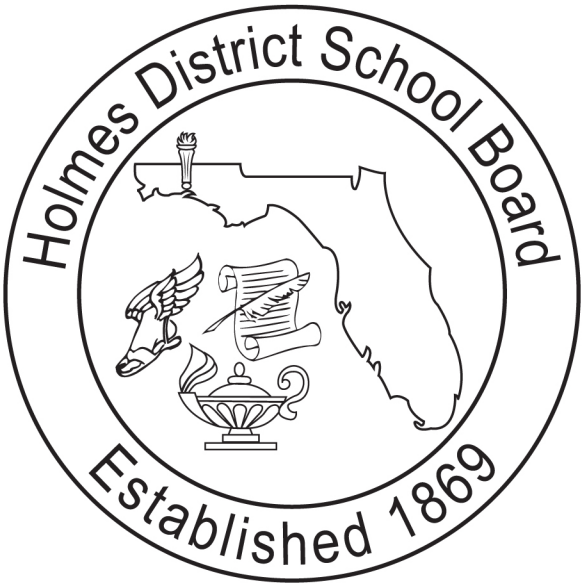


Holmes District School Board

PERSONNEL HANDBOOK

Board approved: October 12, 2021

Letter to HDSB Employees

Welcome to the Holmes District School System! Many of you are veteran employees and staff members that have worked most if not all your career in the Holmes District School System. You have seen the ebb and flow of education in the state of Florida change throughout the years. Most of you have probably received different versions of this handbook. Some of you will be "rookies" that are either new to education as a career or just new to our school district.

This handbook is meant as a guide to help you navigate employment questions directly related to your pay, expectations at work, and point you in the right direction when you may have a question that is not answered within the confines of the handbook. With that said, please remember to always work within the structure of your school or assigned location supervisors and principals. I, as Superintendent, will always have an open-door policy for employees, parents, students, and concerned citizens, but I ask that we respect the framework of a work environment and try to follow those policies and procedures as set forth by this handbook, district policy, and state Statute or State Board Rules.

I want to emphasize a couple of areas for all of you. If you are an employee of HDSB then you are an integral part of the educational foundation for each and every student that walks into our buildings and is served by this District. This District exists to provide a safe and strong academic environment for the future (children) of this community, this state, and this nation. We exist and focus our goals for them working in the field of education is what I consider a calling and a calling of merit and great responsibility. Secondly, by tradition and law you are going to be held to a higher standard than most workplaces and within the community. By your actions, students will emulate you, by your actions you will model behaviors for them, by your actions you will set either a positive example or a negative one. This simple fact is not about being fair, but it is a choice you make when you come to work in a school system. I strongly urge you to always keep that in the forefront of any decisions you make in relation to your career in education.

Good luck in the upcoming year and let's get our students ready to be productive members of society!

Buddy L. Brown
Superintendent of Schools

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Purpose of Handbook

We have developed this Personnel Handbook as a guide to help you during the course of your employment with Holmes District Schools.

This handbook is not intended to be all-inclusive or address every situation that may arise during the course of your employment, nor is it a substitute for Board policies or official statements. If there is any conflict between this handbook and a Board Policy, the policy takes precedence. For more information, please contact your worksite supervisor or the Human Resources Department at (850) 547-9341, or visit the District's website at: *www.hdsb.org*. Board policies are shown at the link under *School Board / Policies*.

The Superintendent of Holmes District Schools is responsible for administering the Board's policies, procedures, and provisions of applicable collective bargaining or employment agreements. The Superintendent reserves the right to alter the content or application of this Personnel Handbook. While reasonable effort will be made to inform you of changes as they occur, it is your responsibility to review District guidelines and seek clarification as needed.

This Personnel Handbook supersedes all other personnel handbooks or employee manuals for Holmes District Schools as of July 1, 2021.

Mission and Vision of The District

Mission

The Holmes District School Board shall provide a safe, nurturing environment and a comprehensive curriculum that will prepare students for college and careers.

Vision

Educating today's students for tomorrow's world.

REF: Policy 1.10

Acquisition, Use, Exchange, and Sale of School Property

Acquisition

All property purchased through District funds, internal funds, or donations from outside sources shall be acquired using District purchasing procedures. All property, including vehicular equipment, shall be under the full control and name of the School Board. All property valued at $1,000 or more, acquired through internal accounts or donations, shall be reported immediately by the principal or work site supervisor to the designated property records office on the prescribed forms.

Exchange

Surplus property shall be reported on proper forms to the designated Property Records office which shall be responsible for acquiring and storing the surplus property.

Property items valued at $1,000 or more may be exchanged between schools and District departments when approval is granted by the designated Property Records office and subsequently by the appropriate District department head. Notification of each approval shall be filed in writing with the designated property records office to adjust property records of schools and District departments.

Exchange of equipment purchased with Federal funding must be approved by the District Grants Administrator.

Use

School Board equipment may be used by employees away from School Board property under certain conditions when prior approval is obtained from the principal or District department head. These conditions include familiarization with the equipment for instructional purposes or improvement of job performance.

School Board equipment shall not be used for gainful outside employment or private use of employees or by any outside group or organization.

Sale, Transfer, or Disposal

Subject to law and regulations of the State Board of Education, the School Board may sell, transfer or dispose of any school real or tangible property, including instructional materials, which is declared by resolution of the Board to be unnecessary or unsuitable for school purposes because of location, condition or other cause. Any sale of School Board property must be approved by the Board.

REF: Policy 7.72, 7.75*

Alcohol and Drug-Free Workplace for Employees

The District realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and alcohol problems result in unsafe working conditions for all employees and students. The District is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on district premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

In addition, the district has developed and maintains a comprehensive Drug and Alcohol Policy, which employees may obtain from Human Resources. **(See School Board Policy 6.33)**

This policy is intended to deter the use of drugs and alcohol in the workplace by establishing standard procedures for drug and alcohol testing for all employees required to hold a Commercial Drivers' License (CDL). *Prohibited Substances or Drugs* means any illegal drug or substance as identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 USC §812) and by regulations at 21 CFR §§1308.11-.15, including, but not limited to, marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine. Prohibited use includes both use of any illegal drug, and misuse of legally prescribed or obtained prescription drugs.

Alcohol Use means the consumption of any beverage, mixture or preparation containing alcohol, including any medication or product.

Covered Employees means those School Board employees who are required to hold a commercial drivers' License as a condition of employment and in which a driver operates

- a vehicle designed to carry 16 or more passengers,
- a vehicle which weights more than 26,000 pounds, or
- a vehicle which carries a placard indicating hazardous cargo.

REF: Policy 6.60

Annual/Vacation Leave

If you are an employee in a twelve (12) month position, you are eligible to earn vacation leave. Annual leave shall be given as follows: one day per month for less than five years of continuous service with the district; one and one fourth days per month for more than five but less than ten years of continuous service in the district; and one and one-half days per month for ten years or more of continuous service in the district.

Annual/vacation leave is subject to the following provisions:

- A maximum of 30 working days may be accrued.
- Annual leave may be granted by the Superintendent upon the written application of the employee and with prior approval of the employee's immediate supervisor. Annual leave shall be scheduled for minimum disruption of the school program.
- Only full-time employees shall be eligible to accrue annual leave.
- Annual leave may be granted by the Superintendent upon the written application of the employee and with the prior approval of the employee's immediate supervisor. Annual leave shall be scheduled for minimum disruption of the school program.
- Annual leave shall not be granted until employee has rendered at least three (3) months of acceptable service in the District.

REF: Policy 6.541

Attendance

The quality of education provided by the District depends upon each employee promptly and reliably carrying out his or her job duties. Therefore, it is important for you to report to work as scheduled.

Occasionally, illness or other special circumstance may arise. To address these contingencies, if you are an eligible active duty employee, you may accrue or be granted leave time in accordance with Board policy. Requests for anticipated leave must be submitted with sufficient advance notice and in accordance with District procedures.

The following types of leave require approval of the School Board:

- Extended health leave or disability leave including maternity leave
- Military leave in excess of 17 days
- Personal leave in excess of 17 days
- Illness-or-Injury-in-line-of-duty leave
- Leave to seek political office
- Professional leave in excess of six days
- Sabbatical leave
- Family and medical leave

The Superintendent is authorized to grant the following types of leave:

- Sick leave
- Personal leave not in excess of six days
- Annual leave
- Professional leave not to exceed five days
- Jury duty assignment
- Military leave not to exceed 17 days

- Witness duty absence
- Temporary duty

A willful absence from duty without leave shall result in the loss of compensation for the time of the absence and a break in the continuity of service. Such an absence may also result in disciplinary action, up to and including dismissal or cancellation of the employment contract. Any employee who is willfully absent from duty without leave shall forfeit compensation for the time of the absence and the employee's contract shall be subject to cancellation by the School Board. In addition, such absence without leave shall interrupt continuity of service.

REF: Policy 6.502 / 6.511

Bereavement Leave

At the end of the first month of employment, personnel who are considered full time employees are entitled to take two (2) days bereavement leave per death of a spouse, parent, child, grandchild, stepparent, stepchild, grandparents, mother-in-law, father-inlaw or sibling. Such leave will not be charged against the employee's sick, personal, or annual leave. The two day leave is non-accruable, and does not have to be consecutive, but must be used within thirty days of the death of the spouse, parent, child, grandchild, step parent, stepchild, grandparents, mother-in-law, father-in-law or sibling.

In order to be eligible for the bereavement leave, the employee must complete the official leave form as soon as possible following the death of the defined family member, and submit it to their immediate supervisor.

REF: Policy 6.5411

Compensation

As a District employee, you shall be paid in accordance with state and federal requirements, Board policies and, if applicable, your collective bargaining agreement. Paychecks are generally issued on the 16th and 1st of each month. Salaries for employees working the entire contract period shall be paid in 24 equal payments.

All personnel shall be paid in accordance with salary schedules as adopted by the School Board. All salary schedules and their implementation shall comply with the requirements of Florida Statutes. Your compensation is based on an annual salary schedule adopted by the Board. If an employee does not work the entire contract period, the employee contract amount will be calculated using the hourly rate. Any over or underpayment will be determined using this method.

The salary schedule provides pay differentials based on performance, professional certification, advanced degrees, supplemental duties and/or periods, and other factors determined by the District in accordance with applicable law.

Overpayments/Underpayments

Every effort is made to ensure that you are accurately paid for your services. Any error or concern regarding payroll calculations, specific deductions, or other concerns shall be brought to the immediate attention of the Board.

REF: Policy 6.91 / HDSB Master Contract 2012-15

Confidentiality

A number of state and federal laws prevent the unauthorized disclosure of confidential and protected information. To comply with these laws and avoid invasions of privacy and breaches of confidentiality, you are prohibited from releasing, disclosing or otherwise disseminating confidential information except as authorized by Board policies and procedures. The obligation to maintain confidentiality extends beyond the term of your employment.

School Board rules and procedures for maintaining student records shall be consistent with Florida Statutes, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Act and Privacy Rights of Parents and Students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

Confidential information includes, but is not limited to:

- Student records, including health information;
- Medical records;
- Personal information that identifies children with disabilities and their parents and families;
- Social security numbers;
- Trial preparation records;
- Confidential law enforcement investigatory records;
- Confidential information received from another public agency; and
- Other information that is statutorily exempt from public disclosure or protected under confidentiality laws.

The District has adopted the following procedures to maintain security of confidential information:

I. Procedures on student records shall be approved by the School Board and contained in the *Student Educational Records Manual*. Included shall be provisions of the No Child Left Behind Act requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain nonemergency medical examinations.

II. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from the public records law as required by Florida Statutes.

III. A school may release student's education records to partners to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities and other signatory agencies as allowed by law.

IV. Reporting of student database information shall comply with these safeguards.
   A. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;
   B. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and
   C. Data shall be protected from unauthorized use at all times.

