

Assessment Information

Assessments of Instructional Personnel

Observation

A formal observation reflects an employee's performance observed at the specific time period noted on the form. Only observed performance is assessed.

General Assessment

A general assessment reflects an employee's overall performance as observed through the daily performance of one's responsibilities. It is NOT limited to a specific period of observation.

Annual Assessment

An annual assessment reflects an employee's overall performance and is not limited to a specific period of observed performance.

An assessment shall be determined unsatisfactory and recorded as such when the employee has received four (4) or more "unsatisfactory" ratings on the indicators. Pursuant to Florida Statute 321.29, the Superintendent, if recommended by the employee's supervisor, may place a teacher with professional service contract status on performance probation when the employee has received an unsatisfactory assessment.

Observation and General Assessment

This combination can be used for a formal observation when the administration wants to communicate in some areas that are not observed during the specified observation period.

- 1) Competencies: Competencies are the general performance categories. Instructional competencies are statute-based.
- 2) Indicators: Indicators are the statements that are listed under the various competencies on the assessment form. Indicator statements reflect one area of performance within the broad competency area. Examples of indicators include: *"Makes efficient use of time, materials, and equipment," "Writes lesson plans that are consistent with educational objectives", etc.*

Ratings

Ratings reflect the level of performance and effectiveness. There are four ratings on the assessment forms.

- | | |
|-------------------------------------|---|
| 1) Satisfactory (SA) | Meets performance expectations |
| 2) Improvement Needed (IN) | Does not consistently meet performance expectations |
| 3) Unsatisfactory (U) | Does not meet performance expectations |
| 4) Not Applicable/Not Observed (NA) | Not applicable or not observed |

See Administrator for copies of the Observation/Assessment Form.

Employee Information

Children of Staff Members (on campus before/after school hours and on workdays)

Children of staff members are to remain outside the building or in a designated area prior to and following the work hours of said staff member. Children of staff members should not be in attendance on a workday. These are designated paid workdays; therefore, employees should find other means of child care for their children.

The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida

The Principles of Professional Conduct of the Education Profession in Florida are outlined in the new employee handbook. Contained within those principles are the obligation to the student, the obligation to the public, and the obligation to the profession.

Employee Dress Code

Apparel worn by teachers clearly affects the work, attitude, and discipline of students. The effective teacher comes to work dressed appropriately, comes to teach dressed for success, and is a role model for the students. Educators are walking, talking advertisements and should make their attire work for them—not against them. Appropriate attire serves as an indicator of the attitudes expected in the classroom. The teacher should dress for four main effects: 1) Respect; 2) Credibility; 3) Acceptance; and 4) Authority. Attire that is too casual or inappropriate for the position or daily activity of an educator should not be worn. A teacher's attire should make the statement that teachers are a group of professional, proud, devoted, dedicated, and responsible people.

Reporting of Absences

When an employee calls in, it will be necessary for the employee taking the call to keep a **FORM/LOG** and to ask the following questions:

- The employee's name
- The name of the person calling in
(If a person other than the employee calls in, it is very important that the person taking the call note the identity of the person calling, their telephone number, address and relationship to the employee)
- The date and time of the call
- The reason for the absence
- The anticipated date of return

This information will be kept in the school's log.

It is also important for the employees to be instructed that upon their return to work, they need to sign the appropriate paperwork in order for the absence to be reported correctly and in a timely fashion to the payroll department. Leaves requiring paperwork (leave request form),

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which are untimely, or emergency requests need to be reported to the administration immediately for approval.

The cost center administrator should approve absences, other than sick leave, at least ten (10) days in advance. The necessary leave papers need to be completed by the employee and turned in to the administration in order to meet this timeline.

Leaves/Temporary Duty

There are several types of leaves afforded to all personnel. These include: sick leave, illness-in-the-line-of-duty, professional leave, Sabbatical leave, personal leave with pay, personal leave without pay, military leave, maternity leave, temporary duty, jury duty, Family Medical Leave, and vacation (12 month personnel only). Exact requirements for taking the various forms of leave can be found in the contract books for teachers, non-instructional and clerical.

Briefly, application for leave and assignment for temporary duty must be made in writing and presented for approval ten (10) days prior to the date leave is requested. In cases of emergency, the ten (10) work day limit may be waived. All leave requests must be signed by the employee, recommended by the principal, and approved by the School Board or its designee. Leave, other than sick leave, may be refused if the employee's absence would cause undue hardship or interruption of vital school service.

Each employee earns one sick leave day per month, which is cumulative from year to year. The Superintendent or his/her designee may require a certificate from a licensed physician or from the county health officer in cases of questionable use of sick leave.

Of the sick leave days earned each year, teachers can use six of these days as personal leave with pay. Non-instructional can use four and clerical can use six of these days as personal leave with pay. These days are non-cumulative. There are specific times throughout the year when an employee cannot apply for personal leave with pay. These times include immediately preceding or following a negotiated holiday, negotiated make-up day, Winter/Spring/Summer vacation or during the first five student attendance days and the last five student attendance days (there are emergency situations which are excluded—see contract books).

Mandatory Meetings for Teachers

Teachers may be required to attend, without additional compensation, two evening assignments involving parents and teachers as designated by the principal. General faculty meetings can be held two times a month except in cases of an emergency.

Early Release Wednesdays

Three early release Wednesdays will include scheduled staff development activities as well as in-depth work in analyzing Needs Assessments and the development of the School Improvement Plan. The remaining early release Wednesdays per month shall be unscheduled in order to provide time for committee work, team work (i.e., the development of integrated units), sharing from teacher to teacher, individual teacher planning, other school improvement activities and parent conferences for IEP's and AIP's, etc.

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During the months of August, September, April and May, one (1) additional early release Wednesday will be designated for the development of AIP's in the middle and elementary schools.

See SEA Contract Leaves/Temporary Duty

Religious Holidays

Students shall be excused from any examination, study, or work assignment for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time.

For more information on student attendance, please see SCPS Policy Manual Student Attendance: File: JE

Scheduled Paid Holidays

For detailed information, please see contract agreements between Seminole County School Board and the following Bargaining Units:

- 1) The Seminole Education Association, Inc.;
- 2) Non-Instructional Personnel of Seminole County Public Instruction Association, Inc.;
- 3) Seminole Educational Clerical Association, Inc.; or
- 4) The Bus Drivers Association, Inc.

Facilities Information

Hazardous Materials

The District Environmental Coordinator handles these issues.

Indoor Air Quality

The best remedy for poor indoor air quality is *prevention*.

- 1) You can help control the **humidity** by keeping doors and windows closed and leaving the thermostat set at 74 to 76 degrees.
- 2) You can maintain proper **air distribution** by not blocking return air grills with furniture or partitions.
- 3) You can help with **dust control** by supporting the custodial staff and encouraging students and other occupants to "clean as you go."
- 4) You can help correct potential problems by reporting all **water leaks** immediately.

