spouse's employment status that affects either person's eligibility for benefits
- A loss of health coverage through another provider, proof of prior coverage is required.

### **GROUP HEALTH INSURANCE**

Calhoun County School District offers four (4) health plans to choose from through Blue Cross and Blue Shield of Florida., known as Florida Blue.

You can elect coverage for yourself and eligible dependents. Eligible dependents can include:

- Your legal spouse
- Your children by birth, adoption, or legal guardianship
- A child can be a covered dependent until age 26 except in the case of permanent and total disability regardless of their place of residence

**DISTRICT VERIFICATION**--All employees with School Board group health insurance must verify their dependents by providing copies of their marriage license, birth certificate, adoption papers or other legal documents.

### **BASIC LIFE INSURANCE**

All regularly employed employees receive \$20,000 of term life insurance at no cost to them. Employees 65 or over receive a decreased value. Once an employee reaches age 65; the value of the life insurance decreases and continues to decrease every 5 years thereafter.

### **CALHOUN COUNTY SCHOOL DISTRICT SELF-INSURED**

Being self-insured means that the District sets aside a pool of money to pay the insurance claims for all of its employees. Any time you pay premiums (payroll deductions) for coverage, it goes into this pool along with the District's money. The District then uses this money to pay a share of your costs for health services.

So the less money we pay to doctors and other health care providers and prescriptions, the less money the District spends. That means it pays to shop around and always use network providers. Many

organizations with group health insurance plans are fully insured rather than self-insured. However, being self-insured allows us to save our employees money by keeping health insurance premiums lower.



A full Summary of Benefits and Coverage can be viewed at [www.calhounflschools.org](http://www.calhounflschools.org)  
You can also call 1-800-352-2583 or visit [www.floridablue.com](http://www.floridablue.com)

#### FLORIDA BLUE SUMMARY OF COVERAGE

	Plan 0727		Plan 03359	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Calendar Year Deductible	<b>\$500</b> Per Person <b>\$1000</b> Family	<b>Combined with In-Network</b>	<b>\$1000</b> Per Person <b>\$3000</b> Family	<b>\$2000</b> Per Person <b>\$6000</b> Family
Calendar Year Out-of-Pocket Max	<b>\$2000</b> Individual <b>\$4000</b> Family	<b>Combined with In-Network</b>	<b>\$3000</b> Individual <b>\$6000</b> Family	<b>\$5000</b> Individual <b>\$10,000</b> Family
Primary Care Office Visit Co-pay	Deductible + 20% Coinsurance	Deductible + 40% Coinsurance	\$25 Copay	Deductible + 40% Coinsurance
Preventive Care Benefits	No Charge	40% Coinsurance	No Charge	40% Coinsurance
Prescription Drug Benefits	<u>Generic Drugs</u> \$5 Copay per prescription at retail \$10 Copay per prescription by mail	50% Coinsurance	<u>Generic Drugs</u> \$10 Copay per prescription at retail \$20 Copay per prescription by mail	50% Coinsurance
	<u>Preferred Brand Drugs</u> \$30 Copay per prescription at retail \$60 Copay per prescription by mail	50% Coinsurance	<u>Preferred Brand Drugs</u> \$30 Copay per prescription at retail \$60 Copay per prescription by mail	50% Coinsurance
	Plan 0117		Plan 05901	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Calendar Year Deductible	<b>\$1500</b> Per Person <b>\$4500</b> Family	<b>Combined with In-Network</b>	<b>\$2000</b> Per Person	<b>\$6000</b> Per Person
Calendar Year Out-of-Pocket Max	<b>\$5000</b> Individual <b>\$15,000</b> Family	<b>Combined with In-Network</b>	<b>\$6350</b> Individual <b>\$12,700</b> Family	<b>\$30,000</b> Individual <b>\$30,000</b> Family
Primary Care Office Visit Co-pay	Deductible + 30% Coinsurance	Deductible + 50% Coinsurance	\$35 Copay	Deductible + 50% Coinsurance
Preventive Care Benefits	No Charge	50% Coinsurance	No Charge	50% Coinsurance