V. Social security numbers may be collected from students
   A. To be used as student identification numbers as required by 1008.386, F.S.;
   B. To facilitate the processing of student scholarships, college admission and other applications; and

C. For other purposes when consent of the parent or adult student is granted.

REF: Policy 5.70

Conflicts of Interest

Outside employment or "moonlighting" of a principal, supervisor, or instructional staff member shall not violate the moral standards of the community or the Professional Code of Ethics prescribed in State Board of Education Rules, Chapters 6B-10 through 13. Under no conditions shall outside employment conflict with the employee's performance of regular duties or with the extracurricular activities related to his/her position.

I. No principal, supervisor, or instructional staff member shall be permitted to sell instructional materials to the parent(s) or legal guardian of a student who attends his/her school.

II. If the propriety of a staff member's outside employment is questioned, the principal or immediate administrative supervisor may require the employee to confer with the Superintendent to receive prior approval from the School Board. When the employee refuses to follow the Superintendent's instructions or feels that his/her rights have been violated, the matter shall be referred to the School Board.

III. Outside employment or "moonlighting" of educational support staff members shall not interfere with duties, responsibilities, and job efficiency or violate the moral standards of the community.

No employee of the District shall on behalf of the District either directly or indirectly purchase, rent, or lease any realty, goods, or services from any business entity of which the employee or the employee's spouse or child has a interest shall provide either directly or indirectly, purchase, rent, or lease any realty, goods, or services to the District, subject to Florida Statutes and provisions herein.

This policy is not intended to prohibit the School Board from authorizing purchases or other related activities from or with a business or individual related to an employee who provides an acceptable bid or quote for such services or goods and when all other conditions are equal or comparable. This policy does not prohibit reimbursements to employees for purchases made in connection with their employment.

Some examples of prohibited conflicts of interest include:

- Accepting a fee for remedial tutoring of any student currently enrolled in one (1) or more of your classes for which a grade is given;
- Recommending or purchasing a good or service from a vendor in which your spouse or child has a material interest;
- Having a financial interest in any activity that conflicts with your job duties and responsibilities with the school system, even if you do not personally or directly benefit from such interest;
- Using District materials, equipment, or facilities in private practice;
- Dedicating school time to an outside interest, activity or association;
- Soliciting or accepting customers for private enterprises while on District property or during work time;
- Engaging in a business transaction on behalf of a private enterprise that may profit you by virtue of your official position or authority;
- Benefiting financially or otherwise from confidential information that is obtained or obtainable by reason of your position or authority; and/or,

- Engaging in political activity on school property during school hours.

A violation of this policy may result in disciplinary action, up to and including dismissal.

REF: Policy 6.161 / Policy 6.302

Deductions

The District is required to withhold applicable income and payroll taxes from employee paychecks. Any court-mandated deductions such as garnishments for child support plus applicable administrative fees may be withheld from your paycheck as well.

The District prohibits illegal deductions in pay. To the extent permitted by law and consistent with applicable agreements, payroll deductions shall be approved by the Board and must be authorized by you in writing. The cost of tax-sheltered annuities, dependent health premiums, membership dues and other programs may be payroll deducted with your authorization. Payroll deductions shall be divided into equal payments and shall continue for the duration of the payroll request. You may cancel noncompulsory deductions by providing written notice to the vendor. Payroll deductions for exclusive bargaining agents shall be made in accordance with state statutes and negotiated agreements.

Social Security

Social Security and Medicare taxes are paid by the District and you in accordance with federal regulations. Your portion of the taxes is payroll deducted.

If you are a part-time, seasonal, or temporary employee, a retirement benefit plan will be provided by the District as an alternative to Social Security.

REF: Policy 7.51

Disciplinary Action

Holmes County School District utilizes a progressive discipline process. Progressive discipline is the process of using increasingly severe steps or measures when an employee fails to correct a problem after being given a reasonable opportunity to do so. Past incidents requiring any disciplinary action will be considered in making discipline decisions. The following steps shall be taken when disciplinary action is required for HDSB employees:

Step 1 – Verbal correction and direction
Step 2 – Written correction and direction
Step 3 – Written reprimand (which is filed in the staff member's personnel file)
Step 4 – Suspension without pay
Step 5 – Termination of employment

Domestic/Sexual Violence Leave

As an employee seeking domestic/sexual violence leave, you must provide advance notice and sufficient documentation of the act of domestic or sexual violence, except where there is imminent danger to the health or safety of you or your family or household member. In accordance with state law, all information concerning domestic or sexual violence shall be confidential and is exempt from disclosure.

You may not be discharged, demoted, suspended, retaliated or discriminated against for exercising your rights under the Florida Domestic Violence Leave Act. However, nothing in the law limits the Board's right to discipline or terminate you for any legitimate reason including, but not limited to, reductions in the workforce or termination for cause.

An employee, who has been employed by the District for at least three (3) calendar months, may request and shall be granted up to three (3) days of unpaid personal leave within a twelve (12) month period if he/she has been a victim of domestic violence or if a family or household member has been a victim of domestic violence.

The leave must be used for one or more of the following purposes:

- To seek an injunction for protection against domestic violence or for protection in cases of repeat violence, dating violence or sexual violence;
- To obtain medical care and/or mental health counseling for the employee or a family or household member;
- To obtain services from a victim-services organization;
- To make the employee's home secure from the perpetrator or to seek new housing; and/or
- To seek legal assistance related to the violence.

All records related to such leave will be considered confidential. This leave shall be noncumulative and shall be requested in advance except in the case of an emergency. If an employee elects to be on paid leave, he/she may request personal leave chargeable to sick leave provided that the employee is eligible to be on such leave or he/she may request annual (vacation) leave provided that the employee accrues annual leave and has an annual leave balance.

REF: Policy 6.546

Dress Code

As professionals in our schools, we realize and value the public's perception of our roles as mentors and models for students. Therefore, during the school year, administrators, teachers, paraprofessionals, and office personnel are required to follow a basic dress code. The purpose and intent of the dress code is to assure that the school system staff projects a professional image to the public as well as to the students.

To promote professionalism and respect for authority, you are expected to adhere to the following standards regarding attire and grooming. While on duty, you shall:

- Be physically clean, neat and well-groomed;
- Dress in a manner consistent with your job duties;
- Dress in a manner that communicates pride in personal appearance; and
- Be groomed in such a way that your hair style or dress does not disrupt the educational process or cause a health or safety hazard.

All teachers and staff members are required to wear staff I.D. tags at all times while on school grounds.

If there are exceptions to the dress code, those will be handled on an individual basis by the principal at each school. NOTE: The direct supervisor is responsible for enforcing the dress code.

Those teachers who teach P.E. and related courses that require them to wear gym outfits will be excluded from appropriate parts of the dress code while teaching in their program areas.

Staff members are expected to dress professionally and may not wear jeans, shorts, jogging suits, or t-shirts (except on special event days and teacher workdays or as approved by the principal).

The bottom line is - Employees should always look professional and at a minimum meet the District Student Dress and Appearance dress code defined below:

DISTRICT EMPLOYEE DRESS AND APPEARANCE

Each employee is responsible for his/her own appropriate dress which shows respect for self and others and helps to create an orderly learning environment. The word "appropriate" shall be defined to include cleanliness, safety, modesty, and good taste. Inappropriate dress and actions disrupt the learning process and creates chaos.

To avoid distractions and to promote the health and safety of all employees, the following restrictions shall be in effect:

1. Dresses, skirts, shorts and skorts must be mid-thigh or longer.
2. Clothes bearing suggestive slogans or advertising alcoholic beverages and/or tobacco shall not be worn.
3. Saggy pants, baggy clothes, extremely tight clothes, tank tops, cut out sleeves or spaghetti straps, and clothes that expose the midriff are prohibited. Tops must be capable of being tucked in when sitting and must be shoulder width. Employees may not wear clothing that reveals undergarments, the midriff, or cleavage. Blouses or shirts that are low-cut or see through may not be worn**.**
4. Body piercing jewelry other than earrings may not be worn.
5. Personal appearance or attire that interferes with or distracts from the instructional program or that creates a health hazard is not acceptable.

Examples of inappropriate clothing include but are not limited to the following: tube or tank tops, spaghetti straps, without overblouses or shirts, halter tops, backless dresses, muscle shirts, pajamas, spandex leggings worn as pants, undergarments as outergarments.

Additional points of emphasis include:

1. The practice of wearing jeans or any other clothing with holes (openings revealing skin) in them above the knee will not be permitted.
2. The wearing of a blouse that exposes an employee's cleavage is inappropriate for the school environment.
3. The practice of wearing pajamas and household slippers will not be permitted.
4. Tattoos and/or body art that is lewd, related to gang activity, or other offensive words or symbols must be covered at all times.
5. If you have any questions, please speak with your administrative staff.

Electronic Resources

As a District employee, you may have access to computers, software, Internet access, networks, network devices, fax machines, telephones, voice mail, electronic mail and other systems provided by the District for business purposes. In accordance with its mission and goals, District resources shall be used in the performance of job duties and for school-related purposes. The use of electronic resources must comply with state and federal laws, the Code of Ethics, Principles of Professional Conduct of the Education Profession in the State of Florida, District policies and administrative procedures.

The District retains control, custody and supervision over all electronic resources (including but not limited to, computers, software, Internet access, networks, network devices, fax machines, telephones, voice mail, and electronic mail) that it owns or leases. Any information generated,

stored or transmitted through electronic resources is the same as any written document and may be subject to Florida's Public Records Act. The District retains the right to monitor employee use of its equipment and systems.

Guidelines

Computer accessibility has enabled people all over the world to communicate via the Internet. With this access comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material, individual contacts, or communications which are not suitable for school-aged children.

The Holmes District School Board views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the Holmes District School Board supports those which will enhance the research and inquiry of the learner with directed guidance from faculty and staff. On a global network it is impossible to control all materials, and an industrious user may discover inappropriate information. At school, each student's access to and use of the network will be under the teacher's direction and monitored as a regular instructional activity. If the student uses the network outside the sponsoring teacher's class, the teacher will not be held accountable for inappropriate network use.

The network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Holmes District School Board. Failure to adhere to these guidelines may result in the suspending or revoking of the offender's privilege of access.

This policy will provide guidelines for the Holmes District Schools' participation in and use of telecommunication services and networks for administrative and instructional purposes. District use of such networks is intended to advance and promote a world class public education in Holmes County for all students. Telecommunication services and networks permit access and exchange of information between and among schools, school offices; and members of the Holmes global community. Collaboration and exchange of information between and among students/teachers/expert resources statewide, nationally, and world-wide; the Florida Department of Education, and other state, national and international educational entities; and electronic bulletin boards are also a part of this service.
District participation in any telecommunication services networks shall provide for the following elements:

- Electronic messaging services, file transfer, and electronic conferencing capabilities to public school and district employees and authorized students;
- Intuitive, graphical user interfaces;
- Accessibility for the user via properly equipped microcomputers from a range of vendors;
- Opportunities for wider networking (interstate and international) by promoting appropriate access and use of full Internet and other telecommunication services where economically feasible;

All use of telecommunication services and networks shall be consistent with the mission, goals, policies, and priorities of the school district. Successful participation in a network requires that its users regard it as a shared resource and that members conduct themselves in a responsible, ethical, and legal manner while using the network.

Holmes County Schools' accounts shall be used only by the authorized users of the accounts for the purposes specified. Misuse shall result in the removal of participant access rights and authorization. Authorized users shall be ultimately responsible for all activity under their account and password.

Any use of telecommunications services or networking for illegal, inappropriate, or obscene purposes, or in support of such activities, shall be prohibited. Illegal activities shall be defined as a

violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the district's mission, goals, policies or procedures. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.

Any use of telecommunications services or network for commercial purposes, product advertisement or political lobbying shall be prohibited.

No use of telecommunications services or networks shall serve to disrupt the use of the network by other users.