If you have a question about the indoor air quality of your classroom or work space, please report this concern to the Principal or Assistant Principal immediately. The District Environmental Coordinator will schedule a team of professionals to investigate and respond.

Fire Drills

Schools now must conduct and document ten (10) fire drills per year by statute. All staff members must adhere to fire and emergency procedures.

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Use of Facilities

The principal may approve the use of school, facilities, pursuant to School Board Policy.

Facility/Supervision

- 1) School Board employees should never invite outsiders onto or into a school facility after hours for private purposes. For example, while it is probably acceptable for a teacher to use a school weight room to exercise after hours or on the weekend, it is not acceptable for that teacher to invite family members or friends to join him or her. The same holds true for the use of gym facilities for friendly basketball games. School Board property is public property and should not be used for personal purposes. When outsiders are invited in, in violation of the School Board's facility, the School Board incurs risk.

Employee use of school facilities, such as a high school weight room or gym, for personal purposes is at the risk of the employee. The school board assumes no responsibility for any injury suffered by any employee resulting from the employee's own negligent or intentional act; the negligent or intentional act of any other person, including but not limited to other employees of the school board; or any condition of the facility. By the use of a school facility for personal use, an employee agrees to hold the school board harmless for any injury, loss, or damage sustained by the employee as the result of the employee's own negligent or intentional act; the negligent or intentional act of any other person, including but not limited to other employees of the school board; or any condition of the facility.

- 2) If staff members are going to return after their assigned hours to the worksite, they should have a very clear understanding with their cost center supervisor. If they are working, regardless of whether they earn overtime, they are on the job and if injured are entitled to worker's compensation benefits. Cost center supervisors need to know who is going to be in their buildings and for what purpose. Only appropriate uses should be approved. In such cases, there should be a brief written record of the approval and the purpose. In that way, if the staff person deviates from the expressed reason for being on campus and is injured in the course of that deviation, the School Board has some protection, if sued or the subject of a worker's compensation claim.

General Information

Student Attendance

Regular attendance provides students the opportunity to master required skills at each grade level. Many integral activities, including class discussions, group experiences, field trips, guest speakers, and direct instruction cannot be simulated or replicated with written work. Therefore, with the goal of promoting student success, Seminole County Public Schools has adopted a Uniform Attendance Policy. It is our intent to encourage honest, accurate, and consistent adherence to this policy by all students, parents, teachers, and administrators.

See SCPS Student Attendance Policy for detailed information.

Citizenship Standards

Participation in a school sponsored extra-curricular activity or sport is a privilege. These activities are important components of the total educational program. Successful participation in school sponsored extra-curricular activities requires a higher level of commitment, energy, and maturity.

It is the goal of Seminole County Public Schools to expect a higher standard of excellence from students involved in these activities. Participating students are representing our schools in our neighborhoods, our communities, our state, and often our nation. The standard of behavior should be one that exhibits pride, politeness, and responsibility.

Parents and students should seriously discuss the impact of the extra time and maturity required to participate in these activities, and the strict eligibility rules a student must follow to remain qualified for such activities.

Purpose

1. To provide minimum citizenship standards among all Seminole County Secondary Schools for continued participation in school sponsored extra-curricular activities.
2. To instill in each student a sense of responsibility to conduct himself/herself as a positive role model.
3. To encourage the growth of good citizenship among participants in school sponsored extra-curricular activities.
4. To delineate the sanctions that will be imposed for violation of this policy.

See SCPS Citizenship Policy for detailed information.

Discipline Plan

The Student Conduct and Discipline Codes are published to clearly communicate the behavioral expectations for students in kindergarten through grade twelve and to summarize the policies of the Seminole County Public Schools related to the management of student conduct. Within the first week of school, teachers are expected to review and discuss the Conduct and Discipline Code with their students.

More detailed information may be obtained by reading the Student Conduct and Discipline Code.

Civility-Conduct of Parents, Other Visitors to Schools and School District Facilities, and District Employees

The School Board recognizes that education of children is a process that involves a partnership between a child's parents, teacher, school administrators, and other school and school board personnel. The School Board recognizes that parental participation in their child's educational process through parent/teacher conferences, classroom visitation, serving as a school volunteer (Dividend), serving as a field trip chaperone, PTA participation, and other such services is critical

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to a child's educational success. For that reason, the School Board welcomes and encourages parental participation in the life of their child's school.

However, from time to time parents and other visitors to schools and school district facilities sometimes act in a manner that is disruptive of a school or other school district facility and which is threatening and/or intimidating to school and district employees.

The purpose of this policy is to provide rules of conduct for parents, other visitors to schools, and school district employees which permit and encourage communication between parents, other persons, and school and district personnel concerning students or other matters and to encourage participation in school or district activities, while at the same time enabling the School Board to identify and deal with those behaviors which are inappropriate and disruptive to the operation of a school or other school district facility.

It is the intent of the School Board to promote mutual respect, civility, and orderly conduct among district employees, parents, and the public. It is not the intent of the School Board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, and parent and other members of the community. In the interest of presenting teachers and other employees as positive role models, the School Board encourages positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions.

For more detailed information on this policy, please see SCPS Policy Manual, Civility Policy: File KGB

Student Search and Seizures

The purpose of this policy is to establish the parameters and procedures by which students enrolled in Seminole County Public Schools may be subjected to search within the bounds established by law.

For more detailed information on this policy, please see SCPS Policy Manual, Student Search Seizures.

Emergency Management Plan

The Emergency Management Plan was developed during the 1996-97 school year. This plan addresses plans and procedures for evacuation in case of a bomb threat, chemical spill, airplane crash, fire/explosion, gun/weapon on campus, etc. **More detailed information may be obtained from the school's administrative offices.**

Field Trips and Excursions

The Community Involvement Department annually distributes a list of sanctioned field trips to each school. The school principal shall approve all educational and extracurricular field trips. Any trip that is not on the sanctioned list additionally requires approval by the respective Elementary or Secondary Executive Director. Approval request for trips not on the list shall be submitted at

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least thirty (30) days prior to the trip date. Out-of-state educational and extracurricular field trips shall require prior approval by the School Board. STUDENTS SHALL NOT BE DENIED PARTICIPATION IN AN EDUCATIONAL FIELD TRIP FOR INABILITY TO CONTRIBUTE TOWARDS THE COST.

For more detailed information, please see SCPS Policy Manual Field Trips and Excursions: File: IICA

Field Trip Requirements

1. All chaperones must be 21 years of age.
2. Chaperones must complete the required field trip Dividend form.
3. Chaperones must attend chaperone training as requested by the school.
4. All chaperones and students must be transported by bus to and from destination.
5. Chaperones must dress appropriately.
6. NO siblings of students may attend school-sponsored field trips.

School personnel are reminded that the primary function of a chaperone is student supervision and not adult participation in a field trip. The standards of student supervision are the same for a field trip as they are for students on a school campus. All chaperones must thoroughly understand and agree to assume responsibility for the supervision of students placed in their charge.