Prescription Drug Benefits	<u>Generic Drugs</u> Deductible + 30% Deductible at retail \$14 Copay per prescription by mail	50% Coinsurance	Generic Drugs \$15 Copay per prescription at retail \$45 Copay per prescription by mail	50% Coinsurance
	<u>Preferred Brand Drugs</u> Deductible + 30% Deductible at retail \$40 Copay per prescription by mail	50% Coinsurance	Preferred Brand Drugs \$50 Copay per prescription at retail \$125 Copay per prescription by mail	50% Coinsurance

### **DENTAL PLAN HUMANA**

The District provides two (2) plans to choose from. Both plans are accepted by all local dentists. A complete list of providers can be found at <http://calhounflschools.org/dental-insurance>.

### **VISION PLAN-HUMANA**

Information concerning the Humana Vision Plan can be found at <http://calhounflschools.org/vision-insurance>.

### **EMPLOYEES NOT ENROLLED IN GROUP HEALTH INSURANCE**

Employees not enrolled in group health insurance will receive, in lieu of health coverage, an additional \$25,000 of term life insurance, plus a short term disability and hospital indemnity plan. These benefits are provided to the employee at no cost. The value of the life insurance decreases at age 65 and every 5 year thereafter.

### **SUPPLEMENTAL TERM LIFE INSURANCE**

Supplemental term life insurance may be purchased in addition to what the Board provides in increments of \$10,000. Rates are based on age and subject to change beginning at age 30 and every 5 year thereafter. Guarantee issue on an employee is \$100,000 with a \$300,000 maximum.

Supplemental term life insurance coverage is also available for the spouse when the employee is covered. Coverage is available in increments of \$5000 with a guarantee issue of \$25,000 with a maximum of \$100,000. The value of coverage on a spouse may not exceed 50% of the value of the employee's coverage. For example, the employee purchases \$30,000 of coverage for themselves. The maximum amount of coverage available for purchase of the spouse is \$15,000. Rates are based on age and subject to change at age 30 and every 5 years.

Supplemental term life insurance for the employee's children is available in increments of \$2,000 up to a maximum of \$10,000 as long as the employee is covered. Children ages 15 days to 19 years are eligible. Children may remain on supplemental group life coverage between the ages of 19 and 25 as long as they are unmarried and full-time students.

Any amount of supplemental life coverage over the guarantee issue amount required medical approval. If the employee does not enroll during the initial enrollment period they must be medically approved for any amount of coverage.

### **SECTION 125 CAFETERIA PLAN**

Group health, dental and eligible voluntary premiums may be run through Section 125/Cafeteria Plan.

### **FLEXIBLE SPENDING ACCOUNT (FSA)**

A Flexible Spending Account allows you to set aside pre-tax dollars to pay for eligible health care and dependent care expenses not covered by the health and dental plans each calendar year. The plan also offers a FlexCard, which enables the employee to access their flexible spending account funds at the point of sale, thereby eliminating the requirement to file for a reimbursement from your account manually.

## **OTHER INSURANCE AND ANNUITIES**

Various tax sheltered annuities and voluntary insurance plans are available. Contact Rhonda O'Bryan at 850-674-8123 ext 30 or Rhonda.obryan@calhounflschools.org for additional information.

## **LEAVE**

### **SICK LEAVE (School Board Policy 6.549)**

Personnel employed on a full time basis earn one (1) day of sick leave per month of employment. Sick leave is cumulative from year to year, and any leave charged against accrued sick leave shall be with full compensation.

<b>Employee Classification</b>	<b>Maximum Days Earned Per Year</b>
Certified (10 month)	10 days or 75 hours
Educational Support (9 month)	9 days; hours vary depending on time worked per day
Educational Support (10 month)	10 days; hours vary depending on time worked per day
Twelve Month Employees	12 days; hours vary depending on time worked per day