Unlimited and open-ended use of the telecommunications services or networks in terms of access time cannot be accommodated inasmuch as supportive financial resources remain finite. Users shall exercise prudence and "fairness" in the shared use of limited resources.

All communications and information accessible via the telecommunications services or networks shall be assumed to be private property. No guarantee can be made for the privacy of any communication on the network; however, authorized system administrators may access private correspondence and files if a user is believed to be in violation of this policy.

All network users shall adhere to the rules of copyright regarding software, information and the attribution of authorship. Reposting personal communications without the author's permission or bulletin board messages without proper attribution shall also be prohibited.

All members of the Holmes County Schools community shall be granted free and equal access to as many network services as school resources and availability of technology may permit.

To the extent reasonably possible, users of school sponsored telecommunications services and networks shall be protected from harassment or unsafe, unwanted or unsolicited contact. Users shall be made aware, and shall acknowledge their awareness that the designers of the network cannot eliminate, or in some cases properly restrict the possibility of unwanted access to users. Nor can users be completely prevented from accessing services or information that is offensive to or inappropriate for certain groups of users. Individual users must be responsible for their own access and conduct in using telecommunications services and networks. This responsibility and accountability for such conduct will be clarified through the access authorization forms and training.

Public school student use of the telecommunications services or networks through school equipment or authorization shall be properly supervised and shall require prior written approval from parents/guardians.

The superintendent or his/her designee shall be responsible for authorizing use of telecommunications services or networks in accordance with this policy.

Specific procedures for school and district individual staff, student or parent use of telecommunication services and networks shall be developed and periodically reviewed for effectiveness at the district level.

Each school or site administrator shall designate a person responsible for distributing access forms, authorizing access and maintaining all appropriate documentation.

While these guidelines are not all-inclusive, your use of District electronic resources is subject to the following provisions:

- There shall be no expectation of privacy with respect to business or personal communications generated, stored or transmitted using the District's electronic, business or communications systems.
- Incidental personal use is permitted as long as it does not interfere with your job duties or performance, system operations, or other users or increase costs to the District.
- Unauthorized disclosure of any confidential information regarding students or employees is strictly prohibited. You must comply with the Family Education Rights and Privacy Act (FERPA) and other applicable privacy laws and regulations.
- Passwords and accounts must be confidentially and securely maintained. The use of another's password without explicit permission is prohibited.
- Instant messaging systems are not secure and shall not be used to transmit student or employee information.
- Downloading music, videos and other Internet broadcasts is prohibited unless specifically authorized for short-term work- or school-related purposes.
- Use of District systems must not involve any prohibited activity including, but not limited to:
    - Harassment, threats, or other illegal or prohibited activity;
    - Obscene, pornographic, sexually explicit or sexually suggestive material or activity;
    - Inappropriate communications with students or minors;
    - Private commercial, advertising or business solicitation or for fund-raising for any nonschool purpose, unless authorized by the Superintendent;
    - Soliciting or communicating personal, political or religious views or representing such views as those of the District;
    - Dissemination of false information;
    - Intentional or unintentional misuse or damage to the District's electronic resources;
    - An unauthorized attempt to gain or deny access to, disrupt, alter, or destroy data or service of the computer or network system;
    - Attempting to access unauthorized sites by bypassing the District's Internet filtering system;
    - Using District resources for recreational games, unless for instructional purposes;
    - Unauthorized installation, connection or alteration to the Board's networking devices.
    - Downloading or installing software from any source without prior written approval from the Superintendent.
    - Unauthorized copying, transferring, removing, altering or communicating any District record or software for personal use or for the use of others.

You are encouraged to keep your personal business and records at home. All District communications devices including computers, telephones, voice mail and electronic mail systems are subject to the provisions of Florida's Sunshine Law.

The District is not responsible for unauthorized charges made by you, the illegal use of its computers, or for any damages suffered. The District makes no warranty of any kind and denies responsibility for the accuracy or quality of information obtained through its services or the Internet.

E-mail

Upon request by the District, you must provide copies of e-mail records in your possession, whether or not such records are on a District computer. To preserve the confidentiality of protected information, all information exempt from disclosure must be deleted prior to release of electronic mail.

- When available, the District's e-mail system must be used to send official District e-mail communications.
- Precautions should be taken when opening or forwarding e-mail attachments from unknown sources or which may contain viruses.
- Personal e-mail may be blocked at any time to ensure network security and prevent viruses and spam.
- Permission must be obtained from the site administrator prior to sending or forwarding mass e-mails or chain letters for District or non-District purposes.
- Participation in work-related news groups and mail lists is permissible provided they do not create an excessive amount of e-mail.

A violation of this policy may result in disciplinary action, up to and including dismissal.

REF: Policy 8.60

Emergency Closure and Evacuation of Schools

The Superintendent or, in the event of an extreme emergency, the Principal, may close or dismiss school prior to the regular daily dismissal hour. In the event of an emergency closure, school personnel shall maintain control over students until they are released from school or depart from the school bus.

In accordance with the emergency preparedness plan, appropriate personnel shall identify and promptly respond to all threats to the safety of District facilities.

At least two (2) emergency evacuation drills shall be held during the first month of school and one (1) evacuation drill each month during the remainder of the school year. The drills shall cover emergencies such as fire, bomb threat, foul weather, and regional or national emergencies and shall be designed to familiarize occupants with all means of exit, including special emergency exits, and appropriate emergency cover areas. Staff members shall be assigned responsibility for the prompt and orderly evacuation of school buildings.

REF: Policy 6.101

Employee Communications

To maintain open channels of communication, all District-related communications between employees and the Board shall be submitted through the Superintendent or as directed by the Superintendent.

When responding to the Board in writing or through e-mail, you shall send a copy of the communication and the original inquiry to all other Board members and the Superintendent. Official Board communications, policies and directives of interest to employees will generally be communicated by the Superintendent.

While interacting at social or other functions, Board members and you are likely to informally discuss educational trends, issues and other matters of interest. Board members cannot act on behalf of the Board unless in open public session or specifically authorized. Therefore, you should avoid discussing with Board members individual personalities, personnel grievances, complaints, or other issues subject to Board action, and such matters should be addressed in accordance with established procedures.

Nothing in this guideline is intended to deny you of your right to free speech or the right to appeal to the Board on important matters. You have the right to speak out on issues of public concern. However, in situations where personal interests conflict with those of the District, you should:

- Clearly state that the views are your own and not necessarily those of the School District;

- Refrain from expressions that may disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
- Avoid making threatening, abusive or personally defamatory comments about District employees, administrators or officials; and
- Refrain from public expressions that you know to be false or that are made without regard to truth or accuracy.

Employment Procedures

All Administrator, Instructional and Support Staff positions are created and filled with the Superintendent's recommendation and the Board's approval. School Principals select Substitute Teachers from a list of candidates approved by the Human Resources Department.

As a job applicant, you must be of good moral character; meet the qualifications for the position; attained the age of 18 years; not be ineligible for employment under 1012.315, F.S., if applying for an instructional, administrative, or any other position requiring direct contact with students; and submit all required documents on a timely basis to be considered for employment or re-employment. After receiving a conditional offer of employment, you will be subject to additional screening to determine employability. Such screening may include, but is not limited to: drug screening, criminal background check, and verification of educational qualifications and employment history. Bus drivers may be tested for alcohol, amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, designer drugs, hallucinogens, methaqualone, synthetic narcotics, opiates and phencyclidine.

It is the policy of the Board to only hire U.S. citizens and those who are lawfully authorized to work in the United States. In accordance with federal law, you must provide proof of eligibility to work in the United States upon employment.

No applicant who has received a conditional job offer shall begin work before their pre-employment drug screening and fingerprints are processed, the criminal and pre-employment investigation (including verification of work authorization status through the E-Verify system) is completed, and a determination is rendered as to suitability for employment.

Any false or misleading statement or omission to obtain employment may result in ineligibility for employment or disciplinary action, up to and including dismissal.

REF: Policy 6.17

Equal Employment Opportunity, Nondiscrimination, and Harassment

To ensure your right to equal employment opportunity and a nondiscriminatory workplace, the Board strictly prohibits any form of discrimination against applicants or employees on the basis of race (including anti-semitism), color, ethnicity, religion, national origin, age, gender, marital status, disability, pregnancy, political or religious beliefs, genetic information, sexual orientation, gender identity, other distinguishing physical or personality changes, or any other legally-protected characteristic in its programs and activities, including employment opportunities. This policy applies to recruitment, selection, placement, compensation, benefits, training, promotion, discipline and all other terms and conditions of employment.

It is the policy and practice of the District to prohibit discrimination on the basis of disability, to provide equal employment opportunity, and to ensure its facilities, programs and activities are accessible to qualified individuals with disabilities. If you are an employee with a disability, the District will make reasonable accommodation provided you are otherwise qualified to perform the

essential functions of the job and the accommodation does not create an undue hardship on the operation of the Board's programs and/or activities.

Holmes District School Board does not discriminate on the basis of race (including anti-semitism), color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to the District's Equity Coordinator, Carmen Bush 850-547-9341 x1253.

Allegations of discrimination may be pursued using established grievance procedures. The School Board prohibits retaliation by any District personnel against a person for reporting, filing or being a witness in a discrimination (including harassment) charge, complaint, investigation or lawsuit associate or in connection with this policy. All issues will be promptly handled in accordance with District policies and established procedures.

Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Civil Rights & Equity (Professional Standards), Student Support Services or the Equity Coordinator at each school/district office. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to:

For Employee - Office of Civil Rights and Equity Compliance at (850-547-9341 ext.1253)

Job applicants with disabilities requesting accommodations under the American with Disabilities Act (ADA) may contact Human Resources at (850-547-9341 ext.1256)

Current School District employees with disabilities requesting accommodations under the ADA may contact Professional Standards at (850-547-9341 ext. 1253)

To maintain an environment free from unlawful harassment, the Board strictly prohibits any form of harassment or intimidation based on race, color, religion, national origin, age, sex, disability, genetic information, sexual orientation, gender identity or any other protected characteristic.

This policy applies to all forms of illegal harassment by any person during District operations, activities and programs held on or off District premises and to all persons subject to the control and supervision of the Board including, but not limited to, students, employees, Board members, volunteers, agents, and contractors.

A violation of this policy may result in immediate disciplinary action, up to and including suspension, or dismissal.

The School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the prohibition of discriminatory practices. The Board's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The Board will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.

Definitions of Sexual Harassment

A. Compliance Officer is the person designated by the School Board to receive complaints of harassment referred by the Title IX Coordinator and oversees the investigation of those complaints as described below.

B. Sexual harassment prohibited by Title IX means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the School Board conditioning the provision of an aid, benefit, or service of the School Board on an individual's participation in unwelcome sexual conduct (quid pro quo)

2. Any unwanted or unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access.

3. Reports of sexual assault, dating violence, domestic violence and stalking, as defined in the federal Violence Against Women Act do not need to meet the description of severe, pervasive and objectively offensive.

C. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.

2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.

3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.

4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.

D. Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to

1. Graphic verbal comments about an individual's body or appearance.

2. Sexual jokes, notes, stories, drawings, pictures or gestures.

3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.

4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.

5. Spreading sexual rumors.

6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.

7. Cornering or blocking normal movements.

8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

Definition of Other Forms of Prohibited Harassment

A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race

(including ant-semitism), color, religion, gender, national or ethnic origin, age, disability, marital status, sexual orientation, political or religious beliefs, citizenship, pregnancy or genetic information or any other distinguishing physical or personality characteristic protected by law and that

1. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;
2. Has the purpose or effect of interfering with an individual's work or academic performance; or
3. Otherwise, adversely affects an individual's employment or academic performance.

B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:

1. Epithets, slurs or negative stereotyping; or
2. Threatening, intimidating or hostile acts, such as physical acts of aggression against a person or his property; stalking; or
3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school or District office premises or circulated in the workplace or academic environment.

The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to nonemployee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School Board facilities.

Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment:

A. Procedures for Filing Complaints

1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, color, national or ethnic origin, religion, age, disability, political or religious beliefs, pregnancy or any other distinguishing physical or personality characteristics by an employee, volunteer, agent or student of the School District should report the alleged harassment to the Title IX Coordinator or to any school personnel. The alleged harassment should be reported within sixty (60) days of alleged occurrence. file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to the Title IX Coordinator. The formal complaint must be resolved according to the federal regulations and District processes that specifically apply to such formal complaints; and
2. After receiving a complaint, the Title IX Coordinator makes an initial determination whether the allegations may be sexual harassment prohibited by Title IX. If they may be, the Title IX Grievance Process listed below is followed. If it does not meet the sexual harassment prohibited by Title IX, then the complaint is referred to the Compliance Officer who follows the procedures set forth below. The Title IX Coordinator will also determine

whether the alleged harassment may also constitute criminal conduct and ensure that law enforcement officials are notified, if necessary. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Children and Families.

3. The complaint should be filed with the School Principal, Site Administrator or Supervisor. Complaints filed with the Principal, Site Administrator, or supervisor must be forwarded to the District's EEO Officer (*Equity or Professional Standards Coordinator) within five (5) days of the filing of the complaint. If the complaint is against the principal, or site administrator, or supervisor, the complaint may be filed directly with the EEO (*Equity or Professional Standards coordinator) officer.

4. If the complaint is against the District's EEO Officer, the Superintendent, or other member of the School Board, the complaint may be filed with the School Board Attorney.

B. Procedures for Processing Complaints of Harassment

1. Complaints filed against persons other than the Equity Officer (Professional Standards Coordinator), Superintendent or member of the School Board.

   a. Upon receipt of the written complaint by the District EEO/Equity Officer (Professional Standards Coordinator) Officer, the District EEO Officer shall appoint an investigator to conduct an investigation of the allegations in the complaint. The investigation may be conducted by school personnel or a third party designated by the school district. The investigation will be conducted within thirty (30) days. The investigator shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the person allegedly harassed. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the District EEO/Equity Officer (Professional Standards Coordinator) Officer as to whether there is reasonable cause to believe a violation of the District's antidiscrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the investigation must be sent to the EEO officer along with the summary and recommendation.

   b. If the complaint is against the EEO officer, the School Board Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section V.B.1.a.

   c. The investigation, summary, relevant documents, witnesses' statements and recommendation should be completed and forwarded to the EEO Officer within thirty (30) days, or to the School Board Attorney within thirty (30) days, if the complaint is against the EEO Officer. The EEO Officer, or School Board Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.

d. If the EEO Officer or School Board Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. The EEO Officer or School Board Attorney shall then forward the investigatory file, reasonable cause determination, and all related documents and evidence, to the Superintendent.

e. If the EEO Officer or School Board Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days notice of the finding of no reasonable cause to the complainant and accused. The complainant may request a no reasonable cause finding by the EEO Officer or School Board Attorney be reviewed by the Superintendent within ten (10) days of receipt of this notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination.

f. The complainant will also be given an opportunity to meet with the Superintendent and EEO Officer/School Board Attorney to present his or her position. The Superintendent and EEO Officer/School Board Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The Superintendent shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.

g. If review by the Superintendent is not timely requested, the EEO Officer or School Board Attorney's determination of no reasonable cause shall be final.

h. The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the Superintendent. The request must include a written statement expressing the accused's position on the complaint and findings, and address any facts, statements or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the Superintendent and the EEO Officer/School Board Attorney to present his or her position. The Superintendent and EEO Officer/School Board Attorney must within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.

i. If review by the Superintendent is not timely requested, the EEO Officer or School Board Attorney's determination of no reasonable cause shall be final.

j. After providing the opportunity for an informal hearing as referenced in section V.B.1.h., the Superintendent shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within ten (10) days of the informal hearing be forwarded to the accused and the complainant, and a copy of the notice will be

filed with and maintained in the office of the District EEO Officer and the Personnel Director.

k. All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

l. Employees may choose to pursue their complaints through the relevant employee grievance procedure instead of the complaint procedure in this policy.

Any person may report sex discrimination prohibited by Title IX, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including non-business hours, by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Either party may appeal from a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, for the following reasons:

(1) procedural irregularity that affected the outcome of the matter;

(2) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

(3) the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Notification of appeal must be given in writing to the Title IX Coordinator.

Any act of retaliation against an individual who files a complaint alleging a violation of the District's antidiscrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.

Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation of, or filing a complaint of discrimination.

REF: Policy 2.70 / Policy 6.17

Ethics

High standards of conduct and appearance are considered essential to good education. Staff members are encouraged to demonstrate appropriate educational ethics at all times. Confidentiality of information is a must. Maintenance of good peer relations is conducive to high morale and promotes sound teaching practices. Professionals follow policies and procedures, set high standards and strive to maintain those standards in all walks of life.

The Board has established standards of ethical conduct for all employees, based on the *Code of Ethics* and the *Principles of Professional Conduct for the Education Profession in Florida*. Administrative and instructional personnel shall be required to complete training on these ethical standards. All employees shall be responsible for reporting misconduct by School Board employees that affects the health, safety, or welfare of a student. **See Board Policy 6.27** for specific information.

Code of Ethics of the Education Profession in Florida

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

(1) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

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

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

Principles of Professional Conduct of the Education Profession in Florida

The School Board of Holmes County has adopted the following standards for all employees.

1) The following disciplinary rule shall constitute the principles of Professional Conduct of the Education Profession in Florida.

2) Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

3) Obligation to the student requires that the individual:

a) Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
b) Shall not unreasonably restrain a student from independent action in pursuit of learning.
c) Shall not unreasonably deny a student access to diverse points of view.
d) Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
e) Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
f) Shall not intentionally violate or deny a student's legal rights.
g) Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
h) Shall not explain a relationship with a student for personal gain or advantage.
i) Shall keep in confidence personally identifiable information obtained in the course of professional services, unless disclosure served professional purposes or is required by law.

4) Obligations to the public require that the individual:

a) Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
b) Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
c) Shall not use institutional privileges for personal gain or advantage.
d) Shall accept no gratuity, gift, or favor that might influence professional judgment.
e) Shall offer no gratuity, gift, or favor to obtain special advantages.

5) Obligation to the profession of education requires that the individual:

a) Shall maintain honesty in all professional dealings.
b) Shall not on the basis of race, color, religion, sex, age national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
c) Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

d) Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
e) Shall not make malicious or intentionally false statements about a colleague.
f) Shall not use coercive means or promise special treatment to influence professional judgment of colleagues.
g) Shall not misrepresent one's own professional qualifications.
h) Shall not submit fraudulent information on any document in connection with professional activities.
i) Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
j) Shall not withhold information regarding a position from an application or misrepresent an assignment or conditions of employment.
k) Shall provide upon the request of the certificated individual, a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
l) Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct of the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
m) Shall self-report within 48 hours to appropriate authorities any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, 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 Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.
n) Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or the State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.
o) Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.
p) Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
q) Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

REF.: Policy 6.27

Standards of Ethical Conduct Pamphlet

GUIDELINES AND COMMON SENSE

- Code of Ethics mandates you value the worth and dignity of individuals, to place as your primary concern, the development of each student's potential, and achieve and sustain the highest degree of ethical conduct.
- Principles of Professional Conduct obligate you to perform standards of behavior dealing with STUDENTS, and the PUBLIC, and the PROFESSION.

- In addition to the more obvious actions (i.e. child abuse/molestation), you can be charged with the crime of moral turpitude or gross immorality if you shoplift, drink on school grounds, have multiple arrests for DUI, possess or sell drugs with or without student involvement, make comments of a sexual nature to students, fondle or touch students in an inappropriate manner, commit food stamp or public assistance fraud, commit assault, misuse school funds, or submit fraudulent transcripts. These examples are by no means all inclusive.
- As you can see, we are held to a higher moral standard than other professionals because of our role in educating children. You are held accountable for your private life as well as your public life.
- Keep in mind that few educators ever commit violations.
- It is best to arm yourself with knowledge so that you do not advertently or inadvertently violate any standards and become one of the statistics.
- Many problems educators have encountered could have been avoided had they used some common sense and rational judgment.
  (See School Board Policy 6.27, Professional Ethics.)

HOW TO USE COMMON SENSE AND PROFESSIONAL JUDGMENT TO AVOID LEGAL COMPLICATIONS IN TEACHING

Interaction with Students

1. Maintain a professional barrier between you and students. You are the adult, the teacher, and the professional; act like the expert not like another one of the "kids". Having their respect is more important than being a "pal or buddy"!
2. Keep the classroom doors open and/or unlocked when talking with students.
3. Refer students to the appropriate resource person for counseling and/or discussions about personal matters.
4. Do NOT flirt with students or other staff members.
5. Do NOT discuss your personal life or personal matters with students. Do NOT discuss your husband, wife, girlfriend, boyfriend, or dates with students.
6. When transporting students, coordinate transportation ahead of time, and use school or mass transportation if possible. If you must transport a student in your vehicle, ask a co-worker to accompany you.
7. Do not leave your students unsupervised; have an alternate plan of action.
8. Keep your hands and other parts of your body to yourself. Students who observe male and female staff members "touching" even in a casual manner interpret this in a serious way.
9. Use verbal praise and reinforcement.
10. Know your school policies and district and state laws governing corporal punishment. Establish and follow a consistent behavior plan. Treat each student with respect. Know the student's rights.
11. Do not socialize with students. If you chaperone a field trip, put in writing what your responsibilities will be. Do NOT drink alcoholic beverages in front of students. Do NOT take children home with you.
12. Do NOT make telephone calls, send e-mails, or write notes of a personal nature to students.
13. Do not harass students. Respect their differences. What you intend as humor may, in fact, be cultural bias or harassment.
14. Personal phone use should be limited to non-student contact time. While you are talking on the phone many ears may be listening if students are present. The use of personal cell phones at school during student contact time is strongly discouraged. **Unless you are on emergency standby or some other special circumstances, leave cell phones turned off during class time.**
15. Students will often repeat what they hear or think they heard. Always be aware of your surroundings and who may overhear conversations.
16. Be careful about your choice of language. Slang, colloquialisms, or mild profanity is unprofessional and is to be avoided.

17. Avoid comments about colleagues even in a humorous manner. Students may take what you say out of context and make it sound derogatory or slanderous.
18. Remember to be professional in the clothing you wear. On specified casual days, be sure that what you wear is appropriate and fits as it should. Tight jeans and/or tops that are not permitted on students are definitely not for staff.

Family, Medical, and Service Member Leave

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; or

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.

II. 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 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.

III. During the single twelve (12) month period described in section II. an eligible employee is entitled to a combined total of twenty-six (26) of 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.

IV. Employees are to provide at least 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.

REF: Policy 6.542

Financial Responsibility

The School Board of Holmes 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. Know

your school procedures and district and state laws regarding collecting money, purchasing materials and equipment, and follow them. Work in pairs when collecting large sums of money.

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 falsifying or unauthorized altering of District documents; 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; 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; causing the District to pay excessive prices or fees where justification is not documented; unauthorized destruction, theft, tampering or removal of records, furniture, fixtures or equipment; or 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.

REF: Policy 7.65

Fundraising

All fundraisers must have prior approval from School Administration. Fundraising efforts will be supportive of healthy eating by complying with all applicable regulations and nutrition standards for competitive foods while also emphasizing the sale of nonfood items.

No fundraisers that include the sale of food items will occur until thirty (30) minutes after the conclusion of the last designated meal service period.

The school board is permitted to grant a special exemption from the standards for competitive foods as specified below for the purpose of conducting infrequent school-sponsored fundraisers, not to exceed the following maximum number of school days per school campus each school year:

School Type	Maximum Number of School Days to Conduct Exempted Fundraisers
Elementary Schools	5 days
Middle/Junior High Schools	10 days
Senior High Schools	15 days
Combination Schools	10 days

Each school's Healthy School Team will maintain a school calendar identifying the dates when exempted competitive food fundraisers will occur. (FAC 5P-1.003)

A student club or organization shall not conduct any activity or act which violates Florida Statutes, School Board rules, or the regulations of the local school.