For additional information on Chaperones, please see Chaperone Survival Kit for Field Trips

Fund-Raisers (School, PTA, Booster Clubs, etc.)

General Rules for Fund Raisers

- 1) Each fund-raising activity shall be planned to finance a specific objective.
- 2) All fund-raising projects and activities by schools or groups within the school shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program administered by the Superintendent.
- 3) The principal shall control the fund-raising activities conducted in the name of the school and assure that the purposes are worthwhile.
- 4) Raffles and other activities or games of chance *shall not* be conducted for school-connected activities.
- 5) Fund-raising activities for which students are charged an admission shall not be presented during school hours.
- 6) When any school organization or group is involved in a fund-raising activity, or any function exposing the School Board to liability, approval must be obtained in advance from the Superintendent or his designee (Risk Management, Legal Services, or the appropriate Executive Director).
- 7) Collections for all school sponsored fund-raising activities must be deposited in the internal fund, and all transactions in connection with the activity conducted in accordance with School Board Rules.

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Fund-Raising By Groups Within The Student Body

- 1) Income for special groups shall be raised from either dues, sale of tickets or other approved activities limited to active members of the general group enrolled at the school. At athletic and other events, no outside group should sell to the general student body any items such as ice cream or candy, etc. and retain the profits unless an agreement has been established with the school and group.
- 2) Elementary children (K-5) will not be involved in direct sales of any product, door to door, or otherwise, by any school or school affiliated organization including PTA and PTO.
- 3) Fund-raising drives by student organizations should be conducted in accordance with School Board Policies. A group such as a club or class may have up to two fund-raisers per year. Each fund-raiser should be held no more than two weeks in length.
- 4) As a fund-raiser, no food item shall be in competition with the Food Service Program. Also, no food items should be sold on campus during school lunch hours.

Fund-Raising Drives By The Student Body

Fund-raising drives by the student body to benefit charitable organizations such as United Way, March of Dimes, etc. shall be conducted so as not to interfere with the normal school operations and in accordance with School Board Policies.

Fund-Raising Drives By Outside Organizations

Fund-raising drives by PTA, Booster Clubs, etc. shall be approved in advance by the principal and conducted so as not to interfere with the normal school operations and in accordance with School Board Policies.

Collection of Monies

- 1) All funds collected or handled by school board employees during normal working hours or in connection with school sponsored activities shall be included in the internal funds of the school, unless accounted for in the district level accounting system.
- 2) All money received shall be substantiated by official pre-numbered receipts, tickets, or other records, which may be audited.
- 3) Collections from teachers shall be turned in daily to the FTE Clerk's office. Teachers who fail to turn in all monies collected each day shall be held personally liable for loss or theft.
- 4) Each day's collections shall be deposited intact in the bank. Deposits should be made daily if possible. Funds that are kept in the school overnight must be safeguarded in a safe or vault.

Additional details on collections of monies and related procedures can be found in the Internal Accounts Procedures Handbook.

Pupil Progression Plan

The current Pupil Progression Plan is incorporated within the school's Management Plan.

Public Relations and Media Coverage

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Schools are strongly encouraged to promote the “good news about what’s happening in public education” on a daily basis! All the positive things that are happening in our public schools are the best-kept secrets in town! Help us turn that around.

Each school should appoint a publicity chairperson whose job it is to be the contact with the Educational Support Center and the media. Individual teachers or staff are encouraged to provide this publicity chairperson with information about activities such as a special school program or activity, teachers/staff accomplishments, student or student club activities or accomplishments, etc. This information should then be written in a clear, concise way and included in parent newsletters, student newspapers, and sent to the media. An up-to-date copy of media names, addresses, and fax numbers can be obtained by calling the Community Involvement Department.

Records

Each cost center has a Records Contact identified at the start of each school year. The responsibility of the Records Contact is to assist all building personnel with questions and directions in regards to the following:

- 1) Student Records
- 2) Personnel Records
- 3) Administrative Records
- 4) State of Florida Records Retention Schedules
- 5) Records Storage, Destruction, and Microfilming
- 6) Seminole County Public School Forms Management
- 7) Records Legalities: Florida State Statutes, School Board Policies, Federal Laws and Regulations

Each school houses a copy of the Seminole County Public Schools Records Management Manual that is maintained by your school Records Contact and updated annually. In addition to the records topics listed above, this manual provides an overview of records management, responses to commonly asked questions, samples of forms, and recommended procedures to be followed by all District personnel in regards to records issues.

In addition to your Records Contact, Information Services is available to assist you with your questions regarding records management issues.

Safe and Drug-Free Schools

The mission of the Safe and Drug-Free Schools Program is to develop Alcohol, Tobacco, other Drugs (ATOD) and violence prevention programs by providing age-appropriate, developmentally-based drug and alcohol education and prevention strategies for all Seminole County students.

For more information on the Safe and Drug-Free Schools Program, please contact the Director of Safe Schools and Student Alternative Placement.

Seminole County Public Schools Drug-Free Workplace Policy

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The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited in the school system, either on any of its premises or during the conduct of any official activity related to Seminole County Public Schools. An employee of Seminole County Public Schools who is found to violate this policy shall be treated in accordance with appropriate State statutes and/or appropriate collective bargaining agreement. The employee may also be referred for prosecution. School Board employees also have a statutory duty to report suspected substance abuse by a student to the principal (**FL Statute 232.277**).

Student Health Services and Requirements (Employees, Pupils, or Students with AID/ARC/HIV)

The public policy of the State of Florida as expressed in Chapter 384, Florida Statutes states that the fact of a person's diagnosis as HIV positive will remain confidential, unless the person so infected chooses to freely and voluntarily disclose that information.

For more detailed information, please see **SCPS Policy Manual Student Health Services and Requirements: File: JHC**

Legal Issues

Guardianship and Legal Names

Guardianship

Guardianship is a legal term that designates the person or persons who have the legal authority to make decisions for minor children. A child's birth/biological parents, for those children born of parents who are married to each other, are the child's natural guardians.

A legal guardian, as contrasted with a natural guardian, is a person or persons, who have been given the legal authority over a child by a court order. The title of the court order is "Letters of Guardianship." Only those persons who hold letters of guardianship are legal guardians. Legal guardianship is divisible. A person may be designated guardian over the person or guardian over the property of a minor. Generally, a guardian serves in both capacities. A guardian over property is like a trustee of someone's assets. The authority of a guardian over property is limited to management of the ward's property. A guardian over the person exercises authority over a ward, but not the ward's property.

A custodian is a person who exercises a degree of authority over the person of a child. For example, when parents divorce and one is designated as the custodian of the child, the non-custodial parent has only that authority specified in the court order. Being a custodian is like being a guardian, but it is not legal guardianship.

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When parents, who are divorced, are designated as shared or joint custodians, one must look to the court order and underlying stipulation or settlement agreement to determine which parent has been charged with what responsibility. The courts have divided parenting responsibilities into broad categories: residence, education, religious training, health care, etc. Sometimes the residential parent has the primary responsibility for all decisions and sometimes the various areas of decision-making have been allocated by the court. Again, one must look to the court order.