1. Certified employees (teachers and principals) are credited with 4 sick leave days on the first day of the contract year and earn 1 day a month until they have earned one day for each month included in their contract.
2. Educational Support and twelve month employees are credited with 4 days at the end of the first month and earn 1 day a month until the maximum number of days are earned.
3. Employees may earn no more than 1 day of sick leave times the number of months of employment.
4. An employee may transfer sick leave earned with another Florida School District provided that the days transferred in do not exceed days earned in the Calhoun County School District. The transfer must be completed within 60 days or the processing of the third payroll, from date of hire, to be retroactive to the first day of employment. Any transfers after this date will be effective from that date forward. Sick leave earned while working with the Calhoun County School District may be transferred to other agencies upon termination of employment and upon approval of the receiving agency. The employee is responsible for the request for transfer of sick leave.
5. Any district employee may authorize the use of their accrued sick leave by their spouse, child, parent or sibling if also a district employee. The Use of Sick Leave Form is available in the Payroll Office and on our website, School Board Policy 6.911. The policy also provides for the sick leave transfer program. Participation in the sick leave transfer plan shall at all time be voluntary on the part of the donating employee and receiving employee.
6. Sick leave is cumulative from year to year. There is no limit on the number of days that may be carried from year to year.
7. All School Board employees are eligible for terminal sick leave pay at the time of normal retirement as stated in School Board Policy 6.912.
8. To be eligible for Family Medical Leave, in general, an employee must have worked for at least 12 months, worked at least 1,250 hours in the 12 months preceding the leave, and worked at a site with at least 50 employees within 75 miles. To determine eligibility including rights and responsibilities, contact Human Resources.

### **PAID PERSONAL LEAVE (School Board Policy 6.546)**

1. Full and part-time employees earn sick leave each month per School Board Policy. Six (6) days of the accrued sick leave may be used for personal reasons each year.
2. Personal leave is charged to accrued sick leave and is not cumulative.
3. Personal leave must be approved in advance by your principal or supervisor.
4. Non-emergency leave will not be approved during state assessments, and/or critical times.

**UNPAID PERSONAL LEAVE (School Board Policy 6.546)**

1. The Board allows, with the recommendation and approval of the supervisor and the Superintendent, unpaid leave for various non-work related reasons. Unpaid leave may be granted for reasons such as parental leave, educational leave, and time to care for ill parent or child or personal health reasons. Unpaid leave must have prior Board approval.
2. When on approved unpaid leave, benefits with the School District may be continued by paying the entire premium (employee portion plus the Board contribution). Contact the payroll department to assure the necessary steps have been taken to continue benefits. If a premium is not paid during the term of the leave, benefits will be terminated for non-payment.
3. Unpaid personal leave expires at the end of the employee's contract period. If the leave continues through the next year, another letter of request must be submitted.

**JURY/WITNESS DUTY (School Board Policy 6.544)**

1. Employees subpoenaed for witness and jury duty will be granted temporary duty leave and will receive his/her regular daily rate of pay. A copy of the jury duty summons or subpoena must be attached to the employees leave form.
2. Employees will remit any jury fee to the Calhoun County School District.
3. Employees attending court for personal reasons should request personal leave.

**TEMPORARY DUTY (School Board Policy 6.55)**

1. Employees may be assigned to be temporarily away from their regular duties and place of employment for the purpose of performing other educational services, workshops and similar services of direct benefit to the School District.
2. Employees approved for temporary duty will receive their regular salaries and may be approved to receive payment for other expenses incurred.
3. An agenda must be attached to your request for travel expenses before payment is made.

**BEREAVEMENT LEAVE (School Board Policy 6.548)**

1. All full-time Calhoun County School District employees who have completed their first month of employment will be credited with two (2) days paid bereavement leave in the event of a death in their immediate family.
2. Immediate family is defined as a spouse, parent, sibling, child, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law or step relative counterparts.
3. Employees will be credited with bereavement leave on a fiscal year basis. Bereavement leave is not cumulative. Employees will not be paid bereavement for days not scheduled to work. A copy of the obituary or other satisfactory document must be attached to the employee's leave request form.

**MILITARY LEAVE (School Board Policy 6.545)**

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 240 working hours paid military leave during any work year if they are ordered by the Armed Services or National Guard to report to temporary duty.