Money derived from any school fund-raising project or activity shall be deposited in the school's internal funds account and shall be disbursed as prescribed by School Board rules and State Board of Education rules. All fundraising must follow School Board Policy 7.40.
bREF: Policy 2.95*, 7.40

Grievance Procedures

The Board and the Superintendent recognize that good morale among its employees is necessary. Problems are solved as they arise by sincere efforts of all persons concerned to work toward constructive solutions of such problems in an atmosphere of courtesy and cooperation. Whenever an employee feels that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, employees not covered by a collective bargaining complaint procedure, can resort to the more formal procedures as provided herein.

I. Definitions:
   A. "Complaint" shall mean any dispute or disagreement involving the interpretation or application of any existing Board rule or practice. It does not include disputes involving the interpretation or application of a collective bargaining agreement, or any provision thereof. Such disputes must be resolved through the grievance procedure in the bargaining agreement.

   B. "Complainant" shall mean any employee, or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.

   C. "Employer" shall mean the School Board or its representatives.

   D. "Day" shall mean a working day.

II. Time Limits – The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

III. Released Time – The complaint procedure will normally be carried out during non-work time. If, however, the Board elects to carry out provisions during work time, the complainant shall lose no pay.

IV. Complaint Procedure:

   A. Informal discussion – If an employee believes there is a basis for complaint, he/she shall discuss the complaint with his/her immediate supervisor within five (5) days of the occurrence of the alleged violation.

   B. Level one – If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint on the proper form and deliver it to his/her immediate supervisor. The Supervisor shall communicate his/her answer in writing to the complainant within ten (10) days after receipt of the complaint. Class complaints involving more than one (1) supervisor and complaints involving an administrator above the building level may be filed by the complainant at level two.

   C. Level two – If the complainant is not satisfied with the resolution at level one he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent.

Within ten (10) days of receipt of the complaint the Superintendent shall indicate his/her disposition in writing to the complainant.

D. Board appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the School Board; provided request for placement on Board agenda is filed within ten (10) days.

V. The Contract Agreement between the Holmes County Teachers Association and the School Board shall address grievance procedures for an employee who believes a provision of his/her contract agreement has been violated. Refer to manuals for specific information.

REF: Policy 6.35

Harassment

Refer to Equal Employment Opportunity, Nondiscrimination, and Harassment (pg. 13)

REF: Policy 2.70

Holidays

Holidays will be designated by the Board when it adopts or amends the school calendar and employee salary schedules.

Indebtedness Created Against a School or the School Board

Any school employee or other person shall be personally liable for creating any bill of indebtedness against a school or against the School Board unless authority exists under duly adopted policy of the School Board or unless authorized in writing by the Superintendent. Any employee violating the provisions of this rule shall be subject to cancellation of his/her contract or dismissal from employment.

Insurance

The Board agrees to provide group major medical and life insurance for all teachers. The Board agrees to contribute monthly premiums of at least 75% of the employees monthly premium for individual coverage. Dependent coverage will be available at the employee's expense. The plan shall provide teachers with two options as follows:

Option 1: $5,000 life insurance plus major medical coverage.
Option 2: $25,000 life insurance plus hospital indemnity and disability benefits. The plan shall be recommended by the Insurance Committee and shall become a part of this contract.
(NOTE: Option 2 will include $25,000 life insurance, plus hospital indemnity of $250 per day, 100 day maximum, plus Disability: to cover 1st day accident, 8th day illness, paying 65% of income to maximum of $310 per week, maximum duration of 26 weeks.)
A cafeteria plan shall be available to teachers in accordance with current Federal and State guidelines.

The Board shall make available through payroll deduction, tax deferred annuity programs to all teachers in the district. Such programs shall be established as per Insurance Committee guidelines.

Health, Life and 125 Plans

A health, life and 125 plan is made available to you if you are an employee who is appointed to one-half (1/2) time or more, a retiree, employee on a leave of absence, or terminated employee. If you are a casual laborer, student employee, work-study employee, temporary instructional personnel, substitute teacher, consultant, contractor, person on call, temporary replacement or other temporary employee, you are ineligible for insurance benefits.

Open Enrollment

Open enrollment is available from October 1 through October 31 every year.

Liability Insurance

As a District employee, you are provided liability insurance to protect against injury and property damage, including liability for negligent acts, arising from the performance of assigned job duties.

More Information

Please contact our Benefits Department at 850-547-9341, extension 1243, for more information.

REF: Policy 7.80 / HDSB Master Contract 2012-15

Job-Related Expenses

You may receive payment for actual and necessary expenses incurred in the course of performing services for the District. Job-related expenses shall be paid in accordance with Board policy and administrative procedures.

Jury/Witness Duty

An employee of the Board who is summoned as a member of a jury panel may be granted temporary duty leave. Any jury fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.

An employee who is subpoenaed as a witness, not involving personal litigation, may be granted temporary leave. Any witness fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.

When an employee is subpoenaed in line of duty to represent the Board as a witness or defendant, he/she may be granted temporary duty leave, since his/her appearance in such cases shall be considered a part of his/her job assignment. The employee may retain any fees received from the court. In the event no fees are received from the court, he/she may be paid per diem and travel expenses.

In no case shall temporary duty leave with pay be granted for court attendance when an employee is engaged in personal litigation. In such cases, an employee may request personal leave.

REF: Policy 6.544

Leaves of Absence

A leave of absence is permission granted by the School Board or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any absence of a member of the staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority. No leave, except military leave, will be granted for a period in excess of one year. Leave may be with or without pay as provided by law, regulations of the State Board and these rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.

The Superintendent shall develop procedures to implement leave provisions.

REF: Policy 6.50

Legal Services

The School Board shall provide legal services for any School Board member or employee who is sued for any action arising out of or in the course of employment by the District.

Legal services for School Board employees shall be provided only upon the Superintendent's determination that the employee was at the assigned place of duty and was not guilty of willful neglect of duty, gross negligence, or improper conduct.

REF: Policy 2.42

Military Leave

Military leave shall be granted to an employee who is required to serve in the armed forces of the United States or of the state of Florida in fulfillment of obligations incurred under the Selective Service Laws or because of membership in the reserves of the armed forces or the National Guard. When an employee enters voluntarily into any branch of the armed forces for temporary or an extended period of service, military leave shall be granted at the School Board's discretion. Provided, however, an employee whose absence will interfere with the orderly operation of the school program shall be denied military leave except in unusual cases.

An employee granted military leave for extended active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice; provided that an application for re-employment is filed within six (6) months following the discharge date or release from active military duty. Following receipt of the application for re-employment, the School Board shall have a reasonable time, not to exceed six (6) months, to assign the employee to duty in the same or similar position he/she left in the District.

Compensation allowed during military leave may not exceed two hundred forty (240) working hours except as provided in Section 115.07, Florida Statutes.

An employee who enters active military service shall be governed by the provisions of Sections 115.07, 115.14, 121.111, and 250.341, Florida Statutes.

REF: Policy 6.545

Nursing Mothers

Under the provisions of the Fair Labor Standards Act, the District shall provide reasonable unpaid breaks for an employee to express breast milk for her child for up to one (1) year after the birth of the child. A private area, free from intrusion, shall be made available to the employee. A nursing mother shall be responsible for notifying her supervisor of her intent to exercise her right under the Fair Labor Standards Act.

The Superintendent shall develop procedures for the notification of employees and for the implementation of this policy.

REF: Policy 6.85

Outside Employment

Outside employment or "moonlighting" of a principal, supervisor, or instructional staff member shall not violate the moral standards of the community or the Professional Code of Ethics prescribed in State Board of Education Rules, Chapters 6B-10 through 13. Under no conditions shall outside employment conflict with the employee's performance of regular duties or with the extracurricular activities related to his/her position.

No principal, supervisor, or instructional staff member shall be permitted to sell instructional materials to the parent(s) or legal guardian of a student who attends his/her school.

If the propriety of a staff member's outside employment is questioned, the principal or immediate administrative supervisor may require the employee to confer with the Superintendent to receive prior approval from the School Board.

Outside employment or "moonlighting" of educational support staff members shall not interfere with duties, responsibilities, and job efficiency or violate the moral standards of the community.

REF: Policy 6.161

Performance Evaluations

The Superintendent or designee shall, in accordance with the Master Contract and the Holmes County Teachers Association, develop and present, for School Board approval, instructional employee performance criteria and/or measures. Such performance criteria and/or measures shall be consistent with statutory requirements, but may include additional elements as deemed appropriate.

In accordance with state statutes and established procedures, you will be evaluated at least annually to determine how well you are meeting job expectations.

Performance evaluations shall be completed and filed within the time schedule established by the Superintendent.

As required by state statutes, School Administrators and Instructional Personnel shall be evaluated by a performance evaluation system approved by the state Department of Education and adopted by the Board.

In accordance with Board policy and established procedures, if you fail to meet the performance standards for your job, you may be subject to disciplinary action, up to and including dismissal.

REF: Policy 6.41

Personal Leave

Employees may be allowed six (6) days paid leave for personal reasons each year to be charged against accrued sick leave. Such leave shall be noncumulative and any request for such leave shall be approved, in advance, by the Superintendent or his/her designee.

Employees shall make written application for personal leave without compensation. Personal leave shall terminate at the end of the contractual period. Personal leave may be granted at the discretion of the School Board as hereinafter provided:

A. Family Leave - Any employee of the Board, who fills a regularly established position, will be granted maternity leave without pay provided a written application for leave accompanied by a statement verifying the pregnancy is submitted. Such leave shall not exceed the balance of the school fiscal year in which the child is born.

B. *Parental Leave* - Any employee of the Board, who fills a regularly established position, may be granted parental leave for the contract year for the purpose of child-rearing.

C. Leave Related to Domestic Violence - An employee, who has been employed by the District for at least three (3) calendar months, may request and shall be granted up to three (3) days of unpaid personal leave within a twelve (12) month period if he/she has been a victim of domestic violence or if a family or household member has been a victim of domestic violence.

D. Leave for Political Campaigning - An employee who has filed for election to a political office and who desires personal leave for political reasons shall file an application for leave. The School Board may grant such personal leave without pay for a period not to exceed thirty (30) calendar days prior to the election.

E. Each *extended leave-without-pay request* shall be considered on its own merit by the School Board. Return from leave is contingent on there being a vacant position in the system which the employee is qualified to fill. Requests for extended leave to take another position for salary shall be denied unless there are extenuating circumstances that are acceptable to the Board.

REF: Policy 6.546

Personnel Files

The District maintains a personnel file for each employee. Your personnel file includes all records, information, data and materials maintained by the District regarding you and your employment. The personnel file shall be maintained by the Superintendent on each employee.

Except for materials pertaining to work performance or other matters that may be cause for discipline, suspension or dismissal under laws of this state, no derogatory materials relating to an employee's conduct, service, character, or personality shall be placed in the personnel file of such employee. No anonymous letter or anonymous materials shall be placed in the personnel file.

Materials relating to work performance, discipline, suspension, or dismissal must be reduced to writing and signed by a person competent to know the facts or make the judgment.

Personnel files, regardless of their location in the school system, are open to inspection pursuant to Florida Statutes, except as indicated in School Board policy 6.90.

Notwithstanding other provisions of this rule, all aspects of each employee's personnel file shall be open to inspection at all times by School Board members, the Superintendent and the principal or their respective designees, in the exercise of their respective duties.

Notwithstanding other provisions of this rule, all aspects of each employee's personnel file shall be made available to law enforcement personnel in the conduct of a lawful criminal investigation.