Under the Juvenile Code, there are variations in authority over minors, such as temporary custody exercised by a shelter parent. Again one must look to the court order and underlying statutory authority, found in Chapter 39 of the Florida Statutes, to determine a custodian's actual authority.

School law recognizes the status "in loco parentis." A person who is acting "in loco parentis" is a person who is performing all the responsibilities of a parent without the benefit of a court order. The law usually recognizes day-to-day decisions made by a person acting "in loco parentis." Exceptions must be determined on a case-by-case basis. For example, a person acting "in loco parentis" may not settle a lawsuit on behalf of a minor but may receive that child's supplemental social security.

Court guardian ad litem are neither custodians nor guardians over the person or property of a child. Their authority is solely prescribed by court order. They are not parents, they are not guardians, and they are not custodians. To determine their authority, one must obtain a copy of the court order appointing them as a guardian ad litem.

Name

A person's legal name is the name that appears on his/her birth certificate. That name should also appear on his/her social security records, driver's license, school records, and medical records. A person's birth name remains his/her legal name until changed by a court order, such as adoption name change, or marriage, if the woman chooses to assume her husband's surname.

It is not illegal for a person to be known on a day-to-day basis by a name other than his/her legal name, just confusing. A person's legal name should always be used on official documents. If a person is generally known in the community by another name, that name may be referenced by the use of the symbol "a/k/a" or "also known as."

When a child is adopted, the child assumes a new name, the name of the adoptive parent or parents. The adoptive name becomes the child's legal name and the child's former name ceases to exist. The birth certificate of an adopted person is amended to reflect the adopted name and the court record is sealed. All official records should conform to the new name.

It is not infrequent that a child of divorce is adopted by his or her parent's new spouse. When that occurs, the birth parent becomes a non-parent and loses all status, benefit, and authority as to the adopted child.

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Whenever a child is adopted, by new parents or by a stepparent, all records should conform to reflect the change in parent(s) and a copy of the new birth certificate should be obtained. The old birth certificate should be removed from the file and given to the new parent(s). An adoption is as if the birth parent(s) never existed.

Caveat

Whenever a court order is involved, one must obtain a certified copy of the court order to determine each party's status. Care must be taken to obtain the most recent court order. Because of the many variations in language, it is suggested that legal counsel review a copy of the order. When there is a dispute between parents or parents and guardians, etc.—remain neutral.

Reporting Child Abuse

The District's policy addresses two aspects of child abuse as required.

Item I - Protocol for Child Abuse or Neglect Reporting and Investigations

This item states that each employee of Seminole County Public Schools who knows, or has reasonable cause to suspect, that a child has been abused, neglected, or abandoned is required pursuant to Chapter 415, Florida Statutes to report such knowledge or suspicion to the **Florida Abuse Hotline at 1-800-962-2873**. Failure to report suspected child abuse is a crime and may be subject to prosecution.

NOTE: Chapter 232.50, Florida Statutes, mandates the posting of this requirement in a prominent place in each school. The poster is available through the Ombudsman's office at the ESC. (See also **SCPS Policy Manual: Staff-Student Relations: File: GBH**)

Item II

This item addresses the district's investigative procedures when there are suspected abuse/neglect reports involving Board employees.

NOTE: **SCS Form 1053** (02/94) is to be used by administrative personnel who have been notified by any individual that an employee is suspected of abuse/neglect.

Reporting Child Abuse/Neglect

Each employee of the Seminole County School Board who knows, or has reasonable cause to suspect, that a child has been abused, neglected, or abandoned is required pursuant to **Chapter 415, Florida Statutes** to report such knowledge or suspicion to the **Florida Abuse Hotline at 1-800-962-2873**. It is recommended that the employee making the report document the name of the individual taking the report, the child's name, the date and time of the report. Notifying the building principal of the report is also recommended. Failure to report suspected child abuse will subject each employee having knowledge, but failing to report, to possible criminal prosecution. **Chapter 232.50, Florida Statutes** mandate the posting of this requirement in a prominent place in each school.

Investigation of Suspected Child Abuse/Neglect Reports Involving Board Employees

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- 1) While acting in an official capacity, reports alleging that a Seminole County Public Schools employee has abused or neglected a child will be received by Florida Abuse Hotline staff.
- 2) The caller will be advised that the Department of Children and Families Services no longer has jurisdiction to investigate reports of abuse involving public school employees while acting in an official capacity, and the call will be transferred to the Seminole County Sheriff's Department or other appropriate law enforcement agencies.
- 3) The Seminole County Sheriff's Department or other appropriate law enforcement agency will receive the call and initiate the appropriate investigation. The Seminole County Public Schools representative will also receive immediate notification of the report from the appropriate law enforcement agency and obtain the referral and/or case number that has been assigned to the particular report. The District's representative will receive sufficient information to identify the school, the name of the alleged victim(s), etc. Parents/guardians of students involved in the school district's investigation will be notified.
- 4) The Seminole County Public Schools representative, with assistance from the building level administrator as needed and requested, will immediately initiate an investigation upon receipt of a child abuse/neglect report alleging that a district school board employee, when acting in an official capacity, has allegedly abused or neglected a student. The District and law enforcement may conduct joint investigations, unless independent investigations are more feasible. The District's security officer and/or school resource officers may be used to assist with investigations as well as providing assistance to law enforcement as requested. Upon completion of the district's investigation, the **"Complaint of Institutional Child Abuse/Neglect Form" (SCS-1053)** will be forwarded to the appropriate law enforcement agency.
- 5) The building administrator and the District's representative will determine, upon completion of the school's administrative investigation, the appropriate administrative action regarding an employee involved in a confirmed incident. Certificated employees shall be reported to the Department of Education, Office of Professional Practices Services when allegations of abuse/neglect are confirmed.
- 6) Confidentiality of student involvement in matters will be maintained pursuant to the appropriate Florida Statutes.
- 7) All school personnel are required to report suspected acts which constitute a delinquent act or a criminal act in accordance with the provision of s. 230.235, Fla. Stat. and as directed by the agreement between the school board and the Sheriff's Department and each municipal law enforcement agency in Seminole County.

Ancillary Referrals

The local Department of Children and Families Services Administrations has arranged for each school to have a designated liaison available to answer general questions regarding child abuse and the services provided by DCFS and the community. These liaisons may arrange for referrals for medical consultants or examinations, counseling for the child and family, etc., at the request of the Seminole County Public Schools, the Seminole County Sheriff's Department, or other local law enforcement agencies.

Courier, Media and Technology Information

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Courier Mail Procedures and Guidelines

Interschool Envelopes

- 1) **Cross out** the prior “To:” and “From:” location before writing your new “To:” destination.
- 2) The “To:” destination should include the cost center name, department, and individual’s name.
- 3) See example below:

TO: <u>(Cost Center Name - Department - Individual’s Name)</u>
FROM: <u>(Cost Center Name - Department)</u> DATE: <u>(Date sent)</u>
(Envelopes incomplete are returned to sender.)