**FAMILY AND MEDICAL LEAVE (School Board Policy 6.542)**

1. In compliance with the Family and Medical Leave Act of 1993, full time school employees are entitled to take up to twelve (12) weeks unpaid leave a year for the following reasons:
  - a. The birth of the employee's child;
  - b. The placement of a child with the employee for adoption or foster care;
  - c. To care for the employee's spouse, child or parent who has a serious health condition;
  - d. A serious health condition rendering the employee unable to perform his/her job,
  - e. Any qualifying exigency that arises because the spouse, son, daughter or parent of an employee is a service member serving with the Armed Forces; a veteran of the Armed Forces, National Guard or Reserves; or on active duty or has been notified of an impending call or order to active duty as a member of the National Guard or Reserve or a retired member of the Regular Armed Forces or Reserve in support of a contingency operation.

2. An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to a total of twenty-six (26) weeks of unpaid leave during a twelve (12) month period to care for the service member. This leave is available only during a single twelve (12) month period. Entitlement for military caregiver leave applies on a per covered service member, per injury basis.
3. During the single twelve (12) month period described in section II., an eligible employee is entitled to a combined total of twenty-six (26) weeks of unpaid leave under the provisions of sections I, and II. This does not limit the availability of leave under section I. during any other twelve (12) month period.
4. Employees are to provide at least thirty (30) days' notice, if possible, of their intention to take leave. Medical certification that the leave is needed is required for the employee's own serious health condition or that of a family member. The School Board will continue the employee's health insurance under the same conditions as if the employee were working. Upon returning from leave, the employee will be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

## **EXPANDED FMLA LEAVE**

### **Employee Eligibility**

All employees who have been employed with the District for at least 30 days.

### **Reason for Leave**

Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

### **Definitions**

1. Child: a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age; or 18 years of age or older and incapable of self-care because of a mental or physical disability.
2. Childcare provider: a provider who receives compensation for providing childcare services on a regular basis, including: a center-based childcare provider; a group home childcare provider; a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence; other licensed provider of childcare services for compensation, or a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.
  - a. School: an elementary or secondary school.

### **Duration of Leave**

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for another 6 weeks of FMLA leave under this policy.

### **Pay During Leave**

Leave will be unpaid for the first 10 days of leave; however, employees may use any accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number

hours paid will be used:

1. The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. OR
2. If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

### **Employee Status and Benefits During Leave**

While an employee is on leave, the District will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the District will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the Human Resources or Personnel department.

If the employee contributes to a life insurance or disability plan, the District will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the District may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the District may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

### **Procedure for Requesting Leave**

All employees requesting FMLA leave must provide written notice, where possible, of the need for leave to the Human Resources Director as soon as practicable. Verbal notice will otherwise be accepted until written notice can be provided. Within five business days after the employee has provided this notice, the employee will be provided with any Department of Labor (DOL) required notices.

The notice the employee provides should include a brief statement as to the reason for leave, and if possible, the expected duration.

On a basis that does not discriminate against employees on FMLA leave, the District may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

### **Employee Status After Leave**

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The District may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

## **EMERGENCY PAID SICK LEAVE**

### **Eligibility**

All full- and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.

6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

### **Definitions**

1. Child means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-
  - a. under 18 years of age; or
  - b. 18 years of age or older and incapable of self-care because of a mental or physical disability.
2. [Note: A definition for "individual" should be provided as soon as more guidance is available.]

### **Amount of Paid Sick Leave**

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

1. The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. OR
2. If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

### **Rate of Pay**

Paid emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

1. \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above; OR
2. \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

### **Interaction with Other Paid Leave**

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave during the first 10 days of normally unpaid FMLA leave.

### **Procedure for Requesting Emergency Paid Sick Leave**

Employees must notify their supervisor or the Human Resources Director of the need and specific reason for leave under this policy. A form will be provided to all employees in a manner accessible to all. Verbal notification will be accepted until practicable to provide written notice.