REF: Policy 6.90

Probationary Period

The District strives to hire individuals who are the most qualified and suitable for the position. However, actual job performance is the best indicator of job suitability. The initial year of your employment will include a probationary period during which the District and you will have the opportunity to evaluate the employment relationship and determine your suitability for continued employment. You may be dismissed without cause or may resign without breach of contract any time during the initial probationary period. As a probationary employee, if you are recommended for dismissal during or at the end of the probationary period, you shall have no rights of appeal or written explanation.

In accordance with state statutes, the probationary period varies with the position as follows:

Instructional Personnel:
Each member of the instructional staff shall receive an annual or professional services contract in accordance with the provisions of law. The contract shall be in accordance with the duly adopted salary schedule of the Board and shall be for a definite term of service.

A probationary contract for one (1) school year shall be awarded upon initial employment in the District regardless of previous employment in the District, in another district or in another state. An employee may be dismissed without cause during the probationary contract year.

REF: Policy 6.18

Professional Leave

Professional leave is defined as leave granted to an instructional or administrative staff member to engage in activities resulting in professional benefit or advancement including earning of college credits and degrees or contributing to the teaching profession. Extended professional leave is such leave exceeding more than thirty (30) consecutive days. Professional leave or extended professional leave shall be initiated by the employee. Professional leave may be granted to attend educational meetings, clinics, workshops and similar meetings while school is in session, and such leave shall be with compensation. If such leave is approved with pay, the employee may receive compensation as authorized under his/her contractual agreement with the School Board.

An application for professional leave shall be made in writing and shall be presented for approval prior to the desired effective date. The application shall be endorsed by the employee's administrative supervisor and approved by the Superintendent. If the leave is in excess of five (5) days, the School Board's approval shall be required.

Professional leave may be granted to an administrative or instructional staff member with or without pay in accordance with the provisions listed in School Board policy 6.547.

REF: Policy 6.547

Purchases

The School Board recognizes that maximum economy and efficiency are best achieved through a centralized purchasing function, which includes warehousing and distribution. All purchases of materials, supplies, equipment and services that are paid from School District funds shall be the responsibility of the Director of Purchasing under the general supervision of the Superintendent. All Florida Statutes, State Board of Education rules, School Board rules and administrative procedures shall be carefully observed in making any purchases. The District shall recognize purchasing terms as defined by law and rule. The payment of any unauthorized purchases shall be the sole responsibility of the person placing the order. All items purchased with school or district funds, irregardless of payment method, as well as donated items are property of Holmes District School Board and may not be removed from the school without approval from administration.

All purchases made from School District funds, including approved state online procurement, shall be in accordance with all applicable Florida Statutes, State Board of Education rules, State Department of Agriculture and Consumer Services rules, School Board rules, and administrative procedures. In case of emergency, the Director of Purchasing is authorized to take necessary steps to procure the materials, supplies, equipment and services as necessary after appropriate administrative approval.

Emergency purchases exceeding the dollar limit for formal bids must be accompanied by written authorization from the Superintendent and must be submitted to the School Board for review at its next regular meeting.

Each purchase shall be based upon a requisition originating from the principal or District department head. Each requisition or contract shall be properly financed, budgeted, and encumbered prior to issuing a purchase order. Under extreme emergencies, the Purchasing Agent or designee may grant permission for a purchase without a requisition; provided, however, any emergency purchase shall be followed immediately with an emergency requisition. A purchase shall not precede a requisition except under emergency provisions

Purchasing/Credit Card Use

The use of credit or purchasing cards:

- May be authorized for Board-approved or school-related functions, and expenses that are for the benefit for the District and serve a valid proper public purpose;
- Shall not circumvent purchasing rules established by Florida Administrative Code and Board policy; and,
- Is prohibited for personal purchases or the purchase of an alcoholic beverage, or any other good or service prohibited by state statute, Florida Administrative Code or Board policy.

Violations

Any purchasing or credit card use that violates Board policy or procedures or State statute shall result in:

- A loss of purchasing card and/or credit card privilege;
- Disciplinary action up to and including dismissal;
- Personal responsibility for any and all charges, including finance charges, late fees and other assessments; and/or,
- Possible prosecution.

REF: Policy 7.70

Reporting Bullying and Harrassment

It is the policy of the Holmes 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. Conduct that constitutes bullying and harassment of any student or school employee is prohibited during any education program or activity, any school-related or school-sponsored program or activity, on a school bus, or through the use of data or computer software that is accessed through a computer, computer system, or computer network of the Holmes District Schools.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation, and may involve but is not limited to *teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation or destruction of property.* **Conduct that constitutes bullying and harassment, is defined in Holmes County School Board Policy 5.321, found in its entirety, at www.hdsb.org under School Board, School Board Policies. Consequences for investigated and confirmed incidents of bullying and/or harassment may range from positive behavior interventions up to and including, but not limited to suspension, expulsion, or criminal charges, if warranted.**

- An employee that becomes aware of bullying and or harassment among students should report it to the site administrator. The report can be verbal but should also be documented on the Holmes District bullying report form 30-222. The form is located on the HDSB website and copies are also available in the office of each school.
- Bullying Report form is located at http://www.hdsb.org/bullying-reporting

Reporting Misconduct

In accordance with the principles of professional conduct, you are required to self-report to the Superintendent at 850-547-9341 within 48 hours:

- Any arrest or charge involving child abuse or the sale or possession of a controlled substance; and,
- Any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation.

You are also required to promptly report to the Superintendent:

- Any misconduct by an employee that affects the health, safety, or welfare of a student;
- Any complaint against a district employee that includes grounds for the revocation or suspension of a teaching certificate; or,
- Any fraud or suspected fraud involving elected officials, employees, consultants, vendors, contactors, outside agencies and their employees, and any other parties doing business with the Board;

Any allegation involving the Superintendent shall be made to the Board Attorney. Failure to report such misconduct, complaint, or fraud may result in disciplinary action.

Reporting Suspected Fraud

The Holmes County School Board encourages all stakeholders to report suspected fraud. All employees are required by School Board policies to report any known or suspected irregularities. (See School Board Policy 7.65).

Fraud can include financial irregularities, false claims, false statements, conflict of interest situations, bribery, theft, or embezzlement by School Board employees, agents, contractor or volunteers. This reporting procedure does not cover improprieties involving students. The information reported will be considered confidential, and you may report suspected fraud anonymously. The School Board encourages you to provide information that would allow the investigator to contact you for further information or clarification. Additionally, employees and all stakeholders may rest assured that there will be no reprisals for reporting a suspected irregularity in good faith.

Intentionally making false accusations could lead to disciplinary action; a party who is intentionally falsely accused may have certain legal remedies that could be exercised against his or her accuser.

Reporting Procedure

The Department of Human Resources is designated as the recipient of reports of financial irregularity. An administrative personnel to investigate, write up the findings, make recommendations, and contact the school board attorney for follow-up action.

You may report a fraud report to the Department of Human Resources by any of the following methods:

- A telephone call to the HR Department at (850) 547-9341 ext. 1256.
- An email to the HR Department using the first name followed by a period then the last name @hdsb.org (jalisa.brannon@hdsb.org).
- Other written communication to Holmes County School Board, 701 E. Pennsylvania Avenue, Bonifay, Florida, 32425.
- Anonymously by using the HDSB APP and clicking on the Tip Line link. Under "Category" choose the "Fraud" option and follow the prompts to complete the remainder of the information.
- By contacting the School Board Attorney at 850-638-9722 or written communication to H. Matthew Fuqua, Fuqua & Milton, P.A., 4450 Lafayette Street, Marianna, Florida, 32446.

Child Abuse

If you know, or have reasonable cause to suspect, that a child or student has been abused, abandoned or neglected by a parent or other person who is responsible for the child, you shall report the matter to the Department of Children and Families, at 1-800-96-ABUSE (1-800-962-2873).

REF: Policy 6.27

Retirement

If you are an eligible employee, retirement options including, but not limited to regular, disability, In-Line-of-Duty Disability, and the Deferred Retirement Option Program (DROP) are available to you, as set forth in Policy.

Personnel who plan to retire shall concurrently submit his/her resignation to the School Board and his/her application to the retirement system for retirement benefits. Employees shall submit the resignation and application form in advance of the retirement date to ensure that retirement benefits begin the month following the last month of service with the School Board. An employee will then be eligible for a retirement supplement under one of the following plans.

PLAN I
A retirement supplement will be available to all personnel who terminate with thirty (30) through thirty-three (33) years experience under the following conditions:

I. The person shall be eligible and retire under the Florida Statutes and not have previously been paid a retirement supplement by the Holmes County School Board.

II. The supplement will be payable only if the person resigns with an effective date during or at the end of the school year in which they first reach 30 through 33 years experience and begin immediately to draw benefits.

III. Total experience shall include all creditable experience, except that applying credit for military or creditable out of state experience shall affect eligibility for this benefit solely at the discretion of the employee.

IV. At least 15 of the years must have been completed in Holmes County.

V. Notification of intent to retire and to claim this benefit shall be as follows:

A. A person planning to retire during a school year should notify the Superintendent by July 1 prior to retirement.

B. A person planning to retire at the end of a school year should notify the Superintendent by March 1 of that year.

VI. For educational support personnel, the amount of the supplement will be based on a percentage of the beginning salary for a person in the same position for the current year. The percentage shall be equal to $16,000 divided by the beginning teacher salary for the current year times the beginning salary for the person's position for the current year but in no case should exceed $16,000.00.
$16,000.00 X beginning salary for person's position for current year.
Beginning Teacher
Salary for current year

VII. This retirement supplement shall be payable 45 days after retirement.

PLAN II
A person who is retiring with thirty-three (33) years or less experience and who is not eligible for the retirement supplement under Plan I shall be eligible for a retirement supplement equivalent to 10% of their annual salary excluding any supplements, if the following conditions are met.

I. The person shall be eligible and retire under Florida Statutes and not have previously been paid a retirement supplement by the Holmes County School Board.

II. The supplement will be payable only if the person resigns with an effective date prior to the end of the school year in which he/she first reaches 33 years experience and begins immediately to draw benefits except as follows:

A. Those persons with twenty-nine (29) years experience in June of the 1992-93 school year will be entitled to collect this retirement supplement whatever the year of their retirement.

III. Total experience shall include all creditable experience, except that applying credit for military or creditable out of state experience shall affect eligibility for this benefit solely at the discretion of the employee.

IV. At least ten (10) of these years must have been completed in Holmes County.

V. Notification of intent to retire and to claim this benefit shall be as follows:

A. A person planning to retire during a school year should notify the Superintendent by July 1 prior to retirement.

B. A person planning to retire at the end of a school year should notify the Superintendent by March 1 of that year.

NOTE: IT SHALL BE THE RESPONSIBILITY OF EACH PERSON TO DETERMINE THE FIRST YEAR FOR RETIREMENT AND TO MEET THE REQUIREMENTS SET FORTH ABOVE FOR THE COLLECTION OF THE SUPPLEMENT.

For more information, please contact our Retirement Department 850-547-9341, extension 243.

REF: Policy 6.53

Sabbatical Leave

Sabbatical leave may be granted in accordance with the terms of the Board's policies and collective bargaining agreement. Requests for Sabbatical leave shall be submitted on the proper form and approved either by the School Board or the Superintendent.

REF: Policy 6.502

School Safety and Security

The safety of pupils, employees and visitors shall be the responsibility of the authorized person in charge of each site owned or operated by the School Board. The supervisor of each site or facility shall cause to be established a safety committee which shall be responsible for the promotion of a safety education and accident prevention program for that site.

Schools shall cooperate with the police, sheriff's department, fire department and other agencies promoting safety education.

To assist in carrying out the responsibilities for safety, each principal shall appoint a member of the staff as school safety coordinator.

No person shall bring on any School Board premises or have in his/her possession or in his/her vehicle on School Board property, any firearm, weapon or destructive device unless such weapon is required as part of his/her regular job responsibilities.