- 4) Envelopes should be placed in the plastic courier bin and left in an area where the couriers may have easy access.
- 5) Please RETURN extra envelopes to Distribution Services on a regular basis, packaged separately (may be rubber-banded).
- 6) Please REACH all the way into courier envelopes and visually check to see that they are empty before using or returning.
- 7) Organizations permitted by school policy to use a school site as drop-off, or district offices housed in schools, should sort the outgoing courier envelopes into the three separate routes. (See Courier Route Schedule).
- 8) If you require the shipment of books or textbooks, please contact the Distribution Services Office at 320-0165, to schedule a pick-up.

Information Services Materials

When returning empty gray cases to Information Services, please label:

TO: <u>Information Services, Empty</u>

Student Records to Orange County Schools

- 1) Take the student’s cumulative record folder and insert it into one of the regular, school District inter-school mail envelopes.
- 1) On the outside of the courier envelope, in the “TO” section of the envelope, first, write the Word “ORANGE,” followed by the name of the Orange County School, followed by the department, or specific name of a person to whom the student file is being directed.

Example:

TO: <u>Orange (Name of School in Orange County - Dept. Name or Individual Name)</u>
FROM: <u>(School)</u> DATE: <u>(Date sent)</u>

- 3) Place this outgoing courier envelope at the very front of your courier bin in your school.

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Service to Orange County is provided on a Monday, Tuesday, Thursday, and Friday basis. Wednesdays are eliminated due to conflicts in both districts for the day being shortened for early student dismissal.

Materials Not Qualifying for Courier Delivery

- 1) Due to space limitations, handling problems, or security, the following materials are not transported via the courier system:
 - a) Articles of clothing
 - b) Personal articles
 - c) Sports equipment
 - d) Music instruments
 - e) Instructional equipment
 - f) Money (checks or cash) other than payroll
 - g) Personal communications
 - h) Commercial material, advertisements, or solicitations

Loan of Equipment

Schools cannot loan equipment to anyone for personal use with the exception of laptops and computers during longer breaks.

Computer Usage

Many School Board employees enjoy access to technology, including Internet access and both internal and external e-mail through school board provided computers. Use of such computers to access the Internet and e-mail for personal activities is not prohibited and within limitations is encouraged. However, certain limitations do apply and abuse of the privilege will subject an employee to discipline. Employees are not permitted to conduct personal business or to access the Internet for personal business, personal communication, entertainment, or pleasure during work hours [teacher planning time, and employee lunch and break time excepted]. School Board employees accessing the Internet via the school district's connection should remember that a record of all such access is made and that a log of all such access can be printed if an employee's Internet access during work hours is called into question. Although professional and personal use of School Board provided computers is encouraged, as skills are built through use, such use/privilege should not be abused. As always, discretion, good judgment, and common sense should prevail.

Telephone Usage

While occasional personal telephone calls may be made during work hours, such calls should not interfere with performance of job responsibilities, emergencies excepted. Preferably, such calls should be made during planning time, break time, before and after the official workday, or during lunch. Employees should remember that the district telephone system, including the long distance telephone calls, and the various school telephone systems are not to be used for personal long distance telephone calls, unless the calls are billed to a personal credit card or a personal telephone number. [Note: Employees residing in the DeBary/Deltona/Orange City area may call into the Orange City Exchange on the District's local line without cost to the employee]. Employees are reminded that a record of all long distance calls is made and that a log of such use can be printed if an employee's use of the district's long distance service or calling card is called into question.

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Copyright and Patents

- 1) In those instances in which a product has been developed that is clearly outside the position description of the employee, or is related to the position description but the product was not a requirement of the position and when it is produced on the employee's time with his/her supplies and equipment, the results of the employee's work are his/her private property.
- 2) School Board employees have the right to do research, write articles, pamphlets and books, and to present papers for their products and to receive royalties that may accrue to them as a result of the sale of such works, when done on the employee's own time.
- 3) When such a product is a requirement of the employee's work assignment or the employee has been contracted or assigned to the development of the product, i.e., curriculum development, the employee will, if he/she desires to obtain a copyright or patent, present to the office of the Superintendent, a written outline of the project and a statement of the employee's intent to acquire a copyright or patent. The Superintendent will have sixty (60) days to determine whether the School Board has an interest in such a product. If, at the end of such a sixty (60) day period, the employee has received no such statement from the Office of the Superintendent, the product becomes the employee's personal property.
- 4) In the event the Superintendent informs the employee and recommends to the Board that the Board has interest in such product, the employee and the Board may enter into whatever contractual agreement(s) may be in their interest.

Reproduction and Use of Copyrighted Materials

- 1) School Board employees may reproduce and utilize copyrighted materials under the provisions of the copyright laws currently in force under Title 17 of the United States Code.
- 2) Any reproduction or use of copyrighted materials will be done either with the written permission of the copyright holder or within the bounds of the "fair use" guidelines provided in the copyright law; otherwise, the individual responsible for reproduction or use may be liable for breach of copyright under existing laws.
- 3) The School Board of Seminole County, Florida, in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code) hereby notifies all employees that a willful infringement of the law may result in disciplinary action. In the case of a court action for damages, a finding of willful infringement would preclude the School Board paying any judgment rendered against the employee and paying any attorney's fees or costs which the employee would incur in conjunction with a lawsuit and may render the employee liable to the School Board for any damages for which the School Board is liable to pay.
- 4) The Supervisor of Instructional Applications will provide the district office and all cost centers with information pertaining to the provisions of the copyright laws currently in force.

Selection of Materials

Materials acquired from any source (e.g. purchase, rental, loan, donation) shall be evaluated and recommended for use with students by staff members of the school. The recommendations(s)

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shall be reviewed by the grade group chairman, department head, assistant principal or principal. Evaluations shall be based on personal review, professional judgment, or from information in professional library, media, or education selection aids or journals, if available. Careful consideration of materials which might be objectionable to the various mores of the school population will be made in the light of literary merit and the contribution to be made toward the education of the student.

Challenged Material

The following procedures will be exercised for all questions concerning the appropriateness of materials used in the schools:

An interested citizen who objects to material(s) being used in a school should request a personal conference with the principal, or his designee. During this initial conference, the citizen should be given a copy of the appropriate district policy and procedures for selection of materials. The principal or his/her designee then will have an opportunity to explain the reason(s) for the use of the materials and to answer questions the citizen has about the selection(s). If agreement cannot be reached in the initial conference, the citizen will be given a printed form (SCS Form 479) on which he/she may make a specific complaint, giving the definite reasons for his/her objections and the points on which they are based. The principal of the school retains one copy of the completed form.

The material will remain in use during the period of review.