Once emergency paid sick leave has begun, the employee and his or her supervisor must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

### **Carryover**

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

### **Job Protections**

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave

## RETIREMENT

### **RETIREMENT OPTIONS**

Calhoun County School District employees are eligible to participate in the Florida Retirement System. Contributions to the FRS are set by State rates for all eligible employee groups. Effective July 1, 2011, all FRS members are required to make a 3% employee contribution. The FRS mandatory 3% employee contributions will be deducted from the gross salary before Federal withholding tax is computed. DROP participants are not required to pay employee contributions. Upon hire, eligible employees are offered two retirement plans, the Investment Plan and the Pension Plan. The employee will be mailed "New Employee FRS Enrollment Kit" from FRS within 30 to 60 days of the payroll in which they were first reported. The choice deadline is (8) months from the employee's month of hire with the employee defaulting to the investment plan if no choice is made. Additional information is available at [www.myfrs.com](http://www.myfrs.com).

### **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.

## PAYROLL DATES FOR 2020-2021

Payroll Reporting Periods can be viewed on the district website at <http://calhounflschools.org/calendars>

12-Month End of Month			10-Month (196 days) 11th of the Month			9-Month (180 days) 11 <sup>th</sup> of the Month		
# Cks	Last Day of Pay Period	Paid	# Cks	Last Day of Pay Period	Paid	# Cks	Last Day of Pay Period	Paid
1	7/17	<b>07/30</b>	1	08/24	<b>09/11</b>	1	08/24	<b>09/11</b>
2	8/19	<b>08/31</b>	2	09/25	<b>10/09</b>	2	09/25	<b>10/09</b>
3	9/18	<b>09/30</b>	3	10/25	<b>11/10</b>	3	10/23	<b>11/10</b>
4	10/16	<b>10/30</b>	4	11/19	<b>12/11</b>	4	11/19	<b>12/11</b>
5	11/13	<b>11/20</b>	5	12/16	<b>01/11</b>	5	12/16	<b>01/11</b>
6	12/11	<b>12/18</b>	6	01/25	<b>02/11</b>	6	01/25	<b>02/11</b>
7	1/15	<b>01/29</b>	7	02/19	<b>03/11</b>	7	02/19	<b>03/11</b>
8	2/12	<b>02/26</b>	8	03/18	<b>04/09</b>	8	03/18	<b>04/09</b>
9	3/12	<b>03/19</b>	9	04/29	<b>05/11</b>	9	04/29	<b>05/11</b>
10	4/19	<b>04/30</b>	10	1 <sup>st</sup> Ext Ck	<b>06/01</b>	10	1 <sup>st</sup> Ext Ck	<b>05/27</b>
11	5/19	<b>05/28</b>	11	06/01	<b>06/14</b>	11	05/27	<b>06/14</b>
12	6/30	<b>06/30</b>	12	2 <sup>nd</sup> Ext Ck	<b>06/24</b>	12	2 <sup>nd</sup> Ext Ck	<b>06/24</b>



**2020-2021 CALHOUN COUNTY SCHOOL DISTRICT  
EMPLOYEE HANDBOOK  
INSTRUCTIONAL STAFF RESPONSIBILITY CONTRACT**

- My signature signifies I have read and understand the information and policies as listed in the **Employee Handbook** and am aware of my professional obligation thereto as an employee of the Calhoun County School District.
- My signature signifies I have read and understand the policy concerning **Antifraud** and am aware of my professional obligation thereto as an employee of the Calhoun County School District.
- My signature signifies I have read the information on **Confidentiality** and am aware of my professional obligation thereto as an employee of the Calhoun County School District. I understand that in my work with the Calhoun County School District, 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 or 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 the **Calhoun County School District Acceptable Use Network/Internet Policy for Teachers and Staff** and am aware of my professional obligation thereto as an employee of Calhoun County School District.
- My signature indicates I am aware of **The Principles of Professional Conduct of the Education Profession in Florida** and my professional obligations including the requirement to self-report arrests and convictions.
- My signature signifies my knowledge that the **2020-2021 Code of Conduct and Discipline** along with any other rules, regulations, policies, and directives of the school with regards to my responsibilities for student behavior is available for my reference on the Calhoun County School District website. A printed copy is available if requested. I ☐ do / ☐ do not wish to have additional training.

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Print Name

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School

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Signature

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Date

**2020-2021 CALHOUN COUNTY SCHOOL DISTRICT  
EMPLOYEE HANDBOOK  
EMPLOYEE RESPONSIBILITY CONTRACT**

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Print Name

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School

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Signature

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Date