Nonmedical School District personnel shall not perform invasive medical services that require special medical knowledge, nursing judgment and nursing assessment including, but not limited to, sterile catheterization, nasogastric tube feedings, cleaning and maintaining a tracheotomy and deep suctioning of a tracheotomy. Nonmedical assistive personnel can perform health related services upon successful completion of child-specific training by a registered nurse, a licensed

practical nurse, a physician or a physician assistant. These procedures, which include but are not limited to clean intermittent catheterization, gastrostomy tube feedings, monitoring blood glucose and administering emergency injectable medications, must be monitored by a nurse. A registered nurse, licensed practical nurse, physician or physician assistant shall determine if nonmedical School District personnel shall be allowed to perform any other invasive medical services not listed above.

A child under the age of sixteen (16) shall wear appropriate headgear as required by law for any equine activity on a public school site. Students shall wear appropriate headgear when participating in an off campus, school sponsored equine activity as required by law.

The Superintendent shall develop and present to the Board for approval appropriate emergency management and emergency preparedness plans.

The District shall annually conduct a self-assessment of safety and security practices. Based upon this self-assessment and other concerns, if applicable, the Superintendent shall present appropriate recommendations to the School Board for increasing safety and security and the School Board shall take such actions as it deems necessary and appropriate to address safety and security in the District or at individual sites.

The Board recognizes the necessity of a comprehensive Risk Management Safety Program designed to provide for the safety and health of its employees, students and the protection of its physical facilities and environment. This program shall ensure compliance with all applicable local, state and federal rules, regulations and procedures as they pertain to the safety and health of employees and students, and to the security of district facilities. The Code of Federal Regulations (CFR) as adopted by the state of Florida, for enforcement in all public sector employment locations, shall be strictly adhered to; in addition, the provisions relating to safety and health as contained in Chapter 442.007, Florida Statutes.
This comprehensive program shall provide for the safety requirement for employees, students and visitors; loss prevention/safety training; work site safety inspections; reporting of hazards; work site safety committees; accident/incident reports; security; and contractor safety requirements.

REF: Policy 8.10 / 8.11

Sick Leave

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

- **Administrative and educational support personnel**. Such full-time employees shall be credited with four (4) days of sick leave at the end of the first month of employment of each contract year and shall thereafter be credited for one (1) day of sick leave for each month of employment.
- **Instructional personnel.** Such full-time employees shall be entitled to four (4) days of sick leave as of the first day of employment of each current year, and thereafter is credited for one (1) day of sick leave at the end of each month of employment.
- The total number of sick leave days earned shall be no more than one (1) day of sick leave times the number of months of employment during the year of employment.
- Sick leave shall not be used prior to the time it is earned.

Accrued sick leave shall be taken only when the employee's service is interrupted by temporary disability which renders him/her incapable of performing his duties, or because of the illness or death of his/her father, mother, brother, sister, husband, wife, child, other close relative, or member of his/her own household. The term "temporary disability" as used herein shall include personal illness or injury and, in addition any temporary disability of the employee arising out of pregnancy, childbirth, miscarriage, abortion, or recovery therefrom which renders the employee physically incapable of performing assigned duties.

Any claim for sick leave shall be filed with the Superintendent, or his/her designee, within five (5) working days upon return of the employee to duty. The claim shall be in writing and shall set forth the days absent and that such absence was allowable under the provisions of Florida Statutes. The claim shall be duly signed by the claimant certifying that the facts are true and correct and that the claim is valid and legal. Where there is any doubt as to the validity of a sick leave claim, the Superintendent may require the claimant to file a written certification of illness from a licensed physician or other supporting evidence where personal illness is not involved. Consequences of false claims for sick leave are as follows:

- **Administrative and instructional personnel**. A false claim for sick leave shall be deemed cause for cancellation of the contract and for action seeking the revocation of the teaching contract.
- **Educational support personnel.** A false claim for sick leave shall be deemed grounds for termination of the employee.

An employee who has used all accrued sick leave but who is otherwise entitled to sick leave shall be granted sick leave without pay. The claim for such sick leave shall clearly state that the leave is without compensation. An application for sick leave due to extended illness shall have attached to it a statement from a practicing physician certifying that such leave is essential and indicating the probable duration of the illness and the needed leave.

When an employee of the School District interrupts service and subsequently returns to duty in the District without having transferred his/her sick leave credit to another Florida school district, such accrued sick leave credit shall become valid on the first (1st) day of contractual service.

When an employee retires and receives terminal pay benefits based on unused sick leave, all unused sick leave credit shall become immediately invalid.

An employee may transfer sick leave earned in a similar capacity with another Florida school district to the District. However, no transferred leave shall be credited to an employee's account at a rate, or in an amount exceeding that earned while an employee of the District School Board. The employee is responsible for the request for transfer of sick leave.

REF: Policy 6.548

Surveillance

The Board authorizes the use of video surveillance cameras on District property to ensure the health, safety, and welfare of all staff, students, and visitors to District property and to safeguard District facilities and equipment.

Areas subject to video surveillance include:

- Outdoor facilities such as parking lots, walkways, picnic areas, athletic fields, stadiums, entrances, and exits;
- Indoor facilities such as foyers, lobbies, hallways, and other common areas; and,
- School buses (regular and activity buses).

Threatening Behavior

The Board strictly prohibits any threatening conduct that causes anxiety regarding an individual's physical well-being. This policy applies to parents, visitors, District employees, volunteers, and agents of the Board. Any person who violates this policy will be subject to disciplinary action and/or reported to local authorities.

You are expected to treat all persons with respect and courtesy.

Examples of unacceptable conduct include:

- Teasing; social exclusion; profanity; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; epithets; slurs; public humiliation; destruction of property; or other loud, offensive or demeaning language or disruptive conduct;
- A threat of bodily or physical harm, whether a criminal violation or not;
- Any behavior that disrupts the orderly operation of a school, classroom or other District facility; or,
- An e-mail, social media post, voice mail, facsimile, or other message that is abusive, threatening, demeaning or obscene.

As a District employee, you are not obligated to respond to any abusive, threatening, or obscene message. You may save the message and contact the Deputy Superintendent at 850-547-9341. If the message threatens personal harm, you may contact law enforcement.

REF: Policy 2.70 / 5.321

Tobacco Policy

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

All components of this policy are effective 24 hours per day, 365 days per year. This includes all days when school is not in session and at any school sponsored event off campus. This policy applies to all students, staff, faculty, volunteers and contracted vendors and school vositors.

Enforcement of this policy for students is covered in the Code of Student Conduct.

Enforcement of this policy for employees is covered in School Board Policy 6.37.

REF: Policy 2.90 / 6.37

Travel and Per Diem

All travel by employees and authorized persons must be authorized and approved by the Superintendent or a designated representative. The Superintendent shall not authorize or approve such a request unless it is accompanied by a signed statement by the traveler's supervisor stating that such travel is on the official business of the School District and also stating the purpose of the travel. Traveling expenses of public officers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law and must be within the limitations prescribed by Florida Statutes.

You may be reimbursed for authorized travel expenses incurred in conducting business on behalf of the District.

A request for reimbursement of travel expenses must be submitted with required documentation in accordance with state law and District procedures. Allowable travel expenses are reimbursable subject to the following limits:

- Breakfast: $6.00
- Lunch: $11.00
- Dinner: $19.00
- Lodging: the single occupancy rate or, if applicable, the conference rate, whichever is less;
- Mileage: the standard per mile rate (as negotiated or in Board Policy).

You shall not receive reimbursement from the Board and another source for the same travel expense.

When more than one employee is going to the same destination, travel shall be pooled when such is practical.

Reimbursement may be requested for tolls, taxis, registration fees, and parking when properly documented.

A violation of this policy or falsification of required records may result in disciplinary action, up to and including dismissal.

REF: Policy 7.52

Visitors

To ensure the safety and security of students, employees, and District properties, all visitors must check in and obtain an identification badge prior to entering the facility. Parents are encouraged to schedule teacher conferences after school hours or during the teacher's conference period.

With the exception of authorized law enforcement and security officers, no person is allowed to possess a weapon, illegal substance, or other unauthorized dangerous substance while on District property or at a school-sponsored event.

To prevent interference with job performance, you shall discourage friends and family members from visiting during work hours.

Any person who enters or remains on District property without a legitimate purpose may be trespassing and subject to arrest and prosecution under the law.

REF: Policy 9.60

Weapons

Under Florida law, it is a felony to possess a weapon while on school premises, in a school vehicle, or on property being used by the District for school purposes. The prohibition of weapons extends to individuals who are licensed to possess firearms, unless serving as an authorized security officer.

The District prohibits possessing, storing, making or using a weapon—including a concealed weapon—in parking lots, District premises, and any other setting that is under the control and supervision of the Board for approved activities

You must immediately report any dangerous weapon and/or threat of violence to the building principal or site administrator. Failure to do so may result in disciplinary action.

Possession of a weapon will be reported to the appropriate law enforcement agency, even if the individual possesses a valid concealed weapons permit. A violation of this policy may result in disciplinary action, up to and including dismissal, and/or prosecution under state law.

REF: Policy 6.37

Whistleblower Protection

Neither the School Board, Superintendent, department heads nor principals shall take or recommend to the School Board to take adverse personnel actions against an employee for disclosing information pursuant to the provisions of this policy.

Neither the Superintendent nor the School Board shall take any adverse personnel action that affects the rights or interests of an independent contractor in retaliation for the contractor's disclosure of the information under this policy.

The provisions of this policy shall not be applicable when an employee or independent contractor discloses information known to be false.

Disclosure of Information:

- The information disclosed under this section shall include reporting of any violation or suspected violation of federal, state or local laws, School Board policy, or administrative directive by a School Board member, employee, or independent contractor which presents a substantial and specific danger to interests of the School Board. Additionally, information disclosed, which indicates acts or suspected acts of malfeasance, misfeasance, gross waste of funds or neglect of duty committed by an agency, shall be included.
- The information shall be disclosed to the appropriate entity having the authority to investigate, police, manage, or otherwise remedy the violation or act.

Protection:

- This policy protects employees and other persons who disclose information on their own motive in a written and signed complaint, or who are requested to participate in an investigation, hearing or other inquiry conducted by the Superintendent, School Board, state agency or federal government.
- Any employee who is subject to adverse personnel action has a right to file a grievance pursuant to the applicable collective bargaining agreement or School Board policy. An independent contractor may appeal to the School Board for administrative review.

REF: Policy 6.75

Wireless Communication Devices (WCDs)

District-issued wireless communications devices (WCDs) are tools for the conduct of Board business, and are not intended to be used for personal business. Wireless communication devices include, but are not limited to: cellular and wireless telephones; pagers; beepers; personal digital assistants (PDA's); Smartphones; tablets; WiFi-enabled or broadband access devices; two-way radios or video broadcasting devices; laptops; and other devices that allow a person to record and/or transmit on either a real time or delayed basis sound, video or still images, text or other information.

District WCD use is subject to the following provisions:

- Use of District WCDs will be monitored.
- District WCDs must be used appropriately and responsibly. To avoid unnecessary charges, landlines shall be used when available and appropriate. You are prohibited from using a WCD for any purpose that violates law or Board policy.

- To avoid dangerous distractions that may lead to accidents, you should refrain from using Board-owned or personal WCDs while actively operating a vehicle or other hazardous equipment on Board time or anytime while operating a District vehicle. You are prohibited from using any WCD (even if equipped with ear pieces, ear buds, headsets, and/or Bluetooth) while driving a District school bus, whether or not students are on board.
- Since WCDs are not secure, discretion shall be used in relaying confidential information.
- You shall not conduct Board business through text messaging, private email accounts or non-approved social media networking sites using a WCD.
- You must safeguard any District-owned equipment in your possession and take reasonable precautions to prevent loss, damage, theft and vandalism.