Within a reasonable time and no more than twenty (20) school days, a school committee will hold a review of the written complaint and the school personnel's written rebuttal explaining why the school personnel wish to retain the material. The school committee will include the principal, the assistant principal, the instructional staff member responsible for the use of the challenged material and his/her grade group chair or department head. The citizen making the complaint will be asked to attend this review. A copy of the complaint and a report of this review will be sent to the Superintendent.

If the school committee denies the citizen's objection, the citizen may request a review by the Superintendent. The Superintendent will review the request and appoint a committee composed of the Executive Director of Instructional Services, and appropriate Executive Director of Education, the Coordinator of Instructional Resources, one elementary, middle, or high school administrator at large as appropriate, a representative of the County-wide PTA Council, a representative of the District Leadership Team, and one lay person. If the citizen's objection is denied by this committee, he/she may appeal to the School Board. If such an appeal is made, all procedures for being placed on the agenda must be followed by the citizen. The decision of the School Board is final.

Acceptable Use Policy For Network Access In Seminole County Public Schools

It is requested that you carefully read the attached Board Policy prior to signing the appropriate User Agreement form.

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With access to computers and people all over the world also 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 or individual communications that are not suitable for school-aged children. The Seminole County Public School District views information gathered from electronic communications networks in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance from the faculty and staff. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

At school, student access to and use of electronic networks will be under teacher direction and will be monitored as any other classroom activity. The school district, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school district, since electronic network access may be obtained outside of the school setting.

All employee and student users of the Internet through the School Board's network are hereby given notice that the School Board has the capacity to monitor Internet access by each user through the School Board's network. From time to time District personnel do review the records of such use. Access to inappropriate websites via a School Board computer and the School Board network may be grounds for discipline, including termination.

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POLICY: Terms And Conditions

Access to electronic networks and specifically the Internet is coordinated through a complex association of government agencies and regional and state networks. The operation of the Internet and other electronic networks relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a District user violates any of these provisions, his/her account will be terminated and future access will be denied. The signature(s) on the application form indicate that the user(s) have read the terms and conditions carefully and understand their significance.

- 1) **Usage**
 - a) The use of the account must be in support of the educational goals and policies of the Seminole County Public School District.
 - b) Use of any other network or computing resources must be consistent with the rules appropriate to that network. This includes but is not limited to laws and regulations regarding:
 1. copyrighted material
 2. threatening, obscene or profane material
 3. material protected by trade secret
 4. reporting of personal communications without author's permission, which is prohibited
 - c) Use of another individual's account is prohibited
 - d) Use of electronic networks for commercial activities is prohibited.
 - e) Use for product advertisement or political lobbying is prohibited.
 - f) The malicious attempt to harm or destroy data of another user, or any other network, is considered vandalism and is prohibited.
- 2) **Privileges** - The use of electronic networks is a privilege. Inappropriate use will result in a cancellation of that privilege. Each individual who receives an account will receive information pertaining to the proper use of the network. Administrators will decide if usage is inappropriate and their decision is final. An account may be closed by the district at any time deemed necessary or by recommendation of the administration, faculty or staff.
- 3) **Etiquette** - A user is required to abide by the rules of network etiquette. Be polite. Do not use vulgar or obscene language. Do not reveal your address or phone number or those of others. Electronic mail is not guaranteed to be private. Do not disrupt the network, the data or other users.
- 4) **Warranties** - The Seminole County Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Seminole County Public Schools will not be responsible for any damages suffered including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this network connection.
- 5) **Security** - When you identify a security problem, notify a teacher, media specialist, or system administrator immediately. Do not show or identify the problem to others.
- 6) **Updating User Information** - The district must be notified of any changes in account information (address, school, etc.) in order to continue network access.
- 7) **Acceptance of Terms and Conditions** - All terms and conditions as stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Florida and the United States of America.
- 8) **There will be a required sign-off** by staff, adults, community users and students, acknowledging awareness of the policy, in order to access the network.

STATUTORY AUTHORITY: Section 230.22(1); 230.22(2); 230.33(a)(c)

LAWS IMPLEMENTED: 229.8041

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STUDENT NAME _____	
(Please Print)	First _____ Last _____

USER AGREEMENT AND PARENT PERMISSION FORM

As a user of the Seminole County Public Schools computer network, I hereby agree to comply with the stated terms, conditions, laws and restrictions, as they pertain to the Seminole County Public Schools Network Access Policy.

Student Signature _____ Date _____

Home Address _____

City _____ ZipCode _____

Home Telephone _____ Soc. Sec. # _____ (optional)

Parent Agreement
(Please choose one of the following)

I grant my child permission to access

Seminole County Public Schools' Local Area Network ONLY
(allowing access to all educational software).

OR

Seminole County Public Schools' Local Area Network AND the Internet

I understand that individuals and parents will be held liable for violations. I understand that some materials on electronic networks may be objectionable, but I accept responsibility for guidance of network use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature _____ Date _____

Dear Parents:

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We are pleased to offer students of the Seminole County Public Schools access to the district computer network for electronic mail and electronic information. To use e-mail and electronic networks, students must return a signed parental permission form to their schools. Students, 18 and over, may sign their own forms.

Access to e-mail and electronic networks will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with electronic network users throughout the world. Families should be warned that some material accessible via electronic networks may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make electronic network access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from this electronic access, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The Seminole County Public Schools support and respect each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege that entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. At any time, an administrator, or representative, may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parents bear responsibility for such guidance as it relates to such information sources as television, telephones, movies, radio and other potentially offensive media.

As outlined in Board policy, the following are not permitted:

- 1) **Sending or displaying offensive messages or pictures**
- 2) **Using obscene language**
- 3) **Harassing, insulting or attacking others**
- 4) **Damaging computers, computer systems or computer networks**
- 5) **Violating copyright laws**
- 6) **Using another's password**
- 7) **Trespassing in another's folders, work or file**
- 8) **Employing the network for commercial purposes**

Violations may result in a loss of access as well as other disciplinary or legal action.

Sincerely,

Principal's Name (Please Print)

Date

Principal's Signature

Ombudsman

Role of the Ombudsman

In July 2000, the School Board created the positions of Ombudsman/Professional Standards Investigator and Educational Equity Coordinator. The position was approved with the following goals:

- 1) To foster professionalism and ethical behavior as an operational standard of performance in the multiple work sites of the Seminole County Public Schools, and
- 2) To ensure that the district goal to reflect the diversity of the school district population by reaching and maintaining an appropriate profile within each employee group at each cost center is achieved.

The following summarizes the responsibilities within the office that consume the majority of time and are common issues handled by the Ombudsman:

- 1) Conducts reviews and investigations of complaints that are received from employees of the District, parents and members of the general public relating to a wide variety of issues and topics. District administrators will present for review and/or investigation matters of misconduct by employees in the District. (Topics have included absence without approved leave, neglect of duty, improper use of sick leave, theft of School Board property, personal use of School Board property, violation of various school and work rules, and violations of the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.) Recommendations for disciplinary action are formed and presented to the District's Professional Standards Review Committee and/or the Superintendent as a result of those investigations.
- 2) Responds to all complaints of discrimination, requests for accommodation and other concerns from employees, applicants for employment, parents, and community groups regarding various issues such as:
 - a) The Americans with Disabilities Act
 - b) Student Access
 - c) Equal Educational Opportunity Act
 - d) Age Discrimination
 - e) Title IX
 - f) Title VI
 - g) Racial Harassment
 - h) Sexual Harassment
 - i) Pregnant and Parenting Students
 - j) Florida Educational Equity Act
 - k) Gender Equity in Athletics
 - l) Applicant/Employment Discrimination
- 3) Responds to complaints of discrimination involving, race, color, national origin, sex, disability, marital status, age, and religion, which are received from various outside agencies such as:

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- a) United States Department of Education, Office for Civil Rights
 - b) State of Florida, Florida Commission on Human Relations
 - c) The Equal Employment Opportunity Commission
- 4) Receives parent complaints in conference, in letter form, by telephone or by fax. The topics of concern cover a wide variety of issues including complaints against employees of the district, substitute teachers, student transportation problems, reports of harassment of their children by other students, and inquiry into a variety of district policies and procedures.
 - 5) Serves as the district's Drug and Alcohol Program Manager for all CDL drivers who are covered under the Omnibus Transportation Employee Testing Act and for all administrative, instructional, non instructional and substitute teachers required under School Board policy to complete pre-employment drug testing.
 - 6) Conducts all pre-employment fingerprint processing and screening through the Florida Department of Law Enforcement and the Federal Bureau of Investigation.
 - 7) Receives notification from area law enforcement agencies when an employee in the District has been arrested.
 - 8) Serves as the district's contact to receive complaints filed against employees involving allegations of child abuse, and to investigate such charges with appropriate law enforcement personnel if necessary.
 - 9) Monitors the Board's policies on equal employment opportunity in all matters of recruitment, hiring, training, transfers, promotions, compensation, and other benefits.
 - 10) Conducts annual training on topics such as The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida, Sexual Harassment, etc.

Staff Complaints and Grievances -- Educational Equity Complaint/Grievance Procedures

The School Board of Seminole County, Florida, affirms its policy that no employee, student, or applicant shall on the basis of race, color, national origin, sex, disability, marital status, age, religion, or any other basis prohibited by law be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity, or in any employment conditions or practices, conducted by the district. Any employee, student, or applicant who believes that he/she has been the victim of discrimination based upon any factor identified above, may file an Educational Equity Complaint/Grievance with the Equity Coordinator who has been designated to handle complaints of discrimination. The Superintendent may identify, upon request of complainant, a designee for the Equity Coordinator when in his/her judgment it is warranted. The alternate first point of contact or designee shall be the appropriate division executive director. Should an executive director be designated to investigate a complaint, a review by the Superintendent may be requested. The Superintendent may designate an executive director other than the one conducting the investigation to conduct the review.

NOTE: Students within the Seminole County Public School System may elect to use the Student Grievance Procedure found in the Student Conduct and Discipline Code.

For complete procedural information, please see SCPS Policy Manual **Staff Complaints and Grievances: File: GBM**

Staff Conduct -- Sexual/Racial Harassment File: GBCB

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The School Board forbids discrimination against any employee, applicant for employment or student on the basis of sex or race. The Board will not tolerate sexual/racial harassment activity by any of its employees. This policy also applies to non-employee volunteers who work subject to the control of school authorities.

Sexual harassment consists of unwelcomed sexual advances, request for sexual favors and other inappropriate verbal, nonverbal, graphic, written or physical conduct of a sexual nature when:

- 1) submission to such conduct is made, either explicitly, a term or condition of employment or of an individual's education;
- 2) submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting that individual; or
- 3) such conduct substantially interferes with an employee's work performance or student's academic performance, or creates an intimidating, hostile, or offensive work or school environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- 1) verbal, non-verbal, graphic, and written harassment or abuse;
- 2) pressure for sexual activity;
- 3) repeated remarks to a person with sexual or demeaning implications;
- 4) unwelcome or inappropriate touching; or
- 5) suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's employment.

Racial harassment consists of verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any employee based upon race when such conduct has the purpose or effect of creating an intimidating hostile, or offensive work environment; or when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or employment opportunities. Racial harassment as defined above, may include but is not limited to the following conduct which is based upon race:

- 1) epithets and slurs;
- 2) negative stereotyping;
- 3) threatening, intimidating, or hostile acts; or
- 4) written or graphic material that shows hostility or aversion toward an individual or group.

Specific Prohibitions

It is sexual harassment for a School Board employee or non-employee volunteer to use his or her authority to solicit sexual favors or attention from subordinates or students, including but not limited to, incidents when the subordinate's or student's failure to comply results in adverse treatment, or when the subordinate's or student's acquiescence will result in preferential treatment. It is racial harassment for a School Board employee or non-employee volunteer to create or be responsible for a racially hostile environment—i.e. harassing conduct that is sufficiently severe, pervasive, or persistent so far as to interfere with or limit the ability of an employee or student to participate in or benefit from services, activities, or privileges provided by the district.

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Procedures

Any person who alleges sexual/racial harassment by any staff member may use the Educational Equity Complaint/Grievance procedure or may complain directly to the building principal or Equity Coordinator. If the direct administrator or supervisor is the offending person, the report should be made to the next higher level of administration or supervision or the Equity Coordinator. Filing of a complaint or otherwise reporting sexual/racial harassment will not affect the individual's status, future employment, future promotion, extra-curricular activities, or work assignments.

In determining whether alleged conduct constitutes sexual/racial harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual/racial harassment.

A substantial charge against a Board employee shall subject such employee to disciplinary action including but not limited to warning, suspension, or termination, subject to applicable procedural requirements.

Employees are encouraged to report any alleged act of discrimination or harassment of a student by a student, a student by any employee including an administrator, any employee by any other employee including an administrator or supervisor, or any employee or student by a third person to the Office of Ombudsman at 407-320-0023.

Training

Training for staff and students shall be required each year to insure that the entire education community understands what sexual/racial harassment is and the consequences for it.

(NOTE: The term "racial harassment" used in the policy refers to all forms of discrimination prohibited by Title VI - race, color, and national origin.)

Statutory Authority: Section 230.22(2), Florida Statutes

Law Implemented: Section 231.28(5), Florida Statutes

History - Board Approved: June 15, 1993

Teacher Information

Procedures for Workers' Compensation

- 1) Each facility must have two employees (workers' compensation processor and assistant workers' compensation processor) familiar with workers' compensation procedures.
- 2) The following are the procedures for each workers' compensation incident at the school or division:
 - a) Jardine Lloyd Thompson Insurance (JLT) **HOT LINE 407-682-1900, MUST** be called with the first notice of injury information.

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- b) The workers' compensation processor or assistant workers' compensation processor must complete the Workers' Compensation Medical Form Part One. Part Two must be signed and dated by the injured employee.
 - c) The workers' compensation processor or assistant workers' compensation processor must complete the prescription card (**CorCare RX**) and sign the back as the workers' compensation processor.
 - d) The primary medical facility is any **Centra Care** location.
 - e) Since SCPS has Managed Care, the CRA nurse and JLT adjuster will handle all medical appointments and medical management.
 - f) The JLT workers' compensation adjuster will determine the compensability of the claim.
- 3) The Risk Management Department conducts individual workers' compensation training for new processors, new assistant processors, and/or any administrator.

Removal of Student From Class

See SEA Contract Discipline

New Information

Self-Reporting of Arrests and Convictions by Educators

On November 24, 1998, the State Board of Education approved the Self-Reporting Rule that requires educators who hold a valid Florida Educator's Certificate to self-report arrests and convictions regardless of their employment position. This rule became effective for school districts' implementation on or about January 8, 1999. The self-reporting rule is a new standard of conduct in the State Board of Education Rule 6B-1.006(5), Florida Administrative Code, The Principals of Professional Conduct of the Education Profession in Florida, and reads:

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

(m) Shall self-report within 48 hours to appropriate authorities (as determined by district) **any** arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report **any** conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgement. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)© and 943.059(4)©, Florida Statutes.

The second purpose of this information is to clarify and define "minor traffic violations" which individuals do not have to report so that educators and schools districts operate from a common definition, which will allow uniform interpretation, and reporting. A minor traffic violation shall

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be defined according to Section 318.13(3), Florida Statutes as follows: "... a non-criminal violation...not punishable by incarceration and for which there is no right to a trial by jury or a right to court appointed counsel."

Criminal traffic violations are not minor and must be reported. Following are several of the most common traffic offenses which are not exempt from the self-reporting requirements: DUI, fleeing or attempting to elude a police officer, leaving the scene of an accident, reckless driving, making a false accident report or refusing to comply with any lawful order of a police officer, obstructing an officer, and driving while license is suspended or revoked.

Seminole County Public Schools has designated the Executive Director of Human Resources and Professional Standards, as the district contact to receive these reports. He may be contacted at (407) 320-0097.

Guidelines For Administering Medication

The guidelines for administering student medication have been developed to promote a safe and drug-free educational environment while providing for the medical needs of students.

1. Administration of Medication

- a. Medication must be administered by personnel employed by Seminole County Public Schools and designated by the principal. Personnel must be appropriately trained by a school board nurse prior to administering any medication. Each employee designated by the principal to administer medication must be retrained (updated) at least every three years or as deemed necessary by the school board nurse.
- b. School personnel are not permitted to honor independent requests from a parent/legal guardian to administer prescription medication other than as specified on the medication authorization.
- c. Over-the-counter medication must be administered to the student by school personnel.
- d. A student's parent/legal guardian may administer medication to his/her child at school provided prior arrangements have been made with the principal or designee.
- e. The Parent Administered Medication Log must be completed.
- f. Administration of medication by injection or ultrasonic nebulizer will be individually planned with the student's parent/legal guardian, school board nurse, physician and principal.
- g. The only medications that can be carried and self-administered by elementary students are metered-dose inhalers (FS 232.47), auto-injectors for severe allergic reactions, and other

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injectable medications, if authorized in writing by both the student's physician and parent/legal guardian.

- h. Any questions or concerns regarding the administration of medication should be directed to the school board nurse, who will determine appropriate action.

2. Authorization for Administration of Medication

A Student Medication Authorization form (SCPS 157) must be completed by the student's physician and parent/legal guardian before any medication is administered by school personnel or when permitted, self-administered by the student.

The following shall apply to all medication administered during school and school sponsored activities:

1. A new medication authorization will be required at the beginning of each school year.
2. Any change in medication, dosage, or directions will require the completion of a new medication authorization form.
3. All signatures, including physician and parent/legal guardian, must be original and handwritten.
4. Faxed authorization forms requiring a physician's signature must be sent directly to the school from the physician's office.

3. Delivery and Storage of Medication

All prescription medication must be delivered to school in the current original container with an unaltered prescription label. Adding medication to the medication container at school is not permitted.

All over-the-counter and sample medication to be administered at school must be in the original container and clearly labeled with the following information:

1. Student's name
2. Name of medication
3. Directions concerning dosage and route
4. Time of day to be taken
5. Physician's name

All medication to be administered at school must be received, counted and stored in the original container. A Student Medication Record must be completed.

Medication must be stored in a secure fashion under lock and key in a location designated by the principal (FS 232.46). Medication that requires refrigeration must be stored either in a locked refrigerator or in a locked box inside the refrigerator.

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All school-administered medication must be delivered to and retrieved from the designated employee by the student's parent/legal guardian or other adult presenting written authorization from the parent/legal guardian. This written authorization must include the following:

1. Student's name
2. Name of medication
3. Date
4. Amount of medication being delivered
5. Name of person delivering the medication
6. Signature of parent/legal guardian

4. Documentation of Medication Administration

Each school must maintain a current record of all medication administered by school personnel or the parent/legal guardian by completing the appropriate medication log.

5. Medication Incidents/Errors

Any incident/error in administering medication, including but not limited to, incorrect student, incorrect medication, incorrect dose, incorrect time (greater than 30 minutes before or after prescribed time), missed doses or student non-compliance must be reported to the parent/legal guardian and principal immediately for appropriate action. A written incident report must be completed for each medication incident/error and attached to the Medication Log. Copies must be forwarded to the parent/legal guardian and principal.

6. Field Trips

Students must receive prescribed medication on field trips unless otherwise instructed by the parent/legal guardian prior to the field trip.

- a. The necessary dosage of medication for each student must be placed in a sealed envelope labeled with the following information:
 1. Student's name
 2. Name of medication
 3. Directions concerning dosage and route
 4. Time of day to be taken
 5. Physician's name
- b. The medication must be removed from the original container, verified and placed in the envelope by the employee who will be administering the medication. Medication other than tablets and capsules should be taken on the field trip in the original container. Appropriate accommodations must be made for medications, which require refrigeration.

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- c. Medication taken on a field trip, but not administered, must be returned to its original location by the employee who was responsible for administering the medication on the field trip.
- d. A copy of the student's medication authorization form and medication log must accompany the medication.
- e. Medication must be kept, at all times, in the possession of or under the control of the employee administering the medication.
- f. For extended field trips, an additional Student Medication Authorization will be required for each medication to be administered outside the normal school day.

7. Disposal of Medication

The parent/legal guardian will be notified in writing when unused/discontinued medication is left at school. If not picked up within five days of notification, the medication will be destroyed.

8. Medication Audits

The School Board nurse will conduct a review of all medications administered at school and the related documentation. These audits will be conducted at least one time each school year. Additional audits will be conducted as deemed necessary by the School Board nurse.

The School Board nurse will observe the designated employee for proper medication administration techniques at least one time each school year. Additional observations will be conducted as deemed necessary by the School Board nurse.