It is the policy of the School Board to provide selected employees cellular telephones in support of fulfilling their assigned duties. The expenditure of public funds for cellular phones or service shall be consistent with the provisions of Florida Statutes.

In order to ensure that cellular telephones are used only for the benefit of the School District, the following conditions shall exist:

- Personal calls or calls unrelated to school business are prohibited except in emergency situations.

The Superintendent shall develop procedures for implementation of this policy.

Failure to follow this policy may result in disciplinary action including suspension or termination from employment.

Use of Personal Cell Phones:

Teachers may use personal cell phones during non-instructional time or in an emergency situation. Teachers are also allowed to use their personal cell phones as a BYOD/WCD for any and all instructional purposes anytime during the school day. Other employees may use personal cell phones during scheduled rest and/or lunch breaks, or in an emergency situation. You may not use a personal WCD excessively for personal business during work hours.

A violation of this policy may result in revocation of WCD privileges or other disciplinary action, up to and including dismissal.

REF: Policy 6.173 / 6.321

Worker's Compensation

As a District employee or volunteer, you are insured by the District against work-related illnesses and injuries. If you sustain a work-related illness or injury, you may receive benefits consistent with the law for that injury until you are able to return to work.

Work-related injuries, no matter how insignificant, must be immediately reported to your worksite supervisor. To ensure coverage, a Notice of Injury report must be filed on a timely basis for each injury.

If you are eligible for Workers' Compensation benefits, you may receive additional income from earned sick leave. (The amount of sick leave will be reduced by the amount of the Workers' Compensation benefit.) Under no circumstance will total pay exceed your regular at-work salary.

You are required to comply with the District's Alcohol and Drug-Free Workplace Policy and safety rules. A violation of a safety rule or the District's Alcohol and Drug-Free Workplace Policy may result in the loss of Worker's Compensation medical and/or indemnity benefits and lead to disciplinary action, up to and including dismissal.

Illness/Injury In The Line Of Duty Leave

Any full-time regular employee shall be entitled to illness or injury-in-line-of-duty leave for a period not to exceed ten (10) school days when he/she has to be absent from work because of a personal injury received in the discharge of his duties or because of illness from any contagious or infectious disease contracted in the performance of his/her duties. Illness-in-the-line-of-duty leave is intended to deal with the illnesses normally known as childhood diseases, such as, mumps, measles, and chicken pox. This leave does not include normal adult illnesses such as colds and influenza. This leave is non-cumulative.

In order to be considered for injury-in-the-line-of-duty leave, the following conditions shall be met:

- The employee must provide written testimony or evidence that his/her injury was received in the line of duty.
- The employee must supply a letter from a medical doctor, who treated the patient, stating that in his/her opinion, there is a strong probability that the illness was contracted at the work site.
- The employee must file a written claim as outlined below.

The employee who has claim for compensation while absent because of injury or illness incurred as prescribed herein shall file a claim in the manner prescribed by law by the end of the school month during which the absence has occurred. The Board may approve such claims and authorize the payment in accordance with the provisions of law.

Leave for any employee, as prescribed by law, shall be authorized for a total not to exceed ten (10) work days during any school fiscal year for an illness contracted or any injury sustained in the line of duty, or a total of ten (10) days for the same illness or injury. The employee granted such leave is entitled to full pay status for a period not to exceed ten (10) working days. If the employee is unable to resume work at the end of a ten (10) work day period, he/she may elect to use accrued sick leave and receive salary payments.

REF: Policy 6.543

Work Schedule

The Superintendent shall determine your work duties, days and hours, and your supervisor may make other reasonable assignments in accordance with state statutes, applicable official agreements and your job description. The school office is normally open from 7:30 a.m. until 3:00 p.m. central time. Certain employees may be assigned to different work schedules and/or shifts outside of normal work hours. If an employee must be outside of the office for non-business related reasons during their normal work schedule, they should inform their administrator.

Instructional

The length of the teacher's professional day shall be 7.5 hours, unless reduced by the Superintendent or building principal. You shall exercise professional judgment in determining the length of the workday exceeding the normal instructional day.

As a teacher, your work schedule shall include non-student contact time for preparation and planning. All elementary teachers shall have no less than thirty consecutive minutes (30) during the student class day for planning and conferences. Teachers who agree to waive their planning period to cover another teacher's class shall receive compensation time to match.

All teachers shall have a duty-free lunch period on the condition that a principal-faculty committee establishes an equitable duty schedule for all teachers that will provide supervision for students during lunch. In the event that a teacher does have lunch duty, the teacher will receive compensation time to match.

Non-Instructional

The duty hours for non-instructional personnel shall be 7.5 hours or as provided by the supervising administrator. **REF: HDSB Master Contract 2012-15, Policy 6.101**

HOLMES DISTRICT SCHOOL BOARD
EMPLOYEE COMPUTER USE POLICY
(policy restricting personal use of employer's computer)

SECTION ONE.
PURPOSE

A. To remain competitive, better serve our students, and provide our employees with the best tools to do their jobs, Holmes District School Board makes available to our employees access to one or more forms of electronic media and services, including computers, email, telephones, web sites, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, and Internet.

B. Holmes District School Board encourages the use of these media and associated services because they can make communication more efficient and effective, and because they are valuable sources of information about vendors, students, technology, and new products and services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the company are company property and their purpose is to facilitate and support company business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner. All guidelines, policies, and procedures apply to any remote site usage of computer or telecommunication usage.

C. To ensure that all employees are responsible, the following guidelines have been established for using email and the Internet. No policy can provide rules to cover every possible situation. Instead, it is designed to express Holmes District School Board philosophy and set forth general principles when using electronic media and services.

SECTION TWO.
PROHIBITED COMMUNICATIONS

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit, or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to *Holmes District School Board* policy or educational interests.

SECTION THREE.
PERSONAL USE

The computers, electronic media, and services provided by Holmes District School Board are primarily for educational use to assist employees in the performance of their jobs. Limited, occasional, or incidental

use of electronic media (sending or receiving) for personal, non-educational purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their educational purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

SECTION FOUR.
ACCESS TO EMPLOYEE COMMUNICATIONS

A. Generally, electronic information created and/or communicated by an employee using email, word processing, utility programs, spreadsheets, voicemail, telephones, Internet, bulletin board system access, and similar electronic media is not reviewed by the company. However, the following conditions should be noted:
   Holmes District School Board does routinely gather logs for most electronic activities or monitor employee communications directly, e.g., telephone numbers dialed, sites accessed, call lengths and times at which calls are made, for the following purposes:
   1. Cost analysis
   2. Resource allocation
   3. Optimum technical management of information resources
   4. Detecting patterns of use that indicate employees are violating company policies or engaging in illegal activity

B. Holmes District School Board reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other company policies.

C. Employees should not assume electronic communications are completely private. Accordingly, if employees have sensitive information to transmit, they should use other means.

SECTION FIVE.
SOFTWARE

To prevent computer viruses from being transmitted through the company's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered or approved through Holmes District School Board may be downloaded. Only approved storage devices may be used. Employees should contact their school technology specialist or a Holmes District technology staff member if they have any questions.

SECTION SIX.
SECURITY/APPROPRIATE USE

A. Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by company management, employees are prohibited from engaging in, or attempting to engage in:
   1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
   2. Hacking or obtaining access to systems or accounts they are not authorized to use;
   3. Using other people's log-ins or passwords; and
   4. Breaching, testing, or monitoring computer or network security measures.

B. Holmes District School Board provides teachers with the opportunity and space to create instructional web pages. Links to external **personal** pages from Holmes District web pages are prohibited. Only links to **educational** sites should be posted on District pages, and only approved sites may be linked to Holmes District web pages. Student work and/or pictures should only be placed on authorized Holmes District web pages. Only students' first names should be published, and copyright notices should appear on all web pages to eliminate the use of students' photos and/or work without express written

permission from the parent(s). Publishing student media is not permitted if a *Student Media Exclusion Request* is on file at school.

C. No email or other electronic communications may be sent that attempt to hide the identity of the sender or represent the sender as someone else. Email should be used in a responsible, legal, and ethical manner. Failure to do so may result in termination of email privileges, disciplinary action, or prosecution under federal or state law. The use of email must be in support of education and research and must be consistent with academic actions of the Holmes District School Board. Responsible and ethical use of the email system is required. Holmes District School Board reserves the right to access any email for business purpose and for inspection for disciplinary or legal actions. Your email may be accessed with or without your knowledge. All email is archived for regulatory compliance and potential further review. Email is intended only for valid and legitimate communication related to Holmes District School Board and the educational process.

D. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

E. Anyone obtaining electronic access to other companies', counties', or individuals' materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner. All employees must comply with all copyright laws in the use of all media and materials.

F. Employees shall use caution and good judgment when using electronic communications and social networking sites. Any information relayed to students via electronic communications shall be professional in nature and related to a student's academic progress. Any information posted to or communicated through a social networking site or email shall not bring disfavor, embarrassment, or condemnation to the employee, student, or school district. Staff shall not use District time or technology for personal use of social media. Staff shall not engage in conduct that adversely affects their capacity to serve as a role model for students or their ability to work effectively with District staff, parents, and students.

G. Schools must be given permission by the Superintendent to create official school sites on social media outlets (Facebook, Twitter, etc.). The District must have a record of the employees responsible for maintaining the site and must guarantee a safeguard is in place to prevent users from posting information without approval from said designated school employee(s).

SECTION SEVEN.
ENCRYPTION

Employees can use encryption software supplied to them by district technology staff members for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on a Holmes District computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all passwords and/or encryption keys necessary to access the file(s).

SECTION EIGHT.
PARTICIPATION IN ONLINE FORUMS

A. Employees should remember that any messages or information sent on district-provided facilities to one or more individuals via an electronic network (for example, Internet mailing lists, bulletin boards, and online services) are statements identifiable and attributable to Holmes District School Board.

B. Holmes District School Board recognizes that participation in some forums might be important to the performance of any employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a newsgroup devoted to the technical area.

SECTION NINE.
PROCEDURE/VIOLATIONS

Any employee who suspects a threat to the Holmes District network should immediately contact their site administrator and/or district technology staff members. Any employee who abuses the privilege

of their access to email and/or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

SECTION TEN.
EMPLOYEE AGREEMENT ON USE OF EMAIL AND THE INTERNET

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of Holmes District's computer and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services. I am aware that violations of this guideline on appropriate use of the email and Internet systems may subject me to disciplinary action, including termination of employment, legal action, and criminal liability. I further understand that my use of the email and Internet may reflect on the image of Holmes District School Board to our customers, competitors, and suppliers, and that I have a responsibility to maintain a positive representation of the company. Furthermore, I understand that this policy can be amended at any time.

_____ _____
Employee name (PRINT) School

_____ _____
Employee name (SIGNATURE) Date

Employee Copy

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_____ _____
Employee name (PRINT) School

_____ _____
Employee name (SIGNATURE) Date

Sign this acknowledgement statement and return to the appropriate personnel representative.

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Employee Handbook: Acknowledgement Form

It is the responsibility of the employee to read and understand this Employee Handbook. The acknowledgment statement must be signed by the employee, within two (2) weeks and returned to the appropriate personnel representative. This employee handbook has been prepared for your information and understanding of the policies, philosophies and practices and benefits of Holmes County School District. ***PLEASE READ IT CAREFULLY***. Upon completion of your review of this handbook, please sign the statement below, and return to your personnel representative by the due date. A reproduction of this acknowledgment appears at the back of this booklet for your records.

I, _____, have received and read a copy of the Holmes County School District Employee Handbook which outlines the goals, policies, benefits and expectations of the District, as well as my responsibilities as an employee.

I have familiarized myself, at least generally, with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in this Employee Handbook provided to me by the District. I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of The Holmes County School District.

_____
(Employee signature)

Please return by: _____
(2 weeks after receiving)

KEEP THIS COPY WITH YOUR EMPLOYEE HANDBOOK FOR YOUR INFORMATION.